



VW Corrado Club of Great Britain Constitution & Operating Procedures

Issue 3
25 April 2015

This document is the copyright property of VW Corrado Club of Great Britain. Neither the whole, nor any extract may be disclosed, loaned, copied or used for any other purpose other than those purposes for which written permission was given at the time of release. Application for lifting or relaxation of these restrictions must be made in writing to Corrado Club of Great Britain, who may in the sole discretion refuse such application or give qualification or absolute approval.

© VW Corrado Club of Great Britain, 2015
All Rights Reserved © 2015

Contents

1. **Introduction**.....3

2. **Document Amendment / Approval**.....3

3. **Club Objectives**3

4. **Membership**.....3

 4.1 **General**.....3

 4.2 **Applications for Membership**4

 4.3 **Subscription / Membership Fees**.....4

 4.4 **Honorary Members**4

 4.5 **Lapsed Membership**.....4

 4.6 **Exclusions**.....4

5. **Club Committee**5

 5.1 **Authority of the Committee**5

 5.2 **Quorum required for Committee Meeting**5

 5.3 **Roles and Responsibilities**5

 5.4 **Terms of Service and Election of the Committee**7

6. **Financial Handling**.....7

7. **Rules & Conduct**7

 7.1 **Acceptance of Rules**.....7

 7.2 **Members Conduct**.....7

 7.3 **Alteration of the Rules:**.....7

8. **Dissolution**.....7

Appendix 1 Current Committee Members.....9

Appendix 2 – AGM Agenda9

Appendix 3 – Extraordinary General Meetings.....9

Appendix 4 – Financial Guidelines.....10

Amendment History

Issue	Date	Details for issue	Amended By
Draft1	18/1/04	Draft Issued for comment / approval by committee	John Munyard
Draft 2	23/1/04	Amendments to Technical Advice Manager title	John Munyard
Issue 1	18/2/04	Finalised & Issued	The VWCCGB Committee
Issue 2	23/4/05	Updated to reflect 17 April 2005 AGM	The VWCCGB Committee
Issue 3	25/04/15	Updated following committee review 25 Oct 15, agreed at 26 Apr AGM	Chairman

1 Introduction

This document defines the constitution and operating procedures of the VW Corrado Club of Great Britain (hereafter referred to as “the club”).

2 Document Amendment / Approval

This document must be reviewed by the Committee as required.

Requests for changes / amendments to this document can be raised by any member of the Club except for honorary members, and in the first instance may be approved by the Committee, but must be later ratified by majority vote of eligible Club members at the next Annual General Meeting or Extraordinary General Meeting.

Maintenance of the approved “Master” copy of this document is the responsibility of the Club Chairman, who is also responsible for its distribution to the Committee.

The document is available to all members of the Club upon request, and current copies should be retained by Committee Members.

3 Club Objectives

The club is a membership based organisation which exists to promote common activities and interests for enthusiasts of the Volkswagen Corrado.

This includes arranging events for members where they can meet and share their common interest, and offering a range of complimentary services to the membership. These include:

To provide members with information, advice and assistance on matters concerning the VW Corrado, and general aspects of motoring.

Club Magazine (The Sprinter), which is produced at least twice yearly.

Club Website, containing information, articles, downloads, relating to the VW Corrado and the club.

A range of merchandising following the VW / Corrado / Club theme of interest to the Club’s members.

Organising meetings, events and leisure activities both regionally and nationally including presence at major VW events.

To afford Members such benefits and privileges as it may be possible to arrange, discount arrangements with suppliers, recommended part suppliers, insurers and similar.

4 Membership

4.1 General

Membership is available to all VW Corrado enthusiasts (not just owners) wishing to be a member of the club, subject to the exclusions described below.

Although the intention of the club is to support residents of Great Britain, membership may be granted on a discretionary basis to applicants from anywhere in the world, on the understanding that it will not be possible for the Club to provide the full range of benefits to non-resident members.

Memberships are issued on an individual basis. There is no restriction on the number of members per household.

4.2 Applications for Membership

Applications from candidates for membership of the club shall be submitted to the Membership Secretary along with membership subscription. The name, address and other requested information shall be stated on the Application Form and signed by the applicant personally.

Membership of any other Club or Organisation shall not entitle applicants to affiliated membership, honorary, social or otherwise either free, or at a reduced rate.

4.3 Subscription / Membership Fees

Membership is by annual subscription of £15 (Sterling), payable at the time of application and by annual renewal on a rolling basis. Membership fees are not payable by honorary members, the Club Committee.

Amendments to the fee structure can only be made once ratified by a majority vote of eligible members attending the Annual General Meeting.

4.4 Honorary Members

The Committee may elect as Honorary Members any persons distinguished in their own career or who have been distinguished in promoting the cause of motoring in general or of the Club in particular. Proposals for Honorary Members should be made by the Committee and ratified by a majority vote of eligible members attending the Annual General Meeting. A list of honorary members is held by the secretary.

Honorary Members' voting rights with regards to any of the Club's affairs, will be determined depending on the type of honorary membership, as follows:

- Ex committee members – entitled to vote in person, at meetings.
- Others – not entitled to vote.

4.5 Lapsed Membership

Any member of the Club who has not paid their renewal subscription within one (1) clear month of the stated renewal date shall be notified of the fact by the Membership Secretary. Two (2) weeks thereafter, any member who has still failed to pay their subscription may, unless sufficient reason be shown to the committee, be taken off the register of Members forthwith.

4.6 Exclusions

The Committee reserves the right to refuse admission to any applicant, or to withdraw membership in the event of a serious breach of the Club's rules. The process by which an exclusion of an existing member may arise is detailed in section 8.

5 Club Committee

5.1 Authority of the Committee

The authority and responsibility of any transaction of the business of the Club shall be vested in the Committee which shall consist of no less than five (5) officers.

This Committee, in addition to the powers, authorities and responsibilities expressly conferred upon it as defined in this document, may exercise all powers and do all in furtherance of the objects for which the Club is established, other than those expressly directed or required to be done by the Club in general Meetings.

5.2 Quorum required for Committee Meeting

The minimum quorum for a Committee meeting consists of the Chairman, Secretary, Treasurer **plus any other positions that shall mean no less than five (5)** Committee Members being present.

In the event that there are an even number of Committee Members present and a vote taken on any motion which is tied, the outcome will be decided on the casting vote of the Chairman.

Any ordinary member of the Club may attend any Committee meeting, unless this meeting is announced as to be held 'in camera'. Such attending members will be allowed to speak at the meeting, but are not entitled voting rights on any motion unless the Committee Members present agree.

5.3 Roles and Responsibilities

The current Committee posts are defined as follows, along with their key roles & responsibilities:

5.3.1 Chairman

- To oversee and guide the general running of the Club.
- Chairs committee meetings, the Annual General Meeting, and any Extraordinary General Meetings.
- Ensures the Committee are carrying out Club duties.
- Holds casting vote.
- Review Club accounts annually, generally prior to AGM.
- To oversee the conduct of club members and committee officers.
- Be the 'official' point of contact for the Corrado Club in it's dealings with external organisations such as other motoring Clubs, the news media, and Volkswagen.
- Final arbitration / escalation point for any issues being dealt with by the Club which cannot be resolved otherwise.

5.3.2 Secretary

- To manage general correspondence to the Club.
- Regarding Committee Meetings / Annual General Meetings / Extraordinary General Meetings.
- Generate calling notices at least one month before meeting date.
- Book meeting venue.
- Issue agenda and minutes from previous meetings as required.
- Take minutes at all committee meetings, and circulate them to affected parties within one month of the meeting date occurring.

5.3.3 Treasurer

- Ensure that the financial transactions and the Club's accounts are managed in accordance with best practise.
- Answer all correspondence which specifically relates to the Club's finances or money handling process.
- Ensure that receipts are paid into the Club's bank account within a reasonable time.
- Ensure that invoices are paid within the terms set out by the invoice.
- Ensure that valid expense claims submitted are settled within 28 days from the date of receipt.
- Prepare appropriate account's summaries for presentation at Committee meetings and Club General Meetings.
- Estimate a high level budget for the Club to be presented at the Annual General Meetings.
- Ensure that everyone involved in financial transactions on behalf of the Club is aware of the appropriate procedures for receipt / invoicing.
- Maintain an asset register for the Club.
- Inform and liaise with the Chairman of any specific financial issues which require attention.

5.3.4 Membership Secretary

- Maintain the Club membership database.
- Ensure new membership requests are processed within 28 days of receipt.
- Ensure membership renewals are processed within 28 days of receipt.
- Ensure new membership packs are available to be used at shows that the club attends.
- Manage correspondence specifically relating to membership queries / issues.

5.3.5 Merchandising Manager

- To manage the Club's merchandising, including defining the merchandising lines, as well as the sourcing, sale and distribution of those offerings.
- To define the types of merchandising which it will be most appropriate to offer.
- To work closely with the Club treasurer to ensure that all financial aspects of the Merchandising are understood and approved, and to help maintain the asset register where appropriate.
- Manage correspondence which specifically relates to Merchandising queries / issues.

5.3.6 Technical Advice Manager

- To manage technical queries / correspondence received by the Club from its members in a timely fashion.
- Produce technical articles for the Club Magazine.

5.3.7 Events Manager

- To be primary contact point for all issues regarding events the Club is involved in (whether those are internal club events or externally organised shows). Even in cases where another member within the Club is dealing with an event, they should ensure that the events manager is at least aware of what is going on as he may be able to help.
- To work with the Committee to help facilitate events, offering advice / assistance / promotion when the need arises.
- To set up and maintain an events calendar, and ensure the Club Magazine, website and Committee receives updates.
- To be the Event Manager for the Corrado Club National Day.
- To work with Club event organisers and provide guidance / assistance on any matters relating to Events.
- Ensure that Event organisers have suitable 'event' material available to them when they are required, for example Gazebos, supplies of application forms, flyers etc.

5.3.8 Club Magazine Editor

- To manage the production of the Club Magazine (Sprinter).
- To manager any correspondence specifically relating to the production of the Magazine.

5.3.9 Webmaster

- To create, manage and maintain the Club website in the best interests of the Club.
- To manage any correspondence specifically relating to the website.

5.3.10 General Committee Members

- To assist the Committee with decision making on behalf of the Club.
- To assist other Committee Members with their duties and with progressing decisions made.

5.4 Terms of Service and Election of the Committee

Committee Members shall be elected at either the Annual General Meeting or an Extraordinary General Meeting (if one is called) by means of a majority vote taken from the eligible members present.

No **Position Holding** Members of the Committee shall remain in office for a period of greater than two years without being re-elected at an Annual General Meeting.

No **General Committee** Member shall remain in office for a period of greater than one year but may be re-elected at subsequent Annual General Meetings if positions are available.

There is no reason why Committee Members cannot offer themselves for re-election at each AGM should they so wish. Committee Members who stand down from a post at an AGM are instantly eligible to be put forward for election into any other vacant Committee posts which arise at the AGM.

6 Financial Handling

All monies of the Club shall be banked by the Treasurer or his nominees in the name of the Club.

All disbursements made by the Club shall be supported either by the appropriate invoice or alternatively in the case of expenses supported by a receipt. No un-receipted expenses will be authorised for settlement without the agreement of the Chairman, Treasurer, Secretary + one other Committee Member.

7 Rules & Conduct

7.1 Acceptance of Rules

Every Member binds himself/herself to abide by the Rules of the Club and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of these rules. A copy of the Constitution will be available via the club website.

7.2 Members Conduct

It is expected of any member that he/she must conduct his or herself in a manner befitting of the Club's good name and standing whilst attending any Club related function.

It shall be the duty of the Committee, if at any time they shall be of the opinion that the interests of the Club so require, by letter to invite any member to withdraw from membership of the Club.

The Member shall be given fourteen (14) days to offer a valid explanation of their conduct in writing, and if two thirds of the Committee Members should vote for his/her expulsion, the member shall there upon forfeit all privileges of the Club and will be required to return his/her membership card and Club badges.

7.3 Alteration of the Rules

Any alteration may be made in these Rules by a General Meeting provided:

- a) That details of the proposed alteration or alterations are included in the notice of the General Meeting.
- b) That the resolution proposing such alteration is carried by two thirds of those members present and those voting by post. Minimum of ten (10) Members being present.

8 Dissolution

The Club may be dissolved by an Extraordinary General Meeting, convened by the direction of the Committee or on the request of the majority of the members, provided that 75% of attendees vote for dissolution.

If the resolution of dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the Club, and if there be any surplus assets on realisation these shall be disposed of at the discretion of the Committee, and any monies remaining to be distributed amongst previously nominated charities.

Appendix 1 - Current Committee Members

A1.1 Committee Posts

Chairman	Britt Stevens
Secretary	Chris Stevens
Treasurer	Sarah Gamage
Membership Secretary	Ian Saxton
Merchandising Manager	Ron White
Technical Advice Manager	Yan Holland
Events Manager	Eric Coolen
Webmaster	Neil Caunt
Club Magazine Editor	Jim Taylor
Club Magazine Deputy Editor	Charlie Smith

A1.2 General Committee Members

Adrian Brown

Appendix 2 - AGM Agenda

The Annual General Meeting of the Club once each calendar year, with a gap of not less than eleven (11) months or more than thirteen (13) months.

The venue, date and time will be set by the Committee, and communicated to the membership at least one month before the required date.

A2.1 Minimum Agenda for AGM

- a) Approve minutes from previous meeting
- b) Chairman's report
- c) Treasurer's report
- d) Membership Secretary's report
- e) Events Manager's Report
- f) If required, reports from other Committee members.
- g) Election of Officers
- h) Matter arising / resolutions / votes
(NB – Items to be raised as Matters arising must be notified to the Club Secretary in writing at least one month prior to the AGM. Any postal votes associated with these matters must be received by the Chairman or Secretary at least 7 days before the AGM date)
- i) Open forum / Questions & Answers / Suggestions from the floor (including votes if these are necessary)

Appendix 3 - Extraordinary General Meetings

A petition to call an Extraordinary General Meeting may be made by notification to all Club Members stating clearly the urgency of the matter (s) and signed by not less than ten (10) Members of the Club provided that:

- a) The notification is circulated not less than one (1) calendar month before the date of the proposed meeting.
- b) The resolutions to be discussed at the proposed meeting are listed on the notification.
- c) No resolution may be discussed at an Extraordinary General Meeting other than those raised in the EGM petition.

Appendix 4 – Financial Guidelines

- A4.1** Many of the Clubs financial activities are of a routine and recurring nature, and hence are already known, therefore expenditure may be made by the relevant/responsible Committee Member. Examples (not exhaustive) might include:
- a) Sprinter Print run
 - b) Newsletter/mailshot
 - c) Annual Affiliation fees
 - d) Club Show Stand fees
 - e) AGM costs
- A4.2** Other expenses, of a more incidental nature, require prior approval by quorum, as detailed in Para 5.2. Examples might include, but are not limited to:
- a) Purchase of Merchandising stock
 - b) Purchase/Renewal of Club assets (furniture, gazebos etc)
 - c) Speciality or one off events
- A4.3** Expenditure may be made by Club cheque, counter signed by 2 Committee Members, or privately by the individual and will then be reimbursed, on presentation of receipt or invoice to the Treasurer.

Note

The authorised cheque signatories, currently registered with the Bank, are: Treasurer, Secretary and Events Manager. The Constitution does not state that it needs to be any particular committee position however.