



Rolls-Royce Employees Motor Club - Club Rules

1. TITLE

- 1.1. The full and proper title of the club shall be the "Rolls-Royce Employees Motor Club", hereafter referred to as the Club.

2. OBJECTIVES.

- 2.1. To further interest in motoring and motor sport.
- 2.2. To provide members with information, advice and assistance on matters connected with motoring and motor sport.
- 2.3. To watch the local administration of the laws and regulations affecting motoring and motor vehicles, and to report any proposed local action or scheme to Motorsport UK
- 2.4. To promote motor competitions in accordance with the Rules of Motorsport UK.
- 2.5. To arrange tours, lectures, discussions and social and other meetings.
- 2.6. To afford members such benefits and privileges as it may be possible to arrange.

3. CONSTITUTION

- 3.1. Any person regardless of their sex or gender identity of not less than (17) years of age shall be eligible for membership. The membership may consist of (a) Life Members, (b) Honorary Members, (c) Ordinary Members, (d) Social Members and (e) Family Members.

4. MANAGEMENT

- 4.1. The authority and responsibility for the transaction of the business of the Club for its management shall be vested in a Committee, who, in addition to the powers and authorities by these rules expressly conferred on them, may exercise all powers and do all acts in furtherance of the objects for which the Club is established and/or is approved by the Club in a General Meeting.

5. OFFICERS

- 5.1. The Officers of the Club shall consist of a Treasurer, a Secretary, a Chairman, a Vice Chairman and not less than two other elected members of the Committee.
- 5.2. A President, and one or more Vice-Presidents, may also be elected.
- 5.3. The Secretary, Treasurer, Chairman, Vice-Chairman and other Committee members must be full paying members of the Club.
- 5.4. All Officers as specified above shall be elected at the Annual General Meeting.
- 5.5. For role descriptions, see appendix section A1.

6. MEMBERS

- 6.1. All members eligible to join must be either an employee of Rolls-Royce Plc, past employee, contractor to Rolls-Royce Plc (through a 3rd party is also acceptable) or a guest member.
- 6.2. Guest members must be proposed by at least two club members and then put forward to the committee for approval.
- 6.3. Contractors to Rolls-Royce Plc are only eligible to remain Motor Club members whilst contracted to work for Rolls-Royce. Beyond this, their membership is at the discretion of the committee.

7. SUBSCRIPTION.



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- 7.1. Rates of membership at the time of print:
- 7.2. Standard Membership: £5 (applies to all memberships except those listed explicitly in section 12.)
- 7.3. Lifetime Membership: Free * see conditions in section 12.
- 7.4. Plastic membership cards £3 if required. Digital membership cards are free.

8. PAYMENT OF SUBSCRIPTIONS.

- 8.1. Payments are due by 1st August each year except for where a member joins part way through the year at which point membership is due at the time of application.
- 8.2. Members will be asked to renew their membership 1 month prior to expiry.
- 8.3. A grace period of 2 months will be given once their membership expires before it may be deleted.
- 8.4. During a time of expiry, their membership is not valid and they can therefore not compete under the Club name.

9. NEW MEMBERS.

- 9.1. Any member who has been notified of their election and who fails to pay their subscription within one month of such notification may be again requested in writing by the Secretary or Treasurer to pay the same, and, if they fails to make payment within fourteen days thereafter their election shall be ipso facto, null and void.
- 9.2. No newly elected member shall be entitled to any of the privileges of membership until after the payment of their first subscription.

10. NON-PAYMENT.

- 10.1. Any member of the club who has not paid their subscription within two clear months of the date on which it became due shall be notified of the fact in writing by the Secretary or the Treasurer, and one month thereafter any member who has still failed to pay their subscription may, unless sufficient reason be shown to the satisfaction of the Committee be taken off the Register of members forthwith.
- 10.2. No member whose subscription is in arrears shall be eligible to take part in any competitions organised by the club and under the rules of Motorsport UK.

11. RESIGNATION.

- 11.1. Any member wishing to resign their membership shall give notice in writing of such desire to the Secretary on or before the date on which their subscription would have become due for renewal in any year, otherwise they shall be liable to pay their subscription for the ensuing year.
- 11.2. Also any member ceasing, voluntarily or otherwise, to be a member of the club, shall thereafter cease to have any claim upon the property of the club or to enjoy any privileges of membership, but they shall remain liable for the payment of any debts due to the club from them.
- 11.3. No refunds shall be issued to any member ceasing their membership of the club.

12. LIFE MEMBERS

- 12.1. Subscribers who have been Members for not less than 15 years of paid membership may be considered to be elected Life Members by the Committee.
- 12.2. Proposals must be submitted to the committee by at least two members.



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- 12.3. The committee will review proposals for Life Membership and should a member be approved, they shall be exempt from the payment of annual subscriptions.
- 12.4. A Member cannot become a Life Member if their membership is not active.

13. SOCIAL MEMBERS

- 13.1. No members may become social members at the current time.

14. FAMILY MEMBERS

- 14.1. An existing (lead) member may make an application for an additional membership, linked to theirs for an immediate family member who would regularly attend events with them. Such requests must be made to the committee for approval.
- 14.2. Any members linked to a 'lead' member whose membership expires or is no longer valid, may only have their membership renewed at the discretion of the committee.

15. EXPULSION OF MEMBERS.

- 15.1. 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 the club within a time specified in such letter, and in default of such withdrawal to submit the question of their expulsion to a meeting of the Committee to be held within six weeks after the date of such letter.
- 15.2. Members of the Committee shall be given at least 7 days' notice that a question of withdrawal or expulsion is to be discussed at a meeting of the Committee.
- 15.3. The member whose expulsion is under consideration shall be given at least 7 days' notice of such a meeting and shall be allowed to offer an explanation of their conduct verbally or in writing and if two thirds of the members present shall then vote for their expulsion, they shall thereupon cease to be a member of the club.

16. MEMBERSHIP OF ANY OTHER CLUB

- 16.1. If a candidate is a Member of another club or organisation, they shall not be entitled to affiliated Membership, whether Honorary, social or otherwise, either free or at a reduced rate.

17. HONORARY MEMBERS.

- 17.1. The Committee may elect as Honorary Members all members of the Royal Families, and any persons distinguished for their political, scientific, literary, industrial and administrative capacities, or who have been distinguished in promoting the cause of motoring in general or of the club in particular.

18. COMMITTEE

- 18.1. The Committee shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer plus not less than two other members, all of whom shall be elected at the Annual General Meeting.
- 18.2. The Committee must not exceed 12 members, but sub-committees may be formed.
- 18.3. With the exception of the Chairman, Vice-Chairman, Treasurer and Secretary, the members of the Committee shall be responsible (individually or collectively) for the following duties:
 - a. Competition Secretary



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- b. Membership Secretary
 - c. Social Secretary
 - d. Newsletter Editor
 - e. Quartermaster
 - f. Awards Secretary
 - g. Public Relations Officer
- 18.4. Allocation of these duties will form part of the business of the first Committee meeting after the AGM.
- 18.5. The roles and duties of section 18.3 (a) through to (g) are laid out in appendix section A.2 to these rules nominated by the letter at the end of the specific title, and may from time to time be formed, varied and deleted by the Committee. The management of these responsibilities will be discussed and agreed at the first Committee meeting after the AGM.
- 18.6. The management of the Club shall be vested in the Committee.
- 18.7. A quorum shall consist of a minimum of five members of the Committee and include at least the Chairman or Vice-Chairman.
- 18.8. Officers and all Committee members shall retire at the Annual General Meeting but are eligible for re-election provided that they are willing to stand.
- 18.9. The Committee has the right to co-opt additional members and to appoint such sub-committees that they deem necessary, and to co-opt any member to sit on these committees.
- 18.10. The Committee may make by-laws, which are binding on all Club members in addition to these rules. Changes, deletions and additions to these by-laws are at the discretion of the Committee. Written notice of any changes, deletions or additions to these by-laws must be communicated to the membership, within 28 days, who have a further 28 days to submit any objections in writing to the Secretary. If no objections are received, the by-law(s) become effective. If any objections are received, they must be further discussed at the next Committee meeting.
- 18.11. The Committee shall meet when the Secretary considers that there is sufficient business, but in any case the period between the meetings shall not exceed four months.
- 18.12. All members of the Committee have equal voting status and all decisions at any meeting shall be decided by a majority of votes of those present.
- 18.13. Only if voting is equal does the Chairman have an additional casting vote.

19. MEETING OF COMMITTEE.

- 19.1. The Secretary either of their own accord or by the direction of the Chairman shall, unless otherwise agreed by all the Committee, give at least 7 days written notice of a meeting.

20. ABSENCE FROM COMMITTEE.

- 20.1. Any member of the Committee who shall, without sufficient reasons, absent themselves from three consecutive Committee meetings may be called upon to resign their position upon the Committee.

21. DUTIES OF SECRETARY.

- 21.1. It shall be the duty of the Secretary to attend in person or by deputy, all meetings of the club and all meetings of the Committee to take minutes of the proceedings. Such minutes shall be entered in a book or digital equivalent and presented for confirmation at the following meeting.



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22. BANKING.

22.1. All monies of the club shall be banked by the Treasurer or delegated Officials in the name of the Club, and no disbursements shall be made therefrom except in accordance with the form or forms authorised by the Committee.

23. COMMUNICATION

23.1. A copy of these rules shall be made available to every new member when joining the Club and shall be available to any reasonable body who requests them in writing from the Secretary.

24. INDEMNITY

24.1. No elected Officials of the Club shall be under greater personal liability in respect of debts of the Club than any other member unless they have acted in breach of these rules or have in any way been wrongful or negligent.

24.2. The Committee is not responsible for any disregard, either accidental or otherwise, of guidelines laying down the minimum requirements for the organisation of Club events. The Committee is responsible for providing, or having available by written request to the Secretary, a set of event organisation guidelines.

25. ANNUAL GENERAL MEETING

25.1. The Annual General Meeting (AGM) shall take place in May. Twenty-one days' notice of the meeting shall be given to all members.

25.2. Matters for discussion at the AGM shall be submitted in writing to the Secretary no later than fourteen days before the date of the AGM. All items raised for discussion at the AGM will be proposed by a member and seconded by another member.

25.3. The AGM shall perform the following tasks as a minimum:

25.3.1. Apologies

25.3.2. Minutes of previous AGM and matters arising from it

25.3.3. Reports

25.3.4. Proposals

25.3.5. Election of Officers

25.3.6. Any other business

25.4. These tasks can be created, deleted or amended by the Committee, as they deem necessary.

26. EXTRA ORDINARY GENERAL MEETING

26.1. If a proposal is received from the membership, the Secretary must bring it to the attention of the Committee who will decide upon the action required. If the Committee deems it necessary, they shall call an Extraordinary General Meeting (EGM). EGMs require the same notice to the membership as AGMs.

26.2. A written request for an EGM signed by eight members will act as notice to the Secretary to convene an EGM within two calendar months.

27. AGENDA.



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- 27.1. When members wish a matter to be discussed at a General Meeting, the text of such matters signed by at least two members shall be sent to the Secretary at least 14 days before the date of such meetings, so that it may be included in the Agenda.
- 27.2. A copy of the Agenda shall be sent to each member at least five days prior to the meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the proceedings. No business which is not included in the Agenda shall be discussed at the meeting unless every member present is in favour thereof. Should the proposer of any motion fail to move a resolution in respect of the relevant item on the Agenda, then any other member shall be entitled to do so.

28. VOTING.

- 28.1. Every person with a right to be present may exercise one vote. The Chairman shall not vote except in the exercise of a casting vote.
- 28.2. At all General Meetings, except as provided in Rule 37, a majority of votes decides a resolution.
- 28.3. At any General Meeting any (12) members may demand a Poll, and thereupon the meeting shall be adjourned to a time and place to be named by the Chairman, and a postal vote or digital alternative shall be taken of all members of the club, the decision of the members, as shown by a postal vote or digital alternative, shall be reported to the adjourned meeting, and shall be deemed to be the decision of such meeting. The Rules relating to collective vote and proxies shall apply as in Clause 18 hereof.

29. RIGHT TO BE PRESENT.

- 29.1. No-one can take part in General Meetings unless they have been duly elected as a Member of the Club and have paid their subscription according to the rules.

30. USE OF CLUB NAME AND ADDRESS

- 30.1. The name and/or address of the Club or its facilities shall not be given by a Member as their address for trade, advertising or business purposes, or in connection with any legal proceedings. Nor may the name and/or address of the Club or its facilities be used for any Member's personal use except to confirm their membership of the Club.
- 30.2. The Club logo, graphics or any other media may not be used in any way (except for promotion of the Club or Club events) or be reproduced without express permission from the Officials. Proposals for use of the Club logo, graphics or other media must be submitted to the Committee for approval with the exception of re-sharing Club promotional media already made publicly available.

31. CONFLICTS OF INTEREST

- 31.1. All Members (Committee members, officials or any other volunteers) and others acting on behalf of the Club must either be free from any conflicts of interest or declare any conflicts of interest that could adversely influence their judgement, objectivity or loyalty to the club.
- 31.2. Any such conflicts should be declared to the Committee in full for transparency and any mitigating actions / arrangements agreed.
- 31.3. Definition for clarity: A conflict of interest is when someone's judgement or actions are - or could be - affected by something unconnected with their role in the Club. This includes any



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circumstances that affect - or could be seen to affect - someone's independence or impartiality with respect to the Club's interests and activities or impact on the members of the Club.

- 31.4. Examples include; working (directly or indirectly) for a supplier/company which the Club or its members may use or place orders with, or encouraging sales of products from a business without declaring involvement.

32. BADGES AND TROPHIES.

- 32.1. Any badges, trophies or other club items issued to a member or for a club shall remain the property of the club. On termination of their membership, members shall deliver up such badges, trophies etc. to the Secretary.

33. CHILD PROTECTION

- 33.1. To ensure that the club complies with legislation regarding the protection of children and vulnerable adults all applications for membership from persons under the age of 18 years must be approved by the applicant's parent or guardian. Additionally, any child or vulnerable adult participating in any competitive or social event organised by the Club must be accompanied by a parent, guardian or other responsible adult (person over 18 years of age).

- 33.2. <https://rremc.co.uk/Policies/Safeguarding>

34. GENERAL DATA PROTECTION REGULATION (GDPR)

- 34.1. The club requires a suitable Data Protection Policy which must be made available to all members or prospective members during application. This must outline the use, storage and control of any data provided for the club use. It must also detail the process for data deletion.

- 34.2. <https://rremc.co.uk/Policies/GDPR/>

35. SOCIAL MEDIA

- 35.1. The club has a Social Media Policy to cover what is deemed acceptable by Club Members who use social media.

- 35.2. <https://rremc.co.uk/Policies/Social-Media/>

36. CODE OF CONDUCT

- 36.1. All members must ensure they abide by the rules and regulations of the Club and of Motorsport UK. In addition they must:

- a. conduct themselves in a proper manner at all times, in the best interests of UK motor sport
- b. respect the decision of event officials
- c. treat all competitors, marshals and officials equally with respect
- d. maintain the highest standards of driving behaviour
- e. not discriminate against individuals for any reason, whether as a result of race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.

- 36.2. Failure to comply with this Code may result in stringent sanctions being imposed by Motorsport UK

37. OTHER RULES



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- 37.1. Event organisers must publish results within 7 days of an event to claim points.
- 37.2. For each Social and Car Championship Event organised by the Club, the winner(s) is/are held responsible for the preparation of a satisfactory account of the event to be submitted to the Newsletter Editor.
- 37.3. Failure to submit an article within 28 days of the event shall result in forfeiture of any Championship points scored in that event by the winners. This rule will be made part of all subject event regulations.
- 37.4. Only bona fide members of the club will be allowed to win any of the club trophies.

38. ALTERATION OF RULES.

- 38.1. Any alterations 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 and (b) that the resolution proposing such alteration is carried out by two thirds of those present and voting at such General Meeting or by two-thirds of those voting should a Poll be demanded as provided for in Rule 28.
- 38.2. Minor corrections and tweaks can be made to these rules without the need for a General Meeting in order to make changes in a timely manner where the Committee and Officials agree the changes are not significant and do not greatly affect the membership.

39. OBSERVANCE AND INTERPRETATION OF RULES.

- 39.1. Every member binds himself to abide by the rules of the club, and also by any modifications thereof made in conformity with such rules, 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.
- 39.2. Members must always conduct themselves in an orderly manner while representing or being associated in any way with the Club. All members are expected to observe a standard of ethics and behaviour that meets (as a minimum) those expected by Rolls-Royce as an employee.
- 39.3. The Committee will have the sole right of interpretation of rules and by-laws and their decision will be final. Any appeal must be made to the Chairman for the final decision.
- 39.4. In these rules as in the by-laws, the masculine shall include the feminine and the singular shall include the plural where appropriate.
- 39.5. In these rules as in the by-laws, a letter or written communication may take the form of an email.

40. DISSOLUTION

- 40.1. The Club shall be dissolved by a 75% majority of a postal ballot of all members. The ballot of members for dissolution will occur in the following circumstance: The Secretary receiving a request for dissolution signed by over 50% of the members
- 40.2. Dissolution is automatic when membership is at a level whereby the Committee cannot be legally formed from the membership.
- 40.3. In the event of dissolution from any cause whatsoever, the total assets of the Club, including the capital and all other funds shall be applied firstly to the payment of all liabilities with the balance of funds divided into units of equal value as can be wholly distributed among the members of the Club. Any member with less than two years continuous membership shall not be eligible for funds or distribution.



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Appendix to Club Rules

A1. Committee Role Descriptions

The following describes the roles of the Officers of the Club.

A1.1. Treasurer

A1.1.1. responsible for looking after the Club's money and everything financial. Working with the committee, they create the Club's budget, they manage cash flow and make sure the Club can meet its expenses.

A1.2. Secretary

A1.2.1. involves running the administrative side of the club and linking with other clubs and organisations

A1.3. Chairman

A1.3.1. involves the coordination of the running of the club for the benefit of its members.

A1.4. Vice-Chairman

A1.4.1. supporting the committee and the Chairman

A1.5. President

A1.5.1. to provide guidance and wisdom to the Committee when called upon and act as an ambassador to the Club.

A1.6. Vice-Presidents

A1.6.1. to support the presidential duties.

A2. Committee Duties

The following describes the duties of the committee members.

A2.1. Competition Secretary

A2.1.1. responsible for maintaining the fixtures calendar and helping to arrange the competitive activities of the club

A2.2. Membership Secretary

A2.2.1. look after and maintain the online membership system, take payments, manage renewals etc

A2.3. Social Secretary

A2.3.1. making sure we all have a great time when we are out and about with regular meets for members to socialise.

A2.4. Newsletter Editor

A2.4.1. gathers interesting content from the membership and wider afield to compile into regular newsletters published to the membership.

A2.5. Quartermaster

A2.5.1. responsible for all items owned, donated to or purchased by the Club including proposing items for resale to the membership of the Club and to maintain a current catalogue of equipment available for use or hire.

A2.6. Awards Secretary

A2.6.1. manages the handing out of awards and location of all club trophies.

A2.7. Public Relations Officer

A2.7.1. Comms and managing the clubs social accounts

A2.8. Safeguarding Officer

A2.8.1. the first point of contact for all safeguarding enquiries within your Club. This role helps to ensure that the welfare of all children, young people, and adults at risk is promoted in the Club's activities



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