

**Triumph Owners' Motor Cycle Club**

**Club Rules**

**April 2018**



## TRIUMPH OWNERS' MOTOR CYCLE CLUB

# RULES

Last revision April 2018

## ARTICLES

1. "The Triumph Owners' Motor Cycle Club" shall be the official name of the organisation: hereinafter called the Club.
2. The aims and objects of the Club are to provide facilities for members to meet in a spirit of friendship and to promote all aspects of motor-cycling.
3. The Club shall consist of Branches which together form the whole. Branches shall be self-organising subject to their responsibility to the Club and Club Rules

## CONDITIONS OF MEMBERSHIP

4. Membership shall be (a) for one year from the date of enrolment or renewal, and is conditional upon completion of the official membership form and payment of the current annual subscription or, (b) for 5 years conditional upon completion of the official membership form and payment of 5 times the current annual subscription.

Membership may be refused or withdrawn by either a General Meeting or Branch Committee (Club Officers for HQ members) for a good and sufficient reason. Refusal or withdrawal of membership shall be subject to appeal by the applicant at the next General Meeting. Branch Officials shall be responsible for sending completed membership forms to the appropriate Club Officer as promptly as possible.

5. Membership shall be divided into the following categories:

A. **FULL MEMBER.** Anyone owning a 'Triumph motorcycle shall be eligible to join, or renew membership under this category: A Triumph motor-cycle shall be defined as one powered by an engine unit which is the product of "Triumph Engineering Co. Ltd." or their predecessors or successors. A full member ceasing to own a Triumph motorcycle during their current year of membership will be deemed to have voluntarily resigned from Full membership. Full members shall have the following rights at Club level.

- (1) To receive proof of current membership.
- (2) To receive a copy of each issue of the Club magazine printed during the current year of membership, dependant on renewal of membership within 3 months of expiry date.
- (3) To enter competitions or sporting events under the Club name on any motorcycle.
- (4) To be affiliated to other organisations to which the Club subscribes.
- (5) To hold office at Club level. (2015)
- (6) To vote and speak at meetings.
- (7) To introduce or second propositions and/or nominate or second nominations for Club Officials (new members after 12 months continuous membership).
- (8) To participate fully at Branch level.

B. **PAST MEMBER.** A Full Member ceasing to own a motorcycle but maintaining interest in the Club may renew membership under this category Past Members shall have rights of a Full Member excluding 5A. (5) and (7).

C. **ASSOCIATE MEMBERSHIP.** A Full or Past Member may sponsor one person for the first time to this section, the term being one or five years, providing that either:

- (1) The person does not own a motorcycle.
- (2) The person is a learner motorcyclist whose machine does not exceed 125cc capacity.
- (3) The person is a partner of a Full Member.

Associate Members may only join the branch of their sponsor. Associate Members shall receive proof of current membership and participate at branch level, subject to the approval of the members of the branch (Club Officers for HQ Members). At renewal a sponsor will no longer be required. The Associate Member can renew on-line or by membership form, however they must remain in the same branch. (2017)

D. **HONORARY MEMBERSHIP** (no subscription required). A person may for meritorious services to the Club, be made an Honorary Member (with the consent of the said member) by a vote of the members present at the Annual General Meeting. Honorary Members will not be required to fill out a membership form each year (as in Rule 4), their membership being automatically renewed each year. Honorary membership carries full membership rights. (2000)

E *OVERSEAS MEMBERS* Overseas Members may apply to join any Branch they choose but only if the Branch in question agrees. Branches taking in overseas members will be responsible for posting their Membership cards and renewals, as for U.K. members. (2005)

## OFFICIALS

### 6. OFFICIALS.

#### A. *Executive Officers.*

(1) The executive officers of the Club shall consist of:- Patron, President, Vice-Presidents, Chairman, Vice-Chairman, General Secretary, Membership Secretary, General Treasurer, Editor, Events Coordinator, Public Relations Officer, and Commercial Officer. (2018)

(2) The General Treasurer, General Secretary, Editor, Events Co-Ordinator and Public Relations Officer shall be allowed to nominate an assistant to the office they hold. The nomination is to be valid until the following Annual General Meeting. In the absence of, or with the permission of, the Club office holder the assistant shall have the power of the Officer. (2017)

(3) The Club Officers, or their nominees, shall be fully responsible for all duties of the office they hold and for the effect of their actions on the Club image.

(4) The Club shall elect the following officers: Machine Registrar, Archivist, H.Q. Secretary, International Liaison Officer, BMF Liaison Officer, MAG Liaison Officer, ACU Representatives (2), and Webmaster. The preceding positions are not "executive officer" positions and, when invited to attend executive officers meetings, shall not vote. (2011)

(5) No Member shall hold more than one Executive position except in the case of an emergency. In no circumstances shall any member hold more than two executive positions within the Club. Any Club Officer holding, in an emergency, a second executive position shall stand down from the additional post at the next Annual General Meeting. (2005)

B. *Delegates.* Club delegates to affiliated bodies shall fully represent the Club at meetings called by such bodies. They shall at all times speak and vote in accordance with the views of a General Meeting or the Club Officers.

C. *Auditors.* The TOMCC's annual accounts will be subject to an audit by two appropriately experienced and capable individuals, and also subject to the minuted approval by the National Committee. Evidence of the audit will be retained and presented to the AGM in the form of a signed report detailing any changes to the accounts required as a result of the audit and any recommendations regarding relevant aspects such as the improvement of controls over accounting records and assets, processes and financial planning and governance. An audit by a professionally qualified and registered auditor can be required by the passing of a vote by a simple majority during the AGM where accounts are presented and without a prior proposal. (2017)

D. All officials shall retire annually at the date of the Annual General Meeting.

E. All officers shall be elected at an Annual General Meeting by a vote of the members present.

F. The Executive Officers shall meet when necessary at such time and place they may determine.

G. These Officers can if they wish claim for using private vehicles in conjunction with their duties as an Officer (excluding Annual General Meetings).

(1) Journey undertaken solely in connection with the Officers official capacity.

(2) Claim to be based on the current motorcycle rate within HM Revenue & Customs' "Travel - mileage and fuel rates and allowances". The mileage claimed should be from the Officers home (or start of journey if shorter) to the venue and return by the shortest practical route, as defined by Google Maps.

(3) It is the Treasurers responsibility to obtain updated rates annually. These expenses are to be shown on a separate account. (2017)

H. An Honorarium to be allocated *pro-rata* to Executive Officers as agreed.

I. Club officers may commit the Club to appropriate and necessary expenditure of up to £100. Expenditure greater than £100 must have the prior approval of the General Treasurer, and in the case of the General Treasurer committing to spend over £100 the prior approval of the Chairman is required. Expenditure exceeding £1,000 will require minuted National Committee approval, either as the approval of the annual Financial Plan or of the consideration and approval of a one-off expense. No Club officer or member can enter into a contract on behalf of the TOMCC with a third party without prior consideration and minuted approval by the National Committee (2017)

## MEETINGS

7. *MEETINGS.* The General Secretary shall be responsible for proper notification of meetings at least 14 days prior to the date of the meeting.

The Chairman / Vice Chairman, or duly agreed member shall preside at all meetings and have a casting vote only. The proper conduct of the meeting is the responsibility of the Chairman. The Secretary shall be responsible for the recording of the Minutes of all meetings in a book kept for this purpose and for submitting reports of all meetings to the Editor for inclusion in the Club magazine. The method of voting shall be decided at the beginning of each meeting by the majority decision of the voting members present, such decision to be taken by a show of hands. Voting shall be on the basis of one vote per voting member *Annual General Meeting* The AGM of all members shall be held in the early part of the year, normally not later than April. At the discretion of the Executive Officers, the AGM may be held in conjunction with a weekend event for the purpose of gaining increased attendance. In this case, the AGM shall be held not later than the end of May. All Full and Past members shall receive the Agenda together with an audited Statement of Income and Expenditure and Balance Sheet. Propositions for inclusion in the agenda must be in the hands of the General Secretary 28 full days prior to the date of the meeting. (2005)

Nominations for all Club Officials must be in the hands of the General Secretary 28 full days prior to the date of the meeting.

All propositions and nominations must be in writing, clearly stating the proposer and seconder, bearing the membership number and address of both, and signed by both. Email propositions and nominations from proposers and seconders will be accepted but for these a written signature is impractical and so not required. For this reason emails will only be accepted if there is clear evidence of the origin of the sender. In the event of any dispute over the origin or acceptability of the email the decision of the National Committee is final.

All propositions and nominations may only be made with the consent of the nominee.

The proposer and seconder of a proposition submitted for the Annual General Meeting should both be in attendance. In the event of only one being present a second person shall be nominated to speak on the proposition. If neither the proposer nor the seconder is present, the proposition will be declared invalid. It may be discussed at the discretion of the Chairman of the Meeting. (2012)

An Associate member who is an elected Branch Secretary, Treasurer or Chairman, may, during their term of office, speak and vote at General Meetings provided that the General Secretary is advised of their names at least fourteen days before the meeting (2007)

The Club Executive Officers may call an Extraordinary General Meeting at their discretion, and must do so upon receipt of a request from 20 or more members drawn from 3 or more branches. (2007)

## FINANCE

8. FINANCE. For the purpose of the Club and Branch accounts the Financial Year shall be deemed to end on 31st December of each year. The General Treasurer shall be responsible for the correct maintenance of the Books of Accounts to show all income and expenditure together with a list of assets and their location. All monies received must be paid into a duly accredited Bank under the name of "The Triumph Owners' Motor Cycle Club". Funds may be invested at the discretion of the General Council with adequate safeguards regarding ownership. All payments must be made by cheque or bank transfer. Persons appearing on the bank mandate and therefore enabled to sign cheques or transfer funds shall be restricted to the Chairman, General Secretary, and General Treasurer only. (2012)

The Committee is required to prepare and publish an annual financial plan. (1997)

## GENERAL

### 9. GENERAL

(a) Club Rules shall take precedence over Branch Rules. In cases of dispute the decision of the Executive Officers shall be final, subject to appeal at the next Annual General Meeting.

(b) Alterations to Club Rules shall be made only at an AGM or a meeting of all members specially convened for the purpose.

(c) If for any reason a Branch has to close down the assets of the Branch shall be transferred to the Club. Unexpired Membership shall be transferred to H.Q Branch.

(d) If for any reason the Club has to close down, a properly audited Balance Sheet shall be prepared and sent to each member. A specially convened General Meeting shall be called to decide the method of closure, settlement of debts and disposal of assets.

(e) Every Branch shall submit to the General Secretary at the end of the financial year a Bank balance complete with a list of creditors and debtors. Also after the Branch Annual General Meeting submit a list of elected officers.

(f) The Branch Officer responsible for dealing with completed membership forms must submit them to the Club Membership Secretary not later than one month after receipt from the member.

Members who have not renewed their membership by the due date shall receive one further copy of *Nacelle* (2003)

Members who renew their membership by logging onto the TOMCC web site and renewing on-line will receive a discount on their renewal (2013)

A member who does not renew within three months shall be deemed to have ceased to be a member.

After three months, any membership application from the said member will be treated as 'new' as opposed to 'renewal', with a new number and date allocated.

(g) All Branches must have at least two and not more than three persons appearing on the bank mandate and therefore enabled to sign cheques or transfer funds who shall be members in good standing and elected to office within the Branch. (2012)

(h) A three person Sub-Committee comprising of the elected Events Co-ordinator and two co-opted Club members to organise all 'national Club Rallies'. They may call upon a Branch or Branches to assist in running the Rallies, in which case, 25% of any profit from the events **CAN** be distributed *pro-rata* to those Branches.

(i) When a Branch promotes an event on behalf of the Club, all income and expenditure will be processed through the Club Accounts held by the General Treasurer using the main Club Bank Account and utilising separate codes (headings) within the accounting software. The branch will receive a percentage of the net profit at a rate to be agreed from time to time. (2010)

(j) A half or quarter page in '*Nacelle*' will be allowed free of charge to Branches to advertise events.

(k) Public Liability Insurance shall be arranged by the Club in order to protect the Club, its Officials and Members from claims arising out of Club and Branch activities.

Affiliation to the BMF includes cover for members.

Affiliation to the ACU gives Public Liability cover especially at Rallies where non-members are invited. Basically Public Liability Insurance provides cover for compensation and legal costs incurred in defending the action and paying out if a claim is proved (normally in a court of Law). To take advantage of this insurance, it is necessary that the organisers of the event should notify the General Secretary of the event at least TWENTY EIGHT (28) days in advance of it taking place. Details of where and when the event will take place, basic information of the type of event, (rally bike show, etc.), approximate number of people expected to attend and the name and address of the organiser must be supplied. All this information **MUST BE IN WRITING**. It is a condition of the insurance that adequate precautions are taken by the organisers to prevent anyone coming to harm, and these may need to be proved to have been in place in the event of a claim. For example, at bike shows all machines should be roped off and parked on a firm surface to prevent a bike from falling on a member of the public. At rallies, tents should be pitched far enough apart to prevent the spread of fire. Obviously at all events there should be adequate fire precautions. Safety is paramount. A photograph of the display would assist if a claim is made.

(l) Club Rules will be available on the Club's internet site. Copies will be provided to individuals by the General Secretary on request. (2012)

(m) Magazine Subscription. This subscription is open to any person. This only allows the person to receive the Club Magazine each month. Subscribers are not members of the Club, do not receive any membership cards, and do not benefit from any privileges or services available to other members. The fee for Magazine Subscription is the same as that of a Full Member (2000)

## NEW BRANCHES

10. The General Secretary must be contacted by the person / persons requesting to form a Branch, giving full details of the proposed area and venue. A minimum of 20 members is required before becoming officially recognised, with no more than half this number transferring from an existing Branch, other than HQ. The proposed Branch should not be within 20 miles riding distance (on the public highway) of any existing Branches unless all the Branches within this distance approve the formation. (2015)

## SECTIONS

11. A Section is a National group of Members with a specific interest within the TOMCC. Any Full Member may start a section by writing to the general Secretary with the Section's name, aims, and optional logo, subject to the approval of the Club Committee. A Section must have a least one official contact who is a Full Member of the club and whose job would be to administer the communication channels for the Section. Non-members may participate in a Section. All domains, and online accounts for administration of the Section will be provided by and owned by the Club. (2013)

## **CLUB TROPHIES**

**'THAT TROPHY'** (Awarded Annually)

This is to be awarded to the Branch which has had the largest net percentage gain in membership during the year.