

Victoria Motor Sports Club

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Club Constitution and By-Laws

2014 Edition

Member club of CACC
Affiliate club of ICSCC

Victoria Motor Sports Club
CONSTITUTION AND BYLAWS

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CONSTITUTION

1. The name of the Society is: VICTORIA MOTOR SPORTS CLUB.
2. The objectives of the Society are:
 - (a) To foster the sport of motoring in Greater Victoria and to encourage safe driving habits.
 - (b) To sponsor and conduct rallies, trials, gymkhanas, speed events and all other motorsports and social events.
 - (c) To do anything not prohibited by the Bylaws considered by the Executive to be likely to further the objects for which the Society is formed.
3. The operations of the Society are to be chiefly carried out on Vancouver Island.

BYLAWS

1. "The Club" shall mean the Victoria Motor Sports Club.
2. The rules contained in Robert's Rules of Order shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Club.

ARTICLE 1 - MEMBERSHIP

SECTION A - CATEGORIES

1. There shall be four classes of membership in the club, namely:
 - (a) **ACTIVE MEMBERS:** Active members are those who have paid their membership fee for the current year and submitted a signed membership application. Only Active Members may vote or hold office.
 - (b) **FAMILY MEMBERSHIP:** Family Memberships shall include a spouse and children under the age of majority, all as Active Members, provided that only the prime Membership applicant may vote or hold office.
 - (c) **HONORARY MEMBERSHIP:** The Club may, at its annual general meeting, grant Honourary membership as a token of recognition. Honourary members shall not be entitled to vote or hold office unless they are also Active members, but they may attend meetings or events and participate in discussions or debates. Honourary memberships existing at January 1, 2013 shall continue to hold the status of full Active Members.
 - (d) **LIFETIME MEMBERSHIP:** A member who has rendered such service to the community or motorsports that the Club sees fit to honour him or her. They will have all the benefits of an Active member.
2. Members shall be 16 years of age or older.

SECTION B - MEMBERSHIP FEES

Fees for Active membership shall be determined annually by the Club Executive and are due and payable by November 1st.

SECTION C - ADMISSION

Membership is automatic upon payment of the annual fee and submission of a signed membership application, provided the applicant is not then suspended. The content of the Club Membership Application shall be determined from time to time by the Club Executive, provided that any amendment thereto shall first be approved by a majority of members in attendance at a regular club meeting.

SECTION D - SUSPENSION FROM MEMBERSHIP

1. Temporary or permanent suspension of membership may result from violation of the Bylaws or Rules of the Club, or from conduct unbecoming a member.

2. Complaints shall be in writing, signed and submitted to the Club President. The Club Executive shall consider the complaint at their next regular meeting and make further inquiries if it is deemed necessary. If the Executive in its sole discretion determines that action must be taken on the complaint, the President shall notify the party complained of in writing, including the full particulars of the complaint, and that party shall have the opportunity to be heard at a meeting of the Club Executive, at a time and place chosen by them, to be held no later than 30 days from the date the party is notified.
3. The Club Executive shall recommend the nature and duration of suspension, if any, to the members at the next regular club meeting and the suspension shall not take effect until a majority of the members in attendance have voted to approve the recommendation. A recommendation for suspension may, at the sole discretion of the Executive, include conditions for reinstatement.

ARTICLE 2 - OFFICERS

1. (a) There shall be elected the following Officers, to be known as the Executive:
President
Vice President
Secretary
Treasurer
- (b) There shall be elected the following Officers, to be known as the Directors:
Regional Competition Director
Club Competition Director
- (c) All other additional Directorships shall be appointed at the discretion of the Executive.
2. The immediate Past President shall automatically become a member of the Executive. If there is no immediate Past President, the Regional Competition Director will be an Executive position.
3. Any three (3) members of the Executive including either the President or Vice President, shall constitute a quorum at an Executive meeting.
4. The Executive shall meet at the call of the President or Vice President at such times as either of them shall see fit. If an Active Member wishes to attend an Executive meeting he or she may, with permission of the Executive, but may not vote therein. The business of such meetings shall be strictly confidential.
5. The President shall preside at all meetings of the Club, appoint all committees authorised but not appointed by the Club, and generally supervise all the affairs of the Club.
6. (a) The Vice President shall perform the duties and have the power of the President during the absence or incapacity of the President.
- (b) The Directors in 1(b) are directly responsible to the Vice President as overall coordinator.
- (c) The Vice President will coordinate committees formed by the Club.

7. The Secretary shall keep an accurate record of the minutes of the meetings of the Club, in the book provided for the purpose, conduct all correspondence for the general workings of the Club, have custody of the seal, keep an accurate record of the names and addresses of all members and perform all other duties as normally befall his or her office. He or she shall receive copies, for the Club files, of all correspondence using the Club name.
8. The Treasurer shall collect all dues, fines, fees, assessments, and other monies owed to the Club, and shall keep a record of monies received and spent. He or she shall pay all bills from the Club funds when authorised to do so by the Executive. He or she shall prepare a balance sheet and profit and loss statement for the annual meeting and at any other time deemed by the Executive. He or she shall keep all funds of the Club not required for petty cash expenditures in a bank account in a chartered bank or trust company or credit union, chosen by the Executive.
9. The Regional Competition Director shall be responsible for the coordination of personnel and equipment required to run regional events sponsored by the Club.
10. The Club Competition Director shall be responsible for the coordination of personnel and equipment to run non-regional events sponsored by the Club.
11. The two (2) Competition Directors, upon being advised by any sanctioning body representatives, shall co-ordinate all Club competition, re the yearly calendar, to avoid event clashes.
12. Any Officer may be removed from office by a two-thirds (2/3) majority vote at any general meeting of the Club for:
 - (a) Inefficiency in the performance of his or her duties.
 - (b) Any reason which would justify expulsion.
13. The Executive shall have the authority to do all proper and lawful acts on behalf of the Club except those which involve the disbursement of Club funds exceeding \$500.00 or those which will affect the identity or purpose of the Club. Such matters require ratification of the Club at a regular Club meeting.
14. No member shall hold the office of President for more than two (2) years consecutively.
15. A Director must attend the monthly general meeting or be represented at that meeting or forfeit that position.

ARTICLE 3 - COMMITTEES

1. Race Drivers Committee

(a) Membership

There shall be a standing committee of the licensed race drivers who are members of the Club. Voting membership on the committee shall be restricted to those race drivers who hold as a minimum a valid race license at the ASN Regional, or ICSCC Area level, though other levels of licensing are welcome to attend the meetings of the committee as guests.

(b) Meetings

The RDC will meet at the call of its head to propose racing rule amendments that the club shall propose to the sanctioning bodies to which it belongs. Further meetings will be called as required to vote on the agenda(s) for competition regulation changes so the club representative(s) will have a clear mandate to represent the club.

At the Fall meeting to vote on competition rule proposals the committee shall elect the person(s) that will attend the competition rule change meetings as representative(s) of the club.

(c) Committee Head

The head of the Race Driver's Committee shall have as primary duty the overseeing of the Club Driver Training Program. This shall be by either organizing the Driver Training events that the Club holds during the calendar year, or by delegating that responsibility. The committee head will liaise with the Regional and the Club Competition Directors to ensure that the events listed on the Club Competition calendar and there are no date conflicts.

The secondary duty of the committee head shall be to act as liaison between the committee and the Club membership and to act as advisor to the Club membership on matters directly affecting the cooperation of the race drivers and the Club membership.

ARTICLE 4 - ELECTIONS

1. Only Active Members in good standing, who have been in good standing for at least six (6) months, or has been a member in good standing for more than one (1) year in the previous five (5) years, shall be eligible for election as Officers or Directors.
2. Only Active Members in good standing, who have been Active Members in good standing for at least twelve (12) months and who have served on a previous Executive, or as a Director, shall be eligible for election as President.
3. The election of Officers and other Directors shall take place during the general meeting in October and shall take office at the general meeting in November. Election shall take place by secret ballot which shall be prepared in advance.
4. Voting for the four (4) major Officers shall be by elimination vote.
5. (a) A three (3) person Nominating Committee shall be appointed by the Executive.
(b) Nominations shall be open at two (2) meetings prior to the elections.
The task of the Nominating Committee is to prepare a slate of Officers whom they deem best suited for the various offices. Any member in good standing may nominate a candidate of his or her choice, notwithstanding those made by the Nominating Committee.
6. Separate ballots shall be cast for each office. The positions shall be filled in the following sequence:
President
Vice President
Secretary Treasurer
Regional Competition Director
Club Competition Director

7. No proxy votes shall be allowed.
8. The nominator shall be prepared to speak for his or her nominee.

ARTICLE 5 - MEETINGS

1. Meetings of the Club shall be held at such hour, and at such place in the Province of British Columbia, as the Executive may see fit to choose.
2. General meetings shall be held on the first Wednesday of each month and shall begin at 7:00 pm.
3. The annual meeting of the Club shall be held in October.
5. A quorum at any meeting with a minimum of 10 Members entitled to vote.
6. Voting shall be by show of hands and shall be confined to Active Members. A motion receiving a majority vote of the Active Members present shall be deemed to be carried, except if such vote be on an issue involving the disbursement of Club funds exceeding five hundred dollars (\$500.00), in which case a motion receiving a two-thirds (2/3) majority shall be deemed to be carried.
7. Notice of Special Meetings and Special Resolutions shall be given to members fourteen (14) days written notice. Fourteen (14) days notice shall be required of any special meeting or general meeting at which it is intended to introduce a Special Resolution, and the notice shall specifically state the items or item of business it is intended to transact or to resolution it is intended to introduce, as the case may be.
8. The treasurer will present to the annual meeting a statement of Profit and Loss for the year, which will be submitted to the clubs accounting firm for ratification by the membership at the December meeting.
9. The meeting in November shall be an extraordinary meeting for making amendments to the Constitution and Bylaws. All proposed changes must be submitted in writing to the Club by the meeting in October. These changes must be made available to the members by publication in the Wheelspin forum and email notification to be voted upon in November.
10. Club Competition Rule changes to be in to the Club Competition Director by the meeting in October, to be printed in the Wheelspin forum for the meeting in November, and to be voted upon at the meeting in December.