

WHITEROSE AUTOGRASS CLUB

CONSTITUTION AND RULES - REVISION FIVE 25/11/2010

WITHIN THIS DOCUMENT ALL REFERENCES TO THE CLUB MEAN THE "WHITEROSE AUTOGRASS CLUB;" NASA MEANS THE "NATIONAL AUTOGRASS SPORT ASSOCIATION LIMITED" AND "THE COMMITTEE" MEANS THE ELECTED COMMITTEE OF WHITEROSE AUTOGRASS CLUB.

1. THE AIMS OF THE CLUB

- a) To promote fair play, sportsmanship and specifically the sport of Autograss Racing as governed by NASA.
- b) To run race meetings in accordance with NASA regulations for the benefit of the Club membership and also the general public.

2. MEMBERSHIP

- a) Any person may apply to be a member of the Club but the Committee shall have the sole discretion as to whether a person is accepted as a member or is allowed to continue as a member of the Club.
- b) It is a condition of membership that a person, upon joining the Club, accepts the rules, conditions and jurisdiction of the Club, its elected Committee and other officials and the rules and authority of NASA.
- c) Specific notice is drawn to the Disciplinary Procedure contained herein (*see Section 7*).
- d) The Club shall charge a membership fee when issuing licence applications which shall include the mandatory NASA licence and insurance fees but which shall also provide funds to offset the expense of running the Club.
- e) A member may obtain a racing number when they join the Club, but if they allow their membership to lapse for two successive seasons their number shall be forfeit and available for re-issue. This rule was amended by vote at the Annual General Meeting held 26th October 2004 so that numbers may be re-allocated after one lapsed season.
- f) It is the member's responsibility to notify the Club (specifically the membership secretary) of any changes in their circumstances, for instance their address or their fitness to drive.
- g) Any non-racing member who fulfils a permanent official role within the Club may have their membership fee refunded by the Club. Any driving member who undertakes a full time job of work as designated by the Committee or who is elected to a Committee post may have a part of their licence fee (such proportion as is decided from time to time by the Committee) refunded by the Club.
- h) It is pointed out that the membership of the Club are jointly and severally entitled to the Club's assets and responsible for the Club's liabilities.
- i) At the AGM held 26th November 2002 it was decided unanimously by club members as a mark of respect to the late Barry Lakin that the race number WR77 will belong to the Lakin family in perpetuity and no other member will be allowed to race using this number unless expressly permitted by the Lakin family.
- j) At the AGM held 27th November 2007 it was decided unanimously by club members as a mark of respect to the late Chris Hare that the race number WR801 will belong to the Hare family in perpetuity and no other member will be allowed to race using this number unless expressly permitted by the Hare family.

3. COMMITTEE AND OFFICIALS

- a) All executive, financial and regulatory powers of the Club are invested in the Committee which is elected by the Club members at a General Meeting of the Club (either Annual or Extraordinary). The Committee and the Club are however subject to the jurisdiction of the North Yorkshire Autograss League and NASA itself.
- b) The Committee shall meet at regular intervals to discuss the running of the Club and other related issues.
- c) The manner of conduct of the Committee meetings is at the discretion of the Chairman of each meeting. These may be closed or partially open, with the attendance of invited individuals together with the Committee, but are usually open to the club membership. At open meetings non-committee members may participate in the discussion only if invited to do so by the Chairman.

- d) Not all Committee members have a vote; for clarification see the preceding year's Annual General Meeting minutes. All issues shall be decided by a simple majority vote. In the event of a tie the Chairman shall have a casting vote.
- e) Changes to the Club Constitution and Rules are not a matter for the Committee but must be placed before the membership at a General Meeting. Otherwise the Chairman shall have the discretion to allow the Committee to determine issues or may reserve them to the Club membership at General Meeting.
- f) Any vacancies on the Committee may be filled by the Committee co-opting a new person to undertake the vacancy. The Committee may also create a new position if it believes it is required by the Committee but it shall not carry a Committee vote until after it has been ratified and approved by the Club membership at General Meeting.
- g) In the conduct of race meetings the decision of the Chief Scrutineer, Chief Marshal, Safety Officer and Chairman are final (**see section 6 below**).
- h) The proper channel for the membership to voice their opinions to the Committee on any subject whatsoever is through a Drivers' Representative.
- i) Any person may be elected to the Committee but upon accepting a position must be or must immediately become a member of the Club. If they take a position on, they must be prepared to attend appropriate NASA meetings, (eg. Chairmen, Scrutineers, Marshals and Safety Officers) and represent the Club and the North Yorkshire League.
- j) The membership will elect four representatives to attend North Yorkshire League meetings. These will preferably be voting Committee members.

4. GENERAL MEETINGS

- a) The Club shall hold one Annual General Meeting the "AGM" each year to be notified to the membership by post to their last known address not less than 28 days prior to the date of the meeting. The location of a General Meeting shall be within a thirty mile radius of the Club track.
- b) The AGM will consider, amend if necessary and approve the previous AGM minutes and then receive reports from all Club officials as appropriate and will then accept the resignation of all officials for the preceding year. The preceding years Chairman will then conduct the election of his/her successor who, duly elected will then conduct the election of the following years Committee. With the new Committee in place the new Chairman will conduct the remainder of the AGM which will then consist of consideration of Agenda items raised by the outgoing Committee. At the sole discretion of the new chairman the meeting may then discuss Any Other Business.
- c) At General Meetings voting on general issues and for the purpose of elections shall be decided by a simple majority, but any changes to the Club Constitution and Rules or matters decided by an earlier General Meeting must be determined by a 75% majority of the membership present.
- d) A General Meeting shall not be quorate unless 10% of the entire Club membership are present.
- e) A member must bring his/her NASA licence to a General Meeting in order to vote. **Proxy votes are not permitted.** A member may enter a written vote in his/her absence on a pre-determined issue such as the election of an official or an Agenda topic, so long as the vote is signed, bears the licence number of the member and is unambiguous.
- f) The Club may hold an Extraordinary General Meeting to decide questions beyond the powers of the Committee. Such meetings may be called by the Committee itself or upon receipt by the Committee of a written application or petition signed by a simple majority of the entire Club membership. The EGM will then be notified to all members by post at their last known address at least 14 days prior to the meeting together with an indication of the issues to be decided.

5. CLUB RULES AND RECORDS

- a) The Club will be run in accordance with all NASA rules and regulations contained in the current Member's Handbook; "Living with NASA"; the National Championships Handbook and/or all Rules and Orders made and minuted by NASA. The Club is also subject to the Constitution and Rules of the North Yorkshire Autograss League. The Club will also make its own rules but these will not contradict or relax any of the above mentioned rules and regulations.
- b) The Chairman for the time being shall keep a record of all appropriate Club and National and League documentation which will be available for inspection by any Club member upon reasonable notice at such time and place as the Chairman deems appropriate. Such documentation may not be copied or removed by the person inspecting it. The Chairman will pass all records and documentation to his/her successor.
- c) If a Committee member or official keeps records in relation to their position, including official correspondence, they should pass those records to their successor.

- d) The Club Accounts will be audited by a non-Committee member prior to the AGM.
- e) Any 20 members can nominate a club member to be an auditor to carry out an interim audit at any time in the year.
- f) The Club takes the issues of safety and discipline very seriously; members should bear this in mind at all times.

6. RACING PROCEDURE

- a) For the avoidance of doubt the Official in charge of a particular issue at a race meeting has the final say on the day.
- b) Any member may raise a complaint or query through a Driver's Representative which must be written down and put to the official in charge of the issue within a reasonable time of the issue arising. For instance a marshalling decision should be queried immediately and not half an hour after the event. The Driver's Rep will then convey the decision/comment back to the member. **On no account should an official be approached directly.**
- c) Any further points should be notified to a Driver's Rep who will bring them up at a later Committee meeting or may try to resolve the matter informally with the official concerned.
- d) The race format is variable by the Committee or during a race meeting by agreement between the Chief Marshal; Safety Officer and Chairman, who may consult other Committee members before reaching their decision.
- e) The Club shall hold an Annual Points Championship for each NASA and Club class(es) of car/competitor. The points will be earned on the first **two** substantive races of each "points" meeting and be awarded for the position in the race as follows:

1st - 10; 2nd - 8; 3rd - 6 4th - 5; 5th - 4; 6th - 3; 7th - 2; 8th - 1

All Club members are automatically entered in the points championship but must attend and sign on as a driver for at least 50% of "points meetings" to be eligible to receive an annual award (In the event of the number of "points meetings" being odd, the number of qualifying Meetings will be rounded up e.g. if there are 9 Meetings, 50% will be deemed to be 5). To gain points a licence holder must have his/her car number shown on his/her licence and be registered with NASA. A driver may gain points for more than one race number but may not transfer points between race numbers or classes. A drivers' total annual points are calculated from his/her best eight points meetings during the season and in the case of a tie the most wins / seconds / thirds etc are taken into account.

- f) Points are awarded for a driver's actual position in the "points" race notwithstanding that higher positions in that race are taken by drivers from other clubs.
- g) Certain meetings will be deemed "non-points" meetings by the Committee. These will usually be the last one or two meetings of the season; the National Qualifying Meetings and the Whiterose "Rosebow" Open.
- h) **The Club "Champion" will be decided by which driver/car achieves the most total annual points in the championship rounds; this applies to men, ladies and juniors. This car will be entitled to race under WR1 for the following season. In the event of a tie the number of rounds will be taken into consideration followed by the number of first places, seconds, thirds etc.**
- j) All racing will be in accordance with NASA League and Club rules (see section 5a above).
- k) All members are required to read the NASA Members' Handbook and, if a driver, must read fully the Construction Rules appropriate to their car.
- l) It is a member's own responsibility to ensure that he/she and his/her family/friends/mechanics behave appropriately and within the rules of the Club. Further to that a Club member should actively discourage any breaking of rules that he/she sees.

7. DISCIPLINARY PROCEDURE

BASIC PRINCIPLES ARE THAT:

- (i) A CLUB MAY DISCIPLINE ANY OF ITS MEMBERS AS IT SEES FIT AND MAY DELEGATE THE DISCIPLINARY POWER (EG. TO THE COMMITTEE)
- (ii) DISCIPLINE CAN INCLUDE A BAN FOR AS LONG AS IS THOUGHT APPROPRIATE
- (iii) A CLUB CAN APPLY TO ITS LEAGUE FOR FURTHER DISCIPLINE TO BE IMPOSED ON ITS MEMBERS OR ANY OTHER PERSON WITHIN THE LEAGUES JURISDICTION
- (iv) A LEAGUE MAY APPLY TO NASA TO WITHDRAW A PERSON'S LICENCE NATIONALLY
- (v) ALL DISCIPLINE MUST BE WITHIN NASA RULES AND MUST ACCORD WITH THE RULES OF NATURAL JUSTICE

Whiterose Disciplinary Procedure

- a) All hearings will be behind closed doors.
- b) Persons entitled to be present at the initial hearing are the sub-committee, the person who is the subject of the hearing and a representative of their choice they may wish to bring to speak for them.
- c) The subject will be told of the matter(s) which have given rise to the need for a hearing and will be allowed to put their side of the story.
- d) The subject will be asked to leave the room while the sub-committee discuss and decide on the issues raised and, if necessary, the level of sanction to be imposed. The subject will then be invited back in and will be informed of the result of the hearing.
- e) The subject is entitled to appeal the result of the hearing. This must be done in writing within 14 days of the original hearing and should be addressed to the Club Secretary.
- f) *The only grounds for appeal are:*
 - (i) *that the sub-committee have misinterpreted the rules*
 - (ii) *that the sub-committee have mistaken the facts*
 - (iii) *that the penalty is too severe*
 - (iv) *there is new evidence which disproves the original offence*
- g) The full Committee will consider the appeal in a closed meeting at which the appellant may attend. The Committee's decision will then be final.
- h) Any penalty imposed by the sub-committee will be suspended whilst the main Committee consider the appeal.
- i) Any person facing disciplinary proceedings will be notified by letter to their last known address and will be invited to the initial hearing within one month.
- j) The full Committee has power following appeal to increase or decrease any penalty imposed by the sub-committee.
- k) The ordinary member has a right to contact NASA Directors to clarify regulations.
- l) A Club member may report any matter which they believe may require disciplinary action to the full Committee by the usual means of written complaint through a Driver's Rep. On receiving such a complaint, the Committee will consider whether disciplinary action is merited and if so will appoint a disciplinary sub-committee consisting of no more than three voting members of the Club Committee. Any Committee member having a vested interest is not entitled to vote or participate in the disciplinary hearing or appeal.
- m) If a complainant is dissatisfied with the result of a disciplinary hearing he/she has a right of appeal in exactly the same way as the person being disciplined, except that the grounds that the penalty imposed is too light will not be available to a complainant.
- n) A non-exhaustive list of matters requiring consideration for disciplinary action are as follows:
 - Vulgar, profane or abusive language
 - Theft or unauthorised borrowing of property belonging to the Club and others
 - Fraud/forgery (particularly relating to signing on at race meetings)
 - Interference with fire extinguishers and other safety equipment
 - Deliberately disobeying the instructions of a marshal or any other official
 - Dangerous or reckless behaviour likely to lead to the injury or death of any person
 - Any other behaviour likely to bring the Club; NASA and/or the sport of Autograss Racing into disrepute
 - Disruption of race or Committee meetings
 - Violence or threats
 - Vandalism or damage to any property
 - Deliberately cheating in car construction
 - Persistent use of contact while racing