
CONSTITUTION OF DRIVEN BY US CLUB

1. TITLE

The name of the Club shall be “[DRIVEN BY US]”, (“the Club”).

2. AIM & OBJECTS

- a. To watch over the interests of Members
- b. To further interest in motoring and motor sport for allies of ethnic minorities, ethnic minorities and females.
- c. To provide members (“Members”) with information, advice and assistance on matters connected with motorsport.
- d. To arrange talks, tours, lectures, and engage with members through social gatherings and other meetings within the community and less affluent areas of the UK based on government index and overseas where applicable.
- e. To observe 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
- f. To arrange motor sports events and other meetings such as social meet ups. STEM, Media & EDI outreach programs in educational systems revolving around Motorsports – Club members can support program events as volunteers
- g. To provide Members with such benefits and privileges as it may be possible to arrange on their behalf.
- h. To conduct & support live motorsport activities independently or in partnership with collaboration in forms such as sports car racing, electric racing/karting, streetcar on closed roads or spaces with local authority approval.

3. CONSTITUTION

Any person regardless of their sex or gender identity of not less than (17) years of age shall be eligible for membership. The membership shall consist of (a) General Members, (b) Honorary Members. (Persons under the age of 17 years may be eligible for Junior Membership).

4. MANAGEMENT

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. ELECTION OF OFFICERS

The Officers of The Club shall be: -

President, Vice-President, Club & Competition Secretary, and Treasurer

The President, Vice President, Club & Competition Secretary, Treasurer and Committee (8) shall be elected at the Annual General Meeting which is subject to termination of office by resignation at the next Annual General Meeting following their appointment. Voting will be anonymous via online form. The retiring officers and other Members of the Committee shall be eligible for re-election.

6. COMMITTEE

The Committee shall consist of not less than (three) and not more than (fourteen) members, exclusive of President, Vice-President, (Treasurer) and Secretary, who shall be ex-official Members of the Committee.

The Committee shall elect from amongst its own Members, which are as follows- President and a Vice-President. (One half) of the Members of the Committee are entitled to vote and be personally present shall form a quorum at any meeting.

Nominations of Candidates for election to the Committee must be received no less than seven days before the Annual General Meeting, with an intention set out in writing and signed by each Member nominated, that he is willing to serve. Nominations of Candidates shall be signed by the Member proposing them. The Committee shall have the power to appoint a Sub-Committee of not less than three persons to meet on its behalf in respect of

any matter which is specially referred to such a Sub-Committee in which the President, Vice President must be informed.

7. MEETING OF COMMITTEE

The Club Secretary either of his/hers own accord or by the direction of the Chair or President shall, unless otherwise agreed by all the Committee, give at least five working (5) days written notice of a meeting via email.

Committee meetings can take place in person or remotely via MS Team or Zoom or alternative online meeting platforms with recordable infrastructure.

8. ABSENCE FROM COMMITTEE

Any Member of the Committee, who shall, without any reasonable explanation, absent from three consecutive Committee meetings, may be called upon to resign his position upon the Committee.

9. DUTIES OF CLUB SECRETARY

It shall be the duty of the Club 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 and presented at the following meeting and signed by the Chair, confirming they represent a true and accurate reflection of the minutes recorded.

10. BANKING

All monies of the Club shall be banked by the Treasurer 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.

11. MEMBERSHIP

Applications of candidates for Membership of the Club shall be submitted to the Committee by the Club Secretary, and the election of such candidates shall be at the discretion of the Committee. The name and address and description of the candidate and names of his proposer and seconder, being Members of the Club, shall be stated on each application submitted to the Committee, provided that in the case of a candidate who is not known to any Member of the Club, the Committee shall be empowered to carry out the election after proper enquiries and been made and reported to the Committee.

Membership of the Club shall continue only for the period covered by the current subscription, and Members shall be subject to re-election annually by the Committee.

All applications must be made by an individual in his own correct name and be signed by the said applicant personally. Applications by persons under the age of 18 years must be countersigned by a parent or guardian.

12. VOTING OF COMMITTEE MEMBERS

Each Member present at a meeting of the Committee shall be entitled to exercise one vote by a show of hands. The Committee shall vote by ballot if any Member presents such demands. A vote of one third or more against any application for membership shall exclude the candidate from entitlement to membership.

13. SUBSCRIPTION

Subscriptions become payable upon application for membership; yearly subscriptions become due on the anniversary of membership. Membership will immediately lapse if payment is not made prior to the expiration of the current years' membership.

14. PAYMENT OF SUBSCRIPTION

Payment of £xx for calendar year for membership & subscription on the 1st of the month on the signed up date for the given year for an annual period of 12 months and will be held on account ending each calendar year in accordance to MSUK rules.

- Adult Membership - £10
- Junior Membership - £5
- Family Membership -£28 (x2 Adults / x2 Junior)
- Community Membership £35

16. NON-PAYMENT

Any Member of the Club who has not paid his subscription within two clear months of the date on which it became due shall be notified of the fact in writing, by the Club Secretary or the Treasurer. If, after one month thereafter, any Member who has still failed to pay his subscription may, unless sufficient reason be shown to the satisfaction of the Committee, be taken off the Register of Members with immediate effect. 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.

17. RESIGNATION

Any Member wishing to resign his membership shall give notice in writing to the Club Secretary on, or before, the date on which his subscription would have become due for renewal in any year, otherwise he shall be liable to pay his subscription for the following year. 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, and shall remain liable for the payment of any debts due or outstanding, to the Club.

18. USE OF CLUB NAME AND ADDRESS

The name and address of the Club shall not be given by a Member as his address for trade, advertising or business purposes, or in connection with any legal proceedings.

The Club address shall be the care of the Chair.

19. HONORARY MEMBERS AND SOCIAL MEMBERS

The Chair & President may elect as Honorary Members all Members of the Royal Family, 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.

The Committee may also elect Social Members at an annual subscription of £35. Social/Community Members shall not be permitted to take part in any competitions held under the Rules of Motorsport UK and no person owning or having on hire purchase, a private car or motorcycle, shall be eligible for election as a Social/Community Member.

20. EXPULSION OF MEMBERS

If, in the opinion of the Committee and in the best interests of the Club, it becomes necessary to ask a member to withdraw from the Club, it shall set out in writing giving a clear explanation and reasons for doing so. If the Member declines, he shall have the opportunity to appeal to the Committee and a meeting of the Committee will be arranged within 6 weeks following the date of the expulsion letter. Members of the Committee and the Member whose expulsion is under consideration, shall be given at least 7 days' notice of such a meeting and shall be offered the opportunity to provide an oral or written explanation of his conduct. If two thirds of the Members present vote in favour of an expulsion, they shall thereupon cease to be a Member of the Club and the decision will be final.

21. THE ANNUAL GENERAL MEETING

The Annual General Meeting of the club shall be held in the month of December in each year at a date and time to be fixed by the Committee, giving 14 days prior notice of the Meeting. The Annual General Meeting shall:

- a. receive from the Committee a full statement of accounts duly audited detailing the receipts and expenditure for the year ending

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- b. receive from the Committee a report of the activities of the Club during the said year
 - c. elect the President and Vice President, and the Club & Competition Secretary and Treasurer of the Club, and if appropriate, the Solicitor and Auditor.
 - d. e-Elect the Committee.
 - e. settle any remunerations for the officers of the Club
 - f. decide on any resolution which may be duly submitted and placed on the Agenda for the meeting as hereinafter provided.

22. EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting may be convened by direction of the Committee, or on a requisition of the Club Secretary stating the business for which the Extraordinary General Meeting is required and signed by not less than (10) members. If the meeting so requisitioned is not convened within 21 days, the said (10) members may convene such meeting. 15 Members shall form a quorum.

23. VOTING

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. At all General Meetings, except as provided in Rule 30, a majority of votes decides a resolution.

At any General Meeting any (10) 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 shall be taken of all members of the club, the decision of the members, as shown by a postal vote, 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 14 hereof.

24. RIGHT TO BE PRESENT

No-one can take part in General Meetings unless he has been duly elected as a Member of the Club and has paid his subscription according to the rules.

25. OBSERVANCE AND INTERPRETATION OF RULES

Every Member binds 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.

26. ALTERATION OF RULES

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 27.

27. EVENTS

All motor competitions organised by the Club shall be held under the rules and requirements of Motorsport UK.

In collaboration with the committee, they will organise and co-ordinates all events the Club is invited to attend or promote independently set out in section 2- Aims & Objectives. This includes working with venues to negotiate allocated hire, space and cost; working with Club volunteers to erect, man and break the stand. They also negotiate promotional material.

All written communication must be in accordance with the Club standard templates and should be checked by the one of the following Chair, Vice Chair, President, Vice-President before publication.

There are usually at least four committee meetings per year; the Club Secretary is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their activities during the previous twelve months. Their report to be submitted to the Club Secretary at least one week before the AGM.

28. Annual Awards

The Annual Awards Club Secretary orchestrates the annual presentation of Club awards, in collaboration with the committee. This includes negotiating the venue, accommodation, guest speakers and guests, as well as providing menu suggestions commensurate with ticket price, preparing the seating plan and dressing the room.

All written communication must be in accordance with the Club standard templates and should be checked by the one of the following Chair, Vice Chair, President, Vice-President Club Secretary before publication before publication.

There are usually at least four committee meetings per year; the Awards Coordinator is expected to attend a minimum of one committee meeting each year.

29. COPIES OF RULES

Every Member shall be furnished with a copy of the Club rules and regulations on election.

30. BADGES

Any badges 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 to the Club Secretary.

31. SAFEGUARDING POLICY

The Club acknowledges its responsibility to safeguard the welfare of all young people entrusted to its care and is committed to working to provide a safe environment for all members.

The Club confirms that it adheres to the Motorsport UK Safeguarding Policy and the procedures, practices and guidelines. The Club will follow the guidance of the policy in the event of any concerns or allegations.

A child is anyone under the age of 18 engaged in any motorsport activity.

The key principles of this policy are as follows:

The welfare of the child is, and must always be, paramount to any other consideration club events and activities for young people will follow and adhere to the Motorsport UK Race 'n' Respect values and the Motorsport UK U18 Policy

All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to be protected from abuse or harm

We at Driven By Us have adopted the Safeguarding policy from MSUK which can be found here:

https://www.motorsportuk.org/wp-content/uploads/2022/11/2022_Safeguarding-Children-Policy.pdf .

Adults at Risk Policy

We at Driven By Us have adopted the Adults at risk policy from MSUK which can be found here:

<https://www.motorsportuk.org/wp-content/uploads/2021/07/2021-07-26-motorsport-uk-adults-at-risk-policy.pdf>

32. GENERAL DATA PROTECTION REGULATION (GDPR)

1. Introduction

1.1. This Data Protection Policy is the overarching policy for data security and protection for Driven By Us (hereafter referred to as "us", "we", or "our").

2. Purpose

2.1. The purpose of the Data Protection Policy is to support the 10 Data Security Standards, the General Data Protection Regulation (2016), the Data Protection Act (2018), the common law duty of confidentiality and all other relevant national legislation. We recognise data protection as a fundamental right and embrace the principles of data protection by design and by default.

We at Driven By Us have adopted the GDPR policy from MSUK which can be found here:

<https://www.motorsportuk.org/data-protection/>

33. SOCIAL MEDIA

Using Driven By Us's social media channels — appropriate conduct

1. The committee is responsible for setting up and assisting in managing Driven By Us 's social media channels - Website/Linkedin/Instagram. Only those authorised to do so by the [Social Media Officer] will have access to these accounts.

2. Members will check social media and respond to comments. Social media officer responds to comments Monday-Friday, 9am-5pm, and then on evenings and weekends we have a social media out-of-hours rota, covered by the whole committee team.

3. Be an ambassador for our brand. Staff should ensure they reflect Driven By Us values in what they post and use our tone of voice. Our brand guidelines set out our tone of voice that all staff should refer to when posting content on Driven By Us social media channels.

4. Make sure that all social media content has a purpose and a benefit for Driven By Us, and accurately reflects Driven By Us 's agreed position.

5. Bring value to our audience(s). Answer their questions, help and engage with them

6. Take care with the presentation of content. Make sure that there are no typos, misspellings or grammatical errors. Also check the quality of images.

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7. Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.
 8. If staff outside of Driven By Us wish to contribute content for social media, whether non-paid for or paid for advertising, they should speak to the core committee about this.
 9. Staff shouldn't post content about supporters or service users without their express permission. If staff are sharing information about supporters, service users or third party organisations, this content should be clearly labelled so our audiences know it has not come directly from Driven By Us . If using interviews, videos or photos that clearly identify a child or young person, staff must ensure they have the consent of a parent or guardian before using them on social media.
 10. Always check facts. Staff should not automatically assume that material is accurate and should take reasonable steps where necessary to seek verification, for example, by checking data/statistics and being wary of photo manipulation.
 11. Be honest. Say what you know to be true or have a good source for. If you've made a mistake, don't be afraid to admit it.
 12. Staff should refrain from offering personal opinions via Driven By Us 's social media accounts, either directly by commenting or indirectly by 'liking', 'sharing' or 'retweeting'. If you are in doubt about Driven By Us 's position on a particular issue, please speak to [the Chair or President].
 13. It is vital that Driven By Us does not encourage others to risk their personal safety or that of others, to gather materials. For example, a video of a stunt.
 14. Staff should not encourage people to break the law to supply material for social media, such as using unauthorised video footage. All relevant rights for usage must be obtained before publishing material.
 15. Staff should not set up other Facebook groups or pages, Twitter accounts or any other social media channels on behalf of Driven By Us . This could confuse messaging and brand awareness. By having official social media accounts in place, the Driven By Us can ensure consistency of the brand and focus on building a strong following.
 16. Driven By Us is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. We have every right to express views on policy, including the policies of parties, but we can't tell people how to vote.
 17. If a complaint is made on Driven By Us 's social media channels, staff should seek advice from the [Social Media Officer] before responding. If they are not available, then staff should speak to a committee member.
 18. Sometimes issues can arise on social media which can escalate into a crisis situation because they are sensitive or risk serious damage to the charity's reputation. Examples

might include: Driven By Us . The nature of social media means that complaints are visible and can escalate quickly. Not acting can be detrimental to the charity.

The [Driven By Us committee] regularly monitors our social media spaces for mentions of Driven By Us so we can catch any issues or problems early. If there is an issue that could develop or has already developed into a crisis situation.

If any staff outside of the Driven By Us become aware of any comments online that they think have the potential to escalate into a crisis, whether on Driven By Us 's social media channels or elsewhere, they should speak to the [Social Media Officer] immediately.

Use of personal social media accounts — appropriate conduct

This policy does not intend to inhibit personal use of social media but instead flags up those areas in which conflicts might arise. Driven By Us staff are expected to behave appropriately, and in ways that are consistent with Driven By Us 's values and policies, both online and in real life.

1. Be aware that any information you make public could affect how people perceive Driven By Us . You must make it clear when you are speaking for yourself and not on behalf of Driven By Us . If you are using your personal social media accounts to promote and talk about Driven By Us 's work, you must use a disclaimer such as: "The views expressed on this site are my own and don't necessarily represent Driven By Us 's positions, policies or opinions."
2. Staff who have a personal blog or website which indicates in any way that they work at Driven By Us should discuss any potential conflicts of interest with their line manager and the [the Chair or President]. Similarly, staff who want to start blogging and wish to say that they work for Driven By Us should discuss any potential conflicts of interest with their line manager and the Driven By Us .
3. Those in senior management, and specialist roles where they are well known in their field of expertise, must take particular care as personal views published may be misunderstood as expressing Driven By Us 's view.
4. Use common sense and good judgement. Be aware of your association with Driven By Us and ensure your profile and related content is consistent with how you wish to present yourself to the [general public, colleagues, partners and funders].
5. Driven By Us works with several high profile people, including [celebrities, journalists, major donors (delete as appropriate)]. Please don't approach high profile people from your personal social media accounts to ask them to support the charity, as this could hinder any potential relationships that are being managed by [the Chair or President]. This includes asking for retweets about the charity.

If you have any information about high profile people that have a connection to our cause, or if there is someone who you would like to support the charity, please speak to the [the Chair or President] to share the details.

7. If a staff member is contacted by the press about their social media posts that relate to Driven By Us , they should talk to the [the Chair or President] immediately and under no circumstances respond directly.

8. Driven By Us is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. When representing Driven By Us , staff are expected to hold Driven By Us 's position of neutrality. Staff who are politically active in their spare time need to be clear in separating their personal political identity from Driven By Us , and understand and avoid potential conflicts of interest.

9. Never use Driven By Us's logos or trademarks unless approved to do so. Permission to use logos should be requested from the Driven By Us.

10. Always protect yourself and the charity. Be careful with your privacy online and be cautious when sharing personal information. What you publish is widely accessible and will be around for a long time, so do consider the content carefully. When you are using social media sites at work, it is important that you do so safely. You can find more information on your responsibilities when using our computer systems in our Privacy Policy.

11. Think about your reputation as well as the charity's. Express your opinions and deal with differences of opinion respectfully. Don't insult people or treat them badly. Passionate discussions and debates are fine, but you should always be respectful of others and their opinions. Be polite and the first to correct your own mistakes.

12. We encourage staff to share tweets and posts that we have issued. When online in a personal capacity, you might also see opportunities to comment on or support Driven By Us and the work we do. Where appropriate and using the guidelines within this policy, we encourage staff to do this as it provides a human voice and raises our profile. However, if the content is controversial or misrepresented, please highlight this to the President who will respond as appropriate.

Libel is when a false written statement that is damaging to a person's reputation is published online or in print. Whether staff are posting content on social media as part of their job or in a personal capacity, they should not bring Driven By Us into disrepute by making defamatory comments about individuals or other organisations or groups.

Copyright law

It is critical that all staff abide by the laws governing copyright, under the Copyright, Designs and Patents Act 1988. Never use or adapt someone else's images or written content without permission. Failing to acknowledge the source/author/resource citation, where permission has been given to reproduce content, is also considered a breach of copyright.

Confidentiality

Any communications that staff make in a personal capacity must not breach confidentiality. For example, information meant for internal use only or information that Driven By Us is not ready to disclose yet. For example, a news story that is embargoed for a particular

Discrimination and harassment

Staff should not post content that could be considered discriminatory against, or bullying or harassment of, any individual, on either an official Driven By Us social media channel or a personal account.

For example:

- making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, age, religion or belief
- using social media to bully another individual
- posting images that are discriminatory or offensive or links to such content

Use of social media in the recruitment process

Recruitment should be carried out in accordance with the associated procedures and guidelines. Any advertising of vacancies should be done through HR and the [Chair or President].

There should be no systematic or routine checking of candidate's online social media activities during the recruitment process, as conducting these searches might lead to a presumption that an applicant's protected characteristics, such as religious beliefs or sexual orientation, played a part in a recruitment decision.

We at Driven By Us have adopted the Equality, Diversity & Inclusion which can be found here:

<https://www.motorsportuk.org/wp-content/uploads/2020/08/2021-03-17-Motorsport-UK-Equality-Diversity-Policy.pdf>

Protection and intervention

The responsibility for measures of protection and intervention lies first with the social networking site itself. Different social networking sites offer different models of interventions in different areas. For more information, refer to the guidance available on the social networking site itself. For example, Facebook. However, if a staff member considers that a person/people is/are at risk of harm, they should report this to the [Social Media Officer] immediately.

Under 18s and vulnerable people

Young and vulnerable people face risks when using social networking sites. They may be at risk of being bullied, publishing sensitive and personal information on their profiles, or from becoming targets for online grooming.

Where known, when communicating with young people under 18-years-old via social media, staff should ensure the online relationship with Driven By Us follows the same rules as the offline 'real-life' relationship. Staff should ensure that young people have been made aware of the risks of communicating and sharing information online, and given guidance on security/privacy settings as necessary. Staff should also ensure that the site itself is suitable for the young person and Driven By Us content and other content is appropriate for them. Please refer to our [Safeguarding Policy].

Responsibilities and beach of policy

Everyone is responsible for their own compliance with this policy. Participation in social media on behalf of Driven By Us is not a right but an opportunity, so it must be treated seriously and with respect. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue. Staff who are unsure about whether something they propose to do on social media might breach this policy, should seek advice from the [Social Media Officer].

Public Interest Disclosure

Under the Public Interest Disclosure Act 1998, if a staff member releases information through Driven By Us 's social media channels that is considered to be in the interest of the public, Driven By Us 's [policy name i.e. Whistleblowing Policy] must be initiated before any further action is taken.

34. CODE OF CONDUCT

Driven By Us Club Code of Conduct - Members must ensure they abide by the rules and regulations of the Club

Objective Code

- conduct themselves in a proper manner at all times, in the best interests of UK motor sport
- respect the decision of event officials

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- treat all competitors, marshals and officials equally with respect
 - maintain the highest standards of driving behaviour
 - 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.
 - Be professional in conduct, behaviour and personal appearance
 - Act professionally and in a sportsmanlike manner at all times.
 - Be positive role models to others.
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- Acknowledge that Driven By Us Club is committed to providing fair, safe and socially responsible motorsport.
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- All members shall not publicly behave, act or speak in such manner that is detrimental, prejudicial or offensive to the Event, the Event organisers or their associated organisations, Driven By Us, or Driven By Us Sponsors.
 - Understand that the conduct of representatives directly reflects on Driven By Us and that you have a responsibility to ensure Driven By Us public image is not tarnished.
 - All representatives must exhibit professional presentation, including wearing correct uniform and maintaining appropriate standards of personal hygiene.

Be responsible and accountable for all actions taken

- Any members who brings motorsport into disrepute or commits an act prejudicial to the interest of Driven By Us or motorsport generally may face disciplinary action.
- All members shall, with prior training, supervision and/or licensing, accept full responsibility to the assigned role during the Event.

Be ethical, fair, impartial and honest in all their dealings with other people and Driven By Us

- Be consistent, objective and courteous when making decisions.
- Do not use your involvement with Driven By Us Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Driven By Us Club
- Declare and avoid all conflicts of interest prior to accepting or performing a role as club member
- Act with integrity at all times.
- Officials must not gamble or wager in relation to any Event to which they are appointed. For the avoidance of doubt, this includes all categories on any day of an

Event in which you are representing Driven By Us Club, whether trackside or otherwise.

Respect each other, and be open to communication and feedback

- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
- Be open to communication and feedback given to assist with your development as a representative.
- Do not participate in or tolerate any form of violence, abuse, harassment or intimidation of others.
- Do not treat anyone differently because of gender, age, roles allocated, experience, sexual orientation, race, culture, religion or any other protected attribute.
- Respect the lines of authority established for the control of the Event and comply with all reasonable instructions from senior officials.

Gifts & Hospitality

The acceptance of gifts from interested business parties could be presented as promoting a conflict of interest that might arguably have compromised the impartiality of members and staff in the decisions that they were required to make.

Offers of gifts should be reported to the Chair & President.

The general principles for the acceptance of gifts are:

- The gift must be of a nominal or notional value. Typically, a gift should not be accepted if the cumulative value from any one organisation or individual exceeds £200 in any 12 month period or £50 for any one gift.
- The gift must be given for an appropriate reason.
- The gift must be given at an appropriate time.
- The gift must be of a “one-off” or irregular

Club members and staff should not encourage contacts to provide hospitality to them, or indirectly to other colleagues, friends or relatives.

Offers of hospitality should be reported to the Chair & President. Some examples of hospitality which should be refused are payments for lunch or dinner, and tickets to *sporting events.

* Gifts in relation motorsport event attendance, access maybe obtain or upgraded through Driven By Us Club relations, please be keep in mind when attending a race event any



opportunities that may arise to benefit Driven By Us Club regarding events and collaborations.

In the following circumstances, it may be considered appropriate to accept a working lunch, dinner or attendance at an annual stakeholder event, where it is:

- not lavish in nature;
- not a frequent occurrence; and
- there is no suspicion of a conflict of interest.

Such hospitality must be recorded in the Club Register. The details required in that form must be completed as fully as possible.

Seek continual self-improvement

Representatives should aim to continually improve through representation at events and completing training to upgrade their level of competency.

Failure to comply with this Code may result in stringent sanctions being imposed by Motorsport UK and the National Court.

Declaration

The Driven By Us Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

NAME:.....

POSITION: President

SIGNED: DATE:

NAME:.....

POSITION: Vice President

NAME:.....

POSITION: Vice Chair



SIGNED: DATE:

APPENDIX 1: OFFICERS OF THE CLUB

President's Role

Primary Responsibilities:

The President is responsible for the overall management of the club along side the Chair and all of its operations. This involves running club meetings and ensuring effective management of the Board and its sub-committees.

Key Roles:

- To be well informed of all club activities including, financial position, programs run by the club, who is in charge of the programs and the number of teams/players.
- Be aware of the future direction and plans of club members.
- Ensure the Board adheres to the proposed action plans and goals of the membership.
- Have a good understanding of the club constitution, club rules, policies and the duties of all office holders and the various sub-committees.
- Manage Executive Committee and or sub-committee meetings. The President should ensure that all club matters are discussed and the best decisions are made, without the meeting lasting longer than necessary.
- Manage the clubs Annual General Meeting (AGM) by following the agenda, completing all business, making awards or presentations, and if applicable, introducing and welcoming a guest speaker.
- Act as chairperson of all General and board meetings.
- Represent the club at local, regional, and national levels. Serve as the clubs representative in the community and attend functions at which the club is to be represented.
- Be a supportive leader to all club members. The President should listen to other people's suggestions (not just committee members) and bring them to the Executive Committees attention if required.
- Act as a facilitator for club activities such as fundraising or social events.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members.
- See that information requested by the Association or state body and all correspondence from the Association or state body is communicated and promptly acted upon.

Vice-President

Primary Responsibilities:

In many instances, the Vice-President will become the Club President. Thus it is the requirement of the Vice-President to be acquainted with all club duties of the President in order to prepare for a term in office.

Vice-Presidents also have their own portfolios. Some examples of these can include:

- Overseeing of other board members
- Coordination of special projects
- Event management
- Recruitment and welcoming of new members

Vice Chair Role

- Deputises for the Chair whenever the latter is unable to fulfil his/hers duties and work directly with the President & Vice-President.
- Ensures the Club communicates with members clearly and effectively acts as a source of information for the Club;
- Oversees the members of the Club;
- Ensures the smooth running of the Club;
- Chairs committee meetings and AGM;
- Acts as spokesperson for the Club;
- Represents and promotes the Club;
- Determines and defines the procedures and structures of the Club, assisting members, defining issues and summarising progress;
- Investigates new ways of approaching problems in conjunction with the members and helps the Club learn from their experiences. Evaluates the effectiveness of the Club on an ongoing basis;
- Educates other members to set goals and evaluate events the Club has staged to see how far the goals are being met.

Club Secretary Role

Primary Responsibilities:

The club Secretary is responsible for the overall administration of the club. The Club Secretary is the link between the Board and club members. One of the most important positions in any club and embraces far more than keeping minutes of a meeting.

Key Roles:

- Attend and record minutes of all General and Board meetings.
- Prepare meeting agendas (in consultation with the President).
- Often the Club Secretary is the club's first point of contact for information or details regarding its activities and operations.
- Communicate information to the members
- Receive, distribute and keep a record of all correspondence. Direct it to the Board members concerned and Reply promptly where necessary.
- Maintain club administration files, e.g. correspondence, financial records, minutes, competition details and results, etc.
- Maintain membership records, ie. Names, contact and personal details.
- Organise meeting details, notify and distribute documentation to relevant personnel.
- Distribute minutes promptly and follow up on 'action' items from previous minutes.
- Coordinate and compile the Annual Report.
- Immediately after the election of the board members, notify both regional and state executive directors of the names, address and phone details of the newly elected Board.

Competition Secretary Role

- Formalise events calendar with Club committee and event organisers.
- Organise and book the facilities and venues that the Club uses.
- Send details to Motorsport UK/Event Steward as required, and check appointment of other necessary officials for the event.
- Liaise with the Club Secretary and Press Officer to promote the event on the website and social media and ensure all information is timely and up-to-date.
- With the support of other club officials and organisers, draft the Supplementary Regulations.
- If needed, manage and administrative the entries process for the Club's events.
- Make Clubs in the local area aware of your Club's events, as well as the Regional Association and Championship Coordinators.
- Liaise with the Treasurer for entry fees.
- Prepare all paperwork for events such as listing

Treasurer Role

Primary Responsibilities:

The club Treasurer is responsible for the overall financial management of the club. And manage all income and expenditure pertaining to the club.

Key Roles:

- Maintain a working level of petty cash.
- Ensure monies received are banked promptly and recorded correctly.
- Pay bills.
- Invoice groups/members for rentals, eg. Buildings, equipment, uniforms, etc.
- Prepare budgets for the forthcoming year detailing all sources of income and expenditure. Work with the Club President to set the annual budget if applicable.
- Maintain accurate records of current income and expenditure.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Make arrangements for signing officers for the club accounts usually the Treasurer, the President and one other appointed person.
- Ensure annual returns are filed with the relevant Government department of the state, if required.
- Manage club investment programs. Set up accounts for general and trust funds.
- Submit all approved accounts to the Board for final approval.
- File tax returns and income tax payments for employees, as required.
- Prepare and present regular financial statements to the Executive Committee.
- Regularly file business activity statements (including GST) where applicable.
- Acquit funds received from government grants where applicable.
- Source and investigate financial grant or funding opportunities.
- Collect membership fees, and notify those with outstanding invoices.
- Keep a tight control on all expenditure ensuring that no budgets are overrun.
- Arrange through the Board to appoint auditors for financial statements at years end.
- Payment of fees/levies to the Association or State Body running the competition.

Additional Tips:

It is recommended that all expenses be paid by cheque – thereby providing a record of expenditure.

There are many accounts packages available which can simplify the club's accounts and assist with preparing up-to-date monthly and annual budgets.