

**The Highland Classic Motorcycle Club
Constitution and Rules.
(Amended 30th May 2024)**

1. Club Name

The name of the club is “The Highland Classic Motorcycle Club, HCMC”, herein after referred to as the “The Club”. The Club was created in 1983.
The Club Logo is the ‘HELMET & GOGGLES’ and the Club retains exclusive rights to the use of this logo, which can only be re-produced after receiving written permission from the Club.

2. Aims & Objectives

The Club’s primary aims are to –

- a. Cater for persons interested in all makes of motorcycles and three wheelers over 15 (fifteen) years old.
- b. Encourage the legal use of motorcycles and three wheelers over fifteen years old.
- c. Encourage the restoration and preservation of motorcycles and three wheelers over 15 years of age.
- d. Hold regular meetings to discuss Club business and to provide entertainment for members.
- e. Organise Club runs and social events.
- f. Organise the annual Loch Ness Rally.
- g. Support local charities and charitable events.

3. Membership

There are three membership categories, Full Member, Associate Member and Honorary Member, with details given below.

- a. All who have an interest in motorcycles and three wheelers over 15 years old will be encouraged to apply for membership of The Club, with all applications being vetted by The Club. It is not essential to own a motorcycle or three wheeler over 15 years old to apply for membership.
- b. Membership is conditional on the applicant agreeing to abide by the Club’s Disciplinary code, see section 11, **Code of Behaviour and Complaints Procedure**.
- c. The Club is inclusive, and to maintain its good name, members will behave in a respectful, non-discriminatory manner in all interactions with other club members, external organisations, or members of the public.
- d. Membership is annual and runs from 1st January to the 31st December.
- e. Membership numbers will be issued annually to members on payment of the agreed subscription fee.
- f. Lapsed members renewing their membership will be charged the full annual rate.

- g. The immediate family of a member may apply to become an Associate Member at an additional cost, as set by the committee each year, but they will have no voting rights.
- h. Where two or more members of one family actively participate with their own, or another's, machine in Club events, they are required to become Full Members.
- i. Members aged 70 years or more and with over five (5) years continuous membership will be exempt from payment of any membership fees.
- j. Any member may propose that a club member becomes an Honorary Member in recognition of her/his meritorious service to the club or to motorcycling. Any such proposal must be agreed by the Committee and thereafter discussed and voted on by the membership at the next Annual General Meeting (AGM).
- k. All members attending Club events must accept full responsibility for any circumstances arising from their actions and the use of their machines whether on public or private property.
- l. Paid-up members as at 30th September will receive a copy of Scottish Vintage Vehicle Federation (S.V.V. F.) Year Book.

4. Membership Fees

The Full Membership and Associated Membership fees will be reviewed annually by the committee, at least two (2) months prior to membership renewal date.

5. Responsibility of Members

- a. Members must adhere to the Club's Disciplinary code, see section 11, **Code of Behaviour and Complaints Procedure**, and they have a responsibility to conduct themselves so as to uphold the good reputation of The Club and to promote the goodwill of the Club and motorcycling in general at all times.
- b. Members attending a Club Road Run or a Club organised event must ensure their vehicle meets all legal requirements and that they meet all legal requirements to allow them to ride a motor vehicle on public roads.

6. Officers and Committee Members of the Club

- a. The office bearers appointed will be: Chairperson, Recorder, and Treasurer.
- b. A minimum of six other members will be elected to form a committee of a minimum of nine (9)
- c. The committee posts will be: Vice Chairperson, Entertainments Officer, Club Runs Organiser, Merchandise Member, Membership Secretary and Magazine/ Newsletter Editor.
- d. Committee members may hold more than one post.
- e. All office bearers and committee members will serve for a minimum term of two (2) years.
- f. If a committee member retires from office during their term of office, the position should be filled at the next available meeting.

- g. If any committee position remains unfilled, volunteers will be requested to fill the vacant post at each meeting until the post is filled.
- h. The Terms of Reference (ToR) for each committee post will be reviewed annually, or sooner if required.
- i. The committee will manage the affairs of The Club.
- j. The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of The Club.
- k. Committee meetings will be convened either by the Club Chairperson or Vice Chairperson, and meet no less than 4 times per year.
- l. The committee will stand for election every 2 years at the AGM.
- m. Members not present at the AGM may be appointed to the committee only if their written acceptance has been obtained in advance.
- n. The committee will prepare a list of Club events for the year at the earliest opportunity.
- o. The minimum number of members to form a quorum at committee meetings is five (5).
- p. The committee may co-opt other members for specific duties. Such members may only vote at committee meetings on their own business.
- q. Sub committees may be set up to arrange any special activities of the Club.
- r. The committee will keep and maintain all available Club records.
- s. The committee will adhere to the General Data Protection Regulation (GDPR). The Club's GDPR statement is included in the Club Membership Application Form.

7. Finance

- a. Club funds will be used for the general promotion of the Club and for the benefit of its members.
- b. Club funds will be lodged in a Bank or Building Society and withdrawals will be authorised by any two signatures of the Chairperson, Recorder, Treasurer or one other named committee member.
- c. All expenses in excess of £50.00 must be agreed in advance by committee. This sum to be reviewed annually.
- d. The amount of the Club funds retained in the account must not be less than 50 per cent of the previous year's total membership fees.
- e. The financial year of The Club will be from 1st October to 30th September.
- f. The Balance Sheet of the Club Funds will be prepared by the Treasurer annually and presented at the AGM along with supporting documents for approval. The Balance Sheet will then be signed as correct by the Chairperson or Recorder and Treasurer and retained in the Club records.

8. Club Meetings

The Club will hold the following categories of meetings:

1. Club Meetings.
2. Committee Meetings.
3. Annual General Meetings

and, if required, Extra-Ordinary General Meetings (E.G.M.)

- a. The Club will hold monthly meetings on the first Tuesday of each month (excluding January). These meetings will discuss Club business and provide entertainment for members.
- b. Committee meetings will be convened by the Club Chairperson, the Vice Chairperson, or Treasurer, and meet no less than 4 times per year.
- c. The Club's Annual General Meeting (AGM) will be held immediately after the club meeting in November. At the AGM:
 - i. Only paid-up members may hold office, vote or propose and second motions.
 - ii. Club Constitution and Rules can only be changed or amended by a two-thirds majority at the AGM, or at an EGM.
 - iii. The Chairperson will have her/his own vote and if necessary, a casting vote.
- d. The quorum for an AGM or EGM is fifteen (15) members or 10% of the total number of Members, whichever is the greater.
 - e. Any motion to change the Constitution must be intimated no later than one month prior to the AGM, or EGM. All papers for the AGM, or EGM, should be made available to members no less than two weeks before the meeting.
 - f. Where two or more members are proposed and seconded for the same committee post, voting will take place and the member receiving the lowest number of votes will withdraw. Then the process will continue until there is a straight choice between the two remaining members.
 - g. Office bearers and committee member posts will be ratified at the end of the AGM or EGM.
 - h. New committee to start from 1st January with December as a handover month.
 - i. An Extraordinary General Meeting (EGM) may be convened at any time by the Club Committee to deal with items deemed by the Committee to be special business. The Recorder, or their deputy, will ensure at least 28 days notice of the EGM is given to all Members, accompanied by the appropriate resolution and / or details of the special business to be discussed. Club Members may also convene an EGM. The resolution / matter(s) for discussion must be submitted to the Club Recorder, with a resolution to convene an EGM signed by at least five Members or five per cent of the total number of Members, whichever is the greater. The Recorder must convene the EGM within 28 days, giving Members a minimum of 21 days notice of the meeting and will provide details of the resolution / business to be discussed.

9. The Loch Ness Rally

- a. The Club committee will form the basis of the Rally committee and organise the annual Loch Ness Rally (LNR) for the 2nd Sunday in June each year.
- b. The LNR committee will comprise of –

Rally coordinator,
Chief rally marshal,
Chief rally judge.

- c. Other positions required at discretion of Rally committee will be, Raffle promoter, Rally sweep, and Rally voluntary assistants.
The Terms of reference for these rally positions will be reviewed as required and held in Annex B.

- d. The group classification of machines for the rally are:

Pre War	Manufactured before 31 st Dec.1945.
Post War	Manufactured between 1 st Jan.1946 and 31 st Dec.1955.
Early Classic	Manufactured between 1 st Jan.1956 and 31 st Dec.1965.
Classic	Manufactured between 1 st Jan.1966 and 31 st Dec.1975.
Early Modern Classic	Manufactured between 1 st Jan.1976 and 31 st Dec. 1985.
Modern Classic	Manufactured between 1 st Jan.1986 and 31 st Dec. (following 20 year rule – see 9f, below).
Specials	Best Non-Standard/Non-Production Machine (excluding Paintwork) meeting 20 year old rule.

- e. Categories may be sub-divided/amalgamated as the LNR committee decide.
- f. Machines entered into the LNR must not be less than twenty (20) years old.
- g. The LNR committee must: arrange a suitable venue, confirm Rally date, promote the Rally, ensure the road run route is suitable and ensure maps or clear route directions are given and signed correctly.
- h. To ensure the event is well organised Club members may be co-opted to assist as required.
- i. Entries must attempt the route to be eligible for judging for awards.

10. Affiliations

- a. The Club is affiliated to other organisations and professional bodies. Club members may either elect to represent these organizations or be elected to represent the club at these organisations.
- b. The organisations the club has representation for are – British Motorcyclist Federation (B.M.F.), Scottish Vintage Vehicle Federation (S.V.V.F.), Driver Vehicle Licensing Agency (DVLA), Vintage Motor Cycle Club (V.M.C.C.), National Association for Bikers with a Disability (NABD) and Federation of British Historic Vehicle Clubs.
- c. Affiliations to be reviewed annually by the committee prior to the AGM.

11. Code of Behaviour and Complaints Procedure

- a. The Club is inclusive, and to maintain its good name, members are required to behave in a respectful, non-discriminatory manner in all interactions (e.g. verbal, written or through social media) with other club members, external organisations, or members of the public.
- b. All members are required to help create a welcoming environment and to treat everyone with respect. Healthy debates are natural, but kindness is required.
- c. Hate speech or bullying is not acceptable. Bullying and/or degrading comments about things such as race, religion, culture, sexual orientation, gender or identity, or any other similar behaviour, will not be tolerated.

- d. All members are required to respect the wishes of others regarding privacy e.g. do not take or publish photographs of members unless all reasonable steps have been taken to get permission to do so from the member and they have given that permission.
- e. All members must ensure their behaviour does not bring The Club into disrepute.
- f. Any allegation of behaviour which contravenes 11a to 11e, above, should be submitted in writing to the Chairperson who will instruct a sub-group of the Committee - who have no direct involvement in the matter - to investigate the allegation and decide what disciplinary action is required. Disciplinary options available to this sub-group are:
 - i. No action to be taken.
 - ii. Suspension of membership for a specified duration.
 - iii. Ask the member to resign from the Club.
 - iv. Expel the member.
- g. Any member has the right of appeal to the Chairperson. The appeal must be submitted within 7 days in writing to the Chairperson for consideration by a different sub-group of the committee - consisting of the Chairperson and two (2) committee members. The appeal sub-group's decision will be given within 7 days and is final. Details are given in Annex C.
- h. In the event of a Club member having a complaint against The Club or its office bearers, the complaint must be brought to the attention of a committee member as soon as possible, followed by the complaint in writing, addressed to the Club Chairperson.
- i. If the complaint is against the Club Chairperson, then the written complaint must be addressed to the Club Vice-Chairperson.
- j. The complaint will then be read out at the next Committee meeting. If the matter is deemed urgent, then a committee meeting will be arranged at the earliest opportunity. The committee will then deal with the matter and only after a resolution has been reached will the matter be brought to the attention of the membership, unless it is of an urgent nature.

12. Dissolution

- a. A resolution to dissolve The Club can only be passed at an AGM or EGM through a majority vote of the membership present at the meeting or through written submission.
- b. Should The Club fail to form a working committee and cease to function, then, after any debts have been paid in full, The Club funds will be frozen for a period of 3 (three) years from the date of the last meeting or until such time as The Club resumes activities.
- c. Should The Club fail to function within that 3 year period, the Club funds will be donated to charity. The 3 Club officer bearers who were in post when the club was dissolved and 2 ex-members shall decide which charity, or charities, will receive a donation. .

Declaration

The Highland Classic Motorcycle Club hereby adopts and accepts this constitution as a current operating guide regulating the running of The Club and the actions of its members.

Signed _____ Dated _____

Name _____

Position: Club Chairperson

Signed _____ Dated _____

Name _____

Position: Club Recorder or Vice Chairperson.

Annex A – Terms of Reference for Committee.

Annex B – Terms of Reference for Loch Ness Rally posts

Annex C - Terms of Reference for Appeal sub-group.