



PEMC Constitution and Rules

1 Title

The name of the Club shall be PEMC (formerly known as the Professional & Executive Motorcyclists' Club), herein after referred to as" the Club".

2 Address

The registered address of the Club shall be that of the current or acting Chairman (refer to the Membership List for details).

3 Objectives

The objectives of the Club are:

- a) To encourage all aspects of motorcycling.
- b) To foster a friendly and sociable environment throughout the membership and encourage new members.
- c) To foster safe riding skills at all times.
- d) To produce a regular newsletter for all members.
- e) To provide an annual calendar of trips/events which is varied and interesting to fulfill the requirements of the membership and their guests.

4 Rules

These Rules and any part thereof may be amended or deleted from time to time at the sole discretion of the Chairman. However, if a member wishes to raise a matter concerning the Rules he/she should do so by addressing their points to the Chairman in writing. Upon receipt the Chairman will give due consideration to the members' point(s) and respond within a reasonable time limit. The Chairman's decision will be final.

A copy of the Club's Rules will be sent to all new members and will be available to all members through the website.

5 Responsibility of the Membership

Members have a responsibility to conduct themselves so as to uphold the good reputation of the Club and promote the goodwill of the Club at all times.

Members attending Club events must ensure their vehicle is taxed and insured and must be in a roadworthy condition having a current M.O.T Certificate where required. Members must have a valid motorcycle licence to ride in the United Kingdom and must ensure that their guests are aware of these obligations when attending Club events.

A Member may be deemed to have left the Club for:

- a. having brought the Club into disrepute; and/or
- b. having endangered the life or property of another Club Member, guest or other road user whilst on a Club event

6 Annual Subscriptions

The Club membership year runs from 1 April until 31 March. Annual membership subscriptions are due on 1 April each year. Any member who has not paid their subscriptions by the end of May for that year will be deemed to have let their membership lapse. Should they wish to rejoin the Club from 1 June onwards they will be expected to pay a re-joining fee in addition to the annual subscription.

The Chairman may accept or decline any application for membership.

Any member who gives notice to leave before the end of the subscription year will not be refunded any portion of their membership fees.

New members who join between April and the end of August will pay the normal membership fee and a joining fee, and their membership shall last until the normal next renewal date of April 1st. New members who join between September and March will pay the normal membership fee and joining fee but their first renewal date will be one year after the next April 1st renewal date. In other words a new member who joins late in the year will enjoy the remainder of that membership year free.

The Chairman has sole discretion as to any increases for new member joining fees and annual subscriptions.

7 Guests

Through its membership the Club encourages guests and visitors to attend events/trips. This will give prospective members a chance to enjoy the convivial and social scene before giving consideration to join. Guests will pay a slightly enhanced fee to attend an event and will be permitted to attend up to two Club events. Thereafter should they wish to attend any Club functions or event they must join the Club. Members should inform their guests of this rule.

8 Honorary Membership

The Chairman may award honorary membership to any member or non-member in recognition of meritorious service to the Club or to motorcycling.

9 Affiliations

The Club shall be affiliated to the Motorcycle Action Group (MAG) and take advantage of their affiliate third party insurance policy.

10 Club Officers

- a) Will consist of a Chairman, Events Secretary/Treasurer, Membership Secretary and Editor.
- b) The Officers must be current Members and should have been a Member for at least three years prior to taking office.
- c) The Chairman may co-opt another member and assign that person to a temporary post for the engagement of short term specialist duties.

11 Appointment of Officers

The presiding Chairman shall nominate and appoint his/her successor prior to the end of his/her term of office.

The Chairman will select and appoint new Officers as detailed in para 10, sub section (a) above, prior to the conclusion of their term of officer.

Each Officer shall be issued with a written description of the job allocated to them (see Appendix 1).

The Chairman and the Officers will be expected to serve for a period of two consecutive years after which period they will retire from post.

The Officers may, however, be co-opted for a further period of two years should they so request and at the sole discretion of the serving Chairman.

The Officers may proffer advice to the Chairman. The Chairman's decision is final.

12 Donations to Charities

The Chairman in conjunction with the Treasurer shall have authority to make Club donations to charitable causes.

13 Prejudicial Conduct

Should any member contravene the rules of the Club or be considered by the Chairman to have acted in a manner prejudicial to the interests of the Club or likely to bring the Club into disrepute, the Chairman shall notify the member of the complaint in writing and request the member to submit to the Chairman a written statement responding to the complaint. In all cases under this paragraph, the Chairman shall consider all relevant factors and information before arriving at his/her decision.

Should no statement from the member be received within 14 days the Chairman will withdraw membership of the member from the Club without further notice.

14 Payment for Events requiring accommodation

1. Payments of deposits:- these will be required 6 weeks prior to the Event, along with the booking slip. In the case of Day Runs full payment is required.
2. Full Payment:- this will be requested 6 weeks before the event and must be paid 4 weeks before the event.
3. Cancellations:- prior to full payment may incur loss of deposit. Cancellation after full payment will incur loss of deposit and any other expenses incurred by the Club.



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APPENDIX 1

Duties of Office

The Chairman

- a. Shall have the sole responsibility for the well-being and running of the Club.
- b. Regularly review the Club's promotional material and arrange to update as and when required.
- c. Organise the promotion and recruitment of new members.
- d. Seek event organizers from the membership and prepare a varied annual calendar of events.
- e. Arrange and host the annual Christmas Dinner and Dance.
- f. Contact new members and welcome them to the Club.
- g. Contact existing members as appropriate.
- h. Arrange for an update of the Club website on a regular basis.
- i. Ensure that the Officers and members comply with the constitution and rules of the Club.

Events Secretary/Treasurer

- a. Maintaining lists of Members booking requests for Club events (does not normally include turn ups).
- b. Liaison with the Chairman and events organisers.
- c. Obtain deposits and final payments for events from members.
- d. Issuing final/joining instructions for events.
- e. Receiving, recording and paying in members events fees, membership subs etc. to the PEMC bank account.
- f. Paying club bills and expenses against receipts.
- g. Authorising and issuing credits/refunds as applicable.
- h. Maintaining Club bank account(s) and records of all transactions.
- i. Reconciling bank account monthly statements against receipt and payments.
- j. Forward monthly bank statements to the Chairman.
- k. Arrange for end of year accounts to be independently audited.

Membership Secretary

- a. Send an approved introductory letter and information pack to prospective Members .
- b. Send to the new Member an approved letter of welcome, membership card, Membership List and other relevant material approved by the Club.
- c. Maintain and keep safe, records of members (in accordance with the requirements of the Data Protection Act 1984).
- e. Answer enquiries on membership matters, but he or she will not disclose any details of another Member without that Members written consent and will inform such Member of the information disclosed and to whom it was disclosed.
- f. Prepare annual subscription renewal notices and forward to members.
- g. Receive subscriptions from new Members and existing Members and forward those subscriptions to the Treasurer.
- h. Keep an accurate record of the receipt of subscriptions from new and existing members.

Editor

- a. Edit and produce the Club's newsletter (currently known as Lineswapper) at intervals as determined by the Chairman.
- b. Co-ordinate and edit the list of Club events (currently known as the Gatherings) for the current year.
- c. Forward both Club newsletters described above to the member or organization responsible for the printing and distribution.
- d. Circulate electronically to those members who have the facilities to read the newsletter and Gatherings.