



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 31 October and the following 31 March will be charged a joining fee and annual subscription amounting to what they would have had to pay if their membership had commenced on the following 1 April.

There shall be a pro-rata system of reducing fees for Members who join after the start of the Club year, determined by the Chairman and Membership Secretary jointly.

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 British Motorcyclists Federation (BMF). Event organizers should refer to and be familiar with the BMF guidelines below (see Appendices 2 & 3) when considering planning a Club event.

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.



PEMC Constitution and Rules

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.

APPENDIX 2

EVENTS 1 - BMF GUIDELINES (Page 1 of 2)

PRINCIPLES

Events should promote a positive image of motorcycling incorporating

- Behaviour appropriate to the event
- Due consideration for others
- Recognition of the framework of the law

POLICY / PRACTICE

1. Duty of Care

We all have a duty of care to the world at large in respect of our actions. This tends to increase in its scope when we are party to the organisation of an event; we can become responsible for the control of and/or the result of the actions of others taking part in the event.

2. Risk Assessment

The safety of those taking part in an event and the public at large must be a prime consideration when organising events. The avoidance of damage to property of all types must be considered. The avoidance of damage to the environment must also be considered. Whenever we organise an event, we probably informally carry out a risk assessment. However, in the present world, it is a good idea to do this in a formal manner. We suggest the "Five steps to risk assessment" method of the Health and Safety Executive.

- i) Look for the hazards.
- ii) Decide who might be harmed and how.
- iii) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- iv) Record your findings.
- v) Review your assessment and revise it if necessary.

A booklet "Five steps to risk assessment" produced by the HSE is available.

The details appear on their website www.hsebooks.co.uk

3. Liability Insurance

Whenever we organise events we should have suitable liability insurance cover. This has two important aspects. Firstly it covers the persons involved against claims for negligence. Secondly it ensures that persons who suffer injury as a result of that negligence are properly recompensed.

The BMF has a Club Liability Insurance Scheme that provides the cover most clubs need. This insurance is wider in scope than most Public Liability Insurance and includes such as Member to Member cover.

This is included with your BMF Club Affiliation

EVENTS 1 - BMF GUIDELINES (Page 2 of 2)

4. Consideration for Others

When organising events we should take into account the effect our event could have on other people and arrange it in such a way as to keep detrimental effects to a minimum. This should include people, not involved in the event, such as those on properties neighbouring the event and in public places.

5. Oppressive Practices

We must endeavour to avoid practices that could be considered oppressive to sections of the community at large.

6. Responsibility

A specified person should be recognised as having overall responsibility for the event. This person would be the contact should any problem arise that needs resolving or adjudicating. This person could delegate responsibility for particular areas of the event.

7. Marshals/Stewards

An adequate number of Marshals/Stewards should be on hand to deal with the running of the event. These persons should have their responsibilities/duties defined.

8. Amenities

Facilities should be adequate for the type of event and numbers expected. This could include toilets, washing and showering, baby care, dish washing, refuse handling, etc.

9. Emergency Services

Depending upon the nature of the event ensure you have on site or can quickly contact any of the Emergency Services (Medical, Fire and Police) that may be needed.

10. Weather

Make allowance for changes in the weather.

GENERAL NOTES

These BMF Guidelines are produced to assist BMF Affiliated Clubs and BMF Members to organise and run events that are safe, secure and considerate. Please follow them

APPENDIX 3

EVENTS 21 – Hints and Tips 1 (Page 1 of 3)

ROAD RUNS

Road Runs are probably the most popular type of event organised by BMF clubs and BMF members.

The following notes have been put together to help BMF Affiliated Clubs and BMF Members when organising Road Runs and are generally intended for UK runs.

Club Liability Insurance

Where clubs organise events of any kind it is advisable for the club to have Liability Insurance to cover the organisers and other members in case of claims for negligence in connection with the running of these events.

This insurance is included with BMF Club Affiliation.

Road Traffic Insurance

You may want to check that all riders taking part in an event have RTA Insurance and a current MOT Certificate.

Maps

Use a current map or maps having a suitable scale when first planning your route. The Ordnance Survey Landranger 1:50 000 series are good in this respect.

When the route is set let those taking part know which maps they need beforehand.

Route Planning

Choose roads that you know to be open to motorcycles.

Where minor roads are to be used which may have indifferent surfaces, the ability of the riders and the types of motorcycles taking part should be taken into account. You might have some sections where easier alternative routes are available.

If there is a ford on the route it could be a hazard, particularly when water levels are high.

If the chosen area for the main part of the run is at a distance, use known major roads or motorways to bridge the gap.

Have a designated venue and a set time for meeting up for the main part of the run.

Routes through beautiful countryside have obvious advantages, but in popular tourist areas they can be busy with other traffic, so try to take the quieter roads. Distances may increase but lack of hassle may compensate for this and even reduce the time taken.

Provide those taking part with a route card showing map references and approximate distances at given points.

Events 21 16/07/03

EVENTS 21 – Hints and Tips 1 (Page 2 of 3)

ROAD RUNS

Riding the Route

It is important that the Run Leader should have covered the full route at least once in the days just prior to the event. In this way any hazards on the route are likely to be picked up. It would be of advantage if the marshals also have recent knowledge of the route.

Safety

All riders taking part should understand that, while the objective is to have an enjoyable day, this will be best achieved by staying safe.

Obedying speed limits and other legal requirements should help to achieve both.

Riders should also show consideration for all other road users, even if it is not always returned. Where horses are being ridden on roads please show extreme consideration.

N. B. Statistically most accidents are caused by riders (assuming there is no tail-end Charlie) trying to keep up due to fear of getting lost or being left behind. Avoid this by appropriate marshalling.

Notes for Riders

Consider issuing some notes to those taking part before the event.

Events 22 – Hints and Tips 2 give some suggestions for these notes.

Meeting Point and Time of Departure

These both need to be clearly defined beforehand.

The meeting point should be easy to find both for those with or those without the defined maps.

There are advantages if the meeting point is a café or similar where riders can relax under cover if they are early.

Stopping Points

Distances between stopping points should not be greater than the least able on the run can cope with.

Stops should usually be at points where tea and coffee or soft drinks, as well as toilets, are available. Alternatively riders should know to bring a flask.

Fuel Availability

The location of Petrol Stations on the route is an important consideration.

To minimise the chance of problems riders should start the run with a full tank of petrol.

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EVENTS 21 – Hints and Tips 1 (Page 3 of 3)

ROAD RUNS

Marshals

If you are riding in groups; have a marshal at the front and rear of each group.
Keep the numbers in each group below ten.

Breakdowns

There should be a contingency plan to cover the possibility of a breakdown or other mishap.
Mobile telephones are useful in these circumstances and some should be carried within each group.

The bike or rider in trouble should not be left alone.

A marshal or another rider should stay with the broken-down vehicle and rider until assistance arrives.

It is usually best that the main party continue so as to keep the road clear.

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