

Constitution of the Morgan Sports Car Club – Oxford Centre

To act according to the rules and guidelines of the Morgan Sports Car Club Limited (MSCC Ltd.) as set out in the Centre Secretary's Information Pack (CSIP) published on the MSCC website.

- 1. Name**
 - 1.1. The full name of the Centre shall be “The Morgan Sports Car Club, Oxford Centre”
 - 1.2. The colloquial name ‘OxMog’ will also be used.
- 2. Objectives**
 - 2.1. To encourage contact between MSCC members through organised events and meetings.
 - 2.2. To afford MSCC members such benefits and privileges as it may be possible to arrange.
 - 2.3. To be a non-profit making organisation, but there will be a requirement for small surpluses to be made to cover expenses incurred in running the Centre. (See 3.3)
- 3. Management (see section 5 of the CSIP)**
 - 3.1. The Centre must abide by the rules and regulations as set out in the Centre Secretary's Information Pack (CSIP) published on the MSCC website.
 - 3.2. An Annual General Meeting (AGM) will be held once a year.
 - 3.3. The elected Officers to represent the Centre will be, a Centre Secretary, Past Centre Secretary, Treasurer, Regalia Officer and Event Coordinator. If necessary any of the Committee members, with the exception of the Treasurer, may also take on the role of Event Coordinator or Regalia Officer, and if required the Centre Secretary will have the Deciding Vote. The tenure of the roles of Centre Secretary and Past Centre Secretary will have a maximum of three consecutive years, unless there is no other candidate for this role. The retiring Centre Secretary can stand to be elected as Past Centre Secretary.
 - 3.4. Authority and responsibility for the business of the Centre will be vested in the Centre Secretary in association with the Treasurer.
 - 3.5. The Centre Secretary has a duty to ensure that the Centre and its members to not contravene Child Safeguarding and Vulnerable Adult legislation.
- 4. Membership to the Centre.(See Section 4 of the CSIP)**
 - 4.1. A Centre member must be a current MSCC member.
 - 4.2. The following details will be confirmed annually upon request by the Secretary, usually by email.
 - 4.3. Membership shall be on the completion of the membership form, which will request the following information:
 - 4.3.1. Current MSCC membership number.
 - 4.3.2. Contact details
 - 4.3.3 Permission to circulate the contact details amongst the Centre membership.
 - 4.3.4 To comply with section 5. If there is more than one person per membership all named individuals must sign the document or give permission.
- 5. Compliance with GDPR (section 7 of CSIP)**
 - 5.1. The Centre Secretary will hold a listing of current MSCC members who have completed Centre membership form. The information will be stored in Electronic devices which are password protected.
 - 5.2. The information will not be shared without prior permission, for any reason other than to notify members about Centre events/news.
 - 5.3. If Centre membership lapses the details, including any paper copies will delete or destroyed.
 - 5.4. The hard drive of any computer equipment holding a 'local' copy of members information should be destroyed or made unreadable before being disposed of.
 - 5.5. All communications in a group email format are to be sent as blind copies (“BCC”) or use of a service that does not share other members email addresses within the email.
 - 5.6. Records of lapsed members will be deleted.

6. Centre Finances

- 6.1. The Centre Secretary and Treasurer are required to authorise all expenditure of a routine nature.
- 6.2. Exceptional expenditure shall require the prior approval of the majority of the members present at a meeting of which due notice has been given.
- 6.3. All payments made directly from the bank (either Cheque or Electronic Payment) should be entered onto the bank by either, the Centre Treasurer, Centre Secretary or Past Centre Secretary and then authorised by one of the other. Access to the bank should be given to one other person in case either the Treasurer or Centre Secretary are unavailable.
- 6.4. A member(s) sanctioned by the AGM shall serve as a further signatory and be empowered to act if necessary in the case of the incapacity or prolonged absence of one of the other signatories.
- 6.5. The members authorise the Centre Secretary to apply for interest free loans from MSCC to fund the cost of exceptional expenditure, in accordance with MSCC rules.
- 6.6. Members organising events on behalf of the Centre shall have reasonable expenses reimbursed after receipts have been sanctioned by the Centre Secretary and the Centre Treasurer.

7. Elections and Voting rights

- 7.1. Only Centre Members that have attended a minimum of three OxMog Noggins during the current year (AGM to eve of next AGM) will have a right to vote at an AGM or EGM
- 7.2. All proposers and seconders for posts must be Centre Members and must have verified that the nominee is eligible and willing to stand.
- 7.3. Members will be entitled to one voting card per MSCC membership number at the AGM.

8. Annual General Meeting

- 8.1. The Centre Secretary shall set the venue, date and time of the AGM and notify Centre Members thereof.
- 8.2. Members are to be given at least four weeks' notice of 8.1.
- 8.3. For voting purposes a quorum of eight members is required. Members wishing to raise issues at the AGM shall notify the Centre Secretary in writing at least seven days before the AGM.

9. Extraordinary General Meeting

- 9.1. The Centre Secretary may call an Extraordinary General Meeting (EGM) and clauses 8.1, 8.2 & 8.3 will apply. Any eight Centre Members may request an EGM by giving their written proposal to the Centre Secretary.

10. Property

- 10.1. The Centre Secretary will be responsible for the safe keeping of Centre records and property and must ensure, where applicable, compliance with GDPR.
- 10.2. In the event of the demise of the Centre, the Members will have the option to vote for all proceeds to be passed to a nominated charity(ies) or if unable to agree then all finances and property will be passed directly to MSCC.

11. Members not to make a profit out of the Centre

- 11.1. No member may on any pretext receive any profit or salary from Centre funds.

12. Alterations to the Constitution

- 12.1. Alterations to the constitution shall only be made at an AGM or EGM called in accordance with clauses 7.1 & 7.2. The Centre Secretary shall notify the MSCC of any alterations to the constitution.

This Constitution was formally adopted at the AGM held on the 5th February 2019