



## Constitution

### 1. Name of Organisation

1.1 The full name of the organisation is:

**BMAD** (Bikers Make A Difference)

1.2 For convenience the name may be abbreviated to BMAD.

### 2. Aims

2.1 To improve the relationships between motorcyclists and the public by:

- a. Raising money for sick, disabled and disadvantaged children of South Devon (up to the age of 19)
- b. Raising money to support young carers (up to the age of 18)
- c. Raising money for Devon Air Ambulance
- d. Raising money for St John Ambulance in order to provide facilities and equipment in the Torbay area.
- e. Promoting responsible motorcycling in all its aspects
- f. Providing a meeting place and events for motorcyclists

### 3 Powers

3.1 In furtherance of the aims of BMAD the membership, through the committee, may exercise the following powers:

- a. Power to raise funds and to invite and receive contributions within the requirements of the law.

- b. Power to buy; take on lease or in exchange, any property necessary for the achievement of the aims and objectives and to maintain for its use.
- c. Power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the organization.
- d. Power to employ such casual employees and /or agencies as is necessary for the proper pursuit of the objectives of the organization.
- e. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the aims and objectives or of similar charitable purpose and to exchange information and advice with them.
- f. Power to establish or support any charitable trust, associations formed for all or any of the objectives.
- g. Power to appoint and constitute such advisory committees as the membership may think fit.
- h. Power to hold and administer bank accounts.
- i. Power to do all such other lawful things as is necessary for the achievement of the objectives.

#### 4 **Membership**

- 4.1 Membership is open to any person over the age of 16 years who supports the aims of the organisation.
- 4.2 Annual membership runs from 1<sup>st</sup> April - 31<sup>st</sup> March each year with new membership eligible at any time of the year.
- 4.3 A member whose annual membership is more than two months in arrears shall be deemed to have resigned.
- 4.4 A voting member is a person who holds a current membership issued at least 14 days prior to the next Annual General Meeting (AGM). A voting member is entitled to vote at the Annual General Meeting and any Extra-ordinary General Meetings (EGM) called.
- 4.5 All Bike Nights and Festival events are open to non-members.
- 4.6 Social events are open to members and guests only.
- 4.7 BMAD will not tolerate any person in the organization who discriminates on grounds of colour, race, disability, sex/sexuality or religion.
- 4.8 The committee may, by majority vote and for good reason, terminate the membership of any member provided that the member has been given the opportunity to be heard by the committee (accompanied by a friend if wished),

before a final decision is made. The member will be given the decision in writing.

## **5. Meetings and procedures**

- 5.1 An Annual General Meeting (AGM) will be held in May. The date of the AGM will be posted on the BMAD website at least 21 days prior to the event. The chairman and the treasurer will present written annual reports and statements of the accounts to the members at the AGM.
- 5.2 An Extra-ordinary General Meeting (EGM) may be called on receipt by the secretary of 20 member's signatures. An EGM may also be called by the secretary on receipt of a written request from a majority of the committee membership.
- 5.3 All members will be notified in advance of any meetings they are eligible to attend. A minimum of 21 days notice will be given of any General Meeting (GM) via the website.
- 5.4 All eligible members present at a meeting will have one vote each.
- 5.5 Decision making at GMs will be by simple majority vote of all those present that are fully paid up members with voting rights (validated by membership records). There will be no casting vote at any form of GM.
- 5.6 No decision shall be made that is contrary to the aims of the organisation unless presented as a written resolution with 14 days prior notice to an AGM.
- 5.7 Decisions relating to changes to the constitution are referred to in section 8 below.
- 5.8 Minutes will be kept of all committee and GMs. Minutes will be available on request for all members to view. Confidential items will be exempt from open publication, but will be kept securely in the minute folder by the secretary for committee reference only.

## **6 The Committee**

- 6.1 BMAD business and events will be organised and managed by a committee of members elected annually by the members present at the AGM, which will be held in May.
- 6.2 The committee shall consist as a minimum of the following posts:  
  
Chairman, Vice-Chairman, Secretary and Treasurer, in addition as a minimum four other members necessary for the running of the organisation.
- 6.3 If there is a shortage of candidates, the committee has the right to co-opt from the general membership in order to fill vacant posts. The committee also has the right to combine posts when no suitable candidate can be found. The

principle committee posts of Chairman, Secretary and Treasurer may not be combined with any other post.

- 6.4 Committee meetings will be held at least once a month throughout the year.
- 6.5 Committee meetings will have a quorum of 10 with voting determined by a simple majority. In the event of a split vote in committee, the chairman will hold the casting vote.
- 6.6 Committee membership is limited to those who are fully paid up voting members of the organisation. Committee members shall serve for a period of one year and are eligible for re-election.
- 6.7 Any committee member who fails to attend committee meetings for 2 consecutive months without advance notice to the chairman or secretary shall be deemed to have resigned from the committee.

## 7. **Finance**

- 7.1 All cheques drawn on the accounts must be signed by two committee members one of whom must be:

Chairman, Treasurer, Assistant Treasurer, Secretary

No two signatories should be related parties.

- 7.2 All cheques drawn on the accounts must be signed by two of following four committee members:

Chairman, Treasurer, Assistant Treasurer, Secretary.

- 7.3 The funds belonging to the organisation shall be applied only in furthering the aims of BMAD.

- 7.4 The Treasurer will:

- a. Keep accurate and up to date accounts and records for the organization.
- b. Strive to ensure that the organisations Cash Handling Policy & Procedures will be adhered to by all.
- c. Declare all assets on the end of year balance sheet.
- d. Prepare annual statements of accounts for the organization that will be presented to the membership at the AGM.

- 7.5 The annual accounts and balance sheet will be professionally checked by a competent third party prior to the AGM.

## 8 **Complaints Procedure**

- 8.1 Complaints concerning safety, discrimination or poor administration may be made in writing to any committee member who is then responsible for taking such to the next committee meeting for consideration.
- 8.2 A written response will be made within 14 days following the committee meeting.

## 9 **Alterations to the constitution**

- 9.1 Subject to the following provision of this clause the constitution may be altered by a resolution passed by not less than 75% of the members present and voting at a GM.
- 9.2 The notice of the GM must include notice of the resolutions, setting out the terms of the alterations proposed.

## 10 **Dissolution**

- 10.1 If the membership decides that it is necessary or advisable to dissolve the organization it shall call a meeting of all members. If the proposal is accepted by 75% of those present at the meeting, the motion will be carried. Any assets remaining after the satisfaction of any proper debts and liabilities shall be distributed for the support of the beneficiaries listed in the constitution aims. A closing statement of account will be enclosed with the minutes of the final meeting to all members.

## 11 **Adoption of Constitution**

- 11.1 This constitution was adopted by the membership on \_\_\_\_\_

Signed: Chairman \_\_\_\_\_

Secretary \_\_\_\_\_