BRITISH FEDERATION OF PEDAL CAR RACING

CONSTITUTION

APPROVED - 16.11.2014

www.pedalcarracing.info

British Federation of Pedal Car Racing
Registered address
Crown House
High Street
Llanfair Caereinion
SY21 0QY
Tel 01938 811378

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1 The Constitution

1.1 Status

This constitution replaces the constitution dated 7th April 2002
and subsequently amended on 17th October 2004 and 30th October 2011.
This constitution comes into effect on 16th November 2014.

1.2 Changes

Any changes to this constitution may only be made by a vote at the Annual General or an Extraordinary General Meeting

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1.3 Other documents

The other documents which act in the governance of the Federation are:

Pedal Car Racing Handbook
Pedal Car Racing Rules
Pedal Car Construction

These documents are approved by the Committee and reviewed annually.

The Committee can alter those rules relating to construction and the race calendar at a meeting having given at least 14 days notice of any proposed changes to all teams registered for the year at that date so that they may comment and give their views (to the Secretary) which should be taken into account when making any decisions.

1.4 Registered Address

The registered address for the Federation shall be:

Secretariat
Crown House, High Street, Llanfair Caereinion, SY21 0QY

Financial
8 The Orchard Tickton Beverley East Riding of Yorkshire HU17 9JE

2 The organisation

2.1 Name

The organisation shall be called: 'British Federation of Pedal Car Racing'

2.2 Aims

The aims of the Federation are to be:

i) To promote and govern the sport of pedal car racing in the United Kingdom
ii) To provide an opportunity for all age ranges to develop practical, technical and physical skills combined with social awareness.
iii) To determine all car specifications for the British Championship Races.
iv) To advise and co-ordinate a programme of races for each calendar year.
v) To discourage the setting up of races that could bring the sport into disrepute.
vi) To prevent the sport from being exploited for pure monetary gain.
vii) To provide equipment when available to help organisers of regional races.
viii) To organise and administer the British Pedal Car Championships.
ix) To encourage connections with other pedal car racing groups including overseas.

3 Annual General Meeting

3.1 Date

The Annual General Meeting shall be held in November of each year in a location as central as possible to the majority of current and active members.

3.2 Notice

The notice of the meeting shall be so posted at least 28 days prior to the date of the meeting stating the date, venue, time and the business to be conducted. The notice shall be posted on the BFPCR web site and the BFPCR Face Book Page.

3.3 Agenda

The agenda for the Annual General Meeting shall be:

To record attendance and appologies for absence.
To approve the minutes of last years Annual General Meeting.
To report on any actions taken arising out of that meeting.
To recieve a report from the Chair regading the season
To receive a report and accounts including annual fees
Constitutional matters
Election of an Executive Committee
Appointment of auditors
Any other business previously notified to the Chairperson or Secretary
To set the date for the next Annual General Meeting

3.4 Voting

Votes are cast on the basis of 1 vote per currently registered team (ie those who are members from the current season or who have already registered as members for the ensuing season) and who are present at the meeting.
A secret ballot will be held if so called by the Chair or at least 2 members of those present.

3.5 Decisions of the Annual General Meeting

All decisions made at the meeting with regard to subjects raised by the membership shall be subject to ratification by the Executive Committee.

3.6 Quorum

A quorum shall be a minimum of 1/4 of the members eligible to be present.

4 Special Meeting

4.1 Date

At least 14 clear days notice shall be given of any Special Meeting.

4.2 Calling of the meeting

A special Meeting maybe called by the Chair, Secretary or on receipt by the Secretary of at least 4 members (teams not individuals) calling for such a meeting stating clearly the reason for such a meeting.

4.3 Notice

The notice of the meeting shall be so posted at least 14 days prior to the date of the meeting stating the date, venue, time and the business to be conducted. The notice shall be posted on the BFPCR web site and the BFPCR Face Book Page.

4.4 Agenda

The agenda for a Special Meeting shall be:

Apologies for absence
Purpose of the meeting

There shall be no other business included on this agenda other than items included by the Chair or Secretary as expedient at that time.

4.5 Voting

Votes are cast on the basis of 1 vote per currently registered team (ie those who are members from the current season or who have already registered as members for the ensuing season) and who are present at the meeting.
A secret ballot will be held if so called by the Chair or at least 2 members of those present.

4.6 Quorum

A quorum shall be a minimum of 1/4 of the members eligible to be present.

5 Membership

5.1 Definition

Membership of the Federation shall be by completing the appropriate form and paying the annual Membership as follows:

i) Full team membership (for racing teams)
ii) Associate membership (for those not racing)

Membership is open to all who wish to race a pedal car (that meets the specification) at one or more races of the BFPCR calendar.

Each application shall be approved by the Executive Committee and such applications can only be refused upon either:

i) The application not accepting the code of conduct.
ii) The application is from a team who was banned under the complaints procedure.

5.2 Fees

The membership fees for the ensuing year following the Annual General Meeting shall be so set at that meeting.7

5.3 Term

Membership runs from 1st January to 31st December annually.

5.4 Rights of Membership

The rights of the team membership are:

i) To vote at the Annual General Meeting
ii) For members of the team aged 18 or over to stand for election to the Executive Committee.
iii) To be one of the required number to call a Special Meeting.
iv) To enable a team to enter the Championship.

6 Financial

6.1 Annual Accounts

The accounts shall be kept in a good and proper manner by the Federation Treasurer.

6.2 Independent Examination of Accounts

The accounts should be examined each year before the accounts are presented to the Annual General Meeting by an independent examiner approved by the Annual General Meeting.

6.3 Year end

The accounting period shall be a full year ending on the 31st December each year.

6.4 Cheques

All transactions shall be authorised by the Treasurer and one other Committee Member.

6.5 Insurances

The Federation shall keep in place the necessary insurances to cover those aspects of the sport for which the Federation is liable.

6.6 Asset register and property

The Treasurer shall keep a schedule of the assets and property of the Federation and shall include same with the Annual Accounts presented at the Annual General Meeting.

7 Election procedure

7.1 Nominations

Nominations for election to the Executive Committee shall be made either at the meeting being held or in advance (if the person is unable to attend) in writing. In both cases there will need to be a proposer and seconder (both of whom need to be members) for each nomination.

7.2 Voting method

If there are more persons wishing to stand for election than places available an election shall take place. In this case a secret ballot will be held with one vote per member present at the meeting. The current Chair shall nominate two persons who should if possible be counted by two members who do not have a person standing for election to count the votes cast.

8 Committee

8.1 Make up of Committee

The Executive Committee shall comprise the following:

i) One place for each of the Race Organisers for each race in the ensuing season.

ii) No less than 6 members and no more than 8 members elected at the Annual General Meeting and who are current members.

8.2 Co-option

The Committee may Co-opt a member to a vacant place during the year as long as the co-option does not increase the Committee beyond the make of the Committee as set out in 8.1 above.

8.3 Meetings

The Committee shall meet as often as is necessary but will meet at least on the following occasions:

i) Immediately after the Annual General Meeting

ii) Immediately before the start of the ensuing season

Other Executive Committee Meetings maybe called as necessary upon giving 14 days clear notice.

8.4 Responsibilities

The Executive Committee shall be responsible for the following:

i) To manage & Administer the affairs of the Federation within Policy and the decisions made by the Annual General or Special Meeting.

ii) To manage and organise the race calendar for the year

iii) To manage and organise the rules relating to races, the championship and construction.

iv) To keep accounts and the asset register.

v) Administer the Annual General and Special Meetings.

vi) To produce a newsletter and keep members updated on the Federation

vii) To keep an up to date web page on the British Pedal Car Championships.

viii) To promote the sport.

ix) To deal with the complaints procedure.

8.5 Quorum

A quorum shall be a minimum of 1/2 of the members eligible to be present of which 2 must be either the Chair, Vice Chair, Secretary or Treasurer.

9 The Officers

9.1 Election of Officers
At the first meeting of the Executive Committee following the Annual General Meeting such Committee shall elect the officers comprising a Chair, Vice Chair, Secretary, Treasurer and Web Site Manager.

9.2 Chair
The Chair will lead meetings, co-ordinate views and ensure that the sport is progressing and running well.

9.3 Vice Chair
The Vice Chair will assist the Chair in his or her duties and to take over the Chair's role in his or her absence.

9.4 Secretary
The Secretary shall manage agenda and keep minutes of meetings, ensure all actions agreed are implemented (where possible) from the minutes, receive and give notices, ensure that the constitution is followed and updated, manage a newsletter and keep membership informed of news.

9.5 Treasurer
The Treasurer shall keep proper accounts, manage the finances and banking for the Federation, maintain an asset register, bank income, pay bills and ensure that the Federation is viable and keep a membership list.

9.8 Web Site Manager
To ensure the web site is up to date and meets current regulations.

9.7 Responsibilities
The Officers are responsible for their areas of activity and are accountable to the Executive Committee.

10 Race & construction Rules

10.1 Handbook
Each year a handbook will be prepared setting out the race information for the season.

10.2 Race rules
The Executive Committee will review the race rules each year and such rules will be published in a separate document to be published on the web site.

10.3 Construction
The Executive Committee will review the construction rules each year and such rules will be published in a separate document to be published on the web site.

11 Complaints Procedure

11.1 Introduction

The complaints procedure applies to all complaints received whether from members or the public.

11.2 Code of Conduct

The Code of Conduct will apply to all members, teams, officials and others who are involved in any way with the Association.
Each member, team, official and others shall:

Be polite at all times.
Shall not bring the sport into disrepute.
Not cause any upset by any deliberate act.
Not publish in any way any adverse comments about the sport.
Not communicate in a threatening or rude manner to any person regarding the sport whether it be by writing, telephone. email, social media or any other means.

11.3 Procedure

A complaint shall only be recognised if it is presented in writing and sets out clearly the nature of the complaint and addressed to either the chair or the Secretary of the Executive Committee.

Upon receipt of the complaint the Executive Committee shall meet as soon as reasonably possible to discuss the complaint and the response to be given.

The following procedure will be followed:

Both parties (person making the complaint and the person who is the subject of the complaint) shall be informed of how it is to be dealt with.

If the complaint shows that the person complained against has broken the code of conduct as set out in 11.2 above then the following sanctions will apply:

1) On first offence - a warning letter to the team.
2) If the action continues or another complaint received within 12 months of first offence then a ban of 2 race meetings for the team or individual starting with the date of the Executive Meeting dealing with the complaint.
3) If the action still continues then a ban for the team or the individual from the remaining races in the current season and the whole of the next season will be imposed with no membership accepted from that individual or their team.

11.4 Decisions

The decision of the Executive Committee on such matters is final. However either party, on receipt of the decision, may seek to appeal to a Committee of Members (3 in number) as approved by the Chair.

11.5 Race complaints and appeals

With regard to any complaint about an individual race this should in the first instance be with the race organiser. If the race organiser is unable to resolve the matter then it shall be referred to the Secretary to take forward to the Executive Committee who shall deal with the matter.

12 Race Challenges

12.1 Individual races

The general rules that will apply to all race results shall be:

(i) On an individual race day a challenge maybe made of a result within 15 minutes of the completion of that race. That challenge only affects the trophies issued on the day and does not in any way remove the right to challenge as per 12.2 below.

12.2 Challenges

Any team or member of a team may issue a challenge at any race (other than the last one of the season) within 48 hours of such race being completed (in addition to 12.1 above). Competitors are asked to raise any challenges on the day if at all possible.
If it is not possible then the method of dealing with such challenges is:

(i) Such challenge shall be communicated to the Secretary by telephone, email or letter (not by social media within the time period specified.
(ii) The Secretary shall gather the evidence and consult those involved and then make a recommendation to the Officers (Chair, Vice Chair and Treasurer) for approval.
(iii) Such decision shall then be communicated by telephone, email or letter to the person or persons who brought forward the challenge.
iv) A full outline of the challenge procedure is attached.

12.3 Decision

The decision as issued formally by the Secretary after following the above procedure.

13 Media

13.1 Web Site

The Executive Committee shall keep an up to date web site in operation with all details published to enable the sport to be carried out in the best manner possible. Up to date full contact details should be included on the web site.

13.2 Face book

The Executive Committee shall monitor a face book page and ensure that no objectionable material is published, if it is so published to remove it as soon as possible.

13.3 Press coverage

All press coverage shall be issued with Committee approval.

13.4 Newsletter

There is to be a newsletter issued in the months of March, June and September of each year compiled by the Secretary or such other delegated person as the Executive Committee may agree from time to time.

14 Winding Up

14.1 Introduction

The Federation shall only be wound up if the current membership at a Special Meeting agrees to do so. The rules regarding a quorum do not apply to this meeting. The Federation shall upon a majority vote then be wound up and and shall remain dormant for 2 years before a final winding up order is issued.

14.2 Distribution

The funds of the Federation shall remain in a frozen bank account for 2 years from the Special Meeting after which they can be distributed to a charity nominated by the membership attending the Special Meeting noted in 13.1 above.

15 Expenses

15.1 General

Expenses maybe paid as follows:

(i) Expenses in incurred in the running of the Annual Meeting. (including venue).

(ii) Expenses incurred in the proper running of the administration of the Federation by the Secretary or Treasurer.

iii) Expenses claimed by the race organiser of each event in the running of that event.

iv) Expenses in the production of end of season trophies and or certificates as required.

(v) Other expenses as approved from time to time by the Chair, Secretary or Treasurer in line with Federation Policy.

Any expenses payable may not be approved by a person recieved such monies.

15.2 Payments

Payments will only be made upon production of the appropriate receipt and as agreed by the Committee. Such payments need not be approved individually but as a policy of the Committee.

16 Signatories

16.1 Signatures/dates

This constitution is signed following its approval at the Annual General Meeting held on 16th November 2014:

Alan Goodman Chair

Jacob Spencer Vice Chair

Robert Robinson Secretary

Dated 16th November 2014

17. LIST OF DOCUMENTS REFRRED TO IN CONSTITUTION:

i) Construction of Pedal Cars Rules

ii) Race Rules

iii) BFPCR Handbook

iv) Challenge procedure details