

BRITISH WOMEN RACING DRIVERS CLUB

Founded in 1962 by Mary Wheeler MBE

President: Lorina McLaughlin

Vice Presidents: Louise Aitken-Walker MBE, Divina Galica MBE,
Ian Titchmarsh, Susan TP-Jamieson

Chair: Lorraine Gathercole

Vice Chair: Helen Allen

Secretary: Helen Allen

Treasurer: Yves River-Fletcher



CONSTITUTION OF THE BRITISH WOMEN RACING DRIVERS' CLUB

1. NAME

The name of the club shall be THE BRITISH WOMEN RACING DRIVERS' CLUB (hereinafter called 'The Club'), with sections for:

- i. Racing competitors
- ii. Speed competitors
- iii. Kart competitors
- iv. Rally competitors
- v. Licensed Officials & Marshals
- vi. Supporters; and
- vii. Wheelers (previously active competitors who have now retired from competition).

2. ADDRESS

The address of the Club shall be care of the current Secretary.

3. AIMS AND OBJECTIVES

- To watch over the interests of Members
- To encourage the promotion of girls and women in motorsport
- To encourage novices and newcomers to the sport
- To require all Members to maintain a high standard of driving & sporting behaviour
- To arrange social and other meetings
- To afford Members such benefits and privileges as it may be possible to arrange



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4. MEMBERSHIP

All members sign a declaration that they have read and will abide by the Club rules, if accepted, in their application to join.

Competition membership admission shall be by application via completion of the current application form and such application shall be subject to the approval of the committee. Criteria for actively competing Members shall be holders of Motorsport UK competition licences. All members sign a declaration that they have read and will abide by the Club rules in their application to join.

OTHER SECTIONS: In addition to the sections catering for actively competing Members, The Club will also have other categories of membership as follows: -

Supporters: Individuals with an interest in the sport may become members of this section. Supporter Members have voting rights only on non-championship matters.

Officials/marshals: Individuals who are registered Motorsport UK licenced Officials/Marshals or are eligible to hold such licence may become members of this section and have voting rights only on non-championship matters.

Wheelers: Women who are no longer actively involved in competitive motorsport and have previously been a Full Member of The Club or are otherwise invited to join this section by majority vote of the Committee. Wheeler Members have voting rights only on non-championship matters.

Honorary members: May be elected by unanimous vote of the Committee, initially for a period of three years. After three years they will continue to be an Honorary Member at the discretion of the Committee. Honorary members do not have voting rights.



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Applications to join the Club shall be approved by a majority decision of the Committee and acceptance of membership shall be deemed to be acceptance of these rules and competition regulations or any proper substitution amendment or update thereof. The Committee by a majority vote retains the right to withdraw the membership, at any time, of any Club Member who they feel is not acting in the best interest of The Club or upholding their aims and objectives. No fees shall be refunded in respect of memberships terminated. Where membership is refused or terminated the individual will be notified in writing and may appeal this decision in writing to the Committee within seven (7) days of receipt of such decision. This appeal shall be put to the Officers of The Club and a majority decision of the Officers of The Club shall be the final decision.

Interclub licence holders: Any new member* holding a Motorsport UK competition licence of lower than RS National or Race National status is eligible to compete for the trophy awarded to novice drivers. Any new racing member eligible to hold a RS National or Race National license is eligible for entry to compete for the trophy awarded to newcomers to the Club in their first year of membership.

**A new member is defined as someone in their first year with the Club, whether a novice or experienced driver. Members who let their membership lapse and re-join the Club at a later date are returners rather than new members.*

Gender

The BWRDC do not discriminate on the grounds of gender for membership; only females may claim points in order to compete in the Club championships.

In law, a person needs a certificate of recognition to have the same rights as the opposite gender from the one they were born into. Whilst potential members will not be asked to assert their gender identity on application to join the Club, they will be asked for their certificate of recognition if different from the gender they were born into, in order to be eligible to claim points.



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5. SUBSCRIPTIONS

Subscriptions become payable upon application for membership; yearly subscriptions become due on the anniversary of membership; five yearly subscriptions become due at the end of that five-year period. Membership will immediately lapse if payment is not made prior to the expiration of the current years' membership.

6. BADGES

BWRDC championship contenders are required to promote the BWRDC by displaying club insignia on their competition vehicle, helmet or race suit where permissible; other clothing, or via social media platforms, including a mention in pre- or post-race interviews



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7. COMMITTEE

The Club shall be run by a Committee. Quorum for committee meetings and decisions shall be five committee members (of which at least two must be Officers of the Club). Quorum can be fulfilled with virtual attendance by Skype or such other method of virtual attendance.

The Officers of The Club shall be: -

Chair, Vice Chair, Secretary, and Treasurer (Appendix 1)

The Secretaries of the Club shall be: -

Section Secretaries, Membership Secretary, Championship Secretary, Public Relations (PR) Secretary. Social Media Secretary, *Racing Vogue* Editor, Webmaster, Events Secretary, Annual Awards Secretary (Appendix 2)

Each section shall have its own Secretary to deal with recruitment, points claims, queries and ensuring all decals are appropriately displayed on vehicles and overalls/helmets. All Officers and Secretaries are automatically members of the Committee with power to take part in proceedings and register votes. The Club Secretary and Treasurer shall act under the control and direction of the Committee. The Club Secretary shall summon and attend meetings, take minutes of the proceedings and keep the documents and correspondence of The Club.

8. FINANCE

All Club monies will be banked in an account held in the name of the Club. The Treasurer will be responsible for the finances of the Club. All monies paid against Club funds must be actioned by the Chair or Vice Chair and Treasurer. The financial year of the Club will end on 31 December. An audited statement of annual accounts will be presented by the Treasurer at the AGM. Individual Committee Members may spend up to £50 of club monies for club matters at their discretion without committee approval. Any sums over this sum shall require committee approval by majority decision.



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9. ANNUAL GENERAL MEETING

The Club Secretary shall give 10 working days' notice of an Annual General Meeting (AGM), which shall be held every year. The AGM will receive a report from officers of the Committee and Section Secretaries, where appropriate, and a statement of the audited accounts; a copy of the reports will be made available prior to the AGM.

Nominations for Officers and Secretaries of the Committee will be sent to the Club Secretary prior to the AGM.

Elections of the Officers and Secretaries of the Committee are to take place at the AGM.

The rules of the Club may not be altered except at an Annual General Meeting or Extraordinary General Meeting. An EGM may be called by any Member who has the agreement of at least 10 other members by giving at least 10 working days' notice in writing to the Committee. Any notice must set out the items to be discussed at the EGM. Attendance may be physical, by phone, virtual, by proxy or Internet communication by the committee and any interested member. All decisions made at an EGM must be documented and distributed to members within a reasonable period of time.



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10. CLUB CHAMPIONSHIPS, AWARDS and TROPHIES

All members are eligible for all Club Championships, Awards and Trophies, subject to them satisfying the individual rules and criteria governing those Championships, Awards and Trophies. All awards and trophies shall remain the property of the Club and shall be returned to a current Officer of The Club after 11 months of receipt and prior to the subsequent Awards presentation. All recipients of trophies agree to ensure the trophies have the appropriate engraving completed and are kept safely, clean and in good repair. All recipients of awards and trophies are considered to be ambassadors for the Club, promoting its aims and objectives, and upholding the reputation of the Club, being representatives of the Club when called upon to do so. A refund of reasonable payment made for engraving will be provided to the Member upon receipt by the Treasurer of a valid receipt if this is received within 1 month of such payment being made.

The Club rules are for the general guidance of ALL members and any questions as to their application should be referred to the Committee whose ruling thereon will be final and binding. It is a condition of membership that all Members acknowledge having read and understood the Club rules and that they undertake to abide by them.

11. AMENDMENTS TO THE CONSTITUTION

The Constitution shall be reviewed at the AGM.

The Constitution will only be changed by the Club Secretary through agreement by a two thirds majority vote at an AGM or EGM.

In the event of any question or matter arising, which is not provided in the Constitution, this shall be dealt with by the Chair, whose decision shall be final.



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Declaration

The British Racing Drivers' Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

NAME:

POSITION: Chair

SIGNED: DATE:

NAME:.....

POSITION: Vice Chair



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APPENDIX 1: OFFICERS OF THE CLUB

The Chair

- The Chair is the chief officer of the Club
- Ensures the Club communicates with members clearly and effectively acts as a source of information for the Club;
- Oversees the members of the Club;
- Ensures the smooth running of the Club;
- Chairs committee meetings and AGM;
- Acts as spokesperson for the Club;
- Represents and promotes the Club;
- Determines and defines the procedures and structures of the Club, assisting members, defining issues and summarizing progress;
- Investigates new ways of approaching problems in conjunction with the members and helps the Club learn from their experiences. Evaluates the effectiveness of the Club on an ongoing basis;
- Educates other members to set goals and evaluate events the Club has staged to see how far the goals are being met.



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Vice Chair

- Deputises for the Chair whenever the latter is unable to fulfil her duties
- In the events of the Chair resigning, the Vice Chair will act as a temporary Chair until the latter position is replaced at a general meeting of the membership
- In the Chair's absence, the Vice Chair will carry out the duties outlined of a Chair

Secretary

- The Secretary is the principle administrative officer;
- Liaises with the Members, Committee and other agencies;
- Receives, records and responds (if appropriate) to all Club correspondence;
- Organises the agenda for relevant meetings and circulates it to the appropriate members and ensures that all business is completed and that all decisions are properly understood and recorded (minutes)
- Compiles the Club's annual report
- Represents the Club at local, regional and national level
- Maintains and files all Club records, including the Constitution



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Treasurer

- Responsible for the Club's finances and maintenance of accounts
- Provides report to the Committee on the financial standing of the Club and a detailed report of the Club's financial status at the AGM
- Draws up a Club budget
- Keeps simple but detailed records of income and expenditure;
- Applies for grants from other bodies
- Collects any monies that is owed to the Club
- Makes payment of reasonable expenses and outgoings as approved by the committee or in line with this Constitution



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APPENDIX 2

Section Secretaries

(Race & Kart, Speed, Rally, Non-competing Members [Marshals, Officials, Supporters and Wheelers])

These Section Secretaries are responsible for dealing with queries, points claims and adherence to championship regulations (where relevant) for those Club members assigned to the section of the Club they have been voted to take responsibility for. They communicate regularly with their members keeping them informed of events, offers and Club news; encouraging their members to communicate their activities and endeavours with the Club through social media and *Racing Vogue*.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication*.

Whenever possible they help and support other female competitors at events where they themselves are either taking part in or attending, encouraging new members to join the Club.

A Section Secretary is responsible for informing the committee, in particular the Chair, of any members whose behaviour is contrary to the Club rules, regulations or values.

There are usually at least four committee meetings per year; Section Secretaries are expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their sections' activities during the previous twelve months. Their reports are to be submitted to the Club Secretary at least one week before the AGM.



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Public Relations Secretary

In this public facing role, the Public Relations (PR) Secretary is responsible for promoting the Club and maintaining a favourable public image. The PR Secretary prepares and publishes press releases for the Club's partner organisations and the general public that relate to the Club's activities and achievements. They communicate with relevant clubs and motorsport organisations giving advance notice of forthcoming events to that may be of interest to them.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication.*

There are usually at least four committee meetings per year; the PR Secretary is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their activities during the previous twelve months. Their report is to be submitted to the Club Secretary at least one week before the AGM.



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Social Media Secretary

In this Club facing role the Social Media Secretary is responsible for administering the Club Facebook page and Facebook Members Group, assisting members in posting news of their activities and achievements; and informing members of Club activities.

The Social Media Secretary also prepares and publishes the Club magazine *Racing Vogue*, collating articles, photos, stories, interviews, reports and news submitted by the members.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication.*

There are usually at least four committee meetings per year; the Social Media Secretary is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their activities during the previous twelve months. Their report is to be submitted to the Club Secretary at least one week before the AGM.

Webmaster

The Webmaster maintains the Club's website ensuring information is relevant and up to date, removing old information in a timely manner; maintaining the functionality of the website. The Webmaster assists other committee members in accessing the website, as required.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication.*

There are usually at least four committee meetings per year; the Webmaster is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their activities during the previous twelve months. Their report to be submitted to the Club Secretary at least one week before the AGM.



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Championship Secretary

The Championship Secretary co-ordinates the Club championships, collates points at the end of each claim period, checks members are in adherence with championship regulations – seeking assurance from Section Secretaries as and when required. The Championship Secretary works closely with the Chair and the Trophy Co-ordinator to ensure all section winners are correctly identified at the end of the Club's championship year.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication.*

There are usually at least four committee meetings per year; the Championship Secretary is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their activities during the previous twelve months. Their report to be submitted to the Club Secretary at least one week before the AGM.



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Membership Secretary

The Membership Secretary presents all new applications for membership to the committee for approval, ensuring new members have paid their subscription before sending 'welcome packs' including badges, decals and a copy of the Club rules and constitution.

They assign members to the appropriate section of the Club, alerting the Section Secretary of their new member.

They remind members when their subscription is due for renewal by maintaining an accurate database of all members ensuring all information stored is compliant with legal requirements.

All written communication must be in accordance with the Club standard templates.

There are usually at least four committee meetings per year; the Membership Secretary is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) on their activities during the previous twelve months. Their report to be submitted to the Club Secretary at least one week before the AGM.



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Events Secretary

In collaboration with the committee, the Events Secretary organizes and co-ordinates all events the Club are invited to attend or promote independently. This includes working with venues to negotiate allocated space and cost; working with Club volunteers to erect, man and break the stand. They also negotiate promotional material.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication.*

There are usually at least four committee meetings per year; the Events secretary is expected to attend a minimum of one committee meeting each year. They are expected to report annually to the members by means of the Annual General Meeting (AGM) summarising their activities during the previous twelve months. Their report to be submitted to the Club Secretary at least one week before the AGM.

Annual Awards Secretary

The Annual Awards Secretary orchestrates the annual presentation of Club awards, in collaboration with the committee. This includes negotiating the venue, accommodation, guest speakers and guests, as well as providing menu suggestions commensurate with ticket price, preparing the seating plan and dressing the room.

All written communication must be in accordance with the Club standard templates *and should be checked by the Webmaster, Social Media Secretary or Chair before publication.*

There are usually at least four committee meetings per year; the Awards Co-Ordinator is expected to attend a minimum of one committee meeting each year.



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Trophies Co-Ordinator

The Trophies Co-Ordinator is not a committee member and therefore only has the voting rights of her membership section and is not expected to attend committee meetings.

It is the responsibility of the Trophies Co-ordinator to ensure that all recipients of awards, or their nominated deputy, receives the correct trophy at the annual presentation of Club awards. They maintain a database of all recipients of awards obtaining a signed agreement that the trophy will be returned to the Trophies Co-ordinator in a clean state with any engraving completed by an agreed date before the next annual presentation.

All written communication must be in accordance with the Club standard templates.



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