***LAKELAND HISTORIC CAR CLUB LIMITED***

**(Incorporated under the Companies Act 1985)**

**THE RULES**

**OF THE LAKELAND HISTORIC CAR CLUB LTD**

**Enacted by the Council of Management**

**pursuant to the Articles of Association**

**March 2023**

**Further information will be found at**

[**WWW.LHCC.CLUB**](http://WWW.LHCC.CLUB)

**INTRODUCTION**

The Lakeland Historic Car Club Ltd. (‘The Club’ / ‘LHCC’) came together in 1981 as a collection of like-minded people who have a passion for historic cars; who take pleasure from using and showing their cars to the wider public through events and displays and who enjoy the company of others through participation in a wide range of social activities organised by the Club.

It is a company limited by guarantee and registered at Companies House (Co. Registration No. 02349485). It has formally agreed Articles of Association (‘AoA’) which contain detailed provisions about how the Company must be run and these may be found on the Club website - [www.lhcc.club](http://www.lhcc.club). (The Website).

It is both obligatory and desirable that the AoA and policies associated with it are kept up to date and that a Club shares its agreed procedures and standards with all those who come into contact with it. Whilst many of the provisions of the AoA go far beyond the requirements of the Member who may simply be looking for basic information on how the Club runs, they do enable the membership, through its Council of Management (‘The Council’), to make Rules to assist it in determining matters relating to the day to day running of the Club. These Rules are not necessarily to be found in the AoA and provide more granular management provisions agreed by the membership (e.g. Rules associated with Club Runs and Displays).

This document is known as The Rules and brings together, in summary form, key provisions from the AoA and additional Rules that the membership has agreed. They detail the name, objects, methods of management and other conditions under which The Club operates, and also regulate the relationship between Members by setting out the basis for working with other co-members.

To ensure that the membership is aware of the policies, procedures and standards that govern the operation of the Club, The Rules document is made available to all Members of the Club, both as a physical document and on The Website.

**All Members are deemed to have knowledge of the content of The Rules through membership of the Club.**

**OBJECTS**

The Objects for which the Club is formed are:

* To foster an interest in “Historic Cars” - which, for the purposes of the Club are deemed to be all motor vehicles over 25 years of age);
* To offer membership to those who wish to participate in Club activities;
* To encourage the restoration and maintenance of “Historic Cars”;
* Encourage the participation and entry of “Historic Cars” in rallies, exhibitions and other events including the arranging of such an event;
* Provide a regular programme of events and opportunities at which Club Members may come together to enjoy the social benefits of Club membership.

**MEMBERSHIP**

The Club consists of:

* Members - being persons aged 18 years or over;
* Joint Members – being Members plus spouse / partner, both aged 18 or over, and each shall have a voting right;
* Young Members – being persons aged 29 or younger;
* Honorary Members – being a member so nominated at a General Meeting on the recommendation of the Council;
* Life Members – being existing life members who have previously taken out life membership. (This category is currently closed to new applications). Life Member subscriptions will not be refundable in the event of resignation.

There shall be no distinction between such classes of Member except as provided for by the AoA or by these Rules. As a regionally based Club, LHCC focuses its activities within Cumbria, but membership is open to all.

The Council of Management reserves a discretionary right to refuse membership.

**Subscriptions and Renewals**

* New members shall pay the annual subscription on joining and is valid for the current calendar year;
* The Council may set a joining fee for new members to cover initial administration costs;
* The Annual Subscriptions payable by all members (other than Honorary Members and existing Life Members)shall be determined at an Annual General Meeting or Extraordinary General Meeting;
* Annual subscriptions shall be paid by existing members before15th January each year
* Members who fail to make payment by that date will be considered to have resigned from the Club. They will be considered to be new members if they wish to continue with their membership and subject to any new member joining fee in place at the time.
* The Membership Year of the Club shall be from 1st January to 31st December.
* For membership and Newsletter purposes, all members (including Life Members) must complete and sign the annual membership form.

**Notice of Change in Subscriptions:**

Notice must be given and approval obtained from an Annual General Meeting or, if before December 31st in the same year - an Extraordinary General Meeting, to change the subscriptions: such change to be effective from the 1st January immediately following the date of the approval. The **Membership Year** of the Club shall align with the Financial Yearand run from 1st January to 31st December.

**General Data Protection Regulations (GDPR) 2018**

As a result of membership administration, correspondence and other activity, LHCC receives personal data provided to it by its Members. It always stores personal details securely and only ever collects the information it needs in order to carry out its Objects or which helps it to deliver and improve its services. It will only share personal data when required to do so by law.

If you would like to know more or understand your data protection rights, please take a look at our Data Protection / Privacy Policy on The Website.

**CODES OF CONDUCT**

**Introduction**

The success of the Club relies on ensuring that its Members can enjoy their hobby, make connections and learn more about their vehicles in an atmosphere that is welcoming, inclusive, and that inspires friendship. Its Codes of Conduct affirm that the Club is committed to providing an environment that is respectful, professional, safe, accepting of cultural differences, and free from inappropriate and abusive behaviour. Behaviour that falls short of Club standards may be considered to be inappropriate and the Club has a zero tolerance approach to inappropriate behaviour.

**The Club embraces the principles of the Equal Opportunities Act 2010 and considers the following particular behaviours to be inappropriate**:

* Racism
* Sexism and / or Sexual Harassment
* Bullying or Abuse (verbal or physical)
* Intolerance of a person’s age, religion, gender identity or sexual orientation
* Behaving in a way that disturbs the enjoyment of an event for other people including the use of offensive language or actions at events that are open to family members of all ages.
* Any other actions deemed to be intentionally hurtful, harmful or threatening.

The following Code cover all Members, volunteers, guests, and others who engage with it and are posted in full on the Club’s website. As such, all Members are deemed to have notice of them.

**As a Member of the Club you are expected to abide by the following Code of Conduct**:

* All Members must respect the rights, dignity and worth of all other Members and members of the wider public with whom they may come into contact as part of Club activities;
* Members must recognise the valuable contribution made by Officers of the Club who run it as volunteers for the benefit of the membership. Members must respect reasonable decisions made by Officers and only challenge them through established democratic mechanisms.
* All Club Members must also adhere to the code of conduct of the venue of events attended: venue security and staff must be treated with respect.
* All Members must take responsibility for ensuring that they are up to date with the Rules of the Club, understand and adhere to them.

Any violation of the Code of Conduct, or any action that an Officer of the Council finds to be inappropriate or disruptive, may result in the offending Member being warned about that behaviour. In the event of such behaviour continuing an offending Member may be asked to leave an event.

In cases of multiple or severe breaches of the Code of Conduct, the Council is empowered to impose sanctions which may result in a termination of membership.

The Club reserves the right to revoke the membership of any Member, at any time.

Appeals against sanctions are to be found as part of the Complaints Procedure and on the website.

**Council of Management Code of Conduct**

The Club recognises the huge contribution made by its volunteer Officers and Members of the CoM who contribute knowledge, skills and experience and a willingness to actively manage the Club. The purpose of the following Council Code of Conduct is to assist those individuals to maintain high standards in their voluntary role and to protect the best interests of the Club.

**Members of the Council of Management commit to supporting the Club by:**

* Acting as ambassadors for the Club - always presenting it and its members in a positive light;
* Listening and respecting the views of others and always using appropriate and respectful language and behaviour;
* Championing equality and tolerance by respecting the rights, dignity and worth of all people involved in the Club;
* Providing effective management of the Club’s activities and affairs;
* Acting only in the interests of the Club as a whole and not individuals or small groups;
* Actively contributing to the effective work of the Council of Management.

**Members of the Council of Management will not:**

* Attempt to exercise individual authority over the Club or its Members except as explicitly set out in agreed policies or through assigned lead in key responsibility areas;
* Become inflexibly caught up in promoting their own views at meetings;
* Gossip or act with bias or prejudice towards others;
* Use offensive or discriminatory language or behaviour;
* Keep quiet if they have concerns about the Club;
* Fail to deliver on commitments as a Member of the Council;
* Publically disagree with decisions that the Council takes as a group, even if they have a different personal view.

 **All Members of the Council of Management are required to:**

• Ensure that their position as a Member of the Council is not used for personal gain;

* Ensure that private or personal financial interest never influences decisions;
* Declare to the Council any conflict of interest in actions under consideration by the Council;

• Abide by provisions relating to confidentiality, bribery and misconduct;

* Participate in any investigative or appeal processes relating to complaints concerning any breaches of the Code unless they are personally involved.

**Meetings of the Club:**

The AoA contain detailed provisions for the procedures and conduct of meetings of the Club. As the AoA are published on The Website, all Members shall be deemed to have notice of meeting procedures. Members of the Council of Management are responsible for scheduling all its meetings and General Meetings and conducting them in accordance with the provisions of the AoA. These include its Annual General Meeting held in March each year and any other Extraordinary General Meetings legitimately called. Members of the Council will ensure that General Meetings are effectively publicised in the Club Newsletter and on The Website.

**COMPLAINTS**

Complaints may arise where behaviour is perceived to be contrary to the Codes of Conduct.

Where a complaint is deemed to be minor in nature, the Council will encourage the parties to settle a dispute between themselves, without the need for formal involvement. In more serious cases, the Club has the following procedures whereby Members and non-members can submit grievances in the knowledge that their issues will be dealt with swiftly and fairly.

**Aim of the Policy** (The full Policy is to be found on the website):

* To confirm that fair and legitimate complaints may be raised within the Club;
* To provide awareness of the procedures to be taken if a complaint is received about a Member;
* To provide a framework to ensure that all complaints are dealt with in a fair and transparent way.

**Procedures:**

**Confirmation and acknowledgement of a Complaint**

Any person with a serious complaint shall deliver the complaint in writing (or email) to the Chairman (or if it relates to the Chairman, the Company Secretary) within 28 days of the last alleged incident. The complaint should include full written details including what occurred, when and where; witnesses and any other relevant information.

Receipt of a complaint shall be acknowledged and those involved will be informed about how it is to be dealt with.

**Consideration of a Complaint**

The complaint will be investigated by one or more members of the Council (the "Investigating Committee") who may request a meeting with some or all of the parties named in the complaint to receive accounts of what happened. Any member of the Council who has a direct interest in the outcome, or is implicated in any way in the complaint, shall not take part in the complaints process. All discussions and meetings must be documented via minutes and held on file by the Club.

**Following the investigation, the Investigating Committee may:**• Decide to uphold or dismiss the complaint without holding a hearing; and / or

• Hold a hearing at which both parties will be entitled to attend and present their case and at which any of the parties may be requested to submit written evidence regarding the incident(s)

**Action**

The Investigating Committee will reach a decision on the action to be taken and report back to the CoM with recommendations. The Council has the power to dismiss the complaint or to impose sanctions on any person found to be in breach of any policy. These may include warning as to future conduct, suspension or removal from membership or for non-members refusal to accept current and / or future membership applications. Complaints will be finalised as soon as possible and no later than 60 days after the complaint was made without good reason.

**Appeal process**

If a complainant or complainee is not satisfied with the outcome of the investigation they have a right of appeal to the Council. Notice of Appeal stating the grounds for the appeal must be submitted in writing to the Council within 28 days of the initial decision. The Council will review the complaint and respond to the complainant or complainee.

**HEALTH AND SAFETY (H&S)**

For the benefit of its Members and all who come into contact with it, the Club has a Health and Safety Policy. Overall responsibility for H&S lies with the Council which provides procedures to minimise the risk of accidents arising as a result of Club activities. This includes the creation of Risk Assessments. The Health and Safety Policy is agreed by Members, reviewed annually and revised as required. It, and associated risk assessments are available to view on the website.

Organisers of activities must take relevant risk assessments into account when planning events.

**All Members must:**

* Accept reasonable responsibility for their own safety, that of fellow Members and the general public;
* Follow guidelines issued by the Club relating to events generally;
* Report all health and safety concerns to a Member of the Council.

**Club Runs and Club Displays at Events - Risk Assessments and your role.**In organising runs and displays at events, the Club recognises that participation may involve risks to Members and the general public. To control these risks to as low as reasonably practicable, the Club has adopted risk assessments, available on the website. When attending runs or events the Club expects members to adopt some common-sense behaviours worthy of its vehicles.

**For Club Runs, appropriate behaviours are summarised as follows:**

* Club runs are non-competitive, social events where there is no other purpose than the camaraderie of motoring in company to a predetermined point. There will be no timing, treasure hunting or any activity promoting competition;
* Ensure your car is road legal;
* Members must obey the law and comply with the highway code;
* Pull over and let modern cars pass whenever it is safe to do so. Do not allow a convoy to develop that delays other motorists. Again, Pull over and stop when safe to do so.

**For Club Displays at events, appropriate behaviours are summarised as follows:**

* If you are assisting the marshalling and parking of cars you must wear a hi-viz vest;
* Only move to and from the display area with agreement of event marshal or LHCC organiser;
* When moving your car, limit your speed to 10 mph. Always give-way to pedestrians;
* Vehicles attending events as part of Club displays must be comprehensively insured and roadworthy or otherwise made safe for public display. *Additional Regulations for the display of vehicles are printed in the Newsletter and on the website*;
* When parked, your car must be secured (e.g. with handbrake on and ignition keys removed);
* The battery must be isolated (where isolator fitted) and fuel cock off (where fitted);
* There must be no petrol in containers present (fire risk) and engines are not to be run with bonnets up for the public (moving parts risk);
* If you wish to exhibit a restoration project, contact LHCC to arrange an individual risk assessment.

**Safeguarding**

LHCC often attends events where a wide audience is present. The Club is committed to ensuring that when children and vulnerable adults engage with it in any way, they are kept safe from harm. Members have a duty of care to safeguard the welfare of children and vulnerable people and must maintain a safe environment for them. If approached by a child unaccompanied by a responsible adult, a Member should try to keep visual contact, but immediately seek the involvement of another 3rd party adult (preferably one who is known to you) before engaging further.

**RELATIONS WITH THE MEDIA (including the Press)**

Publicity in the ‘traditional’ media outlets – newspaper, radio and TV can play an important role in the promotion of the Club. The Club does not discourage individuals from engaging with the media, for instance by writing articles – perhaps about events or its general activities.

**Relationships with the media must, however, follow these guidelines:**

* Any articles proposed for the media must be sent to the Chairman in advance of publication;
* Responses may be made to informal media engagement e.g. with a ‘roving reporter’ at an event;
* If however media interest has questions about the operation of the Club or in any other way appears to be investigative or controversial, Members should refer the questioner to a member of the Council of Management for a response. If none is available, the reporter should be referred to The Website where a Contact Form is available.

**Membership and Social Media**

The Club uses social media in the delivery of its aims. It acknowledges that those who are involved in its work may use social media either as part of their Club role as well as in their private lives. Social media is, however, a complex form of publicity and inappropriate use of it can pose risks to the Club’s reputation and jeopardise its compliance with legal obligations. To minimise these risks, a written policy is in place dealing with the acceptable use of social networking.

**The Club policy aims to**:

* Give clear guidelines on what Members can say about the organisation;
* Comply with relevant legislation and protect members;
* Help Members of the Council manage the Club in an effective manner;
* Protect the Club against liability for the actions of Members;
* Highlight sensitive issues and explain how problems with inappropriate use will be addressed.

**To support this Policy, Members must not post disparaging or defamatory statements about:**

* The Club and/or Members of the Council and/or other Members past or present;
* Club partners, suppliers and other affiliates and stakeholders.

The Club does not permit tagging of vulnerable adults or anyone under the age of 18. (Please see its Safeguarding Statement).

Members are personally responsible for what they communicate on social media (as part of their role or on personal sites) and should avoid social communications that might be misconstrued in a way that could damage Club reputation, even indirectly.

Members in breach of these rules will be subject to the procedures in the Code of Conduct.

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Members should note that the Council of Management may, from time to time, amend these Rules or agree to the addition of new Rules. Amendments or new Rules will be publicised in the Club Newsletter and on The Website. This Rules document will be revised accordingly.

I am happy to take any questions on the proposed revision of the Rules, following which if any, I **will ask the Chairman to request Members to APPROVE the revised Rules.**