



Karmann Ghia Owners Club (GB)

CONSTITUTION AND RULES

(Revised April 2017)

The Club shall be known as the: **KARMANN GHIA OWNERS' CLUB (GB)**, to be abbreviated to **KGOC (GB)** and hereafter referred to as **the Club**.

VISION

- To promote, encourage and develop interest in all models of the Volkswagen Karmann Ghia.
- To provide facilities for Members to use, maintain and drive their cars.
- To encourage contact, events and meetings with other like-minded organisations with an interest in classic cars.
- To provide the capability for Members to purchase spare parts.
- To provide agreed value insurance valuations and DVLA registration and identity reports.
- To stimulate public interest in the Club.

MEMBERSHIP AND SUBSCRIPTION

- Membership (which will include the Member and partner) shall be open to all individuals on payment of an annual subscription.
- The annual renewal date for membership subscriptions is April 1.
- Membership fees and honorary memberships will be reviewed at the A.G.M.
- The Committee can decide to increase or reduce the fees at its discretion.
- The Committee has the right to accept or refuse any application for membership or renewal at its sole discretion.

MEETINGS

- The Annual General Meeting shall be held annually in April, timed to allow the Treasurer to complete as much as possible of the Accounts prior to the AGM (see Financial Year, below).
- It will be held immediately after the normal Committee Meeting, and will be open to any member who has written to confirm that he/she wishes to attend.
- Matters arising from members will be dealt with by discussion of questions and comments which are submitted prior to the Meeting or AGM.

- Club meetings will be formally recorded and Minutes circulated to all Committee members within a reasonable time after the Meeting.
- Special General Meetings or other meetings shall be held as decided by Officers of the Committee or at the request of Members, subject to not less than 14 days' notice, or in an emergency (as recognised by the Officers) not less than 7 days' notice. The Officers of the Committee shall meet as required for them to carry out their duties, and subject to their complying with the required Quorum.

FINANCIAL YEAR

The Financial Year of the Club ends on the 31st March of each year in order that the Treasurer may provide a Statement of Accounts for presentation & approval at the A.G.M.

OFFICERS

Members shall hold elections to appoint Officers of the Club. These are **volunteer** roles and will typically include the following (for details see the specific role descriptions):-

- Chair; Vice Chair; Membership Secretary; Treasurer; Events Organiser; Magazine Editor; Type 14 Register Secretary; Type 34 Register Secretary; Spares Secretary(s); Club Shop Secretary; International Club Liaison Officer; Social Media Secretary; Webmaster.
- Area Secretaries: the titles will reflect their geographical areas of activity.
- Officers are expected to comply at all times with all statutory regulations concerning Data Protection, and take all reasonable precautions to prevent Cyber type attacks by use of appropriate up to date anti-virus software. Refer to detailed GDPR policy document.
- Officers will be re-elected annually and there shall be no limit to the number of years they shall hold office.
- An Officer shall not hold more than two offices concurrently, unless it is the stated wish of the Committee that the Officer should do so.
- In the event of an Officer resigning, such resignation should be presented in writing to the Committee preferably via the Chair.
- Applicants for any vacant Committee post should initially make contact with the Chair, who will be able to provide full details concerning the role. The Chair will then arrange a discussion with the rest of the Committee either formally or informally, to determine the appointment or otherwise of the applicant, whereupon the Chair will circulate the Committee by email and the decision recorded in the next available Minutes.

RESOLUTIONS

- Resolutions to be considered by the Committee must be submitted to the Chair not less than 14 days before the date of the meeting at which they are to be considered or, for a

resolution to be considered at an emergency meeting, submitted not less than 7 days before such a meeting.

- In the event of an equal number of votes for and against a motion, the Chair will have the casting vote.

QUORUM

In order to form a quorum, not less than four of the Committee Members listed on the "Your Committee" page of the current edition of Karmann Kommt (excluding Area Secretaries) are to attend Committee Meetings and one third of all Committee members at Special Meetings

FUNDS

- It is a requirement of the Club to have sufficient funds for the Club to be able to make purchases, pay fees, and to encourage the development and growth of the Club. Recording shall be the task of the Treasurer.
- Specific rules covering expenditure and expenses are as detailed in the separate Expenditure and Allowable Expenses Policy.

INSURANCE

- Unless otherwise arranged and notified, the Club and its representatives cannot be held responsible for any damage, loss or injury incurred by a member attending or competing in any event organised by the Club.
- The Club will procure such indemnity insurance as may be required to protect the Club, its Officers and the membership to be able to effectively carry out its activities.

TROPHIES

- All trophies remain the property of the Club (who will arrange for any necessary engraving) with the exception of replicas and any annually awarded and retained items.
- Any receiving member (the holder), shall be responsible for maintaining these trophies, and will be responsible for any costs incurred should a trophy be lost or damaged.

CLUB SPARES AND CLUB SHOP

These are only available to Club Members

RULES

The Rules are subject to review at any time, and are applied at the discretion of the Committee.

SPONSORING AND ADVERTISING

- The Committee will encourage sponsorship of the Club and its events by local and national organisations.
- The name "**KARMANN GHIA OWNERS' CLUB (GB)**" shall remain the intellectual property of the members of the Club, and can only be used with the prior permission of the Committee.

CLUB MAGAZINE AND OTHER PUBLICATIONS

- The official magazine of the Club is entitled "Karmann Komment".
- The content of any matter supplied or published by the Club may not necessarily represent the views of the writer, Editor, or the Committee or the majority of members of the Club.
- All official correspondence from the Club must use the official logo.
- Social Media policy – please refer to the Social Media policy document.

DISCIPLINARY PROCEDURE

- All Officers and Members are required to act at all times with professional courtesy, integrity and respect towards each other and the public. For example, dishonest, aggressive, controlling or bullying behavior will not be tolerated.
- A complaint can be made to any member of the Committee and will then be considered by the full Committee preferably at the next meeting, unless circumstances dictate otherwise.
- Any Officer or Member who by any act or omission brings the Club (in the opinion of the Committee) into disrepute, or contravenes the rules of the Club, may be suspended or expelled from the Club without any refund of membership subscription.
- Any Officer or Member subject to disciplinary action shall have the right of further appeal to the Committee, and the decision of the Committee will be final.

MATTERS NOT PROVIDED FOR

The Committee, at its discretion, shall deal with any matters not provided for in the Constitution.