



CONSTITUTION AND STANDING ORDERS

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British Motorcyclists Federation

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1 Change History

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0.02	Dave Brown	09 Nov 94	Changes recommended by MC members
1.00	Dave Brown	29 Nov 94	Changes agreed at MC meeting on 27/11/94
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4.01	Tim Kirker	6 Oct 01	Amendments agreed at 2001 AGM
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Definitions

- 0.0 The following definitions shall mean:
- 0.1 **The Federation**
The British Motorcyclists Federation being an unincorporated association.
- 0.2 **Full member**
Any member of the Federation other than an affiliate member, honorary member or corporate member.
- 0.3 **Joint members**
Where more than one person applies for full membership on the same day and are resident at one address and the appropriate annual subscription paid, such persons shall be joint members.
- 0.4 **Affiliate club**
A club which is accepted into membership of the Federation.
- 0.5 **Affiliate member**
Any person who is a member of a club affiliated to the Federation.
- 0.6 **Representative of an affiliate club**
A person duly authorized by a club to act and vote on their behalf.
- 0.7 **Honorary member**
Those persons approved by the BMF Council and appointed honorary members of the Federation by the AGM in accordance with this constitution.
- 0.8 **Corporate member**
A category of membership, without voting rights, for commercial organisations wishing to support the objects of the Federation.
- 0.9 **Management Team**
The Management Team of the Federation duly constituted as such in accordance with this constitution.
- 0.10 **General Meetings**
(i) **Annual General Meeting (“AGM”)**
The Annual General Meeting of the Federation duly constituted as such in accordance with this constitution.

(ii) **Extraordinary General Meeting (“EGM”)**

A General Meeting of the Federation duly established as such in accordance with this constitution other than an AGM.

0.11 **BMF Council**

A representative body formed of members of the Federation whose primary function is to review and monitor policy and progress.

0.12 **Annual Regional Meeting**

An annual meeting held between April and July within each region to deal with business as detailed in clause 7.2.9. of this constitution by full members and local club representatives.

0.13 **National Clubs Forum (“Clubs Forum”)**

An annual meeting held between April and July for National Club representatives to deal with business as detailed in clause 7.3.9. of this constitution.

0.14 **Region**

A geographical area determined as such by the BMF Council in accordance with this constitution. Regions and regional shall be construed accordingly.

0.15 **Portfolio Director**

A voting member of the Management Team with responsibility for a specific area of the Federation's activities.

0.16 **Regional Chairman**

A voting member of the BMF Council with responsibility for a specific Region.

0.17 **Chairman of the Clubs Forum**

A voting member of the BMF Council with responsibility for the National Clubs Forum.

0.18 **BMF Councillor**

A voting member of the BMF Council with responsibility for membership representation.

0.19 **Current year**

The period of twelve months from the date of commencing as a member of the Federation and, after the first year, the twelve month period commencing from the anniversary of that date.

0.20 **Standing Orders**

Those Standing Orders contained in Appendix A to the Constitution and any amendment revision or alteration thereto made in accordance with the provisions of this Constitution.

- 0.21 **Annual subscription**
All fees payable to the Federation whether in the nature of an initial joining fee, a renewal fee or an affiliation fee as may be from time to time determined by the Management Team.
- 0.22 **Action Plan**
The action plan of the Federation, to be approved at each AGM.
- 0.23 **Disciplinary Procedures**
Procedure for discipline of elected officials and members of the Federation.
- 0.24 **Policy Document**
This is the BMF's agreed policy, to be reviewed and amended from time to time by BMF Council and/or the BMF AGM.
- 0.25 **BMF Manual**
An agreed collection of written procedures for the conformance of the members and committees of the BMF. It includes a collection of guidance notes which shall be constantly kept under review to ensure it is current and relevant. Authority for the procedures within it shall be made at the appropriate level i.e. Management Team or BMF Council or the AGM.
- 0.26 **Local club**
A club whose membership is, generally, located within one region.
- 0.27 **National club**
A club whose membership is drawn from more than one region, or whose interest is one make or type of machine.
- 0.28 **One-make club**
A club whose interest is one make or type of machine, and who is referred to in this document as "national club".
- 0.29 **Structure Progress Group**
A specialist committee of the Federation reporting to the BMF Council.
- 0.30 **Club**
Any club in the categories 0.25, 0.26 or 0.27 above.

1. Foundation and Title

1.1 This body, founded in 1960 as the Federation of National and One-Make Motorcycle Clubs and which, for many years, incorporated a section for individual riders (originally known as the Fellowship of Riders) and which, since 1970, had been known as the British Motorcyclists Federation Limited, was from the 1st of January 1985 called the BRITISH MOTORCYCLISTS FEDERATION.

1.2 A company known as the British Motorcyclists Federation (Enterprises) Limited was formed to carry out the trading functions of the Federation from 1st January 1985. Other limited companies may be formed but shall be wholly owned subsidiaries of BMF(E) Ltd. Each and every one of these companies must appoint as a Director at least one elected member of the Management Team.

2 Objects

2.1 The purpose of the Federation is to:

- (a) Pursue, promote and protect the interests of motorcyclists as detailed in the Federation's Action Plan;
- (b) To make, alter, amend, rescind or add to such rules for the encouragement and control of international motorcycle touring as may be agreed with the Auto-Cycle Union of England and Wales, and to act for the British touring riders at an international level, provided that the Auto-Cycle Union shall have the right to veto any decision of the Federation on international touring, considered by the Union to be detrimental to the interests of the Auto-Cycle Union or the Federation Internationale Motorcycliste (FIM).

3 Constitution

The Federation shall be composed of members as defined in section 4 below.

3.1 In this constitution the masculine gender only shall include the feminine gender. Reference to a clause or appendix shall constitute a reference to a clause or appendix of this Constitution.

3.2 Nothing in the BMF's constitution, standing orders, operating practices or any other rules, regulations or guidelines shall override the requirements, rights and responsibilities of its officers and members under the relevant British laws.

4 Membership

Membership shall fall into the undermentioned categories and such others as the AGM may from time to time decide. Full details of benefits under each membership category may be obtained on application to the Federation.

4.1 Full

(a) Individuals;

- (b) Joint Membership: of two or more individuals at one address, applying for membership to run concurrently.

Both Categories of full membership comprised in (a) and (b) above shall carry one vote per person.

- (c) Non-voting membership shall be provided free to British Motorcyclists Federation Rider Training Scheme (BMFRTS) recognised examiners, instructors, training assistants and, for a specified period of 13 months maximum from date of passing the BMFRTS test, to BMFRTS trained riders. Benefits shall encompass admittance to shows and exhibitions at reduced rates when available, entry to member only events and such other benefits as the Management Team shall from time to time decide.

4.2 **Group**

- (a) Clubs; clubs may affiliate upon payment of an annual fee. Members of clubs affiliated to the Federation shall be known as affiliate members. They shall not have voting rights unless appointed to represent their clubs under 6.1.
- (b) Corporate; a category of membership, carrying no voting rights, for commercial organizations wishing to support the objects of the Federation.

4.3 **Special**

Honorary; a very few persons who, in the opinion of the Federation, have distinguished themselves in promoting the cause of motorcycling, or who have rendered conspicuous service to the Federation. Each such person shall be entitled to the same benefits as a full member and shall have the same voting rights.

Honorary members shall be appointed for life (subject to paragraph 4.5) by resolution of the AGM, but no nomination for appointment shall be submitted to the AGM unless it has first been considered and approved by the BMF Council.

4.4 **Admission to Membership**

The BMF Council shall have complete discretion as to the individuals, clubs and organizations it shall admit to membership.

4.5 **Disciplinary Process**

- 4.5.1 Discipline within the Federation shall be in accordance with the Disciplinary Procedures.

- 4.5.2 The Chairman of the Disciplinary Committee shall be elected by the AGM for a term of three years. He may not hold any office within the Federation other than to be a member of the BMF Council.

- 4.5.3 The Chairman of the Disciplinary Committee shall appoint a deputy. If the Chair falls vacant within the three year term the Deputy will assume that position until

the next AGM where the post will be filled by election. The newly elected Chairman will serve for the remainder of the original three year term.

5 Fees and Subscriptions

5.1 Fees and subscriptions shall be fixed from time to time by the Management Team.

5.2 All fees and subscriptions shall fall due annually and be paid to the British Motorcyclists Federation (Enterprises) Ltd., on the anniversary of the original enrolment date, and must be paid within 28 days thereof, except (a) at the discretion of the Management Team in extenuating circumstances, notified in writing within that period, and (b) in the case of full members, by the last day of the expiry month on their membership cards.

6 Voting Rights

6.1 At relevant meetings of the Federation the following voting rights shall apply:

(a) Full Members: one vote per card-carrying member.

(b) Clubs: shall have the following voting rights;

Up to and including 50 members	2 Votes
51 to 150 members inclusive	3 Votes
151 to 450 members inclusive	4 Votes
451 to 1350 members inclusive	5 Votes
1351 to 4050 members inclusive	6 Votes
4051 to 12150 members inclusive	7 Votes
12151 members and above	8 Votes

(Number of members registered with the Federation at the start of each calendar year.)

6.2 Under 6.1(b) above the people appointed by the clubs to represent them shall be members of that club.

6.3 Any Patron, President or Vice-President shall be entitled to attend meetings of the Federation, to speak thereat but not to vote in this capacity.

6.4 If a person is present at a meeting, and eligible to vote in more than one capacity, he may cast a maximum of two votes, once as a full member and once as a representative of an affiliate club.

7 Government and Structure

7.1 The Federation shall be self-governing.

7.1.1 **Structure Progress Group**

The Federation will maintain a Structure Progress Group (SPG) reporting to BMF Council to review, offer advice on and form proposals for the furtherance of the structure and substance of the Federation.

7.2 **Regions**

The Federation shall be divided into regions which shall be constituted as provided in this section.

7.2.1 The objectives of the Federation's regions shall be:

- (a) to foster and encourage the work of the Federation by securing the enrolment to the Federation of new clubs and full members, and by carrying out such work as may be delegated to them.
- (b) to safeguard the rights and interests of members of the Federation in accordance with published policy and guidelines which may be laid down from time to time.

7.2.2 All regions shall, as far as possible, adhere to the rules of procedure contained in the Federation's Constitution and Standing Orders.

7.2.3 The BMF Council shall have the power to veto any decision or contemplated action by a region considered by it to be detrimental to the interests of the Federation, of the pastime of motorcycling, or contrary to any Federation guideline.

7.2.4 Each region shall have a Regional Chairman (who shall reside in that region), elected at the Annual Regional Meeting. Each Regional Chairman shall appoint a deputy and may appoint other members to assist locally. Any deputy shall assume all role and responsibilities together with all rights and privileges when acting in a Regional Chairman's stead.

7.2.5 **Representation at Annual Regional Meetings**

A member may attend meetings in any region, but voting rights will be restricted to full members resident in that region and to affiliate members appointed to represent local clubs based in that region. When required, distinctive voting cards shall be issued at meetings to members proving their entitlement to vote thereat (see clauses relating to membership and eligibility elsewhere in this constitution).

7.2.6 **Procedure at Annual Regional Meetings**

Each region shall meet at least once a year in the period April to July.

7.2.7 At least one calendar month prior to the meeting the Regional Chairman shall

publish the date, time and place of the meeting in the Federation's journal, and directly advise local affiliate clubs.

7.2.8 The Regional Chairman and other members of the BMF Council shall be elected at the Annual Regional Meeting from members entitled to attend and vote at that meeting. Nominations for these positions must be proposed and seconded by members entitled to attend and vote at the meeting and must be submitted on the specific Nomination Form. The nominee, in signing this form, agrees to accept the responsibilities of being a guarantee holder of BMF (Enterprises) Limited, under 9.7 below and the BMF Foundation, under 9.8 below. Nomination Forms will be available at the meeting, or from the Federation's Head Office before the meeting.

7.2.9 The purpose of the meeting shall be to:

- (a) receive written or verbal progress reports from the Management Team, the BMF Council and from the Regional Chairman;
- (b) present to the Management Team and BMF Council advice and assistance from members, and enable those members to raise questions about the work and progress of the Federation;
- (c) elect from those nominated, the Regional Chairman and BMF Councillors.
- (d) discuss nominations and motions to the AGM of the Federation.
- (e) discuss matters of interest to the region.

The Regional Chairman shall have copies of the agenda available.

7.2.10 **Elections to the BMF Council**

- (a) When elected by his region, the Regional Chairman's term of office shall be three years. The Regional Chairman shall be a member of the BMF Council;
- (b) The meeting may elect one further BMF Councillor for every 500 individual members, or part thereof that the Region represents. The delegates of local clubs affiliated within that region shall, for this purpose be counted as additional individual members. The term of office of such BMF Councillors shall be one year;

7.3 **National Clubs**

The Federation shall provide for all national clubs a National Clubs Forum which shall be constituted as provided in this section.

7.3.1 The objectives of the Federation's National Clubs Forum shall be:

- (a) to foster and encourage the work of the Federation by securing the enrolment to the Federation of new clubs and full members, and by carrying out such work as may be delegated to them.
 - (b) to safeguard the rights and interests of members of the Federation in accordance with published policy and guidelines which may be laid down from time to time.
- 7.3.2 The Clubs Forum shall, as far as possible, adhere to the rules of procedure contained in the Federation's Constitution and Standing Orders.
- 7.3.3 The BMF Council shall have the power to veto any decision or contemplated action by the Clubs Forum considered by it to be detrimental to the interests of the Federation, of the pastime of motorcycling, or contrary to any Federation guideline.
- 7.3.4 The Clubs Forum shall have a Chairman, elected at the Clubs Forum. The Chairman shall appoint a deputy and may appoint other members to assist. Any deputy shall assume all roles and responsibilities together with all rights and privileges when acting in the Chairman's stead.
- 7.3.5 **Representation at the Clubs Forum**
Any member may attend a Clubs Forum meeting, but voting rights will be restricted to affiliate members appointed to represent national clubs. When required, distinctive voting cards shall be issued at the Clubs Forum to members proving their entitlement to vote thereat (see clauses relating to membership and eligibility elsewhere in this constitution).
- 7.3.6 **Procedure at the Clubs Forum**
The Clubs Forum shall meet at least once a year in the period April to July.
- 7.3.7 At least one calendar month prior to the meeting the Chairman of the Clubs Forum shall publish the date, time and place of the meeting in the Federation's journal and directly advise affiliated National Clubs.
- 7.3.8 The Chairman of the Clubs Forum and other members of the BMF Council shall be elected at the Annual Clubs Forum Meeting from members entitled to attend and vote at that meeting. Nominations for these positions must be proposed and seconded by members entitled to attend and vote at the meeting and must be submitted on the specific Nomination Form. The nominee, in signing this form, agrees to accept the responsibilities of being a guarantee holder of BMF (Enterprises) Limited, under 9.7 below and the BMF Foundation, under 9.8 below. Nomination Forms will be available at the meeting, or from the Federation's Head Office before the meeting.

7.3.9 The purpose of the meeting shall be to:

- (a) receive written or verbal progress reports from the Management Team, the BMF Council and from the Chairman of the Clubs Forum.
- (b) present to the Management Team and BMF Council advice and assistance from members, and enable those members to raise questions about the work and progress of the Federation.
- (c) elect, from those nominated, the Chairman of the Clubs Forum and BMF Councillors.
- (d) discuss nominations and motions to the AGM of the Federation.
- (e) discuss matters of interest to the Clubs Forum.

The Chairman of the Clubs Forum shall have copies of the agenda available.

7.3.10 **Elections to the BMF Council**

- (a) When elected by the Clubs Forum, the Chairman of the Clubs Forum's term of office shall be three years. The Chairman of the Clubs Forum shall be a member of the BMF Council;
- (b) The meeting may elect one further BMF Councillor for every 5000 national club members, or part thereof, registered with the Federation. The term of office of such BMF Councillors shall be one year;

8 **General Meetings**

8.1 The AGM shall consist of:

- (a) The President and Vice-Presidents, and the Chairman of the Federation;
- (b) Representatives appointed by clubs up to their voting rights (6.1(b) above);
- (c) Full members, including Honorary;
- (d) Non-voting observers.

8.2 The business of the AGM shall include:

- (a) to consider the appointment of Patron, President, Vice-Presidents and honorary members;
- (b) to elect the Chairman of the Federation;

- (c) to elect members of the Management Team;
 - (d) to elect the Chairman of the Disciplinary Committee;
 - (e) to receive a progress report from each member of the Management Team, including a report from the Chairman on the state of the Federation;
 - (f) to question the members of the Management Team on the contents of the reports submitted in 8.2(e) above;
 - (g) to receive financial reports including the annual audited accounts of British Motorcyclists Federation (Enterprises) Ltd.;
 - (h) to receive and approve the Action Plan;
 - (i) to consider motions placed before it;
 - (j) to alter, amend, rescind or add to the Constitution, Disciplinary Procedures and Standing Orders of the Federation;
 - (k) to hear final appeals under the disciplinary procedure.
 - (l) to ratify the election of the BMF council members.
- 8.3 An Extraordinary General Meeting may be called by the BMF Council and any full member or representative of an affiliate club may request the BMF Council to debate the calling of an EGM.
- 8.4 The AGM shall be the sole authority as to the interpretation of this Constitution, which it may by resolution, of which due notice in accordance with Standing Orders has been given, alter, amend, rescind or add to from time to time. But no such resolution shall be declared carried unless supported by at least two-thirds of those members present and eligible to vote.
- 8.5 **Patron**
The AGM, on the recommendation of the BMF Council, may appoint a patron of the Federation who may not necessarily be a member of the Federation.
- 8.6 **President**
The AGM, on the recommendation of the BMF Council, may elect a President, not necessarily a member of the Federation, who shall hold office for three years and shall be eligible for re-election.
- 8.7 **Vice-Presidents**
The AGM, on the recommendation of the BMF Council, may elect Vice-

Presidents, not necessarily members of the Federation, who shall hold office for three years and shall be eligible for re-election.

- 8.8 The President and Vice-Presidents shall be nominated from amongst those who, whether members of the Federation or not, have rendered signal service to the cause of motorcyclists.

8.9 **Chairman of the Federation**

The AGM shall elect the Chairman of the Federation who must be a member. The Chairman of the Federation shall hold office for one year, starting from the end of the meeting at which he is elected and ending at the end of the next AGM. The Chairman of the Federation shall serve as the Chairman of the AGM, the BMF Council and the Chairman of the Management Team. The Chairman is also an ex-officio member of all committees of the Federation.

8.10 **Management Team**

The AGM shall elect the members of the Management Team, in accordance with clause 10.6 and 10.7.

8.11 **Nominations or Motions**

Nominations or motions, duly proposed and seconded may emanate from:

- (a) Full members;
- (b) Affiliate Clubs;
- (c) Management Team;
- (d) BMF Council.

note 1 Nominations for the positions of BMF Chairman and other Management Team Members must be submitted on the specific Nomination Form (available from the Federation's Head Office), duly proposed and seconded in accordance with Standing Orders.

note 2 Nominations for the position of Chairman of the Disciplinary Committee need not be on the specific Nomination Form but must be in writing duly proposed and seconded in accordance with Standing Orders.

9 **BMF Council**

9.1 The BMF Council shall consist of:

- (a) BMF Councillors (including Regional Chairmen) elected by Annual Regional Meetings (7.2.10 above);

- (b) BMF Councillors (including the Chairman of the Clubs Forum) elected by the National Clubs Forum (7.3.10 above);
 - (c) Members of the BMF Management Team or their appointed deputies;
 - (d) The Chairman of the BMF;
- all of whom shall have a vote at the council.

9.2 The business of the BMF Council shall be to:

- (a) represent the membership;
- (b) receive progress reports from the Management Team in order to review and monitor progress;
- (c) prepare the Action Plan for the forthcoming year, in conjunction with the Management Team;
- (d) create sub-committees to deal with Council business, and to assist the Management Team;
- (e) to receive reports from the SPG and any other specialist committees founded by the BMF Chairman, the BMF Management Team or the BMF Council;
- (f) recommend to the AGM the appointment of a Patron, President, Vice-President(s) and honorary members, if appropriate;
- (g) to hear appeals under the Disciplinary Procedures.
- (h) to discuss matters of interest to the council.

9.3 The BMF Council shall meet at least three times a year.

9.4 Any member of the BMF Council ceasing to be a full member of the Federation or a representative of an affiliate club shall automatically cease to be a member of the BMF Council.

9.5 A quorum of the BMF Council shall be one third of its membership.

9.6 An EGM of the Federation may be called by a majority vote of the BMF Council.

9.7 All members of the BMF Council will be guarantee holders of British Motorcyclists Federation (Enterprises) Limited whilst they hold the position of

BMF Councillor and will resign their guarantee shares on ceasing to be BMF Councillors.

- 9.8 All members of the BMF Council will be guarantee holders of British Motorcyclists Federation Foundation whilst they hold the position of BMF Councillor and will resign their guarantee shares on ceasing to be BMF Councillors.

10 **Management Team**

- 10.1 The Management Team shall comprise:

- (a) the Chairman of the Federation;
 - (b) Portfolio Directors, either elected by the AGM or co-opted in accordance with clause 10.9, with the following responsibilities:
 - Finance
 - Administration
 - Marketing
 - Public Relations and Communication
 - Political and Technical Support
 - Member Services
 - Events
 - (c) such co-opted non-voting members with special skills as the Management Team consider necessary;
 - (d) deputies or representatives, each previously nominated by a Management Team member to attend in his absence at any point and by any means, shall have full voting rights and access to all and any information presented for consideration at that meeting. Should a deputy or alternative chairman chair the meeting, that deputy or alternative chairman shall only have a casting vote.
- 10.2 The chairman of the Management Team shall be the Chairman of the Federation and shall, from the Management Team, conduct an election for a deputy.
- 10.3 No member of the Management Team shall be elected to more than one of the functions listed in 10.1 above.
- 10.4 Upon election in accordance with clause 8.2(c), Management Team members with responsibility for the following portfolios shall become Directors of the British Motorcyclists Federation (Enterprises) Ltd., as prescribed in the company's Memorandum and Articles of Association:
- Chairman
 - Administration

- Finance
- Marketing

- 10.5 Upon election in accordance with clause 8.2(c) the Management Team member with responsibility for the Finance portfolio shall become a director of the British Motorcyclists Federation (Promotions) Ltd., as prescribed in the company's Memorandum and Articles of Association.
- 10.6 Elections to fill the vacancies on the Management Team shall take place at the AGM. Nominations in accordance with clause 8.11, must be in the hands of the Chairman of the Federation not less than six weeks before the date set for the AGM.
- 10.7 Such persons nominated must be full members or representatives of affiliate clubs, and, if elected, shall continue to hold office as members of the Management Team for three years (except the Chairman), subject to 10.8.
- 10.8 Any member of the Management Team ceasing to be a full member or a representative of an affiliate club shall automatically cease to be a member of the Management Team.
- 10.9 One third of the Portfolio Directors shall retire from the Management Team by rotation at each AGM. In the first year a ballot shall be held to determine who retires that year and the following year.
- 10.10 If a member of the Management Team shall retire, or cease to be eligible prior to completing his three years of office, the Management Team shall be empowered to co-opt a replacement. That person must be a full member or a representative of an affiliate club. The co-opted person shall hold office until the next AGM, when the vacancy shall be filled by an election in accordance with clause 10.6 above. Any person so elected shall only hold office for the unexpired portion of his predecessor's term of office.
- 10.11 The Management Team shall meet at least four times a year, and wherever possible quarterly, on a timetable agreed by the members of the Management Team. In addition, Management Team shall meet when summoned by the Chairman of the Federation, or on a requisition made by one quarter or more of the members of the Management Team. A minimum notice period of seven days shall be required to call such a meeting. Management Team meetings shall take place on either a Saturday or a Sunday unless otherwise agreed unanimously by members of the Management Team.
- 10.12 The quorum of the Management Team shall be one half of its members and deputies or representatives attending in the place of postholders shall be counted when establishing whether a meeting is quorate.

- 10.13 Upon any member of the Management Team, as specified in 10.4 above, retiring or ceasing to be an elected member of the Management Team, he shall forthwith resign his directorship of the British Motorcyclists Federation (Enterprises) Ltd.
- 10.14 The prime responsibility of the Management Team shall be to further the interests of the Federation in accordance with this constitution and the current action plan undertaking such work as it considers necessary, or as the AGM or the BMF Council shall suggest.
- 10.15 The Management Team shall be empowered to propose persons for membership or directorship of other organisations (having similar aims and objects) and, in particular, of the British Motorcyclists Federation Rider Training Scheme.
- 10.16 Portfolio Directors of the Management Team, their deputies, or an appointed representative will attend the meetings of the BMF Council with full voting rights thereat.
- 11 **Specialist Committees**
- 11.1 The Management Team and the BMF Council may form such supporting specialist committees as they think fit.
- 11.2 The terms of reference for each Portfolio Director shall be drawn up, approved and may be varied from time to time, if and when necessity requires it, by the Management Team.
- 11.3 The terms of reference for each BMF Council committee shall be drawn up, approved and may be varied from time to time, if and when necessity requires it, by the BMF Council.
- 12 **Eligibility**
No full time employee or full time paid consultant of the Federation or its trading companies, and no holder of executive office (or his representative) in an organization judged by the Management Team to be in competition with or opposed to the Federation, shall be eligible to be a voting member of any of the Federation's Committees or the Management Team.
- 13 **Absentees**
Any person who is absent from three consecutive meetings of any committee of which he is an elected or appointed member, without reasonable cause accepted by the meeting shall thereby forfeit his membership of that committee.
- 14 **Dissolution**
The Federation may be dissolved by resolution of an AGM or EGM, called specifically for that purpose. Such resolution shall not be effective unless

supported by three-quarters of the members present and entitled to vote.

Standing Orders

For the conduct of and procedure at meetings.

Note: In these Standing Orders the expression “AGM” shall mean an Annual General Meeting, or an Extraordinary General Meeting, of the Federation as defined in the Constitution of the British Motorcyclists Federation.

The Chair

1 Chairman at AGMs

At all AGMs of the Federation the Chairman of the Federation shall take the Chair. In his absence the Deputy Chairman, or in his absence a member of the Management Team elected by the meeting, may take the chair.

2 Chairman at Meetings of Committees

The Chairman of the Committee, his deputy, or, in their absence, a deputy Chairman appointed from amongst those present shall take the chair at meetings of Committees, notwithstanding the presence at such meetings of the President, the Chairman of the Federation, or other Officer.

- 2.1 The Chairman of the Federation, his deputy, or, in their absence, a Chairman elected from amongst those present shall take the chair at Management Team meetings.
- 2.2 The BMF Chairman, his deputy, or, in their absence, a Chairman elected from amongst those present shall take the chair at BMF Council meetings.
- 2.3 The Regional Chairman, his deputy, or, in their absence, a Chairman elected from amongst those present shall take the chair at Regional meetings.
- 2.4 The Clubs Forum Chairman, his deputy, or, in their absence, a Chairman elected from amongst those present shall take the chair at the Clubs Forum.

3 Chairman, duties

The Chairman at any meeting shall see that (A) the meeting is properly constituted; (B) all requirements of the Rules and the Standing Orders are duly observed; (C) business is taken in the order set out in the agenda paper, unless that order is altered with the consent of the meeting; (D) due and sufficient opportunity is given to discussion of any subject under debate, calling on speakers by name. He shall (E) allow no discussion unless on a motion before the meeting; (F) prevent irrelevant discussion and forbid a second speech on the same motion, except in the case of the mover who shall have the right to reply on discussion. He shall (G) take the sense of the meeting by putting the question in proper form, voting to be by show of hands in the first place, but on demand to be taken by a poll.

4 Chairman, power of

It shall be within the powers of the Chairman (A) to preserve and maintain order; (B) to decide and determine points of order submitted to him; (C) to adjourn the meeting when it is impossible to maintain order; (D) to remove or order the removal of disorderly persons; (E) to maintain his ruling on points of procedure; (F) to limit the duration of debate, and (G) generally to conduct the meeting that the business thereof may be facilitated and the results clearly and well defined. The chairman shall have a casting vote only, and shall not have the right to adjourn a meeting, without the consent of the members present unless the business for which it was convened shall have been concluded.

5 Voting

The declaration of the Chairman as to the result of the voting on any question shall be conclusive provided that, if the voting has been by show of hands and an objection as to the accuracy of the results as declared by the Chairman is made immediately, then a poll shall be taken forthwith.

5.1 Tellers will be appointed at the beginning of all meetings of the BMF whereat there is the possibility of a count of the votes cast being required.

5.2 From amongst the tellers a Chief Teller will be appointed and he will retain all voting papers, and counts of votes made by show of hands until the end of the meeting. Any person requiring confirmation of any votes so recorded may approach the Chief Teller at the end of that meeting.

Order in Debate

6 A motion having been duly moved and seconded, discussions thereon may be interrupted by some or all of the following further motions, which in turn must be seconded, but of which no notice shall be required: (A) to amend the motion (except at an AGM); (B) to move the previous questions; (C) to proceed to the next business; (D) to move the closure that the question be now put; (E) to postpone the question; (F) to adjourn the debate; (G) to adjourn the meeting.

7 Amendments

An amending motion shall not be a mere negative, must be relevant to the original motion, must be in writing, may be moved or seconded by any member whether he has or has not already spoken on the original motion, must not be moved after the question is put, gives no right of reply to the mover, and cannot be withdrawn without the consent of the meeting. At AGMs of the Federation, amending motions shall not be permitted.

8 Amendments if carried, etc.

No member shall move more than one amendment to the same motion, and on an amendment being carried, it shall be embodied in a substantive motion superseding the original motion, whereupon the substantive motion shall be put to the meeting.

9 Previous questions

When the main question, but not an amendment thereto, is under discussion, it is competent for any member who has not spoken on the main question to move a motion in the following form: "that the question be not now put". Should this motion be seconded then discussion upon it may follow, but no amendment to it may be moved or discussed. Should such a motion be carried the main question shall not then be further discussed at that meeting, and no votes shall be taken upon it. If such a motion is not carried, a vote on the main question shall then be taken at once without further discussion or amendment.

10 Next business

A motion to proceed to the next business may be moved at the close of any speech, and, if seconded, shall be put forthwith without discussion. If carried, the subject under discussion shall drop; if lost, a similar motion on that subject shall not be moved within the next half hour.

11 Closure

A motion to close the question may be moved at the close of any speech and, if seconded, shall be put forthwith without discussion. If carried the main question shall at once be put.

12 Postponement

Before a motion to postpone the question is put, the mover of the question under debate shall be allowed the right of reply. No other discussions shall be permitted.

13 Adjournment of debate

Before a motion to adjourn a debate is put, the mover of the question under debate shall be allowed the right of reply. No other discussions shall be permitted. The mover of a resolution to adjourn shall have the right to re-open the debate when it is resumed.

14 Adjournment of meeting

Before a motion to adjourn the meeting is put, the mover of the question under debate shall be allowed the right of reply. No such motion shall be declared carried unless a majority of at least two thirds of the members present and voting vote in favour thereof.

15 Rescission of resolutions

A resolution of the AGM shall not be rescinded within three months of the date of the meeting at which it shall have been adopted. Due and adequate notice shall be

given of any motion to an AGM to rescind a resolution. The BMF Council may suspend action on a resolution until that AGM is held.

Appointment of Officials and of Committees

- 16** Whenever the AGM in pursuance of the Constitution, proceeds to the appointment of any official or of any committee, if the number of nominations does not exceed the number of vacancies, the person or persons nominated may be elected unopposed subject to the approval of a simple majority of those present and voting. When the number of nominations exceeds the number of vacancies, a secret ballot shall be taken. All members present and voting may vote for the number of nominees for which there are vacancies. The number of votes cast for each nominee shall be announced and a teller appointed in accordance with Standing Orders shall retain the voting papers in his custody for the remainder of the session.
- 17** Whenever a Regional meeting or National Clubs Forum, in pursuance of the Constitution, proceeds to the election of Councillors to the BMF Council, if the number of nominations does not exceed the number of vacancies, the person or persons nominated may be elected unopposed subject to the approval of a simple majority of those present and voting. When the number of nominations exceeds the number of vacancies, a secret ballot of the meeting shall be taken. All members present and voting may vote for the number of nominees for which there are vacancies. Prior to any secret ballot a teller shall be appointed who shall announce the number of votes cast for each nominee, and retain the voting papers in his custody for the remainder of the session.
- 18** **First and subsequent meetings of Committees generally**
The first session of any committee shall be held within two months of its appointment. Thereafter meetings shall be convened as may be agreed to be necessary.
- 19** **Adjournments when quorum not present**
If within half an hour from the time appointed for a meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week and, if possible at the same time and place, and, if at the adjourned meeting, a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 20** **Agenda**
An agenda paper shall be drawn up for meetings, except an adjourned meeting, and shall be available twenty one clear days before an AGM and seven clear days before any other meeting.

21 Nominations and Notices of Motions

Nominations and notices of motions for debate at any AGM must be received in writing by the Chairman of the Federation not less than forty two days before the date of a meeting.

Agenda Paper and Minutes

22 Notices

Due and adequate notice of all AGMs and other meetings stating place, date and time thereof, shall be issued by the relevant chairmen to all persons entitled to be present. Generally, twenty one clear days shall be deemed to be adequate for AGMs and seven clear days for other meetings.

23 Minutes

Exact and accurate minutes of the proceedings at all meetings shall be kept. The minutes shall contain inter alia (A) names of members present; (B) details of all contracts and questions involving financial considerations; (C) exact words of all resolutions; (D) appointment, salaries, power and duties of officials; (E) instructions to officials and all transactions authorized. Statements made by individuals present are not required although some discretion may be exercised.

24 Minutes verification of

A copy of the minutes of meetings shall be made available, where appropriate, on request. Minutes shall be signed by the Chairman of the meeting at which they are verified. Questions arising out of the minutes shall be permissible, provided that a bona fide mistake in the minutes may be corrected with the consent of the meeting.

25 Any person elected to the Management Team or BMF Council, who is a member of any Committee, or who is duly authorized to carry out other work for the Federation may claim reasonable travel and subsistence expenses and, where applicable and necessary, reimbursement of detailed expenses incurred wholly on essential Federation business.

Suspension of and Alterations in Standing Orders

26 Suspension of Standing Orders

It shall be competent for the AGM by resolution, due and adequate notice of which shall be given, to temporarily suspend the operation of all or any of these Standing Orders, provided that such suspension shall automatically cease at the end of the meeting during which it shall have been operative.

27 Alteration in Standing Orders

These Standing Orders may be added to or otherwise altered as may from time to time be considered desirable. Such alteration in, or addition to the Standing Orders

shall require a majority of at least two-thirds of the AGM present and voting on the motion due, and adequate notice of which shall have been given.

- 28** In the event of a conflict between these Standing Orders and the Constitution, the Constitution shall prevail.