

The Land Rover G4 Challenge Owners Club

1. Title

The name of the association shall be the Land Rover G4 Challenge Owners' Club, hereafter referred to as "the Club".

2. Objectives of the club

1. To promote interest in the preservation and use of the Land Rover G4 Challenge vehicles and assist Land Rover Limited in the promotion of the G4 Challenge, if so desired by Land Rover.
2. To provide members with information, advice and assistance on any matter related to these objectives.
3. To afford members such benefits and privileges, as it may be possible to arrange.
4. To maintain a register of G4 Challenge and G4 Limited Edition vehicles, and to encourage the saving and restoration of such milestones in the vehicle's history.
5. To arrange non-competitive and competitive events, tours, lectures, and discussions, social and other types of meetings with Club members and other clubs, including gatherings for camping and caravanning.
6. To operate a Club Shop for the supply of badges, clothing, stickers and other promotional items etc. for the benefit of Club members.
7. The Club will operate as a not for profit organization.

3. Membership

1. Ladies and Gentlemen who are G4 owners, drivers or enthusiasts and are not less than seventeen years of age shall be eligible for membership. The classes of membership shall be Full, or Honorary. Details of membership rules, benefits, and subscription costs will be published and maintained by the Committee in Membership policy document.
2. Every member binds himself to abide by the rules (contained in Articles of Association, Club Policies, Terms of Reference documents) of the Club and also by any modification thereof made in conformity with such rules, and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to the interpretation of these rules.
3. A Full member shall be a named person who has paid an annual subscription to the Club. Each Full member shall have the right to vote at Club General Meetings, to serve on Club committees and to take part in Club events. Each Full member shall receive an individual membership card. Members' immediate family may also become members and receive a membership card if they wish to take part in Club activities under the same membership.
4. An Honorary member is a named person distinguished for their G4 Challenge association, political, scientific, literary, industrial or administrative capacities, or who have been distinguished in promoting the cause of motoring in general or of the Club in particular. The Committee may confer honorary membership at its discretion. An Honorary member may not vote at Club General Meetings nor be a member of the Committee.
5. Application for membership or change of membership class shall be made to the Membership Secretary. All applications shall be made on the appropriate official application form. The Committee reserves the right to refuse membership applications and the reason shall be noted in the Club's records. Membership renewal shall fall on the annual anniversary of joining. All applications shall be made by an individual in his own correct name and be signed by the said applicant personally. Details of membership and code of conduct can be found in membership terms of reference document and Club policy documents. Members whose membership has lapsed due to non-payment shall not be entitled to the privileges and benefits afforded by the Club until their subscription has been paid in full.
6. Subscriptions to the Club shall be by means of an annual subscription or such other as the Club in general meeting shall from time to time resolve and the rates thereof shall be decided at the annual general meeting. The subscription is renewable annually on the anniversary of joining. Any member who has not paid his subscription within one month of the date on which it became due shall be notified

of the fact in writing by the Membership Secretary or Treasurer. If after one further month any member who has still failed to pay his subscription will, unless sufficient reason is shown to the satisfaction of the Committee, be taken off the membership list forthwith.

7. Any member wishing to resign his membership shall give notice in writing of such desire to the Membership Secretary. Any member ceasing voluntarily or otherwise to be a member of the Club shall thereafter cease to have any claim upon the property of the Club or to enjoy any privileges of membership, but he shall remain liable for the payment of any debts due to the Club from him. The Club shall remain liable to reimburse any authorised expenses incurred on behalf of the Club by the resigning member. Any member who resigns his membership part way through the year shall not be entitled to any refund of membership fees or subscriptions.
8. Members should be encouraged to join club activities and events. All such events must be submitted to the Committee for prior approval and as described in event policies. Gatherings that are not authorised are not club meetings or events and are not covered by any club insurance nor may they be represented as being sanctioned by the Club, ALRC or Land Rover.
9. Every member shall have access to a copy of the Club Rules upon joining and made aware of their existence. Any changes in rules will be published in the forum and contained in minutes of meetings.
10. Any badge issued to a member free of charge by or for the Club shall remain the property of the Club. On termination of their membership, members shall deliver up such badges to the Secretary.

4. Governance

Data Protection

1. The committee will keep members information secure such that it is not readily available to the general public. Information obtained in the membership application shall be used for the purposes of running the club only.
2. The name and address of the Club shall not be given by any member as his address for trade, advertising or business purposes, or in connection with any legal proceedings. Only Committee members may use official Club stationary.

The Committee

1. The authority and responsibility for the transaction of the business of the Club and its management shall be vested in an elected committee voted in by the membership. All committee members will be and must be fully paid up members of the Club.
2. All committee members or officers shall abide by the terms of reference of their specific function or office as stated in the detailed terms of reference documents. Terms of References are to be amended and adopted formally at a committee Meeting.
3. The Committee shall be elected at the Annual General Meeting (AGM) and, subject to termination of office by resignation or expulsion, shall retire at the next AGM following their appointment. The Committee shall have the power to hold General Meetings (GM) in between AGMs to elect and appoint Officers onto the Committee as they deem necessary for the good of the Club.
4. The committee may decide to create new committee roles or remove roles for a specific function or office to serve the needs of the membership or manage the club effectively. However the minimum number of roles shall comprise of: Chairman, Vice Chairman, Secretary, Membership Officer / Treasurer (combined post) for the club to exist as a formal entity. New committee members/officers may be brought in by the Committee to work as co-opted committee members but must be voted in at a General Meeting to be eligible as a full voting member of the committee. The filling of all posts is not a requirement. The committee shall seek support from grass roots level and from appropriate representatives of Land Rover.
5. The committee shall be responsible for setting Club policies/terms of reference (further detailing items contained in this document), day to day management, planning and marketing. Any Committee member may recruit any member to assist in their function but this must be agreed in advance with the Club Secretary. The responsibility of the office or function remains fully with the elected committee member.

The Annual General Meeting (AGM) and General Meeting (GM)

1. The AGM shall be held on a date and time and at a venue to be arranged by the Committee on an annual basis on the month of May. Notice of the date and form (in person or by tele-conference) of such meeting shall be posted on the forum at least twenty-one days before the event with the agenda being posted no later than 7 days before the event. The AGM shall address:
 - a. Receive from the Committee a full statement of accounts duly audited showing the receipts and expenditure for the year ending 30th April last.
 - b. Receive committee member reports of the activities of the Club during the said year for their area of responsibility.
 - c. Elect the Committee and Auditor of the Club.
 - d. Decide on any resolution which may be duly submitted to the meeting as provided.A minimum of 3 committee members shall form a quorum.

2. A GM may have the same address as an AGM and organised as such, but is held during the year between AGMs. The purpose of a GM is to address issues earlier than an AGM. An extra-ordinary-GM is the same as a GM. It may be convened:
 - a. By the Committee (a minimum of 3 committee members shall form a quorum) or
 - b. By members on request to the Secretary stating the business for which the special general meeting is required and signed by not less than twenty members. If the meeting so requested is not held by the committee within twenty-eight days, the same twenty members (forming the quorum) may convene such a meeting without the committee. The committee will abide by the outcome of such a meeting.

3. When members wish a matter to be discussed at an AGM or GM, the text of such matters shall be sent to the Secretary, in writing, at least fourteen days before the date of such meeting so that it may be included in the agenda. No business, which is not included in the agenda, shall be discussed at the meeting unless every member present is in favour thereof.

4. At the Chairman's discretion, items of "Any Other Business" may be added to the proceedings for discussion purposes and for resolution.

5. Entitlement to vote shall be determined by inspection of membership records. There shall be a record of those attending the meeting. Every member present at a meeting may exercise one vote and only those present will be eligible to vote. The chairman shall not vote except in the exercise of a casting vote. A simple majority of votes decides a resolution.

6. Any twenty members present may demand a poll of all the Club members for a resolution, and thereupon the meeting shall be adjourned to a time and place to be named by the chairman and an email vote shall be taken of all members of the Club. The decision of the members as shown by such an email vote, shall be reported to the adjourned meeting and shall be deemed to be the decision of such meeting. There shall be no proxy or block voting.

7. No one can take part in an AGM, GM or any other meeting, unless they be fully paid up members of the Club or a partner/family member of the paid-up member. Such partners are entitled to participate in the club affairs but may not vote. The club will operate on a one-member, one-vote basis.

8. The AGM or GM may ratify any alteration proposed to the constitution provided that:
 - e. Details of the proposed alterations are included in the notice of the meeting and
 - f. That the resolution proposing such alterations is carried by two thirds of those present and voting or should a poll be demanded as stated in #6 above.
 - g. The Committee may implement changes to these rules where such changes are to satisfy the requirements of any external body whose rules the Club is bound to observe. Any such changes are to be ratified at the next AGM/GM.

9. Nominations of candidates for election to the committee must be received by the Secretary not less than fourteen days before the AGM, with a statement in writing by each member nominated that he or

she is willing to serve as per the Terms of Reference of the office and has the necessary abilities and time for the post. The proposing and seconding members shall submit nominations of candidates on which they shall also state their membership numbers. In the event of there being insufficient numbers of persons nominated the Chairman may call for nominees from those present who must be also proposed and seconded.

Committee Meetings (non AGM or GM)

1. The Committee shall meet on a regular basis in person, by tele-conference call or a combination of these methods, in order to make key decisions by majority vote. Additional meetings may be convened by the Chairman, Secretary or by written requisition in writing by half of the Committee.
2. Members may attend (listen), but not participate (speak) in Committee meetings. Those members should inform the Secretary of their intention to attend 5 days before the meeting, unless invited by a majority of the Committee.
3. The Secretary shall, unless otherwise agreed by all the Committee, give at least 7 days notice of such a meeting by email or on the forum. The Secretary or their deputy will make full detailed minutes of these meetings. At least 3 Committee members shall form a quorum. All discussions and outcome with actions must be minuted and available to any full member on demand.
4. Each Committee member shall be entitled to exercise one vote, except the chairman. Where two members share the same office or position they shall have only one vote. The Committee shall vote by secret ballot if any committee member present at the meeting so wishes. If a secret ballot is requested then the tellers shall be at least two of the Chairman, Vice Chairman, Treasurer or Secretary. No collective or proxy voting will be allowed. In the event of a tied vote the Chairman shall have the casting vote.
5. Any member of the Committee who, without sufficient reason, absents himself from three consecutive Committee meetings may be called upon to resign his position on the Committee. Any member who cannot participate in a meeting should send his apologies to the Secretary and submit a written report as required by their Terms of Reference.

Banking & Finance

1. No member or Committee member shall under any circumstances commit the Club to any expense or sign any document that commits the Club to any expense or obligation, without a written authorisation of the Committee.
2. All monies of the Club shall be banked by the Treasurer in the name of the G4 Owners' Club. No disbursements shall be made there from, except in accordance with the explicit authority of the Committee.
3. Any electronic banking can only be conducted by the Treasurer in person, who will remain accountable for all transactions.
4. Any member making payment to the Club for any item or service whose cheque is returned by their bank will be required to repay any fees or charges that the Club may incur.
5. As a minimum, the committee is required to disclose the state of the finances at the AGM and have available list of all transactions in the club account(s) for the current year.

Grievance

1. Any grievance raised by any member shall be addressed by the committee within twenty eight days. Such matters will be formally raised in writing and all subsequent proceedings/communication/outcome recorded in writing. Typically these will be in email and in the form of minutes of meetings.
2. The committee will proceed with any grievance or disciplinary issues as stated in the Grievance/Disciplinary Policy document. The committee shall consist of a minimum of five Committee members of whom one should be the Chairman, or Vice Chairman or Secretary. Any members involved and any material witnesses and/or evidence can be invited to give evidence.

3. In the event of two persons being family members under the same membership number being expelled from the Club and, if the reason for expulsion is in the sole discretion of the Committee wholly attributable to the one person, the other may appeal against his/her expulsion and apply for new membership of the Club to the Committee. If such appeal shall succeed the full joining fee and membership charge, current at that time shall be payable.
4. Each case shall be considered individually by the Committee. An expelled member shall be ineligible for membership of the Club in any capacity and expelled members are not entitled to attend any Club event or enjoy any privileges or benefits. However, the committee can review such decisions in time if members request the committee to do so.

Assets

1. The property, assets and income of the Club shall be applied solely for the benefit of the Club and its members, or for the purposes of donations to charity as decided by the Committee.
2. The committee is required to declare all club assets and liabilities at the AGM.

Perpetual Trophies

1. These must be returned to the Secretary at least twenty-eight days before the annual general meeting, or as otherwise resolved by the Committee from time to time.

Dissolution

1. The Club may be dissolved by a special general meeting convened by direction of the Committee, or on the requisition of a majority of the members. If the resolution for dissolution be duly passed, the Committee shall forthwith liquidate the affairs of the Club, and if there be any surplus assets on realisation, these shall be disposed of at the discretion of the Committee.