



# **British Automobile Racing Club**

## **Centres' Handbook**

**November 2019**

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## **1. Introduction**

BARC Centres have been an integral part of the Club since the formation of the Centres in 1921. The purpose of Centres is to compliment the operations of BARC Headquarters and to provide motor sport and social activities to Centre members as are felt to be appropriate at a local level.

Centres are formed either upon request to or by the Council of the Club. This handbook has been updated in November 2018 with the aim of assisting Centre Committees with their duties and includes relevant paragraphs from the Articles of Association of the Club and additional Council Rules.

It is hoped that the contents of this document will be useful to Centre Committees and provide a positive contribution to help them. Should there be any queries please do not hesitate to ask staff at the Headquarters offices.

Centre Hon. Secretaries are requested to ensure that all new Committee members are provided with a copy of this booklet for their information.

## **2. Centre Membership**

Any member wishing to join a Centre and take part in that Centre's sporting Trials, Sprints, Hill-climbs, Races, etc. along with any social events, must be a member of the Club and must pay a further annual Centre membership fee as may be determined by the Council from time to time. A member of the Club may join any number of Centres providing that the fee is paid for each Centre joined. Payment of a Centre membership fee will entitle the member to receive any Centre magazine and such other publications as the Centre Committee may decide. In addition a Centre member will be entitled to enter the sporting events of any other Centre without the need for membership of the other centre involved.

Centre fees shall be paid at the same time as the normal subscription.

## **3. Centre Constitution**

A Centre shall consist of all members who have elected to join such Centre in accordance with Centre Membership above.

## **4. Centre Committee**

The local and domestic affairs shall be controlled by a Centre Committee, consisting of the Hon. Treasurer and Hon. Secretary, who shall be the officers of the Centre and in total this committee shall not exceed 14 members. The Council of the Club may create a panel of Council members and any member of the panel may, with the authority of the Council, act for the time being as a Council delegate to any Centre Committee. The Council may request the attendance of one or more representatives from any Centre at any Council meeting.

## Scope of Centre Committee

The Centre Committee shall elect a Chairman from within its number, fill any vacancies in its Officers or Committee, appoint Sub-Committees, deal with all domestic and local affairs and arrange various local events. The Centre Committee may co-opt additional members if considered necessary to do so. It shall also consider and report upon any matter affecting its Centre or referred to it by Council. It shall not undertake anything which the Council may consider is contrary to the general policy of the Club.

Centre Officers and Committee members may be nominated for election to the Council of the Club, in the same manner as any other member. However no Centre may have at any time, more than one Centre Officer or Committee member on the Council.

The Hon. Secretary of a Centre shall take Minutes of all meetings of the Centre and its Committee, attend to all correspondence and carry out the instructions of the Committee. The records of the Centre, including the minutes of all meetings, must be sent to the Chief Executive/Chief Operating Officer.

## **5. Election of Officers and Committee**

The Centre Hon. Treasurer, Hon Secretary and Committee shall be elected annually, by ballot, by the Members of the Centre. An Annual General Meeting of such members *shall be held at least 21 days before the Annual General Meeting of The Club* for the purpose of holding such election and adopting the Centre accounts.

At the Centre Annual General Meeting any members who have been co-opted onto the Centre Committee since the previous Annual General Meeting and the number nearest to one third of the other members of the Committee shall retire. Apart from such co-opted members, the members to retire shall be those who have been longest in office since their last appointment. Should this lead to a greater number of persons retiring than one third, because of the number that became members on the same day, those to retire shall be selected by ballot.

Nominations for members of the Committee shall be in the hands of the Centre Hon. Secretary seven clear days before the meeting. Every candidate for election as an Officer of a Centre shall be nominated by the Committee.

## **6. Centre Proceedings**

The proceedings of any Centre Committee meeting shall be strictly private and confidential and publication of the proceedings, the decisions, or matters discussed at such meetings, shall not be allowed without the authority of the Council of the Club. The Chairman of each Centre is responsible for all information, in any format, emanating from their Centre.

The Centre Hon. Secretary shall transmit by post or email to the Chief Executive/Chief Operating Officer of the Club and Council members, within seven days of their approval, a copy of the minutes of such meeting, and also full details of all proposed events,

competitions and other activities of the Centre. The Council of the Club shall have the power to veto any election held by a Centre or its Committee and any proposed action, competition, event or any other activity of a Centre. This will be done by resolution duly passed by the Council and communicated to the Centre Hon. Secretary within seven days after the meeting of the Council held next after the receipt by the Chief Executive/Chief Operating Officer of the said minutes and details.

## **7. Centre Funds**

All funds collected from registered Centre members shall be paid to the Centre in respect of each member of that Centre until such time as the council may determine. No payments will be made to Centres until a member's subscription and fees have been received by Headquarters.

The Hon. Treasurer of a Centre shall carry out the provision of Article 33 of the Articles of Association as if the same applied to the Centre and Centre Committee, but so that the Centre banking account shall be at such bankers as Headquarters and Council may determine. The Centre banking account shall be in the name of:

“British Automobile Racing Club ..... Centre.”

All contributions from Headquarters and all monies received from events organised by the Centre shall be paid into the Centre account. Cheques drawn on the account shall be signed by the Hon. Treasurer and countersigned by either the Chairman or the Hon. Secretary. Other cheque signatories may be added but must be noted in the meeting minutes of the Centre Committee and advised to Headquarters.

*Where possible, invoices etc should be paid by 3-day BACS transfer which requires “dual” authorisation ie the Hon. Treasurer and/or the Chairman/Hon. Secretary.*

All monies in a Centre banking account shall belong to the Club. Surplus Centre monies not required for day to day operational activities shall be deposited with Headquarters who will pay the Centre interest from day to day at the ruling Barclays Bank plc deposit interest rate (this is paid gross and is paid in this manner as required by taxation position). If at any time a Centre wishes to borrow from Headquarters to finance a project then an application can be made to the Club Council via the Headquarters and if granted interest will be payable on such loans at Barclays Bank plc deposit interest rate plus one percent.

Centres are not empowered to arrange external finance either in any form of external borrowings including leasing, finance arrangements or recourse credit / facilities. Similarly, any financial undertakings giving rise to contingent liabilities are precluded.

The Centre shall submit accounts made up to 31<sup>st</sup> December each year, to the Club's Auditors, all members of Council and Headquarters, not later than *31<sup>st</sup> January* following the year end. These accounts should consist of a Profit and Loss Account, together with a Balance Sheet supported by schedules as may be required from time to time.

In the event of a Centre recording a deficit on its annual accounts, the Centre Chairman should report on this, with suggested remedial actions, to the Chief Executive within 28 days of the completion of the accounts.

Centre Treasurers will utilise the central Sage accounting capability established at HQ for the maintenance of their formal accounting information and records.

## **8. Centre Expenditure**

All expenses incurred by Centres should be carefully examined and any expenditure should be authorised only if it is good for all the members of the Club. It is expected that a surplus should be made on all sporting events while social events should aim to cover their costs. On an annual basis the Centres must aim to make a net overall surplus. To enable Headquarters to monitor accurately the whole Club's performance and likely cash requirements, all expenses incurred should be itemised to Headquarters, on the SAGE central accounting system, on a monthly basis.

Centre minutes should include details of all proposals for expenditure of Club funds by Centres and Council approval must be sought for all purchases of £2000 or over. Major items of expenditure such as new rescue units, buildings or resurfacing should be advised to Headquarters by 1<sup>st</sup> December for the following year.

### Provision of External Resources

In the first instance, a request for assistance should be made to Headquarters who will assist if it is practical to do so. However no Centre shall employ any full or part-time members of staff or employ the services of any agency bureau or professional service without reference to the Council. The employment of external auditors, nominated by Headquarters, to prepare year end accounts shall be accepted as agreed.

It is acceptable to reimburse Committee members for any out of pocket expenses incurred while carrying out Centre business, with payment of such approved and minuted by the Centre Committee.

## **9. VAT**

VAT returns have to be submitted to HMRC by Headquarters, no later than the last day of the month following the end of period. Therefore it is imperative that all postings are made onto Sage by the 20<sup>th</sup> of the month following the end of period, currently 20<sup>th</sup> January, 20<sup>th</sup> April, 20<sup>th</sup> July and 20<sup>th</sup> October, or at such time as notified by Headquarters, should it be necessary to change this date. Centres should advise HQ via email ([cmurdoch@barc.net](mailto:cmurdoch@barc.net)) when they have posted all items to Sage, so that the Group Accountant can login to the Centre's Sage Programme to run/reconcile and submit the VAT returns.

## **10. Bank Balances**

Centre Hon. Treasurers should ensure that up to date bank balances of all monies held by the Centre are detailed in the minutes of the each Centre Committee meeting. In addition, Centres shall make available to Headquarters any information relating to the Centre's banking accounts as may be requested from time to time.

## **11. Sporting Events**

The Centre Competition Secretary should advise Headquarters of all sporting events which the Centre plans to organise, by 1<sup>st</sup> December of the year preceding the event, to enable inclusion in the Club fixture lists, availability forms etc.

When available, two copies of Regulations for any Centre run Championship and two sets of Regulations for each event should be forwarded to Headquarters to enable queries to be satisfied.

Following each event, the Competition Secretary should, within 21 days:-

1. Send to Headquarters, two marked-up programmes and two sets of results
2. Send to Headquarters, the financial result for the event
3. Send to Headquarters, either the original or a copy of each official's signing-on sheet, to ensure that each member is correctly credited with his/her attendance.

## **12. Centre Dinners**

### Qualification

To qualify for an invitation for a free ticket to a Centre Dinner, receive a date bar and end of year souvenir, a marshal must have 8 attendances at eligible events acting in an official capacity. It should be noted that attendance at both days of a two-day event counts as two attendances.

To qualify for an invitation for a free ticket to the BARC Championship Awards Presentation Evening, a marshal must have 12 attendances at eligible events. Marshals who qualify can attend either a Centre Dinner or the BARC Championship Awards Presentation Evening free of charge, but if they wish to attend both, they will be required to purchase a ticket for one of the dinners.

### Eligible events

Attendance at race meetings, sprints or hill-climbs organised by BARC Headquarters or one of its Centres, in an official capacity, are recognised as eligible events.

### Persons eligible

Only fully paid up members of the British Automobile Racing Club, acting in an unpaid capacity as officials or marshals, are eligible to attend.

### Persons not eligible

Any paid officials such as timekeepers, scrutineers, doctors etc. are not eligible to claim attendance stamps.

### Action by Centres

The list is prepared by Headquarters comparing availability forms against signing-on sheets and marshals cannot be counted unless:

- a) The Centre forwards the availability forms for all member marshals, details of any non-member marshals are also to be identified.

- b) Signing-on sheets should be forwarded to Headquarters as soon as possible after each meeting.

Failure to provide the information in a) and b) above could result in a member not receiving all attendances they had made and hence being classed as ineligible to attend.

### Invitations

Invitations are issued by Centres with an acceptance date. In order to facilitate this, those Centres which are authorised to run a Centre Dinner must advise Headquarters prior to the 1<sup>st</sup> September, of the date and place of the proposed supper so that it can be included in a list of available dinners.

## **13. Centres & Finance Conferences**

The Rules governing Centre and Finance Conferences are as follows:-

- a) There will be a Centres' Conference and a Finance Conference held each year, usually on a weekend between 1<sup>st</sup> November and 31<sup>st</sup> January. The agenda and location of the Conferences will be organised by Centres in rotation. However the agenda for the Finance Conference will be prepared by Headquarters.
- b) It is anticipated that the Club Chairman, the Club Hon. Treasurer, the Club Group Accountant and at least one representative of Headquarters will attend the Conferences.
- c) It is asked that up to a maximum of three delegates from each Centre attend. In addition one person from the organising Centre should attend to take the minutes of the meetings, but will not have any voting rights.
- d) Headquarters will contribute to the delegates' dinner, to a maximum of £20.00 (including vat) per head. This payment will be made for delegates only.
- e) Delegates' travel costs (2<sup>nd</sup> class rail fare or equivalent) and accommodation costs are to be reimbursed by the delegate's home Centre.
- f) Headquarters will make a donation of £100 (including vat), for any general organisational costs.

## **14. Articles of Association: General**

The Centres are governed primarily by Articles 37 and 38 of The Articles of Association as follows:-

### Article 37

The Council shall have the power to form and dissolve Centres of the Club as and when it shall consider it expedient in the interest of the Club and to make Rules for the management and control of any such centres or branches and as to the application of their funds.



## Article 38

The Council may establish rules (RULES) governing matters relating to Club administration that are required from time to time for the effective operation of the Club (for example, the provisions relating to classes of Members, Membership fees and subscriptions and the admission criteria for Members. If there is a conflict between the terms of these Articles and any rules established under this Article, the terms of these Articles shall prevail.

## **15. Articles of Association: Finance**

The finances of Centres are encompassed within Articles 33 and 34 of the Articles of Association as follows:-

- 33.1 The Council shall cause accounting records to be kept in accordance with sections 386 to 387 (inclusive) of the Act\*
- 33.2 The accounting records shall be kept at the Registered Office or, subject to section 388 of the Act\* at such other place or places as the Council thinks fit and shall always be open to the inspection of the Officers and Members of the Council.
- 33.3 The Council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Club or any of them shall be open to the inspection of Members who are not Members of the Council or Officers and no Member (not being a Member of the Council or an Officer) shall have any right to inspect any account or book or document of the Club except as conferred by statute or authorised by the Council or by the Club in General Meeting.
- 33.4 The Council shall from time to time in accordance with Part 15 of the Act\* cause to be prepared and to be laid before the Club in General Meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in that Part.
- 33.5 A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Club in General Meeting, together with a copy of the auditors' report and the Council's Report shall not less than 21 days before the date of the meeting be sent to the auditors and to all other persons entitled to receive notice of General Meetings.

### **34 AUDIT**

Auditors shall be appointed and the duties regulated in accordance with section 498 of and otherwise in accordance with the Act\*.

\* Companies Act 2006

## **16. Dissolution of Centres**

On the dissolution of a Centre, all monies, papers, books, records and property belonging thereto shall forthwith be transmitted to the Chief Executive of the Club.

## **17. Interpretation and Alteration of Rules**

Any questions arising as to the meaning or interpretation of any of the Rules of The Club shall be referred to the Council, whose decision shall be final in each instance.

The Council may alter, rescind or add to these Rules at any time.