



The Austin Seven Clubs Association

--- Founded 1968 ---



The Constitution

1 Title

The Organisation shall be known as the AUSTIN SEVEN CLUBS ASSOCIATION.
(Referred hereafter in as 'the Association')

2 Objectives

- To promote co-operation between clubs and groups having active interest in the pre-war Austin Seven.
- To provide a National body to represent and protect these interests.
- To co-ordinate the activities of the the Association's Member Clubs, groups and Associates
- To keep and maintain a Register of cars.(removed: 'and their owners')
- To keep an Archive of Austin 7 related materials

3 Eligibility

Any Club or Group that can show an active interest in the pre-war Austin Seven is eligible for proposal as a Member, Associate Member or Register of the Association.

Any new Club or Group to be considered for representation shall be invited by the Association Secretary and elected by the General Committee.

4 Representation

Each Member Club, Associate Member or Register shall have one representative on the General Committee.

5 Meetings

As the Association, the General Committee shall meet as often as deemed necessary and not less than three times per annum. Any member may call for a special meeting of the General Committee by written notice to the Association Secretary. All meetings shall be advised by the Association Secretary to all members at least 14 days prior to the date of that meeting.

In addition to the above, an AGM shall be held in the month of April in each year. The business of the AGM shall be:

- (1) Minutes of the previous Annual General Meeting.
- (2) Officer, Committee and other Reports.
- (3) Treasurer's Report and presentation of Statement of Accounts.
- (4) Presentation of Awards
- (5) Election of Officers.

Any other items for discussion shall be raised with the Secretary no less than 30 days before the date of the AGM.

6 Management

The General Committee shall transact all business of the Association.

7 Voting

There shall be two types of vote:

A General vote defined as one single vote to each General committee member.

A Members vote defined as one single vote for each Member Club Where a Member club has one or more member groups, they shall determine between themselves how their vote will be cast.

Representatives of Associates Clubs and Registers, whilst taking part in any discussion, will have no vote on a Members Vote.

Where opinion is equally divided the chair will have a casting vote only on a General Vote but on a Members Vote shall also be able to vote as a member where the Chairman also is entitled to a Members vote.

A Members vote can be taken in any form (in person, by email or other sanctioned method)

Any member can call for a vote where necessary but normally the call for a vote will be from the Chair of the meeting.

Any change in the Constitution will always require a Members Vote.

8 Voting Powers

Voting at General Committee meetings shall normally be by a count of a General Vote from one representative of each Member, group or associate present providing always that a member has not called for a Members Vote.

It is the duty of the Chair to obtain the agreement of members to the voting procedure acceptable to them. Votes may be taken by email and other methods (as appropriate)

The Secretary shall receive and count such a ballot.

9 Officers

The Officers of the Association shall be the Association Secretary and Treasurer and those other posts as referred to in Appendix 2 of this document.

The General Committee shall elect or re-elect its Officers annually at the Association's Annual General Meeting (AGM) subject to the Term limits in force at that time

Nominations for election or offers of services for re-election will be made in writing to the Secretary 30 days prior to the AGM. Candidates shall supply a written submission for circulation and consideration by the general Membership of the Association.

The adoption of an additional Officer post will require the provision of a Job Description and a revision to the Constitution to reflect the new post.

The General Committee may, from time to time, nominate or elect representatives for specific duties either individually or jointly as a sub-committee.

All sub-committees shall elect a Chairman at their first meeting and also elect or re-elect a Chairman at the first meeting of each subsequent year.

10 Term Limits

All Officers positions shall be subject to Term Limits

All Officers shall be elected to serve terms of 3 years.

An Officer may offer themselves for re-election after their first term and may serve a maximum of two consecutive terms

After serving 2 consecutive terms in any position, an Officer must vacate their position for at least one year before seeking re-election to another position. Under any circumstances any Officer may only serve a maximum of 6 consecutive years in any post

Should an Officer resign before the end of their 3 year term their replacement will serve the remainder of that term but may seek re-election, should they choose, for a further 3 years

There shall be staggered terms of office for Officers such that one-third of the Officer posts shall be up for election each year (See Appendix 3 for a timetable of introduction of this bylaw)

11 Finance

The finance of the Association shall derive from the Annual Fee of the Member Clubs, Associates and Registers as agreed each year at the Annual General Meeting. The fees will be applicable for the following calendar year.

Any monies received from these becoming available as a result of the Association activities or existence shall be paid directly to the Association Bank Account through the Treasurer.

12 Fees

The agreed Annual Fees shall be paid to the Association each year not later than the 31st December of that year. Unless sufficient explanation for non-payment is forthcoming, the member will be deemed to have seceded from the Association.

The General Committee may accept a reduced subscription from a member up to half the annual subscription for part of a year.

13 Events and Promotions

The Association may support, co-ordinate or promote the events or activities of the members. It may do likewise for other events of non-members with the approval of the General Committee members. It may also seek the Association's recognition of principal events for inclusion in the Association Annual Calendar which will be published on the Association's Web site.

14 Publications

The Association may from time to time issue publications related to the pre-war Austin Seven and owners of same, including the production of a Magazine, subject to the approval of the General Committee.

15 Secession

A Member will be deemed to have seceded from the Association if:

Annual Fee of the Association is not paid by the 1st January following the year in question.

That the Member Club or Group has not been represented adequately at General Committee Meetings, without satisfactory explanation to the General Committee.

The General Committee requests a Member to relinquish membership due to violation of the Constitution of Rules, or for activities against the best interests of the Association, or the other Members. In all cases no refund of contribution or other monies will be payable by the Association.

16 Dissolution

The Association may be dissolved at a Special General Committee meeting convened on the requisition (in writing to the Association Secretary) by a majority of members. The resolution will be put to the vote (as defined) and if carried the General Committee shall forthwith liquidate the affairs of the Association and all assets and any monies from the proceeds of liquidation shall be divided equally among the members.

17 General

No member or person shall represent the Association in any way whatsoever without the express consent of the General Committee. The Association may support such services or activities, either directly or indirectly, or through its members, which are beneficial or useful to the owners of pre-war Austin Sevens. All members shall promote the Association generally to further the aims and activities of the Association Internationally, Nationally and within the Clubs or Groups of the Association.

18 Change of Constitution

Any alteration shall be made only on a Members Vote (as defined), providing that one clear month is allowed beforehand for Members to consider the proposal. Any amendment or addition so agreed shall be added to the Constitution.

19 Observance and Interpretation of the Constitution

Every Member or Associate bind themselves to the Constitution of the Association as herewith documented. Interpretation of the Constitution will be by the General Committee and their decision, in cases of dispute shall be final.

Appendix 1 - Definition of Terms:

Member Club

A member Club shall be defined as one having its own independent subscription and paying such contribution to the Association as may be agreed as the Annual Fee.

Associate Member

An Associate shall be a Group, Register or Service specialising in a particular section or matters related to the pre-war Austin Seven and paying such contribution to the Association as may be agreed as the Annual Fee.

General Committee

Both Members and Associate Members will, through their nominated representatives, comprise the General Committee of the Association.

General Vote

A General Vote will be a vote taken of all Member, Associate Member and Registers of the Association as defined.

The Secretary shall receive and count such a ballot.

Member Vote

A Members vote shall be on the basis of one vote for each member Club. Where a Member Club has one or more member groups they shall determine between themselves how their vote will be cast.

A Member's vote shall be final when called for and will supplant any previous General Vote

Any member may call for a Members Vote by Ballot either on Committee or on a written proposition presented to the General Secretary and communicated to all members.

With the exception of a change to the Constitution, no Association business put to a Members Vote shall be transacted without obtaining half of the number of votes of the General Committee, in total, as constituted at the time. Where a proposition obtains only

half of the total member votes, the Chair shall have a casting vote.

The Secretary shall receive and count such a ballot.

Appendix 2 - Duties of Officers and Committee Members

The Chairman

Shall act as focal point in promoting the Austin 7 movement and the Association for member clubs of the Association, other national historic car movements, the media and the general public

Shall preside at Association Committee Meetings and General Meetings.

In conjunction with the Secretary, shall draw up the agenda for all meetings

Assisting all parties to have discussions in all matters relating to Austin 7's

To guide discussions where necessary

To sum up discussions and propose votes amongst the member clubs.

To promote co-operation between clubs and groups having an interest in the Austin7

To have the casting vote where the opinion is equally divided in a general vote

Shall generally supervise Association Officers in the performance of their duties.

Vice Chairman

Act as Chairman at Meetings when the Chairman is not present.

Support the Chairman in the Execution of their duties.

Prepare meetings or Committee items and suggestions.

Problem solve with Committee members and report back to the Chairman.

Understand the strengths and weaknesses of the Committee and convey & discuss with the Chairman

The Secretary

The Association Secretary shall act as the receiver of all Association correspondence (dealing with same as necessary) notify all meetings and act generally as the Officer of the

Association.

Shall acknowledge all written representations received from members, place such representations on the Agenda for the next meeting of the Committee and thereafter inform the Member of the action taken by the Committee.

Shall issue the Agenda for Association Meetings

Shall record and distribute the Minutes of Association Meetings (within two weeks of each Meeting)

Ensure copies of these meetings shall be kept on file and made available at all General Committee Meetings.

Other duties will include:

- Responsibility for compilation and updating the membership list of the Association
- Coordinating proposals for the Annual Association Awards
- Providing inputs as required to the Association Magazine and Website
- Ensuring the provision of Public Liability Insurance for members (as requested)
- Liaising with vehicle insurers on behalf of members
- Acting as the point of contact for the Association membership of the FBHVC
- Booking the Meetings of the Association including its AGM

Shall be responsible for such other secretarial duties as the Committee shall decide

The Treasurer

Shall receive all moneys and pay all bills.

All moneys received by any Officer or Member on behalf of the Association shall be the property of the Association and banking account(s) shall be operated by the Treasurer in the name of the Austin Seven Clubs Association.

They shall keep proper books of account showing all monies received and expended by Association.

Expenditures of the Association shall be paid only by Treasurer.

The Treasurer will provide an update on Association funds at each Committee meeting

The Accounts of the **Association** shall be reviewed by an External Examiner and presented by the Treasurer at each Annual General Meeting for approval.

The Editor

Shall publish a Quarterly Magazine for Members.

Sources and commissions articles, chases up, edits if necessary, sources pictures and obtains second opinions on technical/historical items. Seeks permission to reprint images/ articles from other publications etc.

Proof read all material, changing grammar/spelling etc Proof images for quality

Liaises with Advertising Manager to get trade and private adverts. Pass information to traders and the Advertising Manager about format of ads/pictures etc. Advise advertisers regarding advert layouts if required/agreed to do so

Keeps regular contact with the printer and the Association Distribution officer so that each magazine is printed ready for the quarterly meetings.

Liaises with Secretary to maintain an accurate and up to date contact list in the back and front of the Association Magazine.

Have involvement in the production of other Association publications as required

Advise the Association on an appropriate magazine layout and content.

The Webmaster

Maintains the ongoing content of the Association website.

Shall ensure that the Club has an effective and informative Club Website (www.a7ca.org).

Manages the hosting and domain plans.

Publishes the events for the online events calendar.

Publishes all Association documents for meetings **where authorised by the Secretary**

Publishes news from the Association and Member Clubs

Manages the Online Shop sales

Updates the Online Chassis Register with data from the Registrar

Manages the Email Accounts

Forwards enquiries from the A7CA general contact form to the relevant bodies.

The Registrar

Liaise with and report to A7CA Committee on purpose progress of the Surviving Austin 7 Register.

Bring possible improvements to the Register to the attention of the Association for their decision.

Maintain the master register of surviving Austin 7s and direct derivatives.

Receive new entry and update submissions for the master Register.

Review submissions for accuracy, plausibility etc. then add/apply to the Register.

Inform contributors of the outcome of their submissions.

Provide Webmaster monthly with the latest Register for publication on A7CA website.

Liaise with Webmaster to improve procedure for submitting new entries and updates, to reduce Registrar and Webmaster time spent on routine and non productive tasks, and to improve web site download facilities.

The Archivist

To Acquire

To acquire items that relate to the Seven. These can take many forms - drawings, brochures, photos, films, Trophies and associated ephemera to name but a few. Acquisition is either by donation, loan or purchase using funds agreed by the Treasurer and Committee.

To monitor potential sources of items – Internet Auction sites, conventional auctions etc.

To be aware of collections held by private individuals that might provide loan materials or donations and to represent the Association in those relationships.

Cars or parts are typically not included as part of the collection

To Conserve

Maintain the collection in a suitable and safe environment

Ensure that individual items are stored in appropriate ways

Monitor the collection for any deterioration and take remedial action.

To use Specialist conservation services where necessary

To Catalogue

Ensure the maintenance of an accurate record of the collection, be they permanent or loan items.

To provide 'Tag' information for Catalogue entries. Eg dates, named persons, named places, models etc

To maintain an annual accessions record of all items added to the collection, their source and provenance. If they are loan items, the terms of the loan and ownership details.

To Share

Actively pursue opportunities for sharing Archive contents with the wider Austin 7 community. To achieve this by:

- a. Arranging the digitisation of new items. Co-ordinating their addition to the Archive Web site with the Association Web Master.
- b. Ensuring there are opportunities for the Collection to be viewed in person.
- c. Writing, commissioning or assisting in the production of books, brochures and articles.
- d. Making responses to discussions on Social Media sites (eg Austin 7 Friends etc)

The Advertising Manager

Acting as a 'Focal Point' for the A7CA Magazine in respect of offering advertising services to the Association in respect to its Member Clubs and Registers of the Association/Individuals, and Overseas Associate Member Clubs/and any Press/Publication Media Groups/Trade or Services connected with the Austin Seven Movement.

Promoting advertising services available for placement in the Austin Seven Clubs' Association quarterly magazine which is issued January, April, July, October per year.

In consultation with other Officers, determine fees for such advertising

Manage all communication with Advertisers/Clubs per email/post/telephone.

Compiling/agreement of adverts and liaising with A7CA Editor in respect of compilation and approval of advertising to be placed in A7CA magazines.

Invoicing/Collecting monies for Advertising and organising A/c Listing and payments to be paid into A7CA Direct Account/or payable per cheque.

Sending out A7CA magazines to paying Advertisers on a quarterly basis.

Sending out Reminders with “Letter of Thanks for Advertising” to regular advertisers in October with Pro-forma Invoices for booking space in “Next Year A7CA Magazine”

General

The Officers of the Club and Committee Members shall undertake other duties as agreed by the Committee.

Appendix 3 - Introduction of Term Limits for Officers

As introduction of term limits will result in existing Officers leaving their posts, the following timetable will be used to ensure continuity For the interpretation of the Term limit bylaw, all current post holders will be considered to have served the first of their permitted 3 year terms and currently be serving their second term.

AGM – April 2017

The position of Chairman (The current Chairman has already registered his intention to stand down in 2017)

The position of Vice-Chairman (there being an assumption that the Vice-Chairman will offer himself for the vacant position of Chairman)

The position of Advertising Manager

AGM – April 2018

The position of Secretary

The position of Editor

The position of Registrar

AGM – April 2019

The position of Web Master

The position of Treasurer

The position of Archivist

Subsequent years will follow the same pattern..