



**Formula VEE Association Constitution**  
**As amended at the Annual General Meeting on 21<sup>st</sup> February 2010**

**1. Name**

The Name of the Association shall be "Formula VEE Association".

the AGM, and must obtain a simple majority (50%+1) of the vote cast.

**2. Objectives**

The objectives of the Association are as follows:

- To represent the Formula VEE racing class ('The Class'), its drivers and other interested parties in various dealings with Motorsport Ireland, Irish motor clubs, racing circuits and other bodies as would be to the benefit the class.
- To promote the class in motor sport circles.
- To promote and protect the motor sport interests of all members of the Association.
- To act as the representative body for the class in dealings with official bodies.
- To inform members at regular intervals of issues affecting the class.
- To raise monies for the purposes of the Association.
- To promote a healthy team spirit, among all class drivers in particular, and all racing drivers in general.
- The Association shall be non-political and non-sectarian.

**3. Membership**

Membership of the Association shall be comprised of Racing Drivers who have paid their 'Full Membership' subscription fee, and non drivers who have paid their 'Social Members' subscription fee. The subscription fee must be paid within four months of the AGM. Subscriptions are non-refundable.

- 3.i. No driver can score points in any of the championships until their subscription is paid in full and any other conditions set by the Nominated MI Affiliated Club (see Section 7) are met. Points that would have been earned before the fee is paid and conditions met shall not be awarded where the fee is paid or conditions met after the date of the race where the points would have been earned..

Membership of the Association is open to all racing drivers and all persons with an interest in the promotion of the Formula VEE class.

Membership is effective from the 1<sup>st</sup> day of the calendar year to the last day of the same calendar year.

The committee reserves the right to withdraw membership from any person who acts in a manner injurious to the Association. Any person who has their membership withdrawn shall have the right to appeal at

**4. Organisation**

The organisation of the Association shall consist of the following:

- (a) A committee elected at the AGM.
- (b) Sub-committees as required who shall be elected at any general meeting, including but not limited to, a race committee, a technical committee and a social committee.

- i. A Chairman/Chairperson elected at the AGM
- ii. A Secretary elected at the AGM
- iii. A Treasurer elected at the AGM

Where vacancies exist or it is felt necessary, the committee may co-opt members onto the sub-committees at their discretion.

**5. Committee**

The affairs of the Association shall be administered by a committee comprised of the following:

- (1) Honorary Chairman/Chairperson,
- (2) Honorary Class Co-Ordinator,
- (3) Honorary Secretary,
- (4) Honorary Treasurer,
- (5) Up to five other elected members.

The Committee shall be elected at the AGM and shall hold office until the next AGM except as provided under section 10 of this constitution.

The Honorary Chairperson shall have overall responsibility for the management of the Association. He/She will also liaise directly with the Motorsport Ireland Race Committee and various circuits where the class races will be held during the year. This position may also be known as 'Class Principal' by Motorsport Ireland.

The Honorary Class Co-ordinator will liaise with each Racing Driver within the association and within the class on race days. He/She will be responsible for the following:

1. Ensure that each competitor has access to entry forms for each event where practicable.
2. Arrange practice grids if necessary and supply to organisers.
3. Collect and distribute practice times and race results.
4. Arrange the prize giving for each race with organisers.

5. Award points for all championship races and forward all points to the Motorsport Ireland Championship Registrar.
6. Any other liaisons with race officials.
7. Liaise and negotiate acceptable working terms with the Nominated MI Affiliated Club (see section 7).
8. Any other duties as may be deemed necessary.

In the event that the Association is unable to elect an Honorary Class Co-ordinator, these duties will fall to the Honorary Chairman.

The Honorary Secretary shall be responsible for:

- Convening and keeping minutes of all meetings,
- Conducting correspondence on behalf of the Association with the instructions of the committee,
- Such other duties as the committee may define from time to time.

The Honorary Treasurer shall be responsible for:

- Keeping proper accounts of all monies received or expended by the Association.
- Presenting a financial report whenever required by the committee.
- Lodging all monies received, where practical, with the Association's bankers.
- Presenting a financial report at the AGM.

Where vacancies exist or it is felt necessary, the committee may co-opt members onto the committee at their discretion.

## 6. Sub-committees

The sub-committees shall be responsible for liaising between association members and the Committee, with specific regard as follows:

- **Race Committee:**  
Any and all matters concerning racing, race calendars, circuits, events, etc.
- **Technical Committee:**  
Evaluation of technical matters and proposed changes to technical regulations. Recommending changes to technical regulations to Association members.
- **Social Committee:**  
Any and all matters relating to social events of interest to Association members.

The sub-committees may be called upon from time to time to assist in the distribution and gathering of information to and from the members.

## 7. Annual General Meeting & General Meetings

The AGM of the Association shall be held not later than the end of November each year where practicable.

A minimum of fourteen days written notice of the date, time and place shall be given to each member of the Association. Such notice shall include a draft copy of the agenda for the meeting. 'Written notice' shall be understood to mean either postal mail or electronic mail.

Any member of the Association or interested party may offer topics for discussion at a GM or AGM. Any member of the Association may submit motions for adoption at the GM or AGM. Motions should be submitted in writing to the secretary not later than seven days before the meeting, or not later than four days before a reconvened AGM. Any such motion must be placed on the agenda for the meeting. Any item placed on the agenda within thirteen days of a GM or AGM shall only be discussed and voted on by agreement of a simple majority of those present at the meeting.

Motions at the AGM can be passed by a simple majority, except changes to the constitution which shall require a two thirds majority of those present. Article 3.i of this constitution is excepted from the two thirds majority ruling and can be changed by simple majority as a change in the sporting regulations. All motions to be voted on must be formally proposed and seconded before the vote can proceed.

One quarter of paid members shall constitute a quorum. If a quorum is not reached within 30 minutes of the scheduled start of the GM or AGM, then the meeting shall be reconvened, and all members given a minimum of seven days notice of the new date and venue. Those members present at the reconvened meeting shall constitute a quorum.

At the AGM, the outgoing Hon. Chairperson, and Hon. Secretary, or their nominees, shall report on the Association's activities during the previous year.

At the AGM, the outgoing Hon. Treasurer or their nominee, shall report on the Association's financial affairs and activities during the previous year.

At the AGM the association shall nominate a Motorsport Ireland approved Motor Club through which to register the championship(s). This shall be by standard proposal and majority voting. The club chosen shall be referred to in this constitution as the 'Nominated MI Affiliated Club'

Nominations and elections for the positions on the committee will be held at the AGM. In the event of there being more than one nomination for a position, a secret ballot shall be held. The Outgoing Hon. Chairperson shall have a vote in his own right as a member of the Association, however, in the event of there being a tied vote, the outgoing Hon. Chairperson shall have a casting vote.

Any member not attending the AGM shall be eligible for election to the committee only if he/she informs the secretary in writing in advance of the AGM of his/her willingness to serve on the committee.

Other than the election of the officers and ordinary members of the committee, as described above, voting at all GMs and AGMs shall be by show of hands, except where a secret ballot is demanded by a simple majority of those present.

Only members who have competed in two years championships have the right to vote on technical rule changes.

Any item passed by voting at any GM or AGM, that subsequently returns to the agenda for discussion or voting at a later meeting, can only be overturned by a majority of 75% of those present at the later meeting.

No item that has a substantial effect on either the Association or the class can be voted on at any meeting unless that item has been placed on the agenda for that meeting and all members notified as per above.

In the event of any tied vote, the Chairperson shall have a casting vote.

The committee may, at its discretion, decide that any serving committee member may act as an officer in the event of the title holder being unavailable.

A General Meeting of the association can be called without adhering to the conditions above provided that every reasonable effort is made to notify as many members as possible. No item can be voted on at said meeting. Such a meeting should only be called for the dissemination of information or the gathering of opinion.

All meetings shall be conducted through the chair and in an orderly and harmonious manner. The chair has the right to declare any matter under discussion that becomes argumentative or acrimonious out of order and terminate the discussion.

## **8. Committee Meetings**

The committee shall meet at as many times per annum as are deemed necessary.

Any member who misses three consecutive meetings without prior warning shall be deemed to have resigned from the committee and the secretary will inform them in writing.

A quorum of 3 committee members including two officers will be needed to hold a meeting. This quorum must be reached within 30 minutes of the appointed starting time.

In the event that the committee should be required to vote on any issue, the motion must be formally proposed and seconded, following which a vote shall be taken. Only those committee members present are entitled to vote. Such motions shall be passed by simple majority. The chairperson of the meeting shall have a vote in his/her own right as a committee member. In the event of a tied vote, further discussions may be entered into, and/or the chairperson may use his/her casting vote to resolve the issue. The casting vote should generally be used to favour the status quo, if such status quo is clearly defined.

In the event of a vacancy on the committee during the year arising from the stepping down of an elected

member, the committee shall have the power to co-opt a member of the Association to serve until the next AGM.

Members who wish to bring any matter to the attention of the committee may do so by writing to the secretary, or by personally approaching any member of the committee.

The committee shall have the right to call an Extraordinary General Meeting, and shall inform the members of the association in writing of such an event giving not less than two weeks notice of such an event, and stating clearly the reason.

## **9. Rights of Members.**

A member of the association has the right to inspect the minutes, records, and correspondence by appointment with the Hon. Secretary. This request should be fulfilled within fourteen days.

If a member has a suggestion or grievance, it may be made to the Hon. Secretary or any committee member.

If a member considers that the committee has not, or is unwilling to take appropriate action on such a matter, where such matter falls within the bounds of the of the Association, he/she may request the committee to convene an Extraordinary General Meeting of the Association on foot of a requisition signed by not less than ten full members of the Association. The request must state clearly the purpose for which the meeting is to be held.

The committee shall comply with the above requisition within twenty-one days, giving each member of the Association not less than fourteen days notice in writing of such a meeting. If the committee fails to comply within this period, the full members who have signed the requisition may convene the meeting, having given not less than seven days notice to all members of the association in writing, stating clearly the reason for which such meeting is being convened.

## **10. Extraordinary General Meetings**

An EGM shall be convened in accordance with articles 8 and 9 above.

One quarter of paid members shall constitute a quorum for an EGM. If a quorum is not reached within 30 minutes of the scheduled start of the EGM, then the meeting shall be reconvened, and all members given a minimum of seven days notice of the new date and venue.

Only the issue or motion for which the EGM was convened, and related topics can be discussed or debated at an EGM.

All motions to be voted on at an EGM shall require a simple majority to be passed, except in the case of constitutional changes which shall require a two-thirds majority.

An EGM has the power to remove up to 50% of the existing committee and re-elect a new member or members.

these rules, and shall be responsible for proposing the appropriate amendment at the next General Meeting.

#### **11. Finance**

Members shall pay an annual subscription fee, the level of which shall be set at the AGM.

The Committee shall be empowered to carry out additional fund-raising during the year as required.

The Association shall have a bank account into which, where practical, all monies received shall be lodged.

Monies shall be spent with approval by committee. Where practicable, payments shall be made by cheque. Cheques shall be co-signed by two of the three nominated signatories.

The committee shall have no power to overspend Association funds.

The financial year of the association shall be the calendar year.

The annual financial report shall be given by the treasurer at the first general meeting or AGM held in the following year.

#### **12. Dissolution of the Association**

The Association shall not be dissolved except by the direction of 75% of the members present at an EGM called for that express purpose.

Two Trustees, who shall not be members of the committee, shall be nominated at the AGM. In the event of the dissolution of the Association, power of attorney shall pass to the Trustees who will safeguard the assets of the Association, pending the re-formation of the Association at some future date, or, if so instructed by the members at the EGM called specifically for the purpose of dissolving the Association, shall sell all assets owned by the Association and the proceeds together with such monies as may be available shall be applied to the discharge of the liabilities of the Association and the excess, if any, distributed to the sport through Motorsport Ireland.

At the EGM called for the purpose of dissolving the Association, those members present shall vote to ratify the continuation in office of the existing Trustees, or shall nominate two new Trustees.

#### **13. Acceptance of Rules**

Membership of the Association shall imply the acceptance of each and all of these articles, and any additions and/or alterations which may be agreed to at General Meetings.

#### **14. Interpretation of the Rules**

The committee shall have full power to decide on any question for which no specific provision is made for in

#### **15. Amendments**

Amendments to this constitution, with the exception of article 3.i, shall only be made at a General Meeting if approved by a two-thirds majority of those present and entitled to vote. Any proposal to amend this constitution must appear on the agenda for the meeting. Changes to article 3.i shall be made in accordance with article 16. Changes to article 3.i must be reflected in changes to the sporting regulations.

#### **16. Sporting Regulations**

The Formula VEE Sporting Regulations as published in the current Motorsport Ireland Year Book, or on the Motorsport Ireland website shall govern the racing activities of the class and the Association's full members. Amendments to sporting rules shall be in accordance with this constitution and the relevant sections of Article 7 of this constitution. Amendments to the sporting rules can be made at any GM or AGM or EGM called for that specific purpose, and can be passed by simple majority of those present. The Sporting Rules shall be maintained in accordance with Motorsport Ireland regulations.

#### **17. Technical Regulations.**

The technical regulations that govern the class, published in the current Motorsport Ireland yearbook, or available from the Motorsport Ireland website, clearly identified as the technical regulations governing the Formula VEE class, shall govern the technical aspects of the class. Amendments to these regulations shall be in accordance with this constitution and the relevant sections of Article 7 of this constitution. Amendments to the Technical regulations can be made at any GM or AGM or EGM called for that specific purpose, and can be passed by simple majority of those present. No change to the technical regulations shall or will be deemed final until approved by Motorsport Ireland and published in a subsequent MI Bulletin. Changes in technical regulations shall only take effect from the first day of the next calendar year following the date of change. (Technical changes for safety reasons can be implemented immediately if sanctioned by Motorsport Ireland.)

#### **18. Sporting and Technical Regulations - Interpretation.**

Where paragraphs 17 and 18 of this constitution refer to the 'current' Motorsport Ireland yearbook, current shall mean the most recently published yearbook at the time of reading.

#### **19. Precedence.**

This supersedes and overrides any and all rulings, decisions and precedents previously agreed or set from the date of the adoption of this constitution.