

British Federation of Pedal Car Racing

British Federation of Pedal Car Racing

Constitution

Revised November 2019

Approved 17/11/2019



www.pedalcarracing.info

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1 The Constitution

1.1 Document control

Version	Date	Author	Rationale
1	7th April 2002	unknown	Original
2	17th October 2004		
3	30th October 2011		
4	16th November 2014	Bob Robinson	
5	17 th November 2019	Rose Ralphs	Updated classes, voting rules, simplified document.

1.2 Amendments to the constitution

Any changes to this constitution may only be made by a majority vote at the Annual General Meeting or an Extraordinary General Meeting

1.3 Other documents

The other documents which act in the governance of the Federation are:

Pedal Car Racing Handbook
Pedal Car Racing Rules
Pedal Car Construction guide

These documents are approved by the Committee and reviewed annually.

The Committee can alter those rules relating to construction and the race calendar at a meeting having given at least 14 days notice of any proposed changes to all teams registered for the year at that date so that they may comment and give their views (to the Secretary) which should be taken into account when making any decisions.

1.4 Registered Address

The registered address for the Federation shall be the home address of the Secretary and the Treasurer as elected at the AGM each year. If there is a vacancy the home address of the Chairman will be used in lieu. These will be published after the AGM.

Secretary email secretary@pedalcarracing.info
Treasurer email treasurer@pedalcarracing.info
Chairman email chairman@pedalcarracing.info

2 The organization

British Federation of Pedal Car Racing

2.1 Name

The organization shall be called: 'British Federation of Pedal Car Racing'

2.2 Aims

The aims of the Federation are to be:

- i) To promote and govern the sport of pedal car racing in the United Kingdom
- ii) To provide an opportunity for all age ranges to develop practical, technical and physical skills combined with social awareness.
- iii) To determine all car specifications for the British Championship Races.
- iv) To advise and co-ordinate a program of races for each calendar year.
- v) To discourage the setting up of races that could bring the sport into disrepute.
- vi) To prevent the sport from being exploited for pure monetary gain.
- vii) To provide equipment when available to help organisers of regional races.
- viii) To organise and administer the British Pedal Car Championships.
- ix) To encourage connections with other pedal car racing groups including overseas.

3 Annual General Meeting

3.1 Date

The Annual General Meeting shall be held annually in a location as central as possible to the majority of current and active members. The provisional date shall be set at the previous AGM

3.2 Notice

The notice of the meeting shall be posted on the BFPCR web site and Social Media pages at least 28 days prior to the date of the meeting stating the date, venue, time and the business to be conducted.

3.3 Agenda

The agenda for the Annual General Meeting shall be:

- To record attendance and apologies for absence.
- To approve the minutes of last years Annual General Meeting.
- To report on any actions taken arising out of that meeting.
- To receive a report from the Chair regarding the season
- To receive a report and accounts including annual fees Constitutional matters
- Election of an Officers (Chair, Secretary & Treasurer)
- Election of Executive Committee Appointment of independent examiner for Accounts
- Any other business previously notified to the Chairperson or Secretary
- To set the date for the next Annual General Meeting

3.4 Voting

Votes are cast on the following basis provided they are present at the meeting.

1 representative per race organizing team

Chairman

Secretary

Treasurer

Scrutineer

Competition Secretary

Publicity Officer

1 vote per currently active team (ie a team who has entered and raced at one or more races during the calendar year that the AGM falls

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the chair does not have a casting vote and the matter is taken not to have been carried

A secret ballot will be held if so called by the Chair or at least 2 members of those present.

3.5 Decisions of the Annual General Meeting

All decisions made at the meeting with regard to subjects raised by the membership shall be subject to ratification by the Executive Committee to ensure they don't adversely affect the financial viability, safety or nature of the sport.

3.6 Quorum

A quorum shall be a minimum of 1/4 of the members eligible to be present.

4 Extraordinary General Meeting

4.1 Date

At least 14 clear days notice shall be given of any EGM.

4.2 Calling of the meeting

An EGM may be called by the Chair, or by the Secretary on receipt of at least 4 members (teams not individuals) calling for such a meeting stating clearly the reason for such a meeting.

4.3 Notice

The notice of the meeting shall be so posted at least 14 days prior to the date of the meeting stating the date, venue, time and the business to be conducted. The notice shall be posted on the BFPCR web site and social media pages.

4.4 Agenda

The agenda for a Special Meeting shall be:

Apologies for absence
Purpose of the meeting

There shall be no other business included on this agenda other than items included by the Chair or Secretary as expedient at that time.

4.5 Voting

As per AGM

4.6 Quorum

As per AGM

5 Financial

5.1 Annual Accounts

The accounts shall be kept in a good and proper manner by the Federation Treasurer.

5.2 Independent Examination of Accounts

The accounts should be examined each year before the accounts are presented to the Annual General Meeting by an independent examiner **nominated by the Treasurer.**

5.3 Year end

The accounting period shall be a full year ending on the 31st December each year.

5.4 Cheques

All transactions shall be authorized by the Treasurer and one other Committee Member.

5.5 Insurances

The Federation shall keep in place the necessary insurances to cover those aspects of the sport for which the Federation is liable.

5.6 Asset register and property

The Treasurer shall keep a schedule of the assets and property of the Federation and shall include same with the Annual Accounts presented at the Annual General Meeting.

6 Election procedure

6.1 Nominations

Nominations for election to the Executive Committee shall be made either at the meeting being held or in advance (if the person is unable to attend) in

writing. In both cases there will need to be a proposer and seconder (both of whom need to be members) for each nomination.

6.2 Voting method

If there are more persons wishing to stand for election than places available an election shall take place. In this case a secret ballot will be held with one vote per member present at the meeting. The current Chair shall nominate two persons who should if possible be counted by two members who do not have a person standing for election to count the votes cast.

7 Committee

7.1 Make up of Committee

The Executive Committee shall comprise the following:

- i) **BFPCR Officers (Chair, Secretary, Treasurer, Vice Chair, Competitions Secretary and Website Manager)**
- ii) One place for each of the Race Organizers for each race in the ensuing season.
- iii) No less than 6 members and no more than 8 members elected at the Annual General Meeting and who are current members.

7.2 Co-option

The Committee may Co-opt a member to a vacant place during the year as long as the co-option does not increase the Committee beyond the make of the Committee as set out in 7.1 above.

7.3 Meetings

The Committee shall meet as often as is necessary but will meet at least on the following occasions:

- i) Immediately after the Annual General Meeting
- ii) Immediately before the start of the ensuing season

Other Executive Committee Meetings maybe called as necessary upon giving 14 days clear notice.

7.4 Responsibilities

The Executive Committee shall be responsible for the following:

- i) To manage & Administer the affairs of the Federation within Policy and the decisions made by the Annual General or Special Meeting.
- ii) To manage and organize the race calendar for the year
- iii) To manage and organize the rules relating to races, the championship and construction.
- iv) To keep accounts and the asset register.
- v) Administer the Annual General and Special Meetings.
- vi) **Send out paper copies of all entry forms together with a season guide to all teams who have raced in the previous 3 seasons prior to the season starting and no later than 8 weeks before the 1st race of the year**
- vii) To keep an up to date web page on the British Pedal Car

Championships.

- viii) To promote the sport.
- ix) To deal with the complaint's procedure.

7.5 Quorum

A quorum shall be a minimum of 1/2 of the members eligible to be present of which 2 must be either the Chair, Chair, Secretary or Treasurer.

8 The Officers

8.1 Election of Officers

At the first meeting of the Executive Committee following the Annual General Meeting such Committee shall elect the officers comprising Vice Chair, Competition Secretary, and Web Site Manager.

8.2 Chair

The Chair will lead meetings, co-ordinate views and ensure that the sport is progressing and running well.

8.3 Vice Chair

The Vice Chair will assist the Chair in his or her duties and to take over the Chair's role in his or her absence.

8.4 Secretary

The Secretary shall manage agenda and keep minutes of meetings, ensure all actions agreed are implemented (where possible) from the minutes, receive and give notices, ensure that the constitution is followed and updated, and keep membership informed of news.

8.5 Treasurer

The Treasurer shall keep proper accounts, manage the finances and banking for the Federation, maintain an asset register, bank income, pay bills and ensure that the Federation is viable and keep a membership list

8.6 Website Manager

To ensure the web site is up to date and meets current regulations

8.7 Responsibilities

The Officers are responsible for their areas of activity and are accountable to the Executive Committee.

8.8 Competition Secretary

To ensure circuits are booked for all races and to assist / oversee (?) individual race organizers in the provision of marshalling, scrutineering, timing & scoring, welfare facilities, catering and publicity as appropriate to the event

9 Race & construction Rules

9.1 Handbook

Each year a handbook will be prepared setting out the race information for the season.

9.2 Race rules

The Executive Committee will review the race rules each year and such rules will be published in a separate document to be published on the web site.

9.3 Construction

The Executive Committee will review the construction rules each year and such rules will be published in a separate document to be published on the web site.

10 Complaints Procedure

10.1 Introduction

The complaints procedure applies to all complaints received whether from members or the public.

10.2 Code of Conduct

The Code of Conduct will apply to all members, teams, officials and others who are involved in any way with the Association.

Each member, team, official and others shall:

- Be polite at all times.
- Shall not bring the sport into disrepute. Not cause any upset by any deliberate act.
- Not publish in any way any adverse comments about the sport.
- Not communicate in a threatening or rude manner to any person regarding the sport whether it be by writing, telephone, email, social media or any other means.

10.3 Procedure

A complaint shall only be recognized if it is presented in writing and sets out clearly the nature of the complaint and addressed to either the chair or the Secretary of the Executive Committee.

Upon receipt of the complaint the Executive Committee shall meet as soon as reasonably possible to discuss the complaint and the response to be given. The following procedure will be followed:

Both parties (person making the complaint and the person who is the subject of the complaint) shall be informed of how it is to be dealt with.

If the complaint shows that the person complained against has broken the code of conduct as set out in 10.2 above then the following sanctions will apply:

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- 1) On first offence - a warning letter to the team.
- 2) If the action continues or another complaint received within 12 months of first offence then a ban of 2 race meetings for the team or individual starting with the date of the Executive Meeting dealing with the complaint.
- 3) If the action still continues then a ban for the team or the individual from the remaining races in the current season and the whole of the next season will be imposed with no membership accepted from that individual or their team.

10.4 Decisions

The decision of the Executive Committee on such matters is final. However either party, on receipt of the decision, may seek to appeal to a Committee of Members (3 in number) as approved by the Chair.

10.5 Race complaints and appeals

With regard to any complaint about an individual race this should in the first instance be with the race organizer. If the race organizer is unable to resolve the matter then it shall be referred to the Secretary to take forward to the Executive Committee who shall deal with the matter.

11 Race Challenges

11.1 Individual races

The general rules that will apply to all race results shall be:

- (i) On an individual race day a challenge maybe made of a result within 15 minutes of the completion of that race. That challenge only affects the trophies issued on the day and does not in any way remove the right to challenge as per 11.2 below.

11.2 Challenges

Any team or member of a team may issue a challenge at any race (other than the last one of the season) within 48 hours of such race being completed (in addition to 11.1 above). Competitors are asked to raise any challenges on the day if at all possible.

If it is not possible then the method of dealing with such challenges is:

- (i) Such challenge shall be communicated to the Secretary by telephone, email or letter (not by social media within the time period specified).
- (ii) The Secretary shall gather the evidence and consult those involved and then make a recommendation to the Officers (Chair, Vice Chair and Treasurer) for approval.
- (iii) Such decision shall then be communicated by telephone, email or letter

- to the person or persons who brought forward the challenge.
- (iv) A full outline of the challenge procedure is attached.

11.3 Decision

The decision as issued formally by the Secretary after following the above procedure.

12 Media

12.1 Web Site

The Executive Committee shall keep an up to date web site in operation with all details published to enable the sport to be carried out in the best manner possible. Up to date full contact details should be included on the web site.

12.2 Face book

The Executive Committee shall monitor a face book page and ensure that no objectionable material is published, if it is so published to remove it as soon as possible.

12.3 Press coverage

All press coverage shall be issued with Committee approval.

13 Winding Up

13.1 Introduction

The Federation shall only be wound up if the current membership at an EGM agrees to do so. The rules regarding a quorum do not apply to this meeting. The Federation shall upon a majority vote then be wound up and shall remain dormant for 2 years before a final winding up order is issued.

13.2 Distribution

The funds of the Federation shall remain in a frozen bank account for 2 years from the Special Meeting after which they can be distributed to a charity nominated by the membership attending the EGM noted in 13.1 above.

14 Expenses

14.1 General

Expenses maybe paid as follows:

- (i) Expenses in incurred in the running of the Annual Meeting. (including venue).
- (ii) Expenses incurred in the proper running of the administration of the Federation by the Secretary or Treasurer.

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- iii) Expenses claimed by the race organizer of each event in the running of that event.
- iv) Expenses in the production of end of season trophies and or certificates as required.
- (v) Other expenses as approved from time to time by the Chair, Secretary or Treasurer in line with Federation Policy.

Any expenses payable may not be approved by a person receiving such monies.

14.2 Payments

Payments will only be made upon production of the appropriate receipt and as agreed by the Committee. Such payments need not be approved individually but as a policy of the Committee.

15 Signatories

15.1 Signatures/dates

This constitution is signed following its approval at the Annual General Meeting held on 17th November 2019:

ALAN Goodman	Chair
Rose Ralphs	Secretary

Dated 17th November 2019

17. LIST OF DOCUMENTS REFERRED TO IN CONSTITUTION:

- i) Construction of Pedal Cars Rules
- ii) Race Rules
- iii) BFPCR Handbook
- iv) Challenge procedure details