



Supplementary Document

2016 – 2023

The document records the selected options and additional procedures appropriate to the operation of Severn Valley Group in accordance of para 5.1 of the Groups Constitution. The options selected are listed below and are referenced by the appropriate paragraph of the Constitution for Groups issue 7 dated 22nd Oct 2016.

Group Administration.

- 5.2. The group committee shall comprise of not more than 15 and not less than 5 members.
- 5.7. Voting procedure at an AGM/EGM shall be by show of hands during the meeting and by ballot paper for election of committee members. Only members of Severn Valley Group are entitled to vote. Visitor must be segregated to avoid being counted by accident.
- 5.10. All Group Committee Members will serve for a period of 12 months or until the next AGM, where they can stand again for election to the Committee.
- 5.11. Option “a” has been adopted. Officers shall be elected by the group Committee from within the Committee at a Committee meeting immediately after the AGM/EGM.
- 5.20. Group members will be informed of a committee decision made at a Committee meeting being posted in the following format.
 - 1. On a Notice Board at rallies.
 - 2. On the Group Web Site.
- 5.21. A Quorum of Committee Members for emergency voting shall be not less than 4 containing at least one of the following, Chairperson, Vice Chairperson, Secretary, Treasurer or Rally Officer. Minutes are to be taken and distributed to the remainder of Committee within 7 days of the meeting.

Finance

- 7.1. The Funds of Severn Valley Group MCC are held against this name within Lloyds Bank Redditch Branch.
- 7.2. The policy for accounting for capital expenditure is by recording and maintaining on a computer spreadsheet held by the Treasurer of all purchases, write offs and depreciations, accounts are to be prepared and offered for verification by the 31st July each year to a nominated independent examiner at an AGM.
- 7.3. The Protected Fund of the Group shall not have more than 5% spent on any capital asset from the combined funds held in current or deposit accounts held against the group, without a minute being passed at an AGM/EGM or Committee meeting.



Supplementary Document (continued)

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7.4 The Chair person is authorised without the need of committee to spend up to £100 on two occasions per calendar year.

Committee meeting 05 April 2014 (min 2).

7.5. The person responsible for carrying and operating the music equipment at a rally shall be entitled to one free nights parking at a venue.

Committee meeting 30 Nov 2013 (min7)

Group Rally Site Management

9.10. Emergency Procedure, members are to activate hazard warning lights together with generating as much noise as possible by shouting and/or operating the vehicle horn until assistance arrives.

9.16 Procedure adopted for prevention of overcrowding at rallies, as called for in the Constitution of Groups 9.19

9.16.1. The size of venue is too small to accommodate all members likely to attend.

Option 9.17.3 accept no bookings, take first come first served until full.

9.16.2. The site is reduced in size due to adverse conditions to the site

Option 9.17.6 accept no bookings, take first come first served until full.

Passed at AGM dated 28/10/2

Chairman: Chris Windmill Signed _____

Revised Edition 23rd