

UAEOFFROADERS.COM OFFROADING CLUB



INDEX BY CLAUSE NUMBER.

- 1 **NAME:**
- 2 **FOUNDERS:**
- 3 **AFFILIATION:**
- 4 **HEADQUARTERS:**
- 5 **OBJECT:**
- 6 **SEASONS:**
- 7 **CLUB COLOURS:**
- 8 **MEMBERSHIP:**
- 9 **EXECUTIVE COMMITTEE:**
- 10 **OTHER OFFICE BEARERS:**
- 11 **MEETINGS AND FREQUENCY:**
- 12 **QUORUM:**
- 13 **POWERS OF THE CLUB COMMITTEE:**
- 14 **FUNDS:**
- 15 **BOOK OF ACCOUNTS AND RECORDS:**
- 16 **INTERPRETATION OF ALTERATIONS OF THE CONSTITUTION:**
- 17 **DISSOLUTION OF THE CLUB:**
- 18 **POWERS AND DUTIES OF THE EXECUTIVE AND CLUB COMMITTEE:**
- 19 **DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS AND CLUB COMMITTEE:**
- 20 **AMENDMENTS:**

1) NAME:

- a) The name of the Club shall be **UAEOFFROADERS.COM**

2) FOUNDERS:

- 1) **Khalid Almagboul**
- 2) **Taher Almagboul**
- 3) **Saeed Al Hamily**
- 4) **Amro Al Tamimi**
- 5) **Emad Al Tamimi**
- 6) **Lee Al Romaihy**
- 7) **John Crofts**

3) AFFILIATION:

- a) The Club shall be affiliated with Emirates Motor Sport Federation and The uaeoffroaders.com in accordance with those bodies Memorandum and Articles of Association and the Rules and By-laws and Regulations there under respectively
- b) The uaeoffroaders.com shall consist of those members, as per Clause 7, and of any other person or persons, which may be admitted to membership from time to time, subject to conditions as in hereafter, set forth.

4) HEADQUARTERS:

- a) The headquarters of the Club shall be nominally the residence of the CLUB CHAIRMAN elect.

5) OBJECTIVES:

a) The object of the Club shall be as follows:-

- i) Promote an attitude to offroading, based on self-discipline and respect for all members
- ii) Provide a healthy, safe and caring offroading environment.
- iii) Promote a Family Oriented environment for Offroading in the UAE
- iv) Assist in fostering a greater sense of community within the Emirate of Abu Dhabi
- v) Provide all members with qualified marshals who will provide excellent role models to the members.

6) SEASONS:

- a) Winter Season: Starting last weekend in October till last weekend April
- b) Summer Season: Starting First weekend in May till third weekend October

7) CLUB COLOURS:

- a) The colours of the club marshals shirts will be Red / Aqua.
- a. The Club Emblem on the front
 - b. The back will consist of uaeoffroaders.com and marshal
- b) The colors of the club members shirts will be beige or white
- a. The Club Emblem on the front
 - b. The back will consist of uaeoffroaders.com

. An example of the emblem is available on the cover page.

8) MEMBERSHIP:

- a) All members, shall upon joining the club be entitled to all privileges that the club can impart in accordance with the Constitution,
- b) As well as the members submission to the restrictions enforced and the penalties imposed to the Membership shall extend to the spouse and any guests of the members and such of the members' children who are under the age of eighteen (18) years and who have been duly registered.

9) EXECUTIVE COMMITTEE:

- a) The administration of the club shall be invested in an Executive Committee
- b) The Executive Committee will consist of members holding following position:-
 - Club Chairman
 - Founders.
- c) They shall hold Office until such a time their successors are appointed.

10) OTHER OFFICE BEARERS:

- a) These positions are subject to change at the discretion of the Executive Committee for the betterment of the Club
 - Treasurer
 - Events Fundraising Manager
 - Promotions / Marketing / Media Manager
 - IT Manager - Web Site
 - Marshal co-coordinator
 - Marshals

11) MEETINGS AND FREQUENCY:

- a) The club shall conduct its business at general meetings throughout the year. Such meetings shall be open to all Marshals of the club.
- b) The meetings shall be, Extraordinary General Meeting, General Meeting, Executive Committee Meetings
- c) Extraordinary General Meeting of all Club Marshals may be convened by the Executive Committee by giving seven (7) days' notice. Notice of this meeting to be published in the Marshals Section of the Forum.
- d) General meetings shall be held every two months from September though to August commencing at a time and place nominated from the previous meeting.
- e) Executive Committee Meetings shall be as required
- f) The Founders and Club Chairman / Manager shall be ex Officio members of all committees and shall be entitled to vote at all meetings
- g) Before all meetings an Agenda should be circulated to all Club Marshals and presented to the Club manager Two (2) days prior to meeting commencement.
- h) The Business to be transacted at a General Meeting shall be:-
 - Apologies for non-attendance
 - Reading and confirmation of the minutes of the previous meeting.
 - Business arising from the minutes of the previous meeting.

- Correspondence.
- Treasurers Report.
- Club Chairman / Managers Report.
- General Business

12) QUORUM:

- a) The Quorum for General Meetings of the Club shall be not less than Seven (7) Members.

13) POWERS OF THE CLUB COMMITTEE:

- a) **The Club Committee shall consist of Founders, Club manager, In addition, the Club Committee shall have the power to co opt onto the committee any person they see fit. The Club Committee shall have the power to fill any vacancy arising between Annual General Meetings of the Club.**
- b) **ABSENCE**
i) All marshals are requested to attend meetings and if unable please provide a good and sufficient reason for his/her absence
- c) **MANAGEMENT**
i) The affairs of the Club shall be controlled and managed by the Executive Committee.
- d) **MISCONDUCT**
i) The Executive Committee shall have the power to deal with / adjudicate on any written complaint made to it of misconduct of any Marshal or Club Member, provided that the complaint is of misconduct detrimental to the policy, interest and/or welfare of the Club.
- e) **POWER TO CITE**
i) the Executive Committee shall have the power to cite or show cause to appear before the Executive Committee any Marshal or Member of the Club against whom a complaint of misconduct or any other infringement of the By Laws and Constitution of the Club shall have been laid and after proper inquiry therein shall adjudicate.
- f) **NOTICE TO APPEAR**
i) In all cases where the Executive Committee requires a Club Marshal or Member to appear before it, a minimum of Seven (7) days notice in writing is required. Proof of email shall be proof of delivery.
- g) **RIGHT OF QUESTION**
i) The Executive Committee may call upon any Member of the Club to attend any meeting to reply to any relevant question that may be put to him/her and to produce any letters, papers or books. Should he/she fail to comply without reasonable excuse or to answer any relevant questions or make misleading statements he/she may be disqualified from the Club.
- h) **DISQUALIFICATION**
i) When a Club Member is disqualified from Membership of the Club, Such disqualification shall automatically operate and notice of disqualification shall be forwarded to the Club member by pm or email .
- i) **PUBLIC STATEMENTS**
i) Only the Founders, Club Manager shall have the Power to make public statements regarding any aspect of the Club. However, the Executive Committee may appoint any person to make public statements of any Club activities.

14) FUNDS:

- a) The Executive Committee shall have sole control of the funds and assets of the Club,
- b) The Treasurer shall submit all accounts to the Executive Committee
- c) The Executive Committee shall have the power to demand to see any receipt and or any other book of accounts at any time.
- d) The Treasurer, or in his/her absence a Member of the Executive Committee, shall issue an official receipt for any monies received and each Club Member is to ensure that he or she receives an official receipt for all monies paid to the club.
- e) The failure of the Treasurer to produce the books of accounts as detailed above, shall result in his/her automatic suspension from duty until the books of accounts are duly produced.
- f) Payment of all monies must be made direct to the Treasurer, by marshals or members , for any bulk quantities of merchandise

15) BOOKS OF ACCOUNTS AND RECORDS:

- a) The Treasurer shall keep a proper set of books in the manner prescribed by the Executive Committee. Such shall be produced when and where directed by Executive Committee

16) INTERPRETATION OF ALTERATIONS OF THE CONSTITUTION:

- a) The Executive Committee shall be the sole interpreters of the Constitution or By Laws and such interpretation shall be binding until a notice of motion. This constitution may be amended at an Extraordinary General Meeting called for that purpose.
- b) Notice of resolution to be proposed at any General Meeting to add, rescind or amend any By Law or of any other business proposed to be transacted at an any Extraordinary General Meeting, other than the ordinary business shall be given in writing together with the name of the Proposer and Seconder and shall state what By Laws it is proposed to add, rescind or amend, giving details of the amendment to the Executive Committee at least four (4) weeks prior to the meeting to allow seven (7) days' notice to each member of the Club Committee.
- c) Posting of the notice with a copy in the Club Records shall be deemed to be proof of delivery.
- d) The Notice of motion shall date from the Meeting at which it is handed in.
- e) Voting on such amendments shall be carried by a majority of at least two thirds of the votes cast.
- f) Once a Notice of motion to rescind a previous motion on the same subject has been defeated no further notice of motion shall be considered until after the expiration of three (3) months and no such motion shall be carried unless by two thirds majority of the Voting Members Present.

17) DISSOLUTION OF THE CLUB:

- a) The club may be dissolved at any Extraordinary General Meeting provided a resolution for the dissolution of it shall have been delivered to the Club manager at least twenty-eight (28) days prior to the date of the Extraordinary General Meeting.
- b) Upon receipt of such a resolution the Club Chairman / manager shall forward to Founders a copy of the resolution at least fourteen (14) days prior to the Meeting at which the resolution is to be voted upon.
- c) The Quorum for such a meeting shall be no less than fifteen (15) founders / marshals
- d) A resolution shall be deemed carried upon its securing at least a two thirds majority of all votes cast
- e) Upon a resolution being passed, the Executive Committee shall proceed to realize the assets of the Club and shall from the proceeds of the sale and any other monies discharge the Club's Liabilities.
- f) Should there be a surplus of funds, such surplus shall be forwarded to Founders

- g) Upon such division and payment of funds, the Club shall be dissolved.

18) DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS AND CLUB COMMITTEE:

CLUB CHAIRMAN

Responsibilities:

- a) Overview the management and administrative operation of the Club and provide leadership and support to all its Members**
- i.) Chair Meetings in the absence of the Founders
 - ii.) Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in the Club
 - iii.) Be unbiased and impartial, give clear direction and set an example for others to follow.
 - iv.) Be an effective and efficient Manager, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
 - v.) Represent the Club at a Local, District and Regional level in a Positive and Professional Manner.
 - vi.) Keep informed of all Club Activities and know about future initiatives.
 - vii.) Ensure the list of Responsibilities delegated to the Club Marshals and various Office Bearers are widely Communicated and Understood.
 - viii.) Have a good and clear understanding of the Club Rules, the Constitution and the Responsibilities of the Various Office Bearers.
 - ix.) Ensure the Club Rules, Constitution and By Laws are respected and Observed by everyone involved.
 - x.) Encourage Members and Officials to abide by the uaeoffroaders Policies, Procedures and Code of Conduct.
 - xi.) Maintain an overview of the Clubs Strategic Planning Initiatives.
 - xii.) Ensure at all times the Management of the Club remains Positive and Progressive and the Objects and aims of the Club are Respected and Observed.
 - xiii.) Be prepared to make difficult decisions on behalf of the Club if necessary and insist on all members respecting and abiding by the Clubs Discipline Provisions.**

SECRETARY

Responsibilities:

b) Be responsible for the Efficient Management, Co-ordination, Communication and smooth running of all Administrative Tasks.

- i.) Provide a Communication Link between Members, the Club Committee and Outside Agencies
- ii.) Ensure proper handling of all Correspondence and Record Keeping.
- iii.) Clear the Mailbox regularly and before Committee Meetings so the Correspondence can be Distributed and dealt with at Meetings.
- iv.) Record all Inward and Outward Correspondence and Acknowledge where necessary.
- v.) Present lists and identify all items of correspondence at Committee Meetings that requires discussion and identify all main points.
- vi.) File copies of all correspondence and retain for three (3) years
- vii.) Represent the club at all General Committee Meetings
- viii.) Communicate all matters of importance from, General Committee Meetings and other places and organizations to Club Members
- ix.) Maintain Confidentiality on relevant and Delicate Matters
- x.) Have a good working knowledge of meeting procedures
- xi.) Have a good understanding of the Club Constitution, Club Rules and Regulations and Responsibilities of all Office Bearers.
- xii.) Be aware of the Future Directions and Plans of Club Members
- xiii.) Co-operate with and assist the Club Coordinators and other Office Bearers with their Responsibilities.
- xiv.) Is the Coordinator for the Clubs Strategic Planning Initiatives.
- xv.) Support and encourage all Club Members to Respect and support the Club Policies and procedures and Codes of Conduct.

TREASURER:

Responsibilities:

c) Be Responsible for the Financial Management of the Clubs Accounts and Financial Dealings

- i.) Keep the Committee Informed of all financial trends and any areas of concern.
- ii.) Issue Receipts
- iii.) Keep up to Date Accurate Records of Income and Expenditure.
- iv.) Be Responsible for ensuring that Adequate Accounts and records exist regarding the Clubs Financial Transactions.
- v.) Be fully aware of the financial Position of the Club at all times.
- vi.) Do not support other Club Members handling, paying out or otherwise dealing with Club Funds, without your knowledge.
- vii.) Prepare budgets for the forthcoming year describing potential sources of income and expenditure
- viii.) Present regular breakdowns of income and expenditure to the Committee.
- ix.) Prepare and present financial statements to club committee and AGM.
- x.) Have a sound knowledge of the Club Constitution, Club Rules and regulations
- xi.) Be aware of the clubs future plans and development initiatives.
- xii.) Ensure Annual returns and statements of Accounts are filed as required.
- xiii.) Be able to work in a logical orderly manner, keep good records and carefully handle money and regular time periods to maintain clubs books of account.

EVENTS / FUNDRAISING MANAGER

Responsibilities:

- a) **To form and supervise Events / fundraising Committee and organize the Purchase of merchandise, Clothing and members apparel.**
 - i.) Develop a Fundraising Strategy for the Club
 - ii.) Ascertain need, locate suppliers and promote appropriate Merchandise for resale.
 - iii.) Form a fundraising committee.
 - iv.) Set fundraising goals for the Club.
 - v.) Organize activities and functions for the Club to raise finance.
 - vi.) Supervise Volunteers working in the fundraising Committee.
 - vii.) Prepare rosters for Volunteers assisting with fundraising Activities.
 - viii.) Ensure all material required for Events / fundraising are ordered and available.
 - ix.) Liaise and work with Club Secretary and with treasurer in obtaining quotes, orders and the purchase of Orders and other clothing (members and committee) as requested and authorized by the Executive Committee.
 - x.) Supervise the collection of all monies raised and payment to the Treasurer.
 - xi.) Assist Marketing Manager in arrangement of Sponsorship.
 - xii.) At end of each function or activity reconcile all funds raised with Treasurer
 - xiii.) Maintain records of Donations Received and successful Events for future reference.
 - xiv.) Maintain appropriate fundraising records as required by the Treasurer.
 - xv.) Keep the committee informed of all relevant Matters.

PROMOTIONS / MARKETING / MEDIA MANAGER

Responsibilities:

- b) Understand the principles of Marketing, Sponsorship and Media and present the Club in the Best possible light.**
- i.) Develop and Implement a Public Relations Program to better Market and Promote the Club.
 - ii.) Ensure the Club receives maximum promotional exposure in all spheres.
 - iii.) Advertise all the positive aspects of the Clubs Activities
 - iv.) Write Media releases concerning upcoming events, Interesting personalities and Club Achievements.
 - v.) Arrange for Advertising of Sponsors through the Club Website.
 - vi.) Assist in the Publication of Club Public statements and Reports.
 - vii.) Coordinate arrangements for Press Media coverage of Clubs News Releases on Functions, members and Recruitment and create a Positive Public Awareness of the Club and its Activities.
 - viii.) Act as a Liaison Officer for Media at all events.
 - ix.) Be familiar with all Media Personnel.
 - x.) Liaise with Club Members and Local Media to Promote the Club.
 - xi.) Keep the Committee informed at all times.

IT MANAGER

Responsibilities:

- c) Be responsible for the proper management of the Clubs website and special Events required by the Committee.**
- i.) To keep the website user friendly.
 - ii.) Prepare a report for all meetings on website activity.
 - iii.) Ensure that Website is continually working during the season.
 - iv.) Keep the Committee informed of all relevant matters.

MARSHAL CO-ORDINATOR

Responsibilities:

- d) Encourage marshals within the Club to recognize their value and importance in regard to the development of members and other club Officials.**
- i.) Ensure Marshals are kept up to date with club policies and procedures. And have supplies of all required paperwork to hand to members
 - ii.) Provide appropriate information to the Club Secretary to ensure records of Club marshals activity
 - iii.) Ensure the enjoyment of activities for both marshals and Members
 - iv.) Arrange appropriate training, training locations, days and times.
 - v.) Foster Club spirit amongst all Marshals and encourage them to participate in a sporting manner.
 - vi.) Roster Marshals on a monthly basis for trips.
 - vii.) Encourage maximum participation.
 - viii.) Liaise with other Committee Members regularly.
 - ix.) Have a sound understanding of the uaeoffroaders.com policy's and procedures
 - x.) Be aware of the future directions and plans of the Club.
 - xi.) Ensure the Clubs Codes of Conduct, policies and procedures are respected and supported by all Marshals, Members.
 - xii.) Keep the Committee informed of all relevant matters.

MARSHALS

Responsibilities:

e) Provide a high level of Training procedures and advice within the Club

- i.) To inform marshal coordinator of preferred trips what days / what grade of trip / preferred time
- ii.) Arrange appropriate training / training locations and days and times for members
- iii.) To place at least one (1) trip a month
- iv.) Encourage members and other club support officials to abide by the Rules and Regulations of the Club
- v.) Encourage members and other club officials respect and support the Club Code of Conduct..
- vi.) Ensure the members have the various equipment required: recovery gear / radios
- vii.) Explain to members the importance of safety, code of conduct , distance.
- viii.) Have a good working knowledge of the Club Constitution and Club rules.
- ix.) Be aware of the future directions of the Club.

30) AMENDMENTS:

THERE ARE NO AMENDMENTS OR ADDITIONS AT THIS TIME OR EDITION