



# Club Constitution

*Effective 01/01/2026*

## 1. Name & Terminology

The name of the club shall be “Focus MK1 Preservation Club”, referred through this document as “The club”.

The traditional “Committee” title is known as the “Management Team”.

The traditional “Chairman” title is replaced with “Founder”.

## 2 GENERAL

### 2.1 THE PURPOSE

The club is a non-profit making unincorporated organisation dedicated to supporting the preservation and enjoyment of every Ford Focus MK1 in original or near-original condition produced between 1998 and 2008 in different markets. The main aim is to support quality ownership experiences for members in a welcoming and friendly community with plenty of advice and assistance in preserving, maintaining and restoring their example/s.

The club orchestrates the following functions:

- i. Provision of a website at [www.mk1preservation.club](http://www.mk1preservation.club)
- ii. Management of two Facebook groups
- iii. Organising of national events for member participation
- iv. Provision of local area events (subject to the AO being in place)
- v. Providing technical advice and assistance
- vi. Promote the availability of parts and spares for the car
- vii. Provision of club merchandise.
- viii. The potential to offer classic car insurance discounts
- viii. Ensures that appropriate public liability cover is in place for events.

### 2.2 CLUB ASSOCIATION

- i. The club may at the discretion of its leadership, be affiliated to, or associated with, any association or body which carries on similar activities of

those declared above so long as there is no conflict with the club constitution or rules of the club.

ii. This club is an independent organisation and not part of Ford Motor Company nor affiliated or endorsed by Ford Motor Company in any manner.

### **3 CLUB FINANCES**

#### **3.1 ACCOUNT & PROFIT**

i. The club founder is responsible for the clubs financial accounting records and maintains the clubs business account.

ii. The club's business account is on Paypal, username - [paypal.me/mk1preservationclub](https://www.paypal.me/mk1preservationclub)

iii. Any receipts/invoices of any items purchased for the club shall be retained by the founder to maintain records of income, expenditure, assets and liabilities of the club.

iv. The club may occasionally make an operating profit on certain areas of its business scope. Any such profit will be reinvested back into the club to support some of its functions as outlined above.

#### **3.2 ANNUAL FINANCIAL AUDIT**

i. Club finances will be subject to an audit every 12 months to establish the amount of funds available for the following year and if any changes need to be made to ensure adequate reserves.

ii. The club's financial year is from January 1st to December 31st.

iii. The club's financial account will be published for all members to view in January for the previous financial year.

### **4 MEMBERSHIP**

#### **4.1 CANDIDATES FOR MEMBERSHIP, RENEWAL & CANCELLATION**

i. Anyone in the UK or overseas, with or without a MK1 can apply for membership.

ii. Membership shall be for 12 months from the time of approval of membership or renewal of membership.

iii. Membership fee will cover the member and household. The fee is payable at the time of application and is slightly higher for overseas members due to transaction fees from currency conversion.

iv. Applicants must complete the application form and submit this together with the appropriate fee.

v. **Membership is only granted once a membership number has been issued to the member.**

vi. In the event of membership or renewal being refused the fee will be returned to the applicant, management has the discretion to refuse entry without the need to give a reason.

vii. Any member wishing to resign their membership must notify the founder. Refunds for remaining months on a pro-rata basis is discretionary.

viii. Any changes to the amount of subscription will be agreed by club management and 6 months notice will be given until that new subscription amount is rolled out for new memberships and renewals.

### 3.2 MEMBERSHIP REGISTER

i. The club will keep a register of its members. The register will contain information in which the member supplied on their application form. The register will be held on a secure password protected file.

ii. The club is regulated by the General Data Protection Regulation (GDPR) Act 2018. Information provided by members may be shared with club management for **only** the purposes of administering the club. The club will not sell or otherwise disclose information for the purpose of marketing or any other function not in pursuance of the club's main aims, see "General Privacy Policy".

iii. The Member responsible for the register and its information is the club founder who carries out the traditional "Club Secretary" duties.

### 3.3 MEMBERSHIP CANCELLATION

i. If the club management considers that any member's activities or conduct is a contrast to the interest, aims or spirit of the club, then communication will be initiated from the club founder to gain an understanding of the situation and outline the expectations of both parties.

ii. After communication, the founder will feedback to the club management regarding the situation. A decision will then be made.

ii. If a unanimous decision is made to cancel a membership then this decision is final and will be communicated in writing to the member with the reason. A refund of remaining membership subscription on a pro-rata basis is completely at the discretion of the founder.

iii. Equally if any subscription is unpaid by a month then a decision to cancel a membership will be made by the management.

iv. Depending on the circumstances of the membership cancellation, this can result in a permanent ban for the individual and therefore cannot rejoin the club.

## 4 THE CLUB MANAGEMENT

### 4.1 MANAGEMENT TEAM

i. The club is managed by a team of committed enthusiasts, most of who originally formed the club.

ii. The management team has full control of the day to day running of the club.

lii. The management team are the representatives of the club's name, mission and reputation on behalf of its members.

### 4.2 MANAGEMENT MEETINGS AND RULES

i. The club management stay in weekly contact and regularly meet to discuss the club's progress and any challenges it faces.

ii. The club management may from time to time, make, alter and repeal the rules of the club, to maintain and improve the club's offerings and structure in line with future challenges. Appropriate communication will be made with members.

### 4.3 MANAGEMENT MEMBERS & ROLES

i. The Management team currently consists of:

Role	Name	Duties
Founder	Andrew Darby	Memberships, Events, Finances & Merchandise
Admin	Alex Loveday	Main Facebook Group & Petrol Technical Support
Moderator	Adam Wilson	Main Facebook Group & Diesel Technical Support
Moderator	Michael Searby	Main Facebook Group
Moderator	Dave Booth	Main & Sales/Spares Facebook Group
Moderator	Tony Dean	Sales/Spares Facebook Group
Parts Advisor	Mathew Cain	Sales/Spares Facebook Group & Parts Advisor
Technical	Craig Shovlin	Technical Support & Repair & Restoration Services
I.T Admin	Jack Brierley	Website Management & Social Media Support

## 5 AREA ORGANISERS

- i. The club will promote representatives to arrange local events within their local area. They are Area Organisers, AO for short.
- ii. Every AO is responsible for the correct running of their area according to the “AO Guidelines” document.
- iii. The management will supply as much help and encouragement as is possible to help promote the club through local areas.
- iv. The club will maintain a line of communication from the founder to the AO. A Facebook messenger group has already been set-up for all AOs.
- v . Area funds may be given when required to pay for local events out of the clubs main fund, subject to available funds at that time.
- vi. All events will be covered by our own public liability insurance. A copy will be given to all AOs to take to local events.

## 6 CLUB WEBSITE

- i. The club has a website located at [www.mk1preservation.club](http://www.mk1preservation.club)
- ii. All members will be given access to the member-only area using a username and password.
- iii. Non-members can browse the public section of the website which showcases what the club is all about.

## 7 FACEBOOK GROUP ACCESS

- i. As part of club membership, members will have full access to both club-managed Facebook groups. The main group is called “Focus MK1 Preservation Club” and the dedicated sales group is called “Focus MK1 Preservation Club Sales & Spares”.
- ii. Members need to request access to the main group first and agree to the club rules on its usage. Once approved by the admin team the member can request to join the “Sales & Spares” group.
- iii. Access to the Facebook group is conditional based on considerate conduct towards fellow members. Any member considered to be falling below this standard will be contacted and could potentially lead to cancellation of membership.

## **7 CLUB TROPHIES**

The club wants to encourage active participation in the National Events which are large gatherings open to every member regardless of location and distance. As a light-hearted competition to recognise something special; whether car, owner or story, a “Car of the Day” glass trophy is presented at each event for that member to keep. The decision is made by all attending club management on the day.

## **8 CLUB MERCHANDISE**

- i. The club will endeavour to offer a small range of club merchandise to its current members. Any profits are reinvested into the club to support its activities as mentioned in section 2.1
- ii. Any merchandise remains the property of the club until payment from the member has been received in full.
- iii. The club maintains a dedicated sales email for any enquiries regarding merchandise.
- iv. Any defects or issues with the merchandise purchased can be rectified by contacting the club through the sales email in which we will endeavour to resolve the problem.
- v. The purchase of club merchandise shall have no effect upon the statutory rights of the buyer.

## **8 CLUB BADGE, NAME & COPYRIGHT**

- i. The name and logo of the club shall appear conspicuously on all documents, publications and other written communications issued by the club, and on its behalf.
- ii. No official or member of the club shall be permitted to use the name, badge, property or other assets of the club for private purposes without the prior approval of the founder.
- iii. Members shall not conduct any activities using the club’s name and/or badge without the written consent of the founder.
- iv. Members shall not use the club’s name and/or badge in any communication with any organisation, authority or person without the written consent of the founder.
- v. Written consent could take the form of an email or text message.
- vi. The club website and badge are protected by Copyright. The badge shown below is registered with the UK Copyright Service.

## 9 CLUB BADGE ©



## 10 CLUB CONSTITUTION AMENDMENTS

- i. The constitution of the club may be altered at any time.
- ii. All alterations to club rules shall be communicated to members.
- iii. Members shall be furnished with a copy of the constitution upon request. A copy shall be published on the club website.

## 11 AGREEMENT OF CLUB TERMS & CONDITIONS

By applying to join the club, prospective members are agreeing to abide by all the terms and conditions outlayed in this document.