



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”.

The term “Rest of the World” refers to members outside the UK.

The term “AO” means “Area Organiser”

2 GENERAL

2.1 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 2009 around the world. 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 currently orchestrates the following functions:

- i. Provision of a website & archive
- ii. Provision of a *Facebook* group
- iii. Provision of national events
- iv. Provision of local area events
- v. Providing technical advice and assistance
- vi. Promote the knowledge and availability of parts
- vii. Provision of merchandise
- viii. Provision of public liability cover

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 affiliated, endorsed or a part of the Ford Motor Company.

3 CLUB FINANCES

3.1 ACCOUNTS

- i. The club founder is responsible for all financial accounting records and maintains the club's business account.
- ii. The club has a PayPal business account which offers easy payment options with competitive fees.
- 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 is reinvested back into the club to support its functions as mentioned in section 2.1, hence the term “non-profit”.

3.2 ANNUAL FINANCIAL AUDIT

- i. Finances will be subject to an audit every December 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 financial year is from 1st January to 31st December.
- iii. The club will publish the annual financial audit every January for all members to view.

4 MEMBERSHIP

4.1 CANDIDATES FOR MEMBERSHIP, RENEWAL & CANCELLATION

- i. Anyone in the UK or overseas can apply for membership.
- ii. Membership is rolling, so new members can join at any time.
- iii. Membership shall be for 12 months from the date of payment being received.
- iv. Membership will only cover that member.
- v. We only offer **Full memberships** and **Family memberships**.
- vi. Family memberships are only available to family members **within the same household** when someone in the household has a **full membership**. This 50% discounted fee is chargeable **per family member**.
- vii. Membership fees are slightly higher for “Rest of the World” members due to transaction fees from overseas payments.
- viii. Applicants must complete the application form and submit the payment.
- ix. In the event of membership or renewal being refused the fee will be returned to the applicant, the founder has the discretion to refuse entry without the need to give a reason.
- x. Any member wishing to cancel their membership must notify the founder at info@mk1preservation.club A refund of any remaining membership fee on a pro-rata basis is completely at the discretion of the founder.
- xi. If a change to the membership fee is proposed and agreed by all club management, this will be announced in September. The change will be implemented from 1st January the following year.

4.2 MEMBERSHIP REGISTER

- i. The club will keep a register of all its members. The register will contain information in which the member supplied on their application form. This is contained within a third-party system which has strict firewalls.
- 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 GDPR compliance is the founder who carries out traditional “Club Secretary” duties.

4.3 MEMBERSHIP CANCELLATION

- i. If the club management considers that any member's conduct is a contrast to the aims or spirit of the club, then communication will be initiated from the 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.
- iii. If a unanimous decision is made to cancel a membership, this is final and will be communicated in writing to the member with the reason. A refund of any remaining membership fee on a pro-rata basis is completely at the discretion of the founder.
- iv. Members who've had their membership cancelled by the club cannot return to the club at any point in the future.
- v. If any membership is overdue by a month, the membership will be cancelled.

5 THE CLUB MANAGEMENT

5.1 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.

5.2 MANAGEMENT COMMUNICATION AND RULES

- i. The club management stays in weekly contact to discuss the club's progress and any challenges it faces.
- ii. The club management may occasionally create, change and repeal the club rules to maintain and improve its structure and offerings in line with future challenges. Appropriate communication will be made with members.
- iii. The club management gathers once a year to discuss the general running of the club and anything that requires changing and improving for the benefit of all members.

5.3 MANAGEMENT MEMBERS & ROLES

i. The management team currently consists of:

Club Role	Name	Duties
Founder	Andrew Darby	Memberships, Events & Finances
Merchandiser	David Harding	Merchandise
Media Admin	Jack Brierley	Website & Archive Management
Facebook Administrator	Alex Loveday	Facebook Management & Petrol Support
Facebook Moderator	Adam Wilson	Facebook Moderator & Diesel Support
Parts Advisor	Matthew Cain	Parts Advisor
Professional Services	Craig Shovlin	Support, Repair & Restoration Services
Facebook Moderator	Tony Dean	Facebook Moderator (Buy & Sell)
Facebook Moderator	Dave Booth	Facebook Moderator (Buy & Sell)
Facebook Moderator	Michael Searby	Facebook Moderator (Supporting)

6 REGIONAL AREA ORGANISERS

i. The club will promote members who volunteer their time to organise small-scale club events or meetings in their local region. They are known as “Area Organisers”.

ii. Every AO is responsible for the running of their area according to the “AO Guidelines” policy.

iii. The management will supply as much help and encouragement as is possible to help promote the club through local areas.

iv. The founder will maintain communication with all AO's.

v. Area funds may be given when required to pay for local events out of the club's finances, subject to available funds at that time.

vi. All events will be covered by our own public liability insurance. A physical copy will be given to all AOs to take to local events.

7 CLUB WEBSITE

- i. The club has a website located at www.mk1preservation.club, this helps promote the car, the club, the community and the benefits of membership.
- 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 the car; the club and includes a buyers guide.

8 FACEBOOK GROUP ACCESS

- i. As part of club membership, all members will have full access to the club *Facebook* group called "Focus MK1 Preservation Club".
- ii. Members need to request access to the group and answer membership verification questions to validate membership.
- iii. Continued 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 complete cancellation of their membership.

9 CLUB AWARDS

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 award to recognise something special we have two trophy awards to present in the afternoon of each event. The first trophy is "Car of the National" which can be a combination of a car's presentation, condition and story. The second trophy is the "Special Member Award" which recognises amazing members in the community for their enthusiasm and dedication to the community. The decision is made by all attending club management on the day.

10 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 at sales@mk1preservation.club for any enquiries regarding merchandise.

iv. Any defects or issues with purchased merchandise can be rectified by contacting 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.

vi. The club accepts all online-payment tyres like credit/debit card, Apple pay or PayPal. The club is a **cashless** organisation, no cash is handled!

11 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 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 from the founder can be an email or text message.

vi. The club website and badge are protected by Copyright. The emblem shown below is registered with the UK Copyright Service.

12 CLUB EMBLEM ©



13 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 available to download from the club website.

14 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.