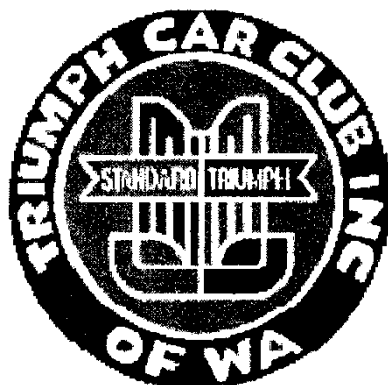


Triumph Car Club of Western Australia (Inc.)



Constitution Revised Edition

2018

RULE I - GENERAL

1. NAME

The name of the organisation shall be Triumph Car Club of Western Australia (Inc.), abbreviated to T.C.C. of W.A. (Inc.), hereafter called the Club, incorporated as the association under the Associations Incorporation Act 2015 (the Act).

2. ADDRESS

The address of the Club shall be P.O. Box 440, Bayswater. W.A. 6053 or other place as the Executive Committee (committee) shall from time to time determine.

3. OBJECTS

The principal objects for which the Club is established are:

- 3.1 To promote the sport and pastime of motoring with particular reference to Triumph and Standard motor vehicles.
- 3.2 To provide for the maintenance of Registers of individual types of Triumph and Standard motor vehicles.
- 3.3 To encourage the perpetuation of the marque.
- 3.4 To promote, organise, and hold motor car competition events such as gymkhanas, reliability trials, speed trials, speed hill climbs, motorkhanas and other events and to offer prizes and awards for such events.
- 3.5 To organise and hold such social events as deemed necessary or desirable to promote positive Club spirit and enjoyment of Club membership.
- 3.6 To organise and hold exhibitions and car shows.

4. DISSOLUTION

- 4.1 If upon the winding up or dissolution of the association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.
- 4.2 If upon the winding up of the association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members or former members. but shall be given or transferred -
 - a) to another association incorporated under the Act which has similar objects, or
 - b) for charitable purposes.Which association or purposes, as the case requires, shall be determined by resolution of the members.

5. OFFICERS

- 5.1 The elected officers of the Executive Committee shall be:

President
Secretary
Treasurer
Competition/Event Secretary
Social Secretary
Publicity Officer
Magazine Editor and
at least two (2) Committee Members.

- 5.2 The appointed officers of the Club shall be:

Auditor
Catering
Concessional Licence Inspector
Concessional Licence Registrar
Librarian
Photographer
Regalia
Membership Officer

- 5.3 The Term of Office of elected and appointed officers of the Club shall be one (1) year as laid down under Rule IX.
- 5.4 All ballots for the election of Executive Committee Members as in Rule I.5.1 or for appointment of the Auditor at an Annual General Meeting or an Extraordinary General Meeting, shall be by secret ballot.
- 5.5 Upon election the Executive Committee shall appoint officers as in Rule I.5.2, except for the Auditor.
- 5.6 No person shall hold more than one (1) office at any one time, except as may be decided by majority vote of the Executive Committee.
- 5.7 Upon election the Executive Committee shall assume the power to appoint suitable persons to the duties of any vacant elected or appointed Executive Committee position, and the power to fill any casual vacancy occurring thereafter as provided for in Rule III.3.

6. COMMON SEAL

The Common Seal of the Club, engraved with the name of the Club shall be kept in the care of the President. The seal shall not be used or affixed to any deed or other document except pursuant to the resolution of the Executive Committee and in the presence of the President and two (2) members of the committee, both of whom shall subscribe their names as witnesses.

7. FINANCIAL YEAR

The Financial Year shall commence on the first day of July and shall expire on the thirtieth day of June the following year. Such renewal of subscriptions shall be paid within 1 calendar month of falling due or that member's financial status shall lapse.

8. NON-PROFIT

The property and income of the association shall be applied solely towards the promotion of the objects or purposes of the association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the association, except in good faith in the promotion of those objects or purposes.

RULE II - MEMBERSHIP

1. GENERAL

Any person who supports the objects of the Club as set out in Rule I.3.1 to 3.6 is eligible to apply to become a member of the Club as provided by Rule II.2.1 to 2.4 inclusive, and Rule II.4.1 upon payment of the relevant joining fee and subscription and/or levies, as laid down by the Executive Committee from time to time on or before the date of the Annual General Meeting preceding the end of the financial year. Provided, however, that persons who have not reached the age of 15 years are not eligible to apply and that persons applying for Membership after the thirty-first (31) day of December and before the thirtieth (30) day of June of any year shall pay the relevant joining fee and a subscription a fee set by the Executive Committee.

2. CLASSIFICATIONS

2.1 Single Membership

A person who owns, either outright or co-jointly or is the beneficial owner of a Triumph or Standard Vehicle. The period of single membership expires on the thirtieth (30) day of June each year or under Rule II.7 (Expulsion/Resignation) and is renewable by the payments as in Rule II.5

2.2 Joint Membership

A person who, together with another member of the same family domiciled together, owns, either outright or co-jointly or is the beneficial owner of a Triumph or Standard Vehicle, is eligible to apply for Joint Membership. The period of joint membership shall be as specified by Rule II.5.

2.3 Country Members

A person who owns, either outright or co-jointly, or is the beneficial owner of a Triumph or Standard Vehicle, and whose normal place of residence exists outside a circle one hundred and fifty (150) kilometres radius centred on the Perth GPO. The period of country membership shall be as specified by Rule II.5.

2.4 Associate Members

Any non-Triumph or Standard owning person, Company or Corporation which the Executive Committee deems to promote/support the "objects" of the Club constitution. The period of associate membership shall be as specified by Rule II.5.

2.5 Life Membership

Any person who has rendered extraordinary service to the Club may have life membership conferred on him or her by a ninety percent (90%) ballot vote at an Annual General Meeting.

2.6 Honorary Membership

A person who, in the opinion of the Executive Committee, has contributed sufficiently to the Club as to deserve special recognition. The period of honorary membership expires on the thirtieth (30) day of June each year.

2.7 Club Patron

A person or persons who, having agreed to provide financial support to the Club by whatever means as may be determined the Executive Committee, is named as Club Patron for that financial year.
Any person so nominated by the committee shall be offered and accept such position, and the subsequent election must be by majority vote of the Executive Committee. The period as Club Patron expires on the thirtieth (30) day of June each year.

2.8 Corporate Membership

A business partnership, Company or Corporation in the name of which is registered a Triumph or Standard motor vehicle(s). The period of corporate membership shall be as specified by Rule II.2.1.

3. RIGHTS OF MEMBERS.

3.1 All members in any class provided for in Rule I.2, including individual members holding Joint Membership, shall be entitled to vote at any meeting of the Club with the exception of any meeting of the Executive Committee where voting is in accord with Rule VI.1. Corporate members may exercise one (1) vote only on any proposal put to ballot.

- 3.2 All members of the Club shall be entitled to compete at Club and associated events.
- 3.3 Under the Rules Of Competition, all members shall be entitled to attract points, receive prizes (except as in II.3.4 below) and lodge protests with respect to competition events.
- 3.4 Points towards the Champion Driver Trophy can only be awarded to members driving a Triumph or Standard.

4. ELECTION OF MEMBERS

- 4.1 Any person wishing to become a member of the Club shall submit to the Club a completed application form in writing and signed by the applicant and by a financial member of the Club nominating the applicant for the particular class of membership. The application may be submitted in hard copy or by email. Prior to consideration and determination of the application by the Executive Committee the applicant must pay to the Club the joining fee and annual membership subscription for the particular class of membership. A majority vote by the Executive Committee is needed to elect new members. If the application is unsuccessful, the joining fee and subscription will be refunded in full.
- 4.2 Any member desirous of changing his or her class of membership must apply to the Executive Committee in writing submitted in hard copy or by email, stating the class of membership required and the reason such change is desired. A majority vote by the Executive Committee is needed to change the class of membership. If the application for a change is successful, the committee is under no obligation to adjust the current annual membership subscription of that member.
- 4.3 The Executive Committee must notify the applicant for membership or for a change in class of membership, of the decision to accept or reject that application as soon as practicable after making that decision. The Executive Committee is under no obligation to provide the applicant with reasons for rejection of that person's application by the Executive Committee.

5. PAYMENT OF SUBSCRIPTIONS, FEES, FINES AND LEVIES.

- 5.1 The due date of membership renewal for all classes of membership, with the exception of Life Member, shall be the thirtieth (30) day of June of each year. Such renewal subscriptions shall be paid within one (1) calendar month of falling due.
- 5.2 Joint membership renewal subscription shall be an amount equal to one hundred and twenty percent (120%) of the single membership subscription existing at the time of renewal application. Only one joint membership subscription fee shall be required for persons under a joint membership.
- 5.3 Country membership renewal subscription shall be an amount equal to eighty percent (80%) of the single membership subscription existing at the time of renewal application.
- 5.4 Life membership continuation as a financial member does not require payment of any renewal subscription.
- 5.5 Any other fees, fines or levies as may be determined by the Executive Committee from time to time shall be paid within thirty (30) days of notice in writing sent in hard copy or by email to the member concerned.

6. MEMBERSHIP REGISTER

- 6.1 Register Of Members

The Secretary must keep a register of members as is required of the Club under section 53 of the Act The Secretary may delegate part or all of this responsibility to another member if so authorised by the Executive Committee.

The register of members shall include the member's name, a residential, postal or email address, the class of membership held by the member, and the date on which the membership commenced, and may include such other things the Executive Committee considers relevant to the membership.

The register of members is to be held in a secure manner in hard copy or in electronic record form. Any member wishing to inspect the information that is required under the Act to be included in the register of members must contact the Secretary or another member if such is authorised by the Executive Committee, to make the necessary arrangements.

Any member may inspect free of charge the information that is required under the Act to be included in the register of members. In the event that a member wishes to make a copy, or take an extract from, that information or makes a written request to be provided with a copy of that information, the Executive Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring

that the purpose is connected with the affairs of the Club. The Executive Committee may determine a reasonable charge for providing a copy of that information.

6.2 Register of Committee Members And Other Office Holders

The Secretary must keep a register of committee members and other office holders as is required of the Club under section 58 of the Act. The Secretary may delegate part or all of this responsibility to another member if so authorised by the Executive Committee.

The register of committee members and other office holders shall include the person's name, a residential, postal or email address, the position held, and the date of tenure in that position.

The register of committee members and other office holders is to be held in a secure manner in hard copy or in electronic record form. Any member wishing to inspect the information that is required under the Act to be included in the register must contact the Secretary or another member if such is authorised by the Executive Committee, to make the necessary arrangements.

Any member may inspect free of charge the information that is required under the Act to be included in the register of committee members and other office holders. In the event that a member wishes to make a copy, or take an extract from, that information or makes a written request to be provided with a copy of that information, the Executive Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Club. The Executive Committee may determine a reasonable charge for providing a copy of that information.

7. CESSATION OF MEMBERSHIP

7.1. A person ceases to be a member of the Club when any of the following take place –

- a) For a member who is an individual, the individual dies.
- b) For a member who is a body corporate, the corporate body is wound up.
- c) The person resigns from the Club under Rule II.7.3.
- d) The person is expelled from the Club under Rule II.8.
- e) The person has not paid the annual membership subscription fee for the particular class of membership held by that person within 3 months after that fee falls due, or within such later time as may be expressly determined by the Executive Committee in the particular instance.

7.2 The Secretary must keep a record for at least 1 year after a person ceases to be a member of the Club, showing –

- a) The date on which the person ceased to be a member, and
- b) The reason why the person ceased to be a member.

7.3 Any member may resign at any time by providing a letter of resignation to the Secretary in writing sent in hard copy or by email.

Upon cessation of membership, which will be from the date of receipt of the letter or email by the Secretary or from such later time as may be stated in the letter of resignation, the member(s) resigning shall have no claim upon the Club or any of its property, and all Club property must be returned by the member(s) resigning to the Executive Committee.

The member(s) resigning remain(s) liable for any fees owed to the Club by those member(s) at the time of cessation of membership. There shall be no refund of joining fee, subscription or levies.

8. DISCIPLINARY ACTION

8.1. Expulsion or Suspension of Members.

In case the conduct of a member shall, in the opinion of the Executive Committee, be injurious and/or detrimental to the character or interests of the Club or its members, the Secretary must give the member written notice of any proposed suspension or expulsion at least 28 days before the Executive Committee meeting at which the proposal is to be considered. The notice must state —

- a) when and where the meeting is to be held; and
- b) the grounds on which the proposed suspension or expulsion is based; and
- c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Executive Committee about the proposed suspension or expulsion.

At the committee meeting the committee must —

- a) give the member, or the member’s representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
- b) give due consideration to any submissions so made; and
- c) decide —
 - o whether or not to suspend the member’s membership and, if the decision is to suspend the membership, the period of suspension; or
 - o whether or not to expel the member from the Club.

A decision of the committee to suspend the member’s membership or to expel the member from the Club takes immediate effect. The committee must give the member written notice of the committee’s decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.

A member whose membership is suspended or who is expelled from the Club may, within 14 days after receiving notice of the committee’s decision, give written notice to the Secretary requesting the appointment of a mediator. If notice is given the member who gives the notice and the committee are the parties to the mediation.

During the period a member’s membership is suspended, the member —

- a) loses any rights (including voting rights) arising as a result of membership; and
- b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Club.

When a member’s membership is suspended, the Secretary must record in the register of members —

- a) that the member’s membership is suspended; and
- b) the date on which the suspension takes effect; and
- c) the period of the suspension.

When the period of the suspension ends, the Secretary must record in the register of members that the member’s membership is no longer suspended.

9. GRIEVANCE PROCEDURE

9.1 Determination of Dispute

The grievance procedure applies to disputes —

- a) between members; or
- b) between one or more members and the Club.

The parties to a dispute must attempt in good faith to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party. If the parties to a dispute are unable to resolve the dispute between themselves within this time, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of the parties to the dispute and the matters that are the subject of the dispute. Within 28 days after the Secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.

The Secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held. The notice must state when and where the committee meeting is to be held; and that the party, or the party’s representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.

If the dispute is between one or more members and the Club and any party to the dispute gives written notice to the Secretary stating that the party does not agree to the dispute being determined by the committee, and requests the appointment of a mediator, the committee must not determine the dispute but commence mediation under Rule II.9.2.

At the committee meeting at which a dispute is to be considered and determined, the committee must give each party to the dispute, or the party’s representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and give due consideration to any submissions so made, and determine the dispute. The committee must give each party to the dispute written notice of the committee’s determination and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.

9.2 Mediation of A Dispute

A party to the dispute may within 14 days after receiving notice of the committee's determination, give written notice to the Secretary requesting the appointment of a mediator. If such notice is given, each party to the dispute is a party to the mediation.

If written notice has been given to the Secretary requesting the appointment of a mediator by a member or by a party to a dispute, a mediator must be chosen or appointed. If appointment is requested by a member, the mediator must be a person chosen by agreement between the member and the committee. If appointment is requested by a party to a dispute, the mediator must be a person chosen by agreement between the parties to the dispute. If there is no agreement on the choice of mediator, the committee must appoint the mediator. The person appointed as mediator may be a member or former member of the Club but must not have a personal interest in the matter that is the subject of the mediation or be biased in favour of or against any party to the mediation.

The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place. The mediator must give each party to the mediation every opportunity to be heard and allow each party to the mediation to give due consideration to any written statement given by another party. The mediator must ensure that natural justice is given to the parties to the mediation throughout the mediation process. The mediator cannot determine the matter that is the subject of the mediation. The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

If mediation results in the decision to suspend or expel being revoked, that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

The Act allows that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in these Rules.

RULE III - EXECUTIVE COMMITTEE

1. MEMBERSHIP

The Executive Committee consists of the Committee members as provided under Rule I.5

2. POWERS AND DUTIES

The Executive Committee shall-

- 2.1 Have the power and authority to control the general management and business affairs of the Club subject to the provisions of this Constitution.
- 2.2 Be charged with the maintenance of discipline within the Club, including the pursuing of the findings of any investigations. It shall have the authority to impose, revoke or alter any findings or fines imposed. Any fine imposed shall not exceed one year's subscription at the current rate.
- 2.3 Recommend to the Annual General Meeting, or any Extraordinary General Meeting called under Rule IV, policy or constitutional changes, which it may deem necessary from time to time.
- 2.4 Be empowered to outlay monies for capital expenditure over and above the normal day-to-day running of the Club provided that the accumulated capital expenditure does not exceed forty percent (40%) of the membership gross income for that financial year. Excess capital expenditure must be approved at an Extraordinary General Meeting.
- 2.5 Have the power to delegate any of its affairs to any subcommittee provided such committee's terms of reference are specifically laid down in the Executive Committee Minutes.
- 2.6 Have the power to vary the annual subscription and / or joining fee of the Club, provided that it shall signify to members the reason for variation.
- 2.7 Have the power to edit, control and generally oversee the content and frequency of publication of the Club Magazine.
- 2.8 All Executive Committee meetings shall be open to all financial members to attend, excepting that the Executive Committee may declare any session closed and exclude any or all persons who are not accredited members of the Executive Committee.
- 2.9 Have such powers as are necessary to give effect to its objects.

3. VACANCIES IN THE EXECUTIVE COMMITTEE

- 3.1 The position of a Member of the Executive Committee shall be vacated if that member shall -
 - 3.1.1 Cease to be a financial Member.
 - 3.1.2 Be removed from the Executive Committee by a majority vote of the Executive Committee after proven charges of misbehaviour or neglect of duties. Any member so accused shall not be permitted to exercise their vote on that particular question.
 - 3.1.3 Resign from office in writing to the Executive Committee.
 - 3.1.4 Be absent from two or more consecutive meetings of the Executive Committee without the consent of the Committee.
 - 3.1.5 Be expelled from the Club as per Rule II.8.
- 3.2 Any casual vacancy occurring under Rule III.3.1 may be filled by the Executive Committee.
- 3.3 Should there be more than one nomination for the vacancy, the President shall appoint a Returning Officer to carry out a secret ballot of the Executive Committee in accordance with Rule III.4.

4. RETURNING OFFICER/SECRET BALLOTS

- 4.1 Prior to standing down at the Annual General Meeting, the outgoing President shall appoint a Returning Officer who shall conduct the Meeting until the appointment of the elected President.

- 4.2 At all times when more than one nomination exists for positions within the Executive Committee, a secret ballot shall be conducted. When such ballot is required, the President shall appoint, from the Members, a Returning Officer,
- 4.3 The Returning Officer shall conduct the ballot of financial members, present at the Meeting at which the vacancy is to be filled, and advise the President of the result.
- 4.4 The appointed Returning Officer may not stand for any office requiring a ballot, but may be nominated and elected to any office not requiring a ballot.

RULE IV - MEETINGS

1. EXECUTIVE COMMITTEE MEETINGS

- 1.1 Meetings of the Executive Committee may be called at any time by the President.
- 1.2 On the request of any three (3) members of the Executive Committee, the President shall convene a Special Meeting of the Executive Committee.
- 1.3 Notice of such meetings will be given by the President as far in advance as possible and shall be a minimum of twenty-four (24) hours. Such notice shall include the nature of any Special Business.
- 1.4 The normal meeting of the Executive Committee shall be monthly.
- 1.5 The Secretary shall keep records of all Executive Committee meetings and such minutes will be accessible to all financial members.
- 1.6 The business of the Executive Committee shall be conducted in the following order as far as possible:

Present/In Attendance
Proxies/Apologies
Agenda items to be recognised.
Confirmation of previous minutes
Business arising from previous minutes
Treasurer's report
Secretary's report
Other reports
Agenda Items
General business
Next Meeting/Close

2. MONTHLY GENERAL MEETINGS

Monthly General Meetings shall -

- 2.1 Be held each calendar month or as otherwise determined by the Executive Committee. Monthly General Meetings shall be held at least once every ninety (90) days.
- 2.2 The minimum notice of such meeting will be three (3) days and shall be given in writing in hard copy or by email, to all members.
- 2.3 The above notice in writing in hard copy may take the form of a notice included in, or accompanying, the Club magazine.
- 2.4 Be conducted as directed by the President, or representative.
- 2.5 Inform the general membership of decisions made by the Executive Committee under the power vested in the Executive Committee.
- 2.6 Provide Executive Committee reports to the members, finances of the Club, coming events and other items of general interest.
- 2.7 Not be empowered to alter or determine Policies of the Club.
- 2.8 Be changed to Extraordinary General Meetings by direction of the President provided that the conditions for the calling of such meeting are met as laid down in Rule IV.3.

3. EXTRAORDINARY GENERAL MEETINGS

- 3.1 At the request, in writing in hard copy or by email, of more than ten percent (10%) of financial members, the President may call an Extraordinary General Meeting.
- 3.2 The President may call an Extraordinary General Meeting at any time as required by the Executive Committee.
- 3.3 The minimum notice of such meeting will be fourteen (14) days and shall be given in writing in hard copy or by email, to all members.

- 3.4 The above notice in writing in hard copy may take the form of a conspicuous notice included in bold print in the Club magazine and shall include such items of agenda as are intended to be discussed at such Extraordinary General Meeting.
- 3.5 The business of an Extraordinary General Meeting shall be confined to those agenda items as advised to the members under Rule IV.3.3 and 3.4.
- 3.6 An Extraordinary General Meeting is empowered to make changes as required to the Club’s Constitution, provided such changes are acceptable under current State and/or Federal Laws.

4. ANNUAL GENERAL MEETINGS

- 4.1 The President shall convene an Annual General Meeting within ninety (90) days after the end of each financial year and give notice at least fourteen (14) days prior to the end of each financial year.
- 4.2 The minimum notice of such meetings shall be thirty (30) days and shall be given in writing in hard copy or by email, to all members.
- 4.3 The above notice in writing shall include all such items of agenda as the Executive Committee deem necessary to discuss and further items of agenda may be added by members as requested prior to the commencement of the Annual General Meeting.
- 4.4 The Annual General Meeting will take the form of a monthly Executive Committee meeting, and will include, together with agenda items, the Clubs financial report, appointment of auditors, election or nomination of a Returning Officer and the election of Office Bearers and Committee Members for the ensuing year, as required under Rule I.5.1.
- 4.5 The Annual General Meeting will also be empowered to make changes as required to the Club’s Constitution, provided such changes are acceptable under State and/or Federal Laws.
- 4.6 The order of business of an Annual General Meeting shall be:
- Minutes of the previous Annual General Meeting.
 - Reports.
 - Nomination of Executive Committee Members and Auditors.
 - Changeover of officials and assumption of office of newly elected Officers.
 - Voting on Constitutional changes.
 - Other Business/agenda items.

RULE V - QUORUM

1. EXECUTIVE COMMITTEE

- 1.1 The quorum necessary at any Executive Committee Meeting shall be at least fifty percent (50%) of its membership.
- 1.2 Should the quorum required at an Executive Committee Meeting not be attained, the meeting may proceed but any decision normally requiring at least a majority of the quorum number of votes to pass must be referred to the next meeting of the Executive Committee for ratification.

2. OTHER

- 2.1 The quorum necessary at Extraordinary General Meetings and Annual General Meetings shall be at least twenty percent (20%) of financial members.
- 2.2 Should the quorum of the Annual General Meeting not be attained then another Annual General Meeting shall be called within fourteen (14) days. If subsequently, no quorum results, the Executive Committee shall decide on all issues.
- 2.3 Should the quorum of the Extraordinary General Meeting not be attained, then the notice for that meeting lapses.
- 2.4 The quorum necessary at ordinary General Meetings shall be at least five percent (5%) of financial members.
- 2.5 Should the quorum of an ordinary General Meeting not be attained, then the notice for that meeting lapses.

RULE VI - VOTING

1. Each Committee Member present at an Executive Committee Meeting may cast one vote on any proposal arising, but the President, or representative, may cast a second vote in order to break a tie.
2. At any Extraordinary General Meeting or Annual General Meeting –
 - 2.1 Financial members of the Club present may cast one vote on each proposal put to ballot.
 - 2.2 Corporate members may exercise one (1) vote only on any proposal put to ballot.

RULE VII - PROXIES

1. Designated Proxies shall have full voting rights at meetings of the Executive Committee, Extraordinary General Meetings or Annual General Meetings, subject to the provisions of Rule VII.2 and 3.
2. No financial member may carry more than three (3) proxies to any Extraordinary General Meeting or Annual General Meeting.
3. No Executive Committee member may carry more than one (1) proxy to any Executive Committee Meeting.

RULE VIII - RESOLUTIONS/POLICIES

Resolutions and/or Policies of the Executive Committee, Extraordinary General Meetings or Annual General Meetings shall remain in effect for that period specified within the Resolution but shall not exceed twelve (12) months or beyond the next Annual General Meeting, whichever occurs last.

RULE IX - OFFICERS

1. PRESIDENT.

- 1.1 Eligibility of Office
Any Financial Member of the Club shall be eligible to be elected to the office.
- 1.2 Nomination and Election
Any financial member may nominate an eligible financial member to stand for the office.
- 1.3 Term of Office
- 1.3.1 The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting.
- 1.3.2 Notwithstanding Rule IX.1.3.1 above, the outgoing President shall remain a member of the Executive Committee for a further year except as in Rule II.7.1 or Rule III.3.1.
- 1.4 Vacancy in Office
Should the office become vacant for any reason, another President shall be elected. Such election shall be by majority vote of the Executive Committee, conducted by secret ballot in accordance with Rule III.3 and shall be within sixty (60) days of the vacancy occurring. In the case that the committee is not able to elect another President, nominations are to be put to members for a ballot at an Extraordinary General Meeting.
- 1.5 Powers and Duties
The President shall -
- 1.5.1 Be the Executive and Administrative head of the Club, coordinating its activities, ensuring the policies, resolutions and objectives laid down by the Executive Committee and/or Annual General Meetings are pursued to their ultimate.
- 1.5.2 So far as possible,
- 1.5.2.1 preside over all meetings and preserve order so that business may be conducted in due form and with propriety.
- 1.5.2.2 give order to call all meetings.
- 1.5.2.3 be an ex-officio member of any committee or sub-committee of the Club.
- 1.5.3 Maintain the Club Event/Meeting Attendance Record and allocate clubmanship points therefrom.

2. SECRETARY

- 2.1 Eligibility for Office
Any Financial Member of the Club shall be eligible to hold the office.
- 2.2 Nomination and Election
Any financial member may nominate an eligible financial member to stand for the office.
- 2.3 Term of Office
- 2.3.1 The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General meeting.
- 2.3.2 Notwithstanding Rule IX.2.3.1 above, the outgoing Secretary shall remain a member of the Executive Committee for a further year except as in Rule II.7.1 or Rule III.3.1.
- 2.4 Should the office become vacant for any reason, another Secretary shall be elected. Such election shall be by majority vote of the Executive Committee, conducted by secret ballot in accordance with Rule III.3 and shall be within sixty (60) days of the vacancy occurring. In the case that the committee is not able to elect another Secretary, nominations are to be put to members for a ballot at an Extraordinary General Meeting.
- 2.5 Powers and Duties.
The Secretary shall.-

- 2.5.1 Ensure that proper records of all Club business and financial affairs are maintained, and that proper filing systems and books of account are kept open for inspection by any financial member of the Club.
- 2.5.2 Record the minutes of all properly convened meetings.
- 2.5.3 Maintain a register of members as required under the Act, in accord with Rule II.6.1.
- 2.5.4 Maintain a register of the persons who are committee members, any person who is authorised to use the common seal of the association and other persons who are authorised to act on behalf of the Club, as required under the Act, in accord with Rule II.6.2.
- 2.5.5 Conduct, under the direction of the President, the correspondence of the Club.
- 2.5.6 Ensure that each new member receives an up-to-date Constitution and other associated Rules of the Club as soon as possible after acceptance.
- 2.5.7 Notify members, as applicable, of any meeting.

3. *TREASURER*

- 3.1 **Eligibility for Office**
Any financial member of the Club shall be eligible to hold the office, provided that they have been a member for at least twelve (12) months.
- 3.2 **Nomination and Election**
Any financial member may nominate an eligible financial member to stand for the office.
- 3.3 **Term of Office**
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 3.4 **Vacancy in Office**
Should the office become vacant for any reason, another Treasurer shall be elected. Such election shall be by majority vote of the Executive Committee, conducted by secret ballot in accordance with Rule III.3 and shall be held within sixty (60) days of the vacancy occurring. In the case that the committee is not able to elect another Treasurer, nominations are to be put to members for a ballot at an Extraordinary General Meeting.
- 3.5 **Powers and Duties.**
The Treasurer shall -
 - 3.5.1 Collect all subscriptions and other monies due and payable to the Club.
 - 3.5.2 Be responsible for the prompt payment of accounts owed by the Club and the maintenance of account books showing the financial affairs of the Club.
 - 3.5.3 Together with the Secretary, prepare, for submission to the members, such financial statements as are required by the Constitution.
 - 3.5.4 Arrange for the annual audit of the Club finances and submit such report to the members.
 - 3.5.5 Submit all accounts to the Executive Committee for payment.
 - 3.5.6 Maintain, for immediate payment of monies, a petty cash account to a value as from time to time set by the Executive Committee. Money spent under this advance will be directly accountable to the Executive Committee.
 - 3.5.7 Determine the Club's "Non Mutual Income" for the financial year and where necessary submit a company income tax return to the ATO.

4. *COMPETITION/EVENTS SECRETARY*

- 4.1 **Eligibility of Office.**
Any financial member of the Club shall be eligible to hold the office.
- 4.2 **Nomination and Election.**
Any financial member may nominate an eligible financial member to stand for the office.

- 4.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 4.4 Vacancy in Office.
Should the office become vacant for any reason, another Competition/Events Secretary shall be elected. Such election shall be by secret ballot in accordance with Rule III.3 and shall be held within sixty (60) days of the vacancy occurring.
- 4.5 Powers and Duties.
The Competition/Events Secretary shall
- 4.5.1 Be responsible for the safe, efficient and expedient running of all Competitions and Events conducted on behalf of the Club.
- 4.5.2 Determine the nature and type of event to be conducted and ensure that the Executive Committee approves of the Competition/Event rules that have been prepared.
- 4.5.3 Together with the Treasurer, ensure that the Competition/Events to be conducted are financially viable.
- 5. SOCIAL SECRETARY**
- 5.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 5.2 Nomination and Election.
Any financial member may nominate an eligible financial member to stand for the office.
- 5.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 5.4 Vacancy in Office.
Should the office become vacant for any reason, another Social Secretary shall be elected. Such election shall be by secret ballot in accordance with Rule III.3 and shall be held within sixty (60) days of the vacancy occurring.
- 5.5 Powers and Duties.
The Social Secretary shall -
- 5.5.1 Under direction from the President, organise and conduct such social functions as may from time to time be required by the Executive Committee.
- 5.5.2 Liaise with the Competition/Events Secretary in order to co-ordinate the social and fund raising section of any planned event.
- 5.5.3 Together with the Treasurer, be responsible for the planning, purchase and sale of fund raising items.
- 6. MAGAZINE EDITOR**
- 6.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 6.2 Nomination and Election.
Any financial member may nominate an eligible financial member to stand for the office.
- 6.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 6.4 Vacancy in Office.
Should the office become vacant for any reason, another Editor shall be elected. Such election shall be by secret ballot in accordance with Rule III.3 and shall be held within sixty (60) days of the vacancy occurring.
- 6.5 Powers and Duties.
The Magazine Editor shall, under direction from the President, be responsible for the format, content, advertising, distribution and editorial comment of the Club magazine.

7. PUBLICITY OFFICER

- 7.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 7.2 Nomination and Election.
Any financial member may nominate an eligible financial member to stand for the office,
- 7.3 Term of Office,
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 7.4 Vacancy in Office.
Should the office become vacant for any reason, another Publicity Officer shall be elected. Such election shall be by secret ballot in accordance with Rule III.3 and shall be held within sixty (60) days of the vacancy occurring.
- 7.5 Powers and Duties.
The Publicity Officer shall -
- 7.5.1. Under direction from the President, handle all publicity requirements for the Club. This shall include contact and liaison with the relevant media forms to promote the Club and its various activities and the preparation of the annual Publicity Budget.
- 7.5.2. Be responsible for obtaining advertising clientele for the Club magazine and sponsorship for various Club events as may be held from time to time.

8. COMMITTEE MEMBERS

- 8.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 8.2 Nomination and Election.
Any financial member may nominate an eligible financial member to stand for the office.
- 8.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 8.4 Vacancy in Office.
Should the office become vacant for any reason, another Committee Member shall be elected. Such election shall be by secret ballot in accordance with Rule III.3 and shall be held within sixty (60) days of the vacancy occurring.
- 8.5 Powers and Duties.
The Committee Members shall assist the Executive Committee as required.

9. AUDITOR

- 9.1 Eligibility of Office,
Any suitable person may be appointed.
- 9.2 Appointment.
The Annual General Meeting shall make the appointment.
- 9.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 9.4 Vacancy in Office.
Should the office become vacant for any reason, another person shall be appointed by the Executive Committee within sixty (60) days of the vacancy occurring. In the case that the committee is not able to appoint another suitable person, nominations are to be put to members for a ballot at an Extraordinary General Meeting.
- 9.5 Powers and Duties.
The Auditor shall audit the Club financial records and report in writing to the Executive Committee as required.

10. CATERING OFFICER

- 10.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 10.2 Appointment.
The Executive Committee shall make the appointment.
- 10.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 10.4 Vacancy in Office,
Should the office become vacant for any reason, another officer shall be appointed.
- 10.5 Duties.
The Catering Officer shall maintain catering facilities at meetings, as required.

11. CONCESSIONAL LICENCE INSPECTOR

- 11.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 11.2 Appointment.
The Executive Committee shall make the appointment.
- 11.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 11.4 Vacancy in Office.
Should the office become vacant for any reason, another officer shall be appointed. Such appointment shall be made within sixty (60) days of the vacancy occurring.
- 11.5 Powers and Duties.
The Concessional Licence Inspector shall carry out annual inspections of concessionally licenced vehicles in accordance with current "Rules for Concessional Licencing".

12. CONCESSIONAL LICENCE REGISTRAR

- 12.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office,
- 12.2 Appointment
The Executive Committee shall make the appointment.
- 12.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 12.4 Vacancy in Office.
Should the office become vacant for any reason, another officer shall be appointed. Such appointment shall be made within sixty (60) days of the vacancy occurring.
- 12.5 Powers and Duties.
The Concessional Licence Registrar shall maintain a record of all concessionally licenced vehicles in the Club and a record of instances reported to the Registrar when such vehicles are utilised on public roads in accord with the objects of the Club and consistent with relevant licence conditions.

13. LIBRARIAN

- 13.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office,
- 13.2 Appointment.
The Executive Committee shall make the appointment.

- 13.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 13.4 Vacancy in Office.
Should the office become vacant for any reason, another officer shall be appointed. Such appointment shall be made within sixty (60) days of the vacancy occurring.
- 13.5 Powers and Duties.
The Librarian shall maintain, purchase, catalogue and manage the distribution of all library stock including books, magazines and videotapes.
- 14. PHOTOGRAPHER**
- 14.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office.
- 14.2 Appointment.
The Executive Committee shall make the appointment.
- 14.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 14.4 Vacancy in Office.
Should the office become vacant for any reason, another officer shall be appointed. Such appointment shall be made within sixty (60) days of the vacancy occurring.
- 14.5 Powers and Duties.
The Photographer shall maintain and add to the pictorial record of the Club.
- 15. REGALIA**
- 15.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office,
- 15.2 Appointment.
The Executive Committee shall make the appointment.
- 15.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 15.4 Vacancy in Office.
Should the office become vacant for any reason, another officer shall be appointed. Such appointment shall be made within sixty (60) days of the vacancy occurring.
- 15.5 Powers and Duties.
The Regalia Officer shall maintain stock and promote sales of Club regalia and purchase new items as directed by the Executive Committee.
- 16. MEMBERSHIP OFFICER**
- 16.1 Eligibility of Office.
Any financial member of the Club shall be eligible to hold the office,
- 16.2 Appointment.
The Executive Committee shall make the appointment.
- 16.3 Term of Office.
The term of office shall commence as prescribed in Rule IV.4.4 and shall continue until the next Annual General Meeting or until vacated for any reason.
- 16.4 Vacancy in Office.
Should the office become vacant for any reason, another officer shall be appointed. Such appointment shall be made within sixty (60) days of the vacancy occurring.

- 16.5 Powers and Duties.
The Membership Officer shall process applications for membership of the Club and maintain a register of members that is required under the Act, in accord with delegation by the Secretary. The Membership Officer shall coordinate with the Treasurer concerning the payment of joining fees and membership subscriptions by applicants and by members of the Club.

RULE X - STANDING ORDERS

1. The Clubs Standing Orders shall follow the format of Parliamentary Procedures.
2. The Chairman at all meetings of the Club shall be the President, or other member of the Executive Committee as agreed to from time to time, by the Executive Committee.
3. If, at any Executive Committee Meeting, Extraordinary General Meeting or Annual General Meeting, there is no Quorum within twenty (20) minutes after the appointed time for the meeting to commence, the meeting shall lapse.