



# GOULBURN VALLEY MOTOR VEHICLE DRIVERS CLUB Inc.

Registered No. A 0001874 H

ABN 13 403 862 730

# CONSTITUTION and BY-LAWS

May 2025



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# CONSTITUTION

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## **Note**

The persons who from time to time are members of the Association are an incorporated Association by the name given in Rule 1 of these Rules.

Under section 46 of the **Association Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

## **PART 1 - PRELIMINARY**

### **1. Name**

The name of the incorporated Association is “Goulburn Valley Motor Vehicle Drivers Club Incorporated”.

**Note** Under section 23 of the Act, the name of the Association and its registration number must appear on all its business documents.

### **2. Purposes**

The purposes of the Association are:

- (a) To foster recovery, restoration and preservation of all types of self-propelled heritage vehicles categorized as Veteran (pre 1919), Vintage (1919 to 1930) and Classic (1931 to vehicles manufactured up to 25 years ago); and
- (b) To facilitate events for the display of heritage vehicles and give members the opportunity to take these vehicles on club runs and trips, and in the process increase the public’s awareness of our motoring heritage; and
- (c) To facilitate socialising and the exchange of information and vehicle parts between members, similar clubs and interested people.

### **3. Financial year**

The financial year of the Association is each period of 12 months ending on 30<sup>th</sup> June.

### **4. Definitions**

In these Rules:

**absolute majority**, of the Committee means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

**appeal subcommittee** means a subcommittee appointed under Rule 22(3);

**Chairperson**, of a general meeting or Committee meeting, means the person chairing the meeting as required under Rule 45;

**Committee** means the Committee having management of the business of the Association;

**committee meeting** means a meeting of the Committee held in accordance with these Rules;

**committee member** means a member of the Committee elected or appointed under Division 3 of Part 5;



**disciplinary appeal meeting** means a meeting of the members of the appeal subcommittee convened for the purposes of Rule 23;

**disciplinary meeting** means a meeting of the Committee convened for the purpose of Rule 21;

**disciplinary subcommittee** means the subcommittee appointed under Rule 19;

**elected official** means a committee position listed in Rule 43 or in By-Law 6, a non-committee position listed in By-Law 7 or a permanent subcommittee chairperson specified in By-Law 8;

**financial year** means the 12 months period specified in Rule 3;

**general meeting** means a general meeting of the members of the Association convened in accordance with part 4 and includes an annual general meeting, a monthly general meeting and a special general meeting;

**member** means a member of the Association. In this document the singular includes the plural and vice versa, as the context admits or requires;

**registered mediator** means a person registered as a mediator accredited under the National Mediator Accreditation System developed by the Mediator Standards Board Limited ABN 11 145 829 812;

**special resolution** means a resolution that requires not less than three quarters of the members voting at a general meeting to vote in favour of the resolution;

**the Act** means the **Association Reform Act 2012** and includes any regulations made under the Act;

**the Registrar** means the Registrar of Incorporated Associations.

## PART 2 – POWERS OF ASSOCIATION

### 5. Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may:
  - (a) acquire, hold and dispose of real or personal property; or
  - (b) open and operate accounts with financial institutions; or
  - (c) invest its money in any security in which trust monies may lawfully be invested; or
  - (d) raise and borrow money on any terms and in any manner as it thinks fit; or
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability; or
  - (f) appoint agents to transact business on its behalf; or
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.



## 6. Not for Profit Organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member:
  - (a) reimbursement for expenses properly incurred by a member; or
  - (b) for goods or services provided by the member.if this is done in good faith on terms no more favourable than if the member was not a member.

**Note** Section 33 of the Act provides that an incorporated Association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated Association is not taken to secure pecuniary profit for its members.

## PART 3 – MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

### Division 1 - Membership

## 7. Minimum number of members

The Association must have at least 5 members.

## 8. Who is eligible to be a member

Any person who supports the purposes of the Association is eligible for membership.

## 9. Application for membership

- (1) To apply to become a member of the Association, a written application is to be submitted to the Secretary or his nominee. Applicants must state that they:
  - (a) wish to become a member of the Association; and
  - (b) support the purposes of the Association; and
  - (c) agree to comply with these Rules.
- (2) The application:
  - (a) must be signed by the applicant; and
  - (b) may be accompanied by a joining fee.

### **Notes**

- (1) The joining fee is the fee (if any) determined by the Association under Rule 12(3).
- (2) A requirement for a signature of a person may be met by electronic signature. See section 9 of the **Electronic Transactions (Victoria) Act 2000**.

## 10. Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify applicants in writing of its decision as soon as practicable after the decision is made.



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- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant(s).
- (4) The Committee is not required to give a reason for the rejection of the application.

**Note** An association may have obligations under Division 6 of Part 4 of the Equal Opportunity Act 2010.

### 11. New membership

- (1) If an application for membership is approved by the Committee:
  - (a) the resolution to accept the membership must be recorded in the minutes of the Committee meeting; and
  - (b) the Secretary or the Secretary's nominee must, as soon as practicable, ensure the name and address of new members, and the date on which they became a member, is recorded in the register of members.
- (2) A person becomes a member of the Association from the date on which both of the following have occurred:
  - (a) the Committee approves the person's membership; and
  - (b) the person pays the joining fee.
- (3) Subject to Rule 13(2), a person is entitled to exercise their rights of membership from the date referred to in subrule (2).

### 12. Annual subscription and fee on joining

- (1) The Committee will determine the annual fees payable by members, including membership fees, for the following financial year no later than the April committee meeting.
- (2) The recommended fee scale determined in subrule (1) is to be presented to members no later than the May general meeting for ratification.
- (3) The Association may determine that any new member who joins after the start of the financial year must, for that financial year, pay a fee equal to:
  - (a) the full annual subscription, or
  - (b) the pro rata annual subscription based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

### 13. General rights of members

- (1) A member of the Association who is entitled to vote has the right to:
  - (a) receive notice of general meetings and of proposed special resolutions in the manner and time prescribed in these Rules; and
  - (b) submit items of business for consideration at a general meeting; and
  - (c) attend and be heard at general meetings; and
  - (d) vote at a general meeting; and
  - (e) have supervised access to the minutes of general meetings and other documents of the Association as provided under Rule 74; and
  - (f) inspect the register of members.





- (2) A member is entitled to vote if:
  - (a) more than 10 business days have passed since the member became a member of the Association; and
  - (b) the member's membership rights are not suspended for any reason.

#### 14. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

#### 15. Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary or the Secretary's nominee must, as soon practicable, enter the date the person ceased to be a member in the register of members.

#### 16. Resigning as a member

- (1) A member may resign by notice in writing given to the Association.  
**Note** Rule 73(3) sets out how notice may be given to the Association. It includes by post or by handing the notice to a member of the Committee
- (2) A member is taken to have resigned if the member's annual subscription is more than three (3) months in arrears.

#### 17. Register of members

- (1) The Secretary or the Secretary's nominee must keep and maintain a register of members that includes:
  - (a) for each current member:
    - i. the member's name; and
    - ii. the address for notice last given by a member; and
    - iii. the email address last given by the member (if available); and
    - iv. the date of becoming a member; and
    - v. any other information determined by the Committee; and
  - (b) for each former member, the name of the person and the date on which the person ceased to be a member of the Association.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note** Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the register of members.



## Division 2 – Disciplinary action

### 18. Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member:

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

### 19. Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) Subject to subrule (3), the Committee may appoint any person to a disciplinary subcommittee.
- (3) A person must not be appointed to a disciplinary subcommittee if the person is biased in favour of or against the member concerned.

### 20. Notice to a member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member:
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
  - (d) advising the member that he or she may do one or both of the following:
    - i. attend the disciplinary meeting and address the disciplinary subcommittee at the meeting;
    - ii. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under Rule 22.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

### 21. Decision of disciplinary subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must:
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may:
  - (a) take no further action against the member; or
  - (b) subject to subrule (3):
    - i. reprimand the member, or
    - ii. suspend the membership rights of the member for a specified period, or



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- iii. expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under the Rules takes effect immediately after the vote is passed.

### 22. Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under Rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given:
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the secretary not later than 7 days after the vote.
- (3) If a person has given notice under subrule (2), the Committee must appoint at least 3 persons to an appeal subcommittee to consider the appeal.
- (4) Subject to subrule (5), the Committee may appoint any person to an appeal subcommittee.
- (5) A person must not be appointed to an appeal subcommittee if the person:
  - (a) was appointed to the disciplinary subcommittee to hear and determine the matter of the member concerned; or
  - (b) has a personal interest in the dispute; or
  - (c) is biased in favour of or against the member concerned.
- (6) The committee must convene a meeting of the appeal subcommittee (the **disciplinary appeal meeting**) as soon as practicable and no later than 21 days after the notice of the appeal is received.
- (7) Notice of the disciplinary appeal meeting must be given to each member of the appeal subcommittee and the member concerned as soon as practicable and must:
  - (a) specify the date, time and place of the meeting; and
  - (b) state:
    - i. the name of the person against whom the disciplinary action has been taken, and
    - ii. the grounds for taking that action; and
    - iii. that at the disciplinary appeal meeting the appeal subcommittee members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

### 23. Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting:
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the appeal subcommittee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.



- (2) After complying with subrule (1), the members of the appeal subcommittee present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if a majority of the persons voting at the meeting vote in favour of the decision.

## Division 3 – Grievance procedure

### 24. Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between:
  - (a) a member and another member; and
  - (b) a member and the Committee; and
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is subject of a disciplinary procedure until the disciplinary procedure has been completed.

### 25. Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

### 26. Appointment of a mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 25, the parties must within 10 days:
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be:
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement:
    - i. if the dispute is between a member and another member- a person appointed by the Committee; or
    - ii. if the dispute is between a member and the Committee or the Association – a registered mediator.

**Note** This includes a registered mediator appointed or employed by the Dispute Settlement Centre of Victoria or accredited by the Victorian Bar.

- (3) Subject to subrule (4), the Committee may appoint any person as a mediator.
- (4) The Committee must not appoint a person as a mediator if the person:
  - (a) has a personal interest in the dispute; or
  - (b) is biased either in favour of or against any party.



## 27. Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must:
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.
- (3) Any costs of mediation are to be paid:
  - (a) If an agreement as to costs is reached between the parties – in accordance with that agreement; or
  - (b) If there is no such agreement – by the Committee.

## 28. Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

# PART 4 – GENERAL MEETINGS OF THE ASSOCIATION

## 29. Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The Committee may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows:
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider:
    - i. the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - ii. the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - (c) to elect the members of the Committee;
  - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

## 30. Monthly general meetings

- (1) The Committee must convene a monthly general meeting of the Association to be held during the second week of every month
- (2) The ordinary business of a monthly general meeting shall be as follows:
  - (a) to receive apologies;
  - (b) the reception of new members and visitors;
  - (c) to confirm the minutes of the previous general meeting;



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- (d) to receive and consider reports from Committee members, Subcommittee Chairpersons and Club Delegates;
- (e) to receive details of upcoming events, runs, etc.;
- (f) to conduct general business; and
- (g) to promote cars and parts for sale or wanted.

### 31. Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a general meeting. This includes monthly general meetings.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under Rule 33 may be conducted at the meeting.

**Note** General business may be considered at a special general meeting if it is included as an item for consideration in the notice under Rule 33 and the majority of members at the meeting agree.

### 32. Special general meetings held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must:
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3):
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in the request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### 33. Notice of general meetings

- (1) The notice requirements specified in this Rule are applicable to annual general meetings, monthly general meetings and special general meetings convened by either the Committee or by members of the Association.
- (2) The Secretary (or, in the case of a special general meeting convened under Rule 32(3), the members convening the meeting) must give to each member of the Association:
  - (a) at least 21 days' notice of a general meeting if a special resolution is proposed at the meeting, or
  - (b) at least 14 days' notice of a general meeting in any other case.



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- (3) The notice must:
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed:
    - i. state in full the proposed resolution; and
    - ii. state the intention to propose the resolution as a special resolution.
- (4) This Rule does not apply to a disciplinary appeal meeting.

**Note** Rule 22 sets out the requirements for notice of a disciplinary appeal meeting.

### 34. Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology when this possibility is agreed to by the Committee, after the Committee establishes that all members receive advice about using this technology with their notice of meeting and that the members would be able to clearly and simultaneously communicate with each other participating member.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### 35. Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, or as allowed under Rule 34) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified time of a general meeting:
  - (a) in the case of a meeting convened by, or at the request of members under Rule 32 - the meeting must be dissolved;
    - Note** If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under Rule 32.
  - (b) in any other case:
    - i. the meeting must be adjourned to a date not more than 21 days after the adjournment; and
    - ii. notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time at which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if no fewer than 3) may proceed with the business of the meeting as if a quorum were present.



### 36. Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned:
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.

**Example:** The members may wish to have more time to examine the financial statements submitted by the Committee at the annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of a meeting must be given in accordance with Rule 33.

### 37. Voting at a general meeting

- (1) On any question arising at a general meeting:
  - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
  - (b) members must vote personally; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on the question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under Rule 23.

### 38. Special resolutions

A special resolution is passed if not less than three quarters of the members voting in person at a general meeting vote in favour of the resolution.

**Note** In addition to certain matters specified in the Act, a special resolution is required:

- (1) to remove a committee member from office;
- (2) to alter these Rules, including changing the name or any of the purposes of the Association.

### 39. Determining whether resolution is carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been:
  - (a) carried, or
  - (b) carried unanimously, or
  - (c) carried by a particular majority; or
  - (d) lost –and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.





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- (2) If a count is demanded by three or more members on any question:
  - (a) the count must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the count.
- (3) A count demanded on the election of the Chairperson or on a question of adjournment must be taken immediately.
- (4) A count demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### 40. Minutes of general meetings

- (1) The Committee must ensure that minutes are taken and kept of each type of general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each monthly general meeting must include:
  - (a) the names of members attending the meeting; and
  - (b) the financial statements submitted to the members by the Treasurer.
- (4) In addition, the minutes of each annual general meeting must include:
  - (a) the names of members attending the meeting; and
  - (b) the financial statements submitted to the members in accordance with Rule 29(3)(b)(ii); and
  - (c) the certificate signed by two Committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## PART 5 – COMMITTEE

### Division 1 – Powers of Committee

#### 41. Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may:
  - (a) appoint and remove staff; and
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.



## 42. Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than:
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

## Division 2 – Composition of Committee and duties of members

### 43. Composition of Committee

The Committee consists of:

- (a) President; and
- (b) Vice-President; and
- (c) Secretary (Public Officer); and
- (d) Treasurer; and
- (e) other Committee positions as specified in By-Law 6 of the Association; and
- (f) three (3) ordinary members elected under Rule 52, unless agreed otherwise under subrule 52(1).

### 44. General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules, the Act and the Association's By-laws.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise the member's powers and discharge the member's duties with reasonable care and diligence.
- (4) Committee members must exercise the member's powers and discharge the member's duties:
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former Committee members must not make improper use of:
  - (a) The member's, or former member's, position; or
  - (b) information acquired by virtue of holding the member's, or former member's, position –so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

**Note** See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated Association.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.



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### 45. President and Vice President

- (1) Subject to subrule (2), the President, or in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be:
  - (a) in the case of a general meeting – a member elected by the other members present; or
  - (b) in the case of a committee meeting – a committee member elected by the other committee members present.

### 46. Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.

**Example:** Under the Act the Secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.
- (2) The Secretary must:
  - (a) maintain the register of members in accordance with Rule 17; and
  - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in Rule 69(3), all books, documents and securities of the Association in accordance with Rules 71 and 74; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of the Secretary's appointment within 14 days after the appointment.

### 47. Treasurer

- (1) The Treasurer must:
  - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within two weeks after receipt; and
  - (c) make any payments authorized by the Committee or by a general meeting of the Association from the Associations funds; and
  - (d) ensure cheques are signed by at least 2 committee members; and
  - (e) ensure electronic payments are approved by 2 members authorized by the Committee.
- (2) The Treasurer must:
  - (a) ensure the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and the Association's certification by the Committee prior to the Association's submission to the annual general meeting of the Association



- (3) The Treasurer must ensure that all other committee members have access to the accounts and financial records of the Association.

## Division 3 – Election of Committee members and tenure of office

### 48. Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member:

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

### 49. Positions to be declared vacant

- (1) This Rule applies to any annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all elected positions of the Association vacant and hold elections for those positions in accordance with Rules 50 to 53.

### 50. Nominations

- (1) Nominations for the Committee positions listed in Rule 43 plus other elected official positions listed in the Association's By-Laws must be received by the Secretary no later than seven days prior to the annual general meeting.
- (2) An eligible member of the Association may:
  - (a) nominate himself or herself; or
  - (b) with the member's consent, be nominated by another member.
- (3) Nominations referred to in subrule (2) must be seconded by another member.
- (4) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

### 51. Election of committee members

- (1) At the annual general meeting, separate elections must be held for the Committee positions listed in Rule 43 (excluding ordinary committee members) plus other elected official positions listed in the Association's By-Laws

**Note** Rule 52 sets out the requirements for the election of ordinary committee members.

- (2) If only one member is nominated for a position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated for a position a ballot must be conducted in accordance with Rule 53.
- (4) On the President's election, the new President may take over as Chairperson of the meeting.



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### 52. Election of ordinary committee members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with Rule 53.

### 53. Ballot

- (1) If a ballot is required for the election for a position, the Chairman of the meeting must appoint a member to act as a returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of the candidate's election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a single blank piece of paper to each member present in person.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position:
  - (a) the voter must write on the paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because two or more candidates received the same number of votes, the returning officer must:
  - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

**Examples:** The choice of candidates may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.



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## 54. Term of office

- (1) Subject to subrule (3) and Rule 55, an elected official holds office until the elected positions are declared vacant at the next annual general meeting.
- (2) Elected officials may be re-elected.
- (3) A general meeting of the Association may:
  - (a) by special resolution remove a committee member from office; and
  - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representation be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

## 55. Vacation of office

- (1) An elected official may resign from their office by written notice addressed to the Committee.
- (2) A person ceases to be an elected official if the person ceases to be a member of the Association.
- (3) A person ceases to be a Committee member if the person:
  - (a) fails to attend 3 consecutive Committee meetings (other than special or urgent Committee meetings) without leave of absence under Rule 66; or
  - (b) otherwise ceases to be a Committee member by operation of section 78 of the Act.

**Note** A Committee member may not hold the office of Secretary if they do not reside in Australia.

## 56. Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill an elected official position that:
  - (a) has become vacant under Rule 55; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 54 applies to any elected official position appointed by the Committee under subrule (1) or (2) above.
- (4) The Committee may continue to act despite any vacancy in its membership.



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## Division 4 – Meetings of Committee

### 57. Meetings of Committee

- (1) The Committee must meet at least four times each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special Committee meetings may be convened by the President or by any four members of the Committee.

### 58. Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

### 59. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with Rule 58 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

### 60. Procedure and order of business

- (1) The procedure to be followed at a meeting of the Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

### 61. Use of technology

- (1) A committee meeting may be held by the use of technology that allows committee members to clearly and simultaneously communicate with each other participating member.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### 62. Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.



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- (2) The quorum for a committee meeting is the presence (in person or as allowed under Rule 61) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting:
  - (a) in the case of a special meeting – the meeting lapses;
  - (b) in any other case – the meeting must be adjourned to a date no less than 14 days after the adjournment and notice of time, date and place to which the meeting is adjourned must be given in accordance with Rule 58.

### 63. Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

### 64. Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the committee member's position and the nature and extent of that interest to the Committee.
- (2) The member:
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

**Note** Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest:
  - (a) that exists only because the member belongs to a class of person for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.
- (4) The Committee must keep a conflict of interest register.
- (5) The conflict of interest register must record the following:
  - (a) the name and position of the member who has disclosed a material personal interest;
  - (b) a description of the nature and extent of that interest;
  - (c) a management plan documenting actions required to mitigate the conflict.

### 65. Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.





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- (2) The minutes must record the following:
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under Rule 64.

### 66. Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding three months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek leave in advance.

## PART 6 – FINANCIAL MATTERS

### 67. Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund raising activities, grants, interest and any other sources approved by the Committee.

### 68. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorize a member to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring pre-approval from the Committee for each item on which funds are expended.
- (4) All cheques, electronic transfers, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed or approved by two members authorized by the Committee.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than two weeks after receipt.
- (6) Despite subrule (1), the Committee may authorise the Treasurer to maintain a petty cash fund for minor and incidental expenses of the Association.
- (7) The Treasurer must record the withdrawal or deposit of an amount from the petty cash fund at the time of the transaction.

### 69. Financial records

- (1) The Association must keep financial records that:
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for seven years after the transactions covered by the records are completed.



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- (3) The Treasurer must keep in the Treasurer's custody, or under the Treasurer's control:
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorized by the Committee.

### 70. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include:
  - (a) the preparation of the financial statements; and
  - (b) if required, the review or auditing of the financial statements; and
  - (c) the certification of the financial statements by the Committee; and
  - (d) the submission of the financial statements to the annual general meeting of the Association; and
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## PART 7 – GENERAL MATTERS

### 71. Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal:
  - (a) the name of the Association must appear in legible characters on the common seal; and
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members; and
  - (c) the common seal must be kept in the custody of the Secretary.

### 72. Registered address

The registered address of the Association is:

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address - the postal address of the Secretary.

### 73. Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given:
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email.
- (2) Subrule (1) does not apply to a notice given under Rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given:
  - (a) by handing the notice to a member of the Committee; or
  - (b) by sending the notice by post to the registered address; or



## CONSTITUTION

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- (c) by leaving the notice at the registered address; or
- (d) by email to the Association or the Secretary.

### 74. Custody and inspection of books and records

- (1) Members may on request inspect free of charge any of the following:
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

**Note** See note following Rule 17 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make available, or provide copies of, these Rules to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may inspect but not copy the records set out in subrule (1)(a), (b) or (c) or any of the other records of the Association referred to in this Rule.
- (5) For the purposes of this Rule – **relevant documents** means any record and other document, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:
  - (a) a membership record;
  - (b) a financial statement;
  - (c) a financial record;
  - (d) any other record and document relating to transactions, dealings, business or property of the Association.

### 75. Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets if the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried out for the profit or gain of its individual members.
- (4) The body to which the surplus assets are given must be decided by special resolution.

### 76. Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

**Note** An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than Rules 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.



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# BY-LAWS

July 2024

## 1. Preliminary

These By-laws are made within the provisions of the Constitution of the Goulburn Valley Motor Vehicle Drivers Club Inc. (GVMVDC Inc.). In the event of any inconsistency between the Constitution and the By-Laws, the provisions of the Constitution shall prevail.

## 2. Meetings

- (1) The annual general meeting of the club shall be held on the second Thursday in August.
- (2) The club year commences on July 1<sup>st</sup> each year and for the purposes of the annual report and club finances the financial year concludes on June 30<sup>th</sup>
- (3) Member subscriptions are due by June 30<sup>th</sup> each year and the amount for annual subscriptions is determined at the April committee meeting to enable members to be financial by July 1<sup>st</sup>.
- (4) Monthly general meetings are to be held on the second Thursday of each month.
- (5) Committee meetings are to be held on the fourth Thursday of each month unless otherwise specified.
- (6) The minutes of monthly and annual general meetings will be published in the Journal.

## 3. Membership

- (1) Association Membership
  - (a) The Association offers one type of membership suitable for up to two (2) persons aged 18 years or older (adults) plus up to four (4) children aged less than 18 years.
  - (b) All persons referred to in By-Law 3(1)(a) must reside at the same address.
  - (c) Adult members are entitled to vote and have the general rights specified in Rule 13 of the Association's Constitution.
- (2) Probationary Membership
  - (a) New members are subject to a twelve month probationary period effective from the date specified in Rule 11(2) of the Association's Constitution.
  - (b) Probationary members are entitled to vote and have the general rights specified in Rule 13 of the Association's Constitution.
  - (c) If the Committee has determined that disciplinary action may be taken against a probationary member in accordance with Rule 18 of the Association's Constitution, then the probationary member may be expelled from the Association without a disciplinary hearing.
  - (d) A probationary member who has been expelled may give notice of an appeal in accordance with Rule 22 of the Association's Constitution.
  - (e) A probationary member who has been expelled from the Association is eligible to receive a pro-rata refund of membership fees paid.



## BY-LAWS

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### 4. Life membership

- (1) The award of Honorary Life Member may be recommended for a member who has given outstanding service to the club and who has:
  - (a) had a minimum of ten years continuous membership;
  - (b) performed in an exemplary manner in any elected office or team leader position culminating in no less than eight years of service;
  - (c) displayed outstanding leadership and commitment to the objectives of the club;
  - (d) in the view of their peers, given continuous conspicuous service above and beyond the normal expectations of members.
- (2) Recommendations should be submitted for consideration of the Committee along with supporting evidence that the nominee complies with the requirements of subclause (1).
- (3) Honorary Life Members will be entitled to all rights and privileges applicable to ordinary members.
- (4) Life Membership is for the recipient only and is not transferable.
- (5) A Life Member who, measured from the date of their award, once again satisfies the requirements of subclause (1), may be recommended to have an Honors award added to their Life Membership.

### 5. Drivers Journal

The club will publish a monthly journal.

### 6. Composition of Committee

- (1) In addition to the Committee positions specified in Rule 43 of the Association's Constitution, the Association's Committee shall also consist of:
  - (a) Club Captain; and
  - (b) SWAP Meet Chairperson; and
  - (c) Newsletter Editor.
- (2) The Committee positions specified in this By-Law are to be elected in accordance with Rules 50 to 53 of the Association's Constitution. Nominations should be on the Association's Nomination Form and be signed by the proposer, seconder and nominee.
- (3) Rules 54 to 56 of the Association's Constitution are applicable to the Committee positions specified in this By-Law.

### 7. Non-Committee positions

- (1) The Association's non-committee positions are:
  - (a) Club Permit Officer;
  - (b) Librarian;
  - (c) Property Officer;
  - (d) Social Media Officer;
  - (e) Membership Officer;
  - (f) Up to two (2) Association of Motoring Clubs (AOMC) Delegates;
  - (g) Up to two (2) Federation of Veteran, Vintage and Classic Car Club (FVVCCC) Delegates.



## BY-LAWS

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- (2) The positions specified in this By-Law are to be elected in accordance with Rules 50 to 53 of the Association's Constitution. Nominations should be on the Association's Nomination Form and be signed by the proposer, seconder and nominee.
- (3) Rules 54 to 56 of the Association's Constitution are applicable to the non-committee positions specified in this By-Law.

### 8. Operational subcommittees

- (1) The Association has five (5) operational subcommittees established by the Committee annually in accordance with Rule 42:
  - (a) Events Subcommittee;
  - (b) SWAP Meet Subcommittee;
  - (c) Facility Maintenance Subcommittee;
  - (d) Catering Subcommittee;
  - (e) Social Subcommittee.
- (2) Each subcommittee is to be managed by an elected Chairperson. The Club Captain is the Chairperson for the Events Subcommittee. The Chairpersons for all other subcommittees are to be elected in accordance with Rules 50, 51 and 53 of the Association's Constitution. Nominations should be on the Association's Nomination Form and be signed by the proposer, seconder and nominee
- (3) Rules 54 to 56 of the Association's Constitution are applicable to the Chairperson positions specified in this By-Law.
- (4) The Committee will provide the Chairperson of each subcommittee with Terms of Reference which will define the authority delegated to the subcommittee.
- (5) The Committee may vary from time-to-time specific functions of the sub-committees or individuals undertaking delegated roles and this includes variation of the period over which the delegated function is performed.
- (6) The Chairperson of each subcommittee is to report the status of the subcommittee's activities to the Committee monthly.
- (7) The Chairperson of any subcommittee that has been assigned an Association credit card by the Association's Treasurer is responsible for managing the expenditure on that credit card.
- (8) The Chairperson for each subcommittee is responsible for determining the number of ordinary members for their respective subcommittee, for appointing the ordinary subcommittee members and for assigning their responsibilities. Nomination Forms are not required for ordinary subcommittee members.
- (9) The subcommittee chairperson is to notify the Committee of the names and any specific assigned roles of the ordinary members of their subcommittee within 30 days after the annual general meeting.
- (10) The Chairperson of the Catering Subcommittee plus one other Catering Subcommittee ordinary member are also required to serve as members of the SWAP Meet Subcommittee.



## BY-LAWS

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### 9. Club Permit Scheme

- (1) A member intending to gain a VicRoads Club Permit (Red Plate) for a vehicle must contact the Club Permit Officer to obtain details of current requirements for obtaining a Club Permit for the vehicle.
- (2) The Association will conduct voluntary safety inspections to advise members on their club permit vehicles each year

### 10. Club regalia

Car badges shall be sold only to club members unless otherwise approved by the Committee.

### 11. Club runs

All proposed club runs and rallies must be submitted to the Club Captain for sanction by the Committee.

### 12. SWAP Meet

- (1) The club will hold an annual Swap Day.
- (2) The name "Shepparton Swap" is registered as club property.
- (3) Funds associated with forward bookings for the annual Swap Meet are to be held in the club's account.

### 13. Purchase limit

The Committee may approve expenditure on a project or on a purchase up to the sum of \$5,000 for a particular item. Greater expenditure must be approved at a monthly general meeting.

### 14. Club presentations

- (1) The club will provide and award trophies each year at the Christmas Function and Concours with the ultimate decision on awards being determined by the previous year's Committee.

The awards are:

- (a) Dusty Shaw Trophy for Best Individual Effort;
  - (b) John Stewart Trophy for Best Presented Vehicle;
  - (c) John Hill Trophy for Best Motorcycle;
  - (d) Barry Collison Memorial Trophy for People's Choice;
  - (e) The Rolls Royce Perpetual Trophy for Club Member of the Year.
- (2) At the Annual Progressive Lunch, the club will provide the Cam and Joan Peter Memorial Trophy for the combination of Best Vehicle and Period Dressing(s) of the occupants.

### 15. Library

The Club Librarian has authority to spend \$500 annually on printed or audio-visual materials that become part of the club collection.



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## 16. Associated organisations

The Association will maintain financial membership and involvement through club delegates with:

- (a) The Association of Motoring Clubs (AOMC); and
- (b) The Federation of Veteran, Vintage and Classic Car Clubs (FVVCCC).

## 17. Use of Association clubrooms

- (1) The use of the clubrooms shall be directed either by the President or the Committee.
- (2) Supper facilities are available and must be left clean and tidy.
- (3) Alcoholic liquor is not to be brought onto the premises except with the approval of the Committee.
- (4) All members and visitors are to vacate the premises either by 11.30pm or at the discretion of the President or the Committee.

## 18. Club property

- (1) No club member holding property in good care on behalf of the club will be held responsible for the theft or loss of such property.
- (2) Requests from club members wishing to borrow club equipment should be in writing and approval can be made at the discretion of the Property Officer or two Committee members.
- (3) A first aid kit shall be kept by the Club Captain for use at club events.

## 19. Changes to these By-Laws

These By-Laws may only be altered by special resolution of a general meeting of the Association.

**Note** An alteration of these By-Laws takes effect immediately it has been passed at a general meeting.





## Document History

Version	Date	Details
1	Unknown	Base document.
2	January 2014	Unknown
3	May 2022	<ul style="list-style-type: none"> <li>• Reference to associate members removed;</li> <li>• Time to pay monies into account changed from 5 days to 2 weeks;</li> <li>• Call for election nominations from the floor of the AGM removed;</li> <li>• Requirements for AGM minutes added;</li> <li>• Monthly general meeting definition clarified;</li> <li>• General meeting notice Rule 32 removed; defined in Rules 29, 30 and 31;</li> <li>• Rules 49 and 51 re-written to accommodate Club-specific positions</li> </ul>
4	July 2024	<ul style="list-style-type: none"> <li>• Immediate Past President removed;</li> <li>• Subcommittee members changed to appointments;</li> <li>• Terms of Reference for subcommittees introduced;</li> <li>• Notice of general meetings rectified;</li> <li>• Special general meetings clarified;</li> <li>• Club-specific committee roles moved into By-Laws;</li> <li>• Rules aligned to 2013 model rules;</li> <li>• Membership application process revised;</li> <li>• Clarification of the Club's Purposes;</li> <li>• Clarification of members rights for multiple person memberships.</li> </ul>
5	May 2025	<ul style="list-style-type: none"> <li>• Financial year amended to align with ATO financial year;</li> <li>• Club year amended to align with redefined financial year;</li> <li>• AGM moved to August;</li> <li>• Permanent Subcommittees redesignated Operational Subcommittees.</li> </ul>