



**RULES OF THE  
VETERAN VINTAGE AND CLASSIC MOTORCYCLE CLUB ACT INCORPORATED**

**October 2017**

Incorporated Association Name

**VETERAN VINTAGE AND CLASSIC  
MOTOR CYCLE CLUB ACT  
INCORPORATED**

Incorporated Association Registration Number

**A.837**

Document Title

**RULES of the  
VETERAN VINTAGE AND CLASSIC MOTORCYCLE CLUB ACT  
INCORPORATED**

Document Submitted for Lodgement (by  
whom, or on whose behalf)

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"Lodged with the Registrar of Incorporated Associations"  
**October 2017**

**FOREWORD**

These Rules are based on the **Model Rules** promulgated by the ACT Government during January 1992 and the requirements of the new **Associations Incorporation Act 1991** which came into force on 1 January 1992. In addition to the requirements of these documents, relevant Clauses from the **1987** version of the **Constitution** of the **Veteran Vintage and Classic Motor Cycle Club ACT Incorporated** are included as these reflect specific requirements of 'the Club'.

I should like to thank the members of the **1991/92** and **1992/93 Committees** and all the other club members who volunteered or were coerced into helping with the development of this document. It has taken many precious hours of our time to analyse the requirements of both the new Act and 'the Club' and their assistance and enthusiasm in developing these new Rules will hopefully mean the document will stand the test of time without further significant amendment and meet the requirements of the ACT Government and 'the Club'.

The June 1998 amendments are of a clarification nature only, as agreed to by that years Annual General Meeting.

The June 2003 revision details a junior membership category for 'Student Members'. The category was introduced during 2002 to encourage membership by young people such as students. The Student Member fee structure will align with the Senior Member category.

The April 2007 revision: revokes the requirement introduced in June 1998 to Rule 12J and Rule 12N which limited the time an 'office bearer' could remain the incumbent of a single position.

The August 2008 revision introduces the generic term Spouse/ Partner throughout the Rules and changes to RULE 12. The 'Office-bearers' increase to five (5) by inclusion of the Public Officer. The Membership Secretary, the Web Master, the Swap Meet Coordinator and the Rally Director are created as 'Ordinary Committee Members'. The Permits Officer position is renamed as Club Registrar. The Assistant Permits Officer is renamed as Assistant Club Registrar.

The October 2017 revision revamped the format, update the mailing address and the Membership form in Appendix 1 to the current version. It also includes additional clauses (C and D) to Rule 32 for internet banking as approved by the membership in the Special General Meeting, 5<sup>th</sup> October 2017.

Peter Toet  
Public Officer  
VV&CMCC ACT Inc  
**October 2017**

New amendments are shown with **bolded** text

The **bolded** text will be removed when a new amendment is issued.

The amendment number of each page is shown at the top of each page.

#### **AMENDMENT RECORD**

AMENDMENT DETAILS		AMENDMENT INSERTED	
Amendment Number	Amendment Dated	Inserted By	Date Inserted
Original	27 January 1993	Steve Butcher	27 January 1993
Revision 1	5 March 1993	Steve Butcher	5 March 1993
Revision 2	1 June 1998	Stuart Lukeman	1 June 1998
Revision 3	1 June 2003	Steve Butcher	Reprinted 1 June 2003
Revision 4	12 April 2007	Steve Butcher	12 April 2007
Revision 5	16 September 2008	Steve Butcher	16 September 2008
Revision 6	23 October 2017	Natalie Osburne	23 October 2017

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PART I

STATEMENT OF OBJECTS

The objectives of this Incorporated Association being the "**Veteran Vintage and Classic Motor Cycle Club ACT Incorporated**" hereafter referred to as '**the Club**' shall be:

- A. To foster and encourage the restoration, preservation and use of veteran, vintage and classic motorcycles;

- B. To promote and organise Rallies and such events as are suitable for the use of veteran, vintage and classic motorcycles
- C. To extend to owners and riders of veteran, vintage and classic motorcycles and their friends and all persons interested in veteran, vintage and classic motorcycles and motorcycling the hospitality, convenience and privileges conferred by membership of 'the Club' and
- D. To publish an official journal of 'the Club' when, and at such times as the Committee sees fit, the price of which and the number of issues per year, to be determined by the Committee

## PART II

### PRELIMINARY INTERPRETATION

- A. In these Rules, unless a contrary intention appears:
  - (1) "financial year" means the financial year ending on 30 April;
  - (2) "member" means a member, however described of 'the Club';
  - (3) "office-bearer" means a member of the Committee who is an official of 'the Club' as referred to in RULE 12;
  - (4) "committee member" means a member of the Committee who is an official of 'the Club' as referred to in RULE 12;
  - (5) "ordinary committee member" means a member of the Committee who is an official of 'the Club' as referred to in Rule 12;
  - (6) "Secretary" means the person or, where no such person holds that office, the 'Public Officer' of 'the Club';
  - (7) "the Act" means the Associations Incorporation Act 1991;
  - (8) "the Regulations" means the 'Associations Incorporation Regulations';
  - (9) "Committee" means the Committee of Management. B. In these Rules:
    - (1) a reference to a function includes a reference to a power, authority and duty: and
    - (2) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- C. The provisions of the Interpretation Act 1967 apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.
- D. The categories of membership available to members of 'the Club' and the detailed requirements for each category of membership are:
  - (1) HONORARY MEMBERSHIP (Life Member).
    - a) Honorary Membership is the highest honour 'the Club' can bestow.
    - b) The Committee may upon its own unanimous vote, followed by a resolution of a General Meeting in confirmation, bestow on any member an Honorary Membership in recognition of any service which in its opinion renders the bestowing of this honour desirable.
    - c) Honorary Membership shall entitle the member to be a Family Member and be called a "Life Member".
  - (2) FULL MEMBERSHIP (Member).
    - a) Full membership is the normal category of membership offered by 'the Club'.
    - b) Full Membership may be conferred upon any person in accordance with the Nomination for Membership conditions detailed in RULE 3.
    - c) Full Membership shall entitle the member to be a Full Member and be called a "Member".
  - (3) SENIOR CITIZEN MEMBERSHIP (Member).
    - a) Senior Citizen Membership may be sought by a person attaining the age of 65 years.
    - b) Senior Citizen Membership may be conferred upon any person in accordance with the Nomination for
    - c) Membership conditions detailed in RULE 3.
    - d) Senior Citizen Membership shall entitle the member to be a Full Member and be called a "Member".
  - (4) FAMILY MEMBERSHIP (Member).
    - a) Family Membership may be sought by a member at any time.
    - b) Family Membership may be conferred upon any person in accordance with the Nomination for Membership conditions detailed in RULE 3.

- c) A member may nominate their Spouse/ Partner and their dependent children for Family Membership. A dependent child is a child under 18 years of age. This entitles the Family Members to enjoy any subsidy applied to a Club event.
  - d) The Family Membership subscription is paid in addition to the Full Membership subscription. The amount levied will be the Full Membership subscription minus the Club magazine component as only one copy of the Club magazine will be issued in any month to those seeking this class of membership.
  - e) Family Membership shall entitle the member to be a Full Member and be called a "Member" and the nominated Family Member(s) to be called a "Family Member".
- (5) SENIOR CITIZEN FAMILY MEMBERSHIP (Member).
- a) Senior Citizen Family Membership may be sought by a person attaining the age of 65 years.
  - b) Senior Citizen Family Membership may be conferred upon any person in accordance with the Nomination for Membership conditions detailed in RULE 3.
  - c) A senior citizen member may nominate their Spouse/ Partner and their dependent children for Senior Citizen Family Membership. A dependent child is a child under 18 years of age. This entitles the Senior Citizen Family Members to enjoy any subsidy applied to a Club event.
  - d) The Senior Citizen Family Membership subscription is paid in addition to the Full Membership subscription. The amount levied will be the Full Membership subscription minus the Club magazine component as only one copy of the Club magazine will be issued in any month to those seeking this class of membership.
  - e) Senior Citizen Family Membership shall entitle the senior citizen member to be a Full Member and be called a "Member" and the nominated Senior Citizen Family Member(s) to be called a "Family Member".
- (6) TEMPORARY MEMBERSHIP (Temporary Member).
- a) Non-members may seek Temporary Membership any number of times.
  - b) Non-members may be allowed to join 'the Club' on a temporary basis for the purposes of participating in an individual social or sporting event designated by the Committee as being open to non-members.
  - c) Temporary Membership shall entitle the non-member to be called a "Member" only for the duration of the individual and designated social or sporting event.
- (7) JUNIOR MEMBERSHIP (Student Member).
- a) Student Membership may be sought by a person attending college, TAFE or University on a full time basis and who is not engaged in full time employment.
  - b) Student Membership may be conferred upon any person in accordance with the Nomination for Membership conditions detailed in RULE 3.
  - c) Student Membership shall entitle the member to be a Full Member and be called a "Member".

### PART III MEMBERSHIP

#### **RULE 1.**

##### ACCEPTANCE OF RULES

As every member on payment of his or her annual subscription fee becomes entitled to the benefits and privileges of 'the Club', such payment shall be deemed a declaration of the acceptance of the Rules of 'the Club' and of the obligations and liabilities imposed thereby.

#### **RULE 2.**

##### MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of 'the Club' if:

- A. the person is a person referred to in paragraph 21(2)(a) or (b) of the Act and has not ceased to be a member of 'the Club' at any time after incorporation of 'the Club' (as an association) under the Act; or
- B. the person:
  - (1) has been nominated for membership in accordance with RULE 3 paragraph A; and
  - (2) has been approved for membership of 'the Club' by the Committee of 'the Club'; and
- C. the person:-
  - (1) supports and agrees with the objects, activities, aims and objectives of 'the Club'.

**RULE 3.****MEMBERSHIP NOMINATION AND RENEWAL REQUIREMENTS**

- A. Nomination of a person for membership of 'the Club':
- (1) shall be made to 'the Club' in writing:
    - a) in the form similar to that set out in Appendix 1 to these Rules; or
    - b) by letter, and
  - (2) shall be proposed and seconded by two members; and (3) shall be lodged with the Secretary of 'the Club'.
- B. As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the Committee which shall determine whether to approve or to reject the nomination.
- C. Where the Committee determines to approve a nomination for membership, the Secretary shall as soon as practicable after that determination:
- (1) notify the nominee of that approval; and
  - (2) request the nominee to pay within 28 days after receipt of the nomination the sum payable under these Rules by a member, this being:
    - a) the New Members Joining Fee; and
    - b) the first year's annual subscription.
- D. The Secretary shall, on payment by the nominee of the amounts referred to in RULE 3 paragraph C within the period referred to in that Sub-rule:
- a) enter the nominee's name in the register of members; and
  - b) upon the name being so entered, the nominee shall become a member of 'the Club'.
- E. Any nominee will be considered for 'admission to membership' whose membership qualifications comply with the requirements of RULE 2 but the Committee shall have the right to refuse admission to any nominee should they consider this step necessary in the interests of 'the Club'.
- F. The requirements for renewal of membership of 'the Club' for the categories of membership are as follows:
- (1) **HONORARY MEMBERSHIP (Life Member)**  
Once Honorary Membership has been bestowed it shall be renewed annually as determined by the Committee, by:
    - a) annual completion of an 'Application for Membership Renewal' form;
 or
    - b) provision of advice by letter; or until
    - c) the Life Member chooses to resign; or
    - d) the Annual General Meeting of 'the Club' decides by a two-thirds majority vote to withdraw the Honorary Membership.
  - (2) **FULL MEMBERSHIP (Member)**  
Full Membership shall be renewed annually as determined by the Committee, by:
    - a) annual completion of an 'Application for Membership of Association' form; or
    - b) provision of advice by letter; and
    - c) payment of appropriate subscription fees; or until
    - d) the Annual General Meeting of 'the Club' decides by a two-thirds majority vote to withdraw the Full Membership.
  - (3) **SENIOR CITIZEN MEMBERSHIP (Member)**  
Senior Citizen Membership shall be renewed annually as determined by the Committee, by:
    - a) annual completion of an 'Application for Membership of Association' form; or
    - b) provision of advice by letter; and
    - c) payment of appropriate subscription fees; or until
    - d) the Annual General Meeting of 'the Club' decides by a two-thirds majority vote to withdraw the Senior Citizen Membership.
  - (4) **FAMILY MEMBERSHIP (Member)**  
Family Membership shall be renewed annually as determined by the Committee, by:
    - a) annual completion of an 'Application for Membership of Association' form; or
    - b) provision of advice by letter; and
    - c) payment of appropriate subscription fees; or until

- d) the Annual General Meeting of 'the Club' decides by a two-thirds majority vote to withdraw the Family Membership.
- (5) SENIOR CITIZEN FAMILY MEMBERSHIP (Member)  
Senior Citizen Family Membership shall be renewed annually as determined by the Committee, by:
  - a) annual completion of an 'Application for Membership of Association' form; or
  - b) provision of advice by letter; and
  - c) payment of appropriate subscription fees; or until
  - d) the Annual General Meeting of 'the Club' decides by a two-thirds majority vote to withdraw the Senior Citizen Membership.
- (6) TEMPORARY MEMBERSHIP
- (7) (Temporary Member).  
Nomination for renewal of membership of 'the Club' is not applicable to a non-member seeking Temporary Membership.
- (8) JUNIOR MEMBERSHIP (Student Member).  
Junior Membership shall be renewed annually as determined by the Committee, by:
  - a) annual completion of an 'Application for Membership of Association' form; or
  - b) provision of advice by letter; and
  - c) payment of appropriate subscription fees; or until
  - d) the Annual General Meeting of 'the Club' decides by a two-thirds majority vote to withdraw the Junior Membership.

**RULE 4.**

**MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

- A right, privilege or obligation which a person has by reason of being a member of 'the Club':
- A. is not capable of being transferred or transmitted to another person; and
  - B. terminates upon cessation of the person's membership.

**RULE 5.**

**CESSATION OF MEMBERSHIP**

- A. A person ceases to be a member of 'the Club' if the person:
  - (1) dies; or
  - (2) resigns from membership of 'the Club'; or
  - (3) is expelled from 'the Club'; or
  - (4) fails to renew membership of 'the Club'.
- B. In the event of any member failing to renew membership within three (3) months of the due date:
  - (1) The Secretary shall report accordingly to the Committee who may cause the name of that member to be erased from the list of members.
  - (2) Should a satisfactory explanation be offered by the member to the Committee it shall have power to restore the name of that member as a member if it has been so erased, upon payment of all monies due. See RULE 7 paragraph C concerning 'Penalty for Late Renewal'.

**RULE 6.**

**RESIGNATION OF MEMBERSHIP**

- A. A member may resign from membership of 'the Club' if:
  - (1) all amounts payable to 'the Club' by the member have been made; and
  - (2) notice of the member's intention to resign (being not less than one (1) month or, if the Committee has determined a shorter period, that shorter period) has been given in writing to the Secretary; and
  - (3) upon the expiration of the period of notice, the member ceases to be a member.
- B. Where a person ceases to be a member, the Secretary shall make an appropriate entry in the register of members recording the date on which the member resigned.

**RULE 7.**

**FEES, SUBSCRIPTIONS, ETC**

- A. New Members Joining Fee   The  
New Members Joining Fee is:
  - (1) any amount as determined by resolution of the Committee;

- (2) levied on all nominees seeking 'admission to membership'; and
- (3) not refundable (as it covers provision of a copy of these Rules and other initiating paperwork).

**B. Annual Membership Subscription**

The annual membership subscription of 'the Club' is:

- (1) any amount as determined by resolution of the Committee; and
- (2) payable, except as provided by RULE 7 paragraph B(3), before 1 May in any calendar year; or
- (3) where a person becomes a member on or after 1 May in any calendar year, payable before 1 May in each succeeding calendar year.
- (4) The annual membership subscription shall be levied on a prorata quarterly basis.
- (5) Notwithstanding the provisions of RULE 7 paragraph B(4), fees paid within two months prior to the 1 May shall be deemed fees for the ensuing financial year.
- (6) The annual subscription for any year not paid by 1 August of that year shall be deemed to be in arrears and the member shall be considered to be non-financial.

**C. Penalty Fee for Late Renewal**

The Penalty Fee for Late Renewal of annual membership subscription of 'the Club' is:

- (1) any amount as determined by resolution of the Committee.

NOTE: The PENALTY FEE FOR LATE RENEWAL is intended to encourage prompt renewal of the annual membership fee.

- (2) If the annual membership fee is not renewed within three (3) months after the lapse of financial membership status a 'PENALTY FEE FOR LATE RENEWAL' will be levied.

**D. Changes to Fees and Subscriptions**

- (1) Fees and subscriptions, including their dates of effect, shall be set by the Committee and presented to the Annual General Meeting for approval.
- (2) At the Annual General Meeting a majority vote of two thirds of the members present and eligible to vote is required to effect the alteration of fees.

**E. Fee and Subscription Requirements**

The fee and subscription requirements for each category of membership are as follows: (1)

**HONORARY MEMBERSHIP (Life Member)**

No annual membership subscription is levied on a Life Member.

**(2) FULL MEMBERSHIP (Member)**

The annual membership subscription for Full Membership is the 'normal' fee levied on any person seeking:

- a) new Full Membership; or
- b) continuation of Full Membership as a Member of 'the Club'.

**(3) SENIOR CITIZEN MEMBERSHIP (Member)**

The annual membership subscription for Senior Citizen Membership is a special rate levied on any person who has attained the age of 65 years seeking:

- a) new Senior Citizen Membership; or
- b) continuation of Senior Citizen Membership as a Member of 'the Club'. NOTE: Senior Citizen Membership will be charged at a lower rate than the 'normal' subscription levied for Full Membership as it is intended to encourage on-going participation by Senior Citizens in all events conducted by 'the Club'.

**(4) FAMILY MEMBERSHIP (Member)**

The annual membership subscription for Family Membership is a special subscription rate levied on any person seeking:

- a) new Family Membership; or
- b) continuation of Family Membership as a Member of 'the Club'.

NOTE: Family Membership will be a subsidised subscription. It is intended to encourage participation by the Spouse/ Partner and dependent members of the family in all events conducted by 'the Club'.

**(5) SENIOR CITIZEN FAMILY MEMBERSHIP (Member)**

The annual membership subscription for a Senior Citizen Family Membership is a special rate levied on a person who has attained the age of 65 years seeking:

- a) new Senior Citizen Family Membership; or
- b) continuation of Senior Citizen Family Membership as a Member of 'the Club'. NOTE: Senior Citizen Family Membership will be a subsidised subscription. It is intended to encourage participation by the Spouse/ Partner in all events conducted by 'the Club'.

## (6) TEMPORARY MEMBERSHIP (Temporary Member)

a) A Temporary Membership subscription will be levied on a person who is a non-member of 'the Club' seeking to participate in:

- (1) a social or sporting event designated as being open to non-members;
- or
- (2) an event being operated by another organisation under the auspices of 'the Club'.

b) The Temporary Membership subscription will be levied on the basis of a nominal fee per entrant per event.

c) The Committee will determine the rate to be levied.

## (7) JUNIOR MEMBERSHIP (Student Member).

The annual membership subscription for Junior Membership is a special rate levied on any person who is attending college, TAFE or University on a full time basis and who is not engaged in full time employment and who is seeking:

- a) new Junior Membership (Student Member); or
- b) continuation of Junior Membership as a Student Member of 'the Club'. NOTE: Junior Membership will be charged at a lower rate than the 'normal' subscription levied for Full Membership as it is intended to encourage on-going participation by the Junior in all events conducted by 'the Club'. Junior Membership will be charged the same subscription levied for Senior Citizen Membership.

## F. Magazine Postage

The membership fee covers the cost of postage of the Club magazine within Australia. If a member pre-pays the additional cost, the magazine can be sent overseas.

**RULE 8.****MEMBERS LIABILITIES**

The liability of a member to contribute towards the payment of debts and liabilities of 'the Club' or the costs, charges and expenses of the winding up of 'the Club' is limited to the amount, if any, unpaid by the member in respect of membership of 'the Club' as required by RULE 7.

**RULE 9.****DISCIPLINING OF MEMBERS**

A. Where the Committee is of the opinion that a member:

- (1) has persistently refused or neglected to comply with a provision of these Rules; or (2) has persistently and wilfully acted in a manner prejudicial to the interests of 'the Club'.

The Committee may, by resolution:

- a) expel the member from 'the Club'; or
- b) suspend the member from such rights and privileges of membership of 'the Club' as the Committee may determine for a specified period.

B. A resolution of the Committee under RULE 9 paragraph A is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under RULE 9 paragraph C, confirms the resolution in accordance with this Rule.

C. Where the Committee passes a resolution under RULE 9 paragraph A, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:

- (1) setting out the resolution of the Committee and the grounds on which it is based;
- (2) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than
- (3) 28 days after service of the notice;
- (4) stating the date, place and time of that meeting; and
- (5) informing the member that the member may do either or both of the following:
  - a) attend and speak at the meeting;
  - b) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.

D. Subject to Section 50 of the Act, at a meeting of the Committee mentioned in RULE 9 paragraph C, the Committee shall:

- (1) give to the member mentioned in RULE 9 paragraph A an opportunity to make oral representations;

- (2) give due consideration to any written representations submitted to the Committee by that member at or prior to the meeting; and
  - (3) by resolution determine whether to confirm or to revoke the resolution of the Committee made under RULE 9 paragraph A.
- E. Where the Committee confirms a resolution under RULE 9 paragraph D, the Secretary shall, within 7 days after that confirmation, by notice in writing:
- (1) inform the member of that confirmation; and
  - (2) inform the member of the member's right of appeal under RULE 10.
- F. A resolution confirmed by the Committee under RULE 9 paragraph D does not take effect:
- (1) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
    - a) where within that period the member exercises the right of appeal, unless and until 'the Club' confirms the resolution in accordance with RULE 10 paragraph D.

**RULE 10.**

**RIGHT OF APPEAL OF DISCIPLINED MEMBER**

- A. A member may appeal to 'the Club' in General Meeting against a resolution of the Committee which is confirmed under RULE 9 paragraph D, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- B. Upon receipt of a notice from the member under RULE 10 paragraph A, the Secretary shall notify the Committee which shall:
- (1) convene a General Meeting of 'the Club' to be held within 21 days after the date (pm) which the Secretary received the notice; or
  - (2) convene a Special General Meeting as soon as possible after that date.
- C. Subject to Section 50 of the Act, at a Special General Meeting of 'the Club' convened under RULE 10 paragraph B:
- (1) no business other than the question of the appeal shall be transacted;
  - (2) the Committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (3) the members present shall vote by secret ballot on the question of whether the resolution made under RULE 9 paragraph D, that the resolution is confirmed.
- D. If the meeting passes a Special Resolution in favour of the confirmation of the resolution made under RULE 9 paragraph D, that resolution is confirmed.

PART IV  
THE COMMITTEE

**RULE 11.**

**POWERS OF THE COMMITTEE**

The Committee, subject to the Act, the Regulations, these rules, and to any resolution passed by 'the Club' in General Meeting:

- A. shall control and manage the affairs of 'the Club';
- B. may exercise all such functions as may be exercised by 'the Club' other than those functions that are required by these Rules to be exercised by 'the Club' in General Meeting; and
- C. has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of 'the Club'.

**RULE 12.**

**COMMITTEE CONSTITUTION AND MEMBERSHIP**

- A. The officials on the Committee shall consist of:
  - (1) five (5) 'office-bearers' of 'the Club';
  - (2) three (3) 'committee members' of 'the Club'; and
  - (3) other 'ordinary committee members', as required for the management and operation of 'the Club';  
each of whom shall be elected pursuant to RULE 13 or appointed in accordance with RULE 12 paragraph K.
- B. The names of the officials on the Committee may be shown in the journal of 'the Club'.
- C. The 'office bearers' and the 'committee members' shall have voting rights on the Committee.
- D. 'Ordinary committee members' may attend Committee Meetings in an advisory capacity.
- E. The 'office-bearers' of 'the Club' shall be:
  - (1) the President;
  - (2) the Vice-President;
  - (3) the Treasurer; 4. the Secretary, and
  - 5. the Public Officer.
- F. The 'office-bearers' shall be assisted and supported in the management of the functions of 'the Club' by 'committee members' consisting of:
  - (1) the Editor.
  - (2) the Events Officer.
  - (3) the Club Registrar.
- G. The 'office-bearers' shall be assisted and supported in the management of the functions of 'the Club' by 'ordinary committee members' consisting of:
  - (1) the Minutes Officer.
  - (2) the Library Officer.
  - (3) the Property Officer.
  - (4) the Publicity Officer.
  - (5) the Regalia Officer.
  - (6) the Machine Testing and Dating Officer.
  - (7) the Floor Member.
  - (8) the Council Delegate (to the Council of ACT Motor Clubs Inc.), and
  - (9) the Membership Secretary.
  - (10) the Web Master,
  - (11) the Swap Meet Coordinator,
  - (12) the Rally Director.
- H. The 'committee members' may obtain assistance from other members in the execution of their office, and
  - (1) The names of the Assistants may be shown in the journal of 'the Club' as being an Assistant to that 'committee member'; and
  - (2) If so desired by the 'committee member' whom they assist and with the permission of the Chair, an Assistant may attend meetings of the Committee in an advisory capacity. I.  
Assistants to 'committee members' are:
    - 1. Assistant Editor(s).
    - 2. Assistant Events Officer
    - 3. Assistant Club Registrar

- J. Each official on the Committee shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election.
- K. In the event of a vacancy in the membership of the Committee, the committee may appoint a member of 'the Club' to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting following the date of the appointment.
- L. The invitation of 'Experts' to attend Committee meetings in an advisory capacity shall be the responsibility of the Committee.
- M. If so desired by the Committee members and with the permission of the Chair, one member of each sub-committee (if any) formed within 'the Club' may be invited to attend meetings of the Committee in an advisory capacity.'

### **RULE 13.**

#### **ELECTION OF COMMITTEE MEMBERS**

Nomination of candidates for election as 'office-bearers', 'committee members' and 'ordinary committee members' of 'the Club':

- A. shall be made in writing, signed by two (2) members of 'the Club' and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- B. shall be delivered to the Secretary of 'the Club' not less than seven (7) days before the date fixed for the Annual General Meeting at which the election is to take place.
- C. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- D. If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be vacancies.
- E. If the number of nominations received is equal to the number of vacancies to be filled, the persons shall be taken to be elected.
- F. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- G. The ballot for the election of 'office-bearers', 'committee members' and 'ordinary committee members' shall be completed at the Annual General Meeting in such manner as the Committee may direct.
- H. An 'office-bearer' is not eligible to simultaneously hold more than one (1) 'office-bearer' position on the Committee.
- I. Members nominating other members for an 'office-bearers', 'committee members' or 'ordinary committee members' position must first ascertain the willingness of the prospective candidate to accept the position if elected.
- J. Only Life Members, Full members, and Senior Citizen Members shall be entitled to hold office.

### **RULE 14.**

#### **SECRETARY**

- A. The Secretary of 'the Club' shall, as soon as practicable after being appointed as Secretary, notify 'the Club' of his or her address;
- B. The Secretary of 'the Club' shall, keep records of:
  - (1) all elections and appointments of 'office-bearers' 'committee members' and 'ordinary committee members';
  - (2) the names of members of the Committee present at Committee, General, Annual General or Special General Meetings; and
  - (3) all proceedings at Committee, General, Annual General or Special General Meetings.
- C. The Secretary of 'the Club' shall, ensure minutes of the proceedings of General, Annual General or Special General Meetings are 'proposed for adoption' and 'seconded for adoption' as being 'a true record of the proceedings' of the meeting by two members who were in attendance at the meeting. This adoption process shall be called to take place by the person presiding at the meeting or by a person presiding at the next succeeding meeting.
- D. The Secretary of 'the Club' shall, ensure minutes of proceedings at a meeting are signed by the person presiding at the meeting or by a person presiding at the next succeeding meeting. E. Committee meetings shall be called by the Secretary on the authority of the President

**RULE 15.**

**TREASURER**

The Treasurer of 'the Club' shall:

- A. collect and receive all moneys due to 'the Club' and make payments authorised by 'the Club'; and
- B. keep correct accounts and books showing the financial affairs of 'the Club' with full details of all receipts and expenditure connected with the activities of 'the Club'.

**RULE 16.**

**COMMITTEE VACANCIES**

For the purposes of these Rules, a vacancy in the office of a member of the Committee occurs if the member:

- A. dies; or
- B. ceases to be a member of 'the Club'; or
- C. resigns from office; or
- D. is removed from office pursuant to RULE 17; or
- E. becomes an insolvent under administration within the meaning of the Corporations Law; or
- F. is disqualified from office under Sub-section 63(1) of the Act; or
- G. is absent without the consent of the committee members from all meetings of the Committee held during a period of six (6) months.

**RULE 17.**

**REMOVAL OF COMMITTEE MEMBERS**

'The Club' in General or Special General Meetings may by resolution, subject to Section 50 of the Act, remove any member of the Committee from the office of member of the Committee before the expiration of the member's term of office.

**RULE 18.**

**MEETINGS - COMMITTEE**

**A. HOLDING OF COMMITTEE MEETINGS**

- (1) The Committee shall meet at least three (3) times in each calendar year.
- (2) Additional meetings of the Committee may be convened by any member of the Committee.

**B. CALLING COMMITTEE MEETINGS**

- (1) Committee meetings shall be called by the Secretary in accordance with the requirements of the Committee.
- (2) Committee meetings shall be convened at such place and date and time as the Committee may determine.

**C. NOTICE OF COMMITTEE MEETINGS**

- (1) A Committee meeting shall be specified as such in the notice convening it and in accordance with RULE 18 paragraph D.
- (2) Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least forty-eight (48) hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.

**D. BUSINESS AT COMMITTEE MEETINGS**

Notice of a Committee meeting given under RULE 18 paragraph C shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.

**E. PRIOR NOTICE OF ITEMS FOR DISCUSSION**

An item of business provided by a member in the form of a 'notice in writing' to the Secretary and intended for discussion at a General Meeting, Annual General Meeting or Special General Meeting shall be considered by the Committee and included in the notice of the meeting.

**F. QUORUM OF COMMITTEE MEMBERS**

- (1) Any three (3) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (2) No business shall be transacted by the Committee unless a quorum is present and if within half an hour (30 minutes) after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the day in the following week.

**G. ADJOURNMENT OF COMMITTEE MEETINGS**

If at the adjourned Committee meeting a quorum is not present within half an hour (30 minutes) after the time appointed for the meeting, the meeting shall be dissolved.

**H. PRESIDING MEMBER AT COMMITTEE MEETINGS**

- (1) At meetings of the Committee:
- (2) the President or in the absence of the President, the Vice President shall preside; or
- (3) if the President and the Vice-President are absent, one (1) of the remaining members of the Committee may be chosen by the members present to preside.

**I. REPORTING OF COMMITTEE MEETINGS**

- (1) The Secretary of 'the Club' shall:
  - a) record the names of members of the Committee and others present at a Committee Meeting; and
  - b) record proceedings at a Committee Meeting, and
  - c) ensure minutes of proceedings at a Committee meeting are signed by the person presiding at the meeting or by a person presiding at the next succeeding meeting.

**RULE 19.****DELEGATION BY COMMITTEE TO SUB-COMMITTEE**

- A. The Committee may, by instruction in writing, delegate to one (1) or more sub-committees (consisting of such member or members of 'the Club' as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
  - (1) this power of delegation; and
  - (2) a function which is a function imposed on the Committee by the Act, by any other law of the Territory, or by resolution of 'the Club' in General Meeting.
- B. A function, the exercise of which has been delegated to a subcommittee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- C. A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function, or as time or circumstances, as may be specified in the instrument of delegation.
- D. Notwithstanding any delegation under this Rule, the Committee may continue to exercise any function delegated.
- E. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Committee.
- F. The Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- G. A sub-committee may meet and adjourn as it thinks proper.
- H. The quorum of any sub-committee shall be fixed by the Committee.

**RULE 20.****VOTING AND DECISIONS**

- A. Questions arising at the meeting of the Committee, or any subcommittee appointed by the Committee, shall be determined by a majority of the votes of members of the Committee or subcommittee present at the meeting.
- B. Each member present at a meeting of the Committee, or any sub-committee appointed by the Committee, (including the person presiding at the meeting) is entitled to one (1) vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- C. Subject to RULE 18 paragraph F, the Committee may act notwithstanding any vacancy on the Committee.
- D. Any act or thing suffered, or purporting to have been done or suffered, by the Committee or by the sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or subcommittee.

PART V  
CLUB MEETINGS

NOTE: FORMAL MEETINGS OF 'THE CLUB' DESCRIBED IN THIS PART SHALL BE:  
GENERAL MEETINGS;  
ANNUAL GENERAL MEETINGS; AND  
SPECIAL GENERAL MEETINGS.

**RULE 21.**

CLUB MEETINGS - GENERAL

A. HOLDING OF GENERAL MEETINGS

- (1) The General Meeting shall be the formal and regular meeting of 'the Club'.
- (2) The Committee may, whenever it thinks fit, convene a General Meeting of 'the Club'.  
However, as far as is reasonably practical General Meetings will be convened monthly.

B. CALLING GENERAL MEETINGS

- (1) General Meetings shall be called by the Secretary on the authority of the Committee.
- (2) General Meetings shall be convened at such place and on dates and times as the Committee may determine.

C. NOTICE OF GENERAL MEETINGS

- (1) A General Meeting shall be specified as such in the notice convening it and in accordance with RULE 21 paragraph D
- (2) Written notice of a General Meeting shall be given by the Secretary to each member at least fourteen (14) days before the date fixed for the holding of the General Meeting.
- (3) The Secretary shall cause notice to be sent by pre-paid post to each member at the member's address appearing in the register of members. This may be achieved by inclusion of the notice in the Club magazine.
- (4) The notice shall specify:
  - a) the place, date and time of the meeting; and
  - b) the nature of the business proposed to be transacted at the meeting.

D. BUSINESS AT GENERAL MEETINGS

- (1) The Agenda for a General Meeting shall be drawn up and discussed by the Committee.
- (2) At General Meetings items for discussion as Other Business will be taken on 'notice to the chair'.

E. PRIOR NOTICE OF ITEMS FOR DISCUSSION AT GENERAL MEETINGS

A member desiring to bring any business before a General Meeting shall give notice in writing of that business to the Secretary who shall include that notice from the member.

**RULE 22.**

CLUB MEETINGS - ANNUAL GENERAL

A. HOLDING OF ANNUAL GENERAL MEETINGS

- (1) 'The Club' shall hold its first Annual General Meeting:
  - a) within the period of eighteen (18) months after its incorporation under the Act; and
  - b) within the period of five (5) months after the expiration of the first financial year of 'the Club'.
- (2) With the exception of the first Annual General Meeting of 'the Club', 'the Club' shall, at least once in each calendar year and within the period of five (5) months after the expiration of each financial year of 'the Club', convene an Annual General Meeting of its members.
- (3) RULE 22 paragraphs A(1) and A(2) have effect subject to the powers of the Registrar of Incorporated Associations under Section 120 of the Act in relation to extensions of time.

B. CALLING ANNUAL GENERAL MEETINGS

- (1) The Annual General Meeting of 'the Club' shall be called by the Secretary on the authority of the Committee.
- (2) The Annual General Meeting of 'the Club' shall, subject to the Act, be convened on such date and at such place and time as the Committee may determine.
- (3) The Annual General Meeting of 'the Club' shall, as far as is reasonably practical, be held in the May of each year.

C. NOTICE OF ANNUAL GENERAL MEETINGS

- (1) An Annual General Meeting shall be specified as such in the notice convening it and in accordance with RULE 22 paragraph D.

- (2) Written notice of an Annual General Meeting shall be given by the Secretary to each member at least fourteen (14) days before the date fixed for the holding of the Annual General Meeting.
  - (3) The Secretary shall cause notice to be sent by pre-paid post to each member at the member's address appearing in the register of members.
  - (4) The notice shall specify:
    - a) the place, date and time of the meeting; and
    - b) the nature of the business proposed to be transacted at the meeting.
- D. BUSINESS AT ANNUAL GENERAL MEETINGS**
- (1) The Agenda for an Annual General Meeting shall be drawn up and discussed by the Committee.
  - (2) No business other than that specified in the notice convening an Annual General Meeting shall be transacted at the meeting except, business which may be transacted pursuant to RULE 22 paragraph D(3) and(4).
  - (3) In addition to Any Other Business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
    - a) to confirm the minutes of the preceding Annual General Meeting and any General Meeting or Special General Meeting held since that meeting;
    - b) to receive from the Committee reports on the activities of 'the Club' during the last preceding financial year;
    - c) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to Sub-section 73(1) of the Act, and
    - d) to elect members of the Committee, including office bearers.
  - (4) At Annual General Meetings items for discussion as Any Other Business will be taken on 'notice to the chair'.
- E. PRIOR NOTICE OF ITEMS FOR DISCUSSION AT ANNUAL GENERAL MEETINGS**
- (1) A member desiring to bring any business before an Annual General Meeting shall give notice in writing of that business to the Secretary at least six (6) weeks before the Annual General Meeting, and the Secretary shall include that notice from the member.

## **RULE 23.**

### **CLUB MEETINGS - SPECIAL GENERAL**

#### **A. HOLDING OF SPECIAL GENERAL MEETINGS**

- (1) Special General Meetings shall be held to discuss business requiring:
  - a) special consideration by 'the Club', or
  - b) the passing of a Special Resolution, as defined in Section 70 of the Act. NOTE: Section 70 of the Act states: "Special Resolutions: A resolution of an incorporated association shall be taken to be a Special Resolution if:
    - a) it is passed at a general meeting of the association, being a meeting of which at least 21 days' notice, accompanied by notice of intention to propose the resolution as a Special Resolution, has been given to the members of the association; and
    - b) it is passed by at least three quarters of those members of the association who, being entitled to vote, vote in person or, where the Rules of the association permit voting by proxy, vote by proxy at the meeting.
- (2) The Committee shall convene a Special General Meeting:
  - a) whenever it thinks fit, or
  - b) when required by a requisition from the members.

#### **B. CALLING SPECIAL GENERAL MEETINGS**

- (1) A Special General Meeting shall be called:
  - a) by the Secretary on the authority of the Committee in accordance with RULE 23 Paragraph B(2); or
  - b) by the Committee on receipt of a requisition in writing from members in accordance with Rule 23 paragraph B(3); or
  - c) by any member in accordance with Rule 23 paragraph B(4).
- (2) A Special General Meeting of 'the Club' called by the Committee shall be convened on such date and at such place and time as the Committee may determine.
- (3) A Special General Meeting of 'the Club' called by the Committee on receipt of a requisition in writing of not less than 5 per cent of the total number of members shall be convened on such date and at such place and time as the Committee may determine.

- (4) If the Committee fails to convene a Special General Meeting within one (1) month after the date on which a requisition of members for the meeting is lodged with the Secretary, any member who made the requisition may convene a meeting to be held not more than three (3) months after that date.
  - (5) A Special General Meeting convened by a member or members referred to in RULE 23 paragraph B(4) shall be convened as nearly as is practicable in the same manner as Special General Meetings are convened by the Committee. Any member who thereby incurs expense in convening the Special General Meeting is entitled to be reimbursed by 'the Club' for any reasonable expense so incurred.
  - (6) A requisition from members for a Special General Meeting shall:
    - a) state the purpose or purposes of the meeting;
    - b) be signed by the members making the requisition;
    - c) be lodged with the Secretary; and
    - d) may consist of several documents in a similar form, each signed by a member making the requisition.
- C. NOTICE OF SPECIAL GENERAL MEETINGS
- (1) A Special General Meeting shall be specified as such in the notice convening it and in accordance with RULE 23 paragraph D.
  - (2) Where the nature of the business proposed to be dealt with at a Special General Meeting requires a Special Resolution of 'the Club', written notice shall be given by the Secretary to each member at least twenty-one (21) days before the date fixed for the holding of the Special General Meeting.
  - (3) The Secretary shall cause notice to be sent by pre-paid post to each member at the member's address appearing in the register of members.
  - (4) The notice shall specify:
    - a) the place, date and time of the meeting;
    - b) the nature of the business proposed to be transacted at the meeting; and
    - c) the intention to propose the resolution as a Special Resolution.
- D. BUSINESS AT SPECIAL GENERAL MEETINGS
- (1) The Agenda for a Special General Meetings shall be drawn up and discussed by the Committee.
  - (2) No business other than that specified in the notice convening a Special General Meeting shall be transacted at the meeting.
- E. PRIOR NOTICE OF ITEMS FOR DISCUSSION AT SPECIAL GENERAL MEETINGS
- (1) Any member desiring to bring business appropriate to the subjects proposed for discussion at a Special General Meeting shall give notice in writing of that business to the Secretary at least one (1) month before the Special General Meeting, and the Secretary shall include that notice from the member.

## **RULE 24.**

### **CLUB MEETINGS - QUORUM**

- A. No item of business shall be transacted at a General, Annual General or Special Meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- B. Five (5) members present in person (being members entitled under these Rules to vote at a General, Annual General or Special General Meeting) constitute a quorum for the transaction of the business of a meeting.
- C. If within half an hour (30 minutes) after the appointed time for the commencement of a General, Annual General or Special General Meeting a quorum is not present, the meeting shall be dissolved and in any other case shall stand adjourned to:
  - (1) the same place, the same day in the following week at the same time; or (2) another place, day and time either:
    - a) specified at the time of the adjournment by the person presiding at the Meeting; or
    - b) communicated by written notice to members given before the day to which the meeting is adjourned.
- D. If at the adjourned General, Annual General or Special General Meeting a quorum is not present within half an hour (30 minutes) after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

**RULE 25**

**CLUB MEETINGS - REPORTING OF**

The Secretary of 'the Club' shall:

- A. Record the names of members of the Committee present at General, Annual General or Special General Meetings; and
- B. Record proceedings at General, Annual General or Special General Meetings, and
- C. Ensure minutes of the proceedings of General, Annual General or Special General Meetings are 'proposed for adoption' and 'seconded for adoption' as being 'a true record of the proceedings' of the meeting by two members who were in attendance at the meeting. This adoption process shall be called to take place by the person presiding at the meeting or by a person presiding at the next succeeding meeting; and
- D. Ensure minutes of proceedings at General, Annual General or Special General Meetings are signed by the person presiding at the meeting or by a person presiding at the next succeeding meeting.
- E. A report of each General, Annual General or Special General Meeting shall be published in 'the Club' journal or published separately.

**RULE 26.**

**CLUB MEETINGS - PRESIDING MEMBER**

At General, Annual General or Special General Meetings of 'the Club':

- A. the President or in the absence of the President, the Vice President shall preside; or
- B. if the President and the Vice-President are absent, one (1) of the remaining members of the Committee may be chosen by the members present to preside.

**RULE 27.**

**CLUB MEETINGS - ADJOURNMENT OF**

- A. The person presiding at a General, Annual General or Special General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place
- B. Where a General, Annual General or Special General Meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of 'the Club' stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- C. Except as provided for in RULE 27 paragraphs A and B, notice of an adjournment of a meeting or of the business to be transacted at an adjourned meeting is not required to be given.

**RULE 28.**

**CLUB MEETINGS - MAKING OF DECISIONS**

- A. A question arising at a General, Annual General or Special General Meeting of 'the Club' shall be determined on a show of hands and unless a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of 'the Club', is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- B. At a General, Annual General or Special General Meeting of 'the Club', a poll may be demanded by:
  - (1) the person presiding; or
  - (2) by three (3) or more members present in person; or
  - (3) by proxy at the meeting.
- C. Where a poll is demanded at a General, Annual General or Special General Meeting, the poll shall be taken:-
  - (1) immediately, in the case of a poll which relates to;
    - a) the election of the person to preside at the meeting; or
    - b) to the question of an adjournment; or
  - (2) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

**RULE 29.**

**CLUB MEETINGS - VOTING**

- A. Subject to RULE 29 paragraph C, upon any question arising at a General, Annual General or Special General Meeting of 'the Club' a member has one (1) vote only.
- B. All votes shall be given personally or by proxy but no member may hold more than five (5) proxies.
- C. In the case of an equality of votes on a question at a General, Annual General or Special General Meeting, the person presiding is entitled to exercise a second or casting vote.
- D. A member or proxy is not entitled to vote at any General, Annual General or Special General Meeting of 'the Club' unless all money due and payable by the member or proxy to 'the Club' has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- E. The voting rights of the categories of membership are:
  - (1) HONORARY MEMBERSHIP (Life Member).  
Honorary Membership entitles the Life Member to full voting rights.
  - (2) FULL MEMBERSHIP (Member).  
Full Membership entitles the Member to full voting rights.
  - (3) SENIOR CITIZEN MEMBERSHIP (Member).  
Senior Citizen Membership entitles the Member to full voting rights.
  - (4) FAMILY MEMBERSHIP (Member).  
Family Membership entitles the Member to full voting rights but does not entitle the nominated Family Member to voting rights.
  - (5) SENIOR CITIZEN FAMILY MEMBERSHIP (Member).  
Senior Citizen Family Membership entitles the Member to full voting rights but does not entitle the nominated Senior Citizen Family Member to voting rights.
  - (6) TEMPORARY MEMBERSHIP (Temporary Member).  
Temporary Membership does not entitle the Temporary Member to any voting rights, except as provided for by rules governing the event in which the Temporary Member has entered.
  - (7) JUNIOR MEMBERSHIP (Student Member).  
Junior Membership entitles the Member to full voting rights.

**RULE 30.**

**APPOINTMENT OF PROXIES**

- A. Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.
- B. The notice appointing the proxy shall be in the form set out in Appendix 2 to these Rules.

PART VI  
MISCELLANEOUS

**RULE 31.**

FUNDS - SOURCE

- A. The funds of 'the Club' shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by 'the Club' in General, Annual General or Special General Meeting and subject to Section 114 of the Act, behalf of 'the Club' upon any member at the member's address such other sources as the Committee determines.
- B. All money received by 'the Club' shall be deposited as soon as practicable and without deduction to 'the Club' bank account.
- C. 'The Club' shall, as soon as practicable after receiving any money, issue an appropriate receipt.

**RULE 32.**

FUNDS - MANAGEMENT

- A. Subject to any resolution passed by 'the Club' in General, Annual General or Special General Meeting, the funds of 'the Club' shall be used in pursuance of the objects of 'the Club' in such a passed nominating: manner as the Committee determines.
- B. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Committee of 'the Club', being members of the Committee or authorised to do so by the Committee.
- C. **Electronic payments by internet banking are limited to the Treasurer, are to be approved by the Committee and require separate verification by at least one other Committee member.**
- D. **The Committee is to arrange for at least one other club member besides the Treasurer to verify records on a routine basis. This member may or may not be the clubs auditor and has the power to question the Treasurer about individual transactions and report any irregularities to the Committee**

**RULE 33.**

ALTERATION OF OBJECTS AND RULES

Neither the objects of 'the Club' referred to in Section 29 of the Act nor shall these Rules be altered except in accordance with the Act.

**RULE 34.**

COMMON SEAL

- A. The common seal of 'the Club' shall be kept in the custody of the Secretary.
- B. The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two (2) members of the Committee or of one (1) member of the Committee and of the Secretary.

**RULE 35.**

CUSTODY OF BOOKS

Subject to this Act, the Regulations and these Rules, the Secretary shall keep in his or her control all records, and other documents relating to 'the Club'.

**RULE 36.**

INSPECTION OF BOOKS

The records, books and other documents of 'the Club' shall be open to inspection at a place in the Territory, free of charge, by a member of 'the Club' at any reasonable hour.

**RULE 37.**

SERVICE OF NOTICES

- A. For the purpose of these Rules, a notice may be served by or on behalf of 'the Club' upon any member's address shown in the register of members
- B. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

**RULE 38.**

**SURPLUS PROPERTY**

- A. At the first General Meeting of 'the Club', a resolution shall be passed nominating:
  - (1) another association for the purpose of paragraph 92(1)(a) of the Act; or
  - (2) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act, in which it is to vest its surplus property in the event of the dissolution or winding up of 'the Club'
- B. An association nominated under RULE 38 paragraph A(1) must fulfil the requirements specified in Sub-section 92(2) of the Act.

**NOTES**

**APPENDIX 1**  
**RULE 3 paragraph A**  
 (General arrangement of form)  
**APPLICATION FOR MEMBERSHIP OF ASSOCIATION**

**VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC.**  
 (incorporated under the Associations Incorporation Act 1991)

<b>APPLICATION FOR MEMBERSHIP OF ASSOCIATION</b>	TO: THE SECRETARY VV&CMCC ACT Inc. PO BOX 3127 MANUKA ACT 2603
_____ (full name of primary riding member – see Note)	On granting of membership, I/we agree to read the Club Rules and, for the term of the membership period shown below, hereby acknowledge that the Club and those bodies with which the Club is affiliated have no responsibility for any damage or theft of machinery or possessions or any bodily injury sustained during the course of participating in Club events.  <b>SIGNED:</b> _____ (signature of primary riding member)  <b>SIGNED:</b> _____ (signature of family/additional riding member)  <b>Note:</b> A single full or senior membership covers membership for one member (primary riding member) and partner living at the same address. An additional fee of \$5 applies for Family Membership (includes additional riding member), which entitles the partner to have the privileges of a full member in respect of voting on Club issues, access to the Concessional Registration Scheme for veteran, vintage or historical motorcycle/vehicle, and family attendance at Club subsidised functions.  Proposed By: _____  Signature _____ No _____  Seconded By: _____  Signature _____ No _____
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	

**MEMBERSHIP FEES for the Membership Period ending 30 April, next.**

CATEGORY	1 May-31 Jul	1 Aug-31 Oct	1 Nov-31 Jan	1 Feb-30 Apr	PAID
Joining Fee	\$5	\$5	\$5	\$5	
Full Member	\$30	\$22.50	\$15	\$7.50	
Senior Member (aged 65+)	\$20	\$15	\$10	\$5	
Additional Fee for Family Membership	\$5	\$5	\$5	\$5	
				<b>TOTAL</b>	

(THIS SECTION FOR USE OF CLUB OFFICIALS ONLY)

RECEIPT NUMBER		MEMBERSHIP NUMBER	
RECEIPT DATED		MEMBERSHIP LIST UPDATED	
AMOUNT PAID		MEM CARD & RULES FORWARDED	
MEMBERSHIP APPROVAL DATE		BADGE ORDERED	
		BADGE FORWARDED	

**APPENDIX 2**  
RULE 30 paragraph B

(General arrangement of form)  
FORM OF APPOINTMENT AS PROXY

I, \_\_\_\_\_  
(full name) of

\_\_\_\_\_  
(address)

being a member of the  
VINTAGE VETERAN AND CLASSIC MOTORCYCLE CLUB ACT INCORPORATED  
(name of incorporated association)

hereby appoint

\_\_\_\_\_  
(full name of proxy) of

\_\_\_\_\_  
(address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the  
General Meeting of the association (Annual General Meeting or other General Meeting, as the case  
may be) to be held on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_ and at any adjournment of that meeting.

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\* My proxy is authorised to vote:-

IN FAVOUR OF / AGAINST THE RESOLUTION  
(delete as appropriate) (\* To be inserted if desired.)

~~~~~

(insert details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of member appointing Proxy)

**VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT**

REGISTERED NUMBER: **AO837**

THURSDAY 18<sup>th</sup> FEBRUARY 1993

1. THE SPECIAL GENERAL MEETING HELD ON THURSDAY 18 FEBRUARY 1993 PASSED THE **SPECIAL RESOLUTION TO: "ADOPT THE NEW RULES WITH ACCEPTANCE OF AGREED AMENDMENTS WHICH WILL BE PROMULGATED LATER"**
2. THE AMENDMENTS WERE PROMULGATED IN THE MINUTES OF THE SPECIAL GENERAL MEETING ('BIKE TORQUE' MARCH 1993) AND THE AMENDMENTS WERE FINALLY AGREED AND THE SGM MINUTES ADOPTED AT THE GENERAL MEETING HELD ON 4 MARCH 1993.
3. THE OBJECTS / PURPOSES / RULES HAVE BEEN ALTERED IN ACCORDANCE WITH THE ATTACHED COPY OF THE **"RULES OF THE VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC. - REVISION 1 DATED MARCH 1993**

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THURSDAY 7<sup>th</sup> MAY 1998

1. THE ANNUAL GENERAL MEETING HELD ON THURSDAY 7 MAY 1998 PASSED **GENERAL AMENDMENTS** TO THE RULES OF THE CLUB.
2. THE AMENDMENTS WERE PROMULGATED IN THE MINUTES OF THE ANNUAL GENERAL MEETING ('BIKE TORQUE' JUNE 1998) AND THE AMENDMENTS WERE FINALLY AGREED AND THE AGM MINUTES ADOPTED AT THE GENERAL MEETING HELD ON 4 JUNE 1998.
3. THE OBJECTS / PURPOSES / RULES HAVE BEEN ALTERED IN ACCORDANCE WITH THE ATTACHED COPY OF THE **"RULES OF THE VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC. - REVISION 2 DATED 5 JUNE 1998**

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THURSDAY 1<sup>st</sup> MAY 2003

1. THE NEED FOR A JUNIOR MEMBERSHIP CATEGORY WAS DISCUSSED AT GENERAL MEETINGS AND COMMITTEE MEETINGS DURING EARLY 2002. THE ANNUAL GENERAL MEETING HELD ON THURSDAY MAY 2002 AGREED TO **AMEND** THE RULES OF THE CLUB TO INTRODUCE THE JUNIOR MEMBERSHIP CATEGORY FOR STUDENT MEMBERS ('BIKE TORQUE' JUNE 2002)
2. THE JUNIOR MEMBERSHIP CATEGORY WAS IMPLEMENTED IN MAY 2002.
3. THE OBJECTS / PURPOSES / RULES HAVE BEEN ALTERED IN ACCORDANCE WITH THE ATTACHED COPY OF THE **"RULES OF THE VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC. - REVISION 3 DATED JUNE 2003.**

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THURSDAY 12<sup>th</sup> APRIL 2007

1. IN JUNE 1998 RULE 12J WAS AMENDED AND RULE 2N WAS ADDED TO LIMIT THE TIME (TO 3 YEARS) A MEMBER COULD REMAIN INCUMBENT IN A SINGLE 'OFFICE BEARER' POSITION. THE NEED AND RELEVANCE OF THESE RULE CHANGES WAS DISCUSSED AT GENERAL MEETINGS AND COMMITTEE MEETINGS DURING EARLY 2006. THE ANNUAL GENERAL MEETING HELD ON THURSDAY 6 JULY 2006 AGREED TO REVOKE THE AMENDMENT TO RULE 12J AND DELETE RULE 12N.
  2. THE OBJECTS / PURPOSES / RULES HAVE BEEN ALTERED IN ACCORDANCE WITH THE ATTACHED COPY OF THE **"RULES OF THE VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC. - REVISION 4 DATED APRIL 2007.**
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THURSDAY 5<sup>th</sup> JULY 2008

1. THE ANNUAL GENERAL MEETING HELD ON THURSDAY 6 JULY 2008 AGREED CHANGES TO THE CLUB RULES THAT INCLUDED:
  - a. CHANGING [SEVEN (7) INSTANCES] OF WORD 'SPOUSE' TO 'SPOUSE/PARTNER'
  - b. CHANGES TO RULE 12 THAT REFLECT NEW AND IMPORTANT 'COMMITTEE MEMBER' POSITIONS' THAT HAVE EVOLVED IN RECOGNITION OF THE BURDENS IMPOSED BY INCREASED MEMBERSHIP NUMBERS, INCREASED TECHNICAL AND COMMUNICATION COMPLEXITY AND NEW CLUB EVENTS.
    - i. THE 'OFFICE-BEARERS' INCREASE TO FIVE (5) BY INCLUSION OF THE PUBLIC OFFICER.
    - ii. THE FOLLOWING 'ORDINARY COMMITTEE MEMBERS ARE CREATED: MEMBERSHIP SECRETARY, WEB MASTER, SWAP MEET COORDINATOR AND RALLY DIRECTOR. iii. THE PERMITS OFFICER POSITION IS RENAMED AS CLUB REGISTRAR AND THE ASSISTANT PERMITS OFFICER IS RENAMED AS ASSISTANT CLUB REGISTRAR.
2. THE OBJECTS / PURPOSES / RULES HAVE BEEN ALTERED IN ACCORDANCE WITH THE ATTACHED COPY OF THE **"RULES OF THE VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC. - REVISION 5 DATED 5 AUGUST 2008**

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THURSDAY 5TH OCTOBER 2017 (SPECIAL GENERAL MEETING)

1. FORMAT OF THE DOCUMENT REVISED TO BE SINGULAR COLUMN, POINTS FORMATED AND CURRENT MEMBERSHIP RENEWAL FORM PLACED IN APPENDIX 1
2. ADDITIONAL CLAUSES TO RULE 32
  - C. ELECTRONIC PAYMENTS BY INTERNET BANKING ARE LIMITED TO THE TREASURER, ARE TO BE APPROVED BY THE COMMITTEE AND REQUIRE SEPARATE VERIFICATION BY AT LEAST ONE OTHER COMMITTEE MEMBER
  - D. THE COMMITTEE IS TO ARRANGE FOR AT LEAST ONE OTHER CLUB MEMBER BESIDES THE TREASURER TO VERIFY RECORDS ON A ROUTINE BASIS. THIS MEMBER MAY OR MAY NOT BE THE CLUBS AUDITOR AND HAS THE POWER TO QUESTION THE TREASURER ABOUT INDIVIDUAL TRANSACTIONS AND REPORT ANY IRREGULARITIES TO THE COMMITTEE
3. THE OBJECTS / PURPOSES / RULES HAVE BEEN ALTERED IN ACCORDANCE WITH THE ATTACHED COPY OF THE **"RULES OF THE VETERAN VINTAGE AND CLASSIC MOTOR CYCLE CLUB ACT INC. - REVISION 6 DATED OCTOBER 2017.**