



BY-LAWS FOR THE TRIUMPH CAR CLUB OF THE ACT (Inc)

EDITION 4 Issued February 2009

AUTHORITY

The following By-Laws have been authorised by the Committee in accordance with the Constitution. As such, they are issued for the guidance of all members of the Club and are mandatory.

In several areas, to avoid repetitious data, these laws refer to the requirements of the Act, namely the Associations Incorporation Act of the ACT (1991, as amended) and the subordinate Associations Incorporation Regulations. The latter contains the `Model Rules` for use by Clubs such as ours.

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MAINTAINING THE REPUTATION OF THE TRIUMPH CLUB

The members have built a strong reputation of being a community-oriented organisation with high standards of personal integrity, vehicle maintenance, restoration, presentation and above all, safety. Members should refrain from any activity which could be seen as bringing the name of the Club into disrepute.

COMMITTEE DUTIES/RESPONSIBILITIES

The committee has the collective responsibility to manage the Club's affairs on behalf of the members in the most practical and efficient way. The duties of the specific appointments are as follows:

President

The President is to oversee the governance and all activities of the Club and preside at all meetings. He/she is to represent the Club at any function or event as required. The President may task any member of the committee or the Club at large, to assist with or undertake any activities the committee deems to be in the Club's interest.

Vice President

The Vice President is to assist the President in all his duties and deputise for him/her when required.

Secretary

The Secretary shall conduct the administration of the Club and maintain custody of all the Club's records. Specific duties include:

Take, maintain and distribute minutes of proceedings at all Club General meetings, Annual General Meeting (AGM) and any Special General Meetings (SGM).

Pass copy of all minutes to the editor for publication.

Maintain a list and contact details of all committee members.

Draft, on behalf of the Club, any correspondence pertaining to the operation of the Club.

Receive and dispatch all Club correspondence,

Maintain the correspondence register.

Make available all records for access by members when so requested.

Prepare the agenda for and notify all members of, in accordance with the Act, the AGM or any SGM.

Distribute, in accordance with the Act, all details of resolutions and other matters to be put to members at AGM/SGMs.

Assist the Public Officer in the compilation of all data to be submitted to the ACT Government.

Ensure copies of the Club Constitution, the Associations Incorporation Act, the Associations Incorporation Regulations (specifically the Model Rules) and these By-Laws are available at all meetings of the Club.

Treasurer

The Treasurer shall be responsible for the financial administration of the Club and custody of all such records. Specific duties include:

Collect and receive all moneys due to the Club.

Make all payments authorised by the committee.

Maintain correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditures.

Prepare such financial and other statements/returns as required for auditing and submission to the Government as required by the Act.

Prepare and present monthly financial statements at meetings and also the annual statement at the AGM.

Maintain a register of all members of the Club complete with their contact addresses, telephonic and electronic mail details as appropriate.

Arrange and manage the Club bank accounts, ensuring that signatory details are current.

Delegate the task of acquiring new badges for new members.

Ensure all financial and register records are available (at a reasonable time) for perusal by any member of the Club.

Nominate the auditor to the committee for consideration and approval.

Ordinary Members

The ordinary members of the committee are to assist the officers of the Club in their responsibilities. If allocated tasks by the President, they are to make every effort towards the timely completion of such tasks. Such tasks may include the organising and conducting of Club outings and events.

CO-OPTED COMMITTEE MEMBERS DUTIES AND RESPONSIBILITIES

The committee may co-opt the services of additional ordinary members of the Club to fill specific roles and tasks to effect the efficient operation of the Club. These members will be appointed to the committee and are entitled to attend meetings and vote on issues put to the committee. The current appointments are:

Magazine Editor.

The editor of the Club magazine 'Triumph Torque' is responsible for collation, compilation content, publishing and distributing the journal. All members are to assist him/her in this task and also with the provision of articles on any related topic and reports/photos of Club activities. The committee is to assist the editor with seeking sponsorship from companies to offset the costs of production and distribution.

Council Representative.

The Club representative on the ACT Council of Motor Clubs is to attend meetings on behalf of the Club and provide input to the council's proceedings and policy development. If a Club position on a specific aspect is required, he/she is to seek committee endorsement then submit that view to the council.

PROCEDURES FOR MEETINGS

Meetings of the Club shall be conducted as indicated in the following paragraphs. The submission of all data, resolutions and the timely distribution of same to members will be actioned as required in the Act.

Monthly Meetings.

The monthly meetings of the Club shall normally be held on the third Monday of each month at a venue as advised in the Club's magazine, starting at 7.30pm. If, for any reason, this proves impractical, the committee may arrange an alternate venue or time, ensuring the membership is aware of the change at least two weeks in advance. Details of changed times should be published in the Club magazine. A guide for the agenda for the monthly meetings is shown at Annex A, however, the President may amend this as he/she sees fit.

Committee Meetings.

The President or a minimum of three (3) members of the committee may convene additional meetings of the committee in excess of the Constitutional requirement of four per year, providing oral, written or electronic mail notification is given at least three (3) days prior to the appointed time. The agenda for meetings is shown at Annex B.

Annual General Meetings.

The Annual General Meeting of the Club will be held at a time and place advised by the committee. The procedure at such meetings will be as shown in the agenda at Annex C. After all positions are declared vacant, the retiring President may act as the Returning Officer for the elections or he may appoint another member to so act.

Special General Meetings.

Special General Meetings, when called and convened, will be conducted in accordance with the Act and using the Agenda shown at Annex D. The President, unless contrary advice is received, shall chair the meeting.

MEMBERS RESPONSIBILITIES

On being accepted into the Triumph Car Club of the ACT (Inc), members are expected to abide by the Constitution and By-Laws of the Club.

Participation in Club activities is an important part of maintaining the camaraderie and members shall support the Club in all activities to the best of their available time and ability. All members are encouraged to attend a number of meetings and other runs/activities throughout the year.

SUBSCRIPTIONS AND FEES

The fees, subscriptions and charges for the Club shall be determined by the committee to ensure the continued financial viability of the Club. The current fees and charges are as follows:

Joining Fee

All persons wishing to join the Club shall pay the sum of ten dollars (\$10). This entitles them to a name badge, a membership card, a windscreen sticker and a copy of the Constitution and By-Laws.

Annual Subscription

The annual subscription for all ordinary members shall be thirty dollars (\$30) payable on the 1st July each year. The payment must be made by the 31st August or membership will lapse. When the subscription is paid, the person is considered a financial member of the Club.

New Members

Persons joining part-way through the year will pay the annual subscription fee on a pro-rata basis.

THE CLUB MAGAZINE

The Club magazine 'Triumph Torque' is usually published on a monthly basis and is the means by which the Club informs its members of activities, new information and other aspects relating to the heritage vehicle movement. While the editor collates and arranges the contents, members are encouraged to submit articles for publication on technical matters, restoration tips and stories of their vehicles. Brief recollections of Club outings (including photos) or other events should be arranged by attendees in consultation with the editor. Every effort is to be made to assist the editor in the presentation of a quality publication.

A copy of the magazine is to be posted or delivered to every financial member. Copies may also be distributed to advertisers and other Club supporters at the discretion of the Editor. A copy is also to be forwarded to the National Library for the archives.

AUDITOR APPOINTMENT

The Treasurer shall nominate a Club auditor and this nomination shall be considered and approved by the Committee. The auditor shall not be an officer of the Club.

PUBLIC OFFICER RESPONSIBILITIES

The member appointed as the Public Officer shall fulfill all the duties as required by the Act. He/she is to complete, in conjunction with the Secretary and Treasurer all official forms and annual notifications and submit them to the ACT Government when changes to Club management and documentation occur.

The Public Officer may hold any elected appointment in the Club in addition to this appointment.

ACCESS TO CONCESSIONAL REGISTRATION

To legally operate concessionally registered vehicles under the provisions of the Motor Transport Act in the ACT, the owner must be a financial member of a Club affiliated with the ACT Council of Motor Clubs. Members of the Club whose vehicles are registered under the ACT Concessional Registration Scheme (CRS), must ensure their membership is current before operating their vehicle(s) on public roads.

USE OF CRS VEHICLES ON OTHER THAN PUBLISHED CLUB EVENTS

Should a short-notice event arise where a member wishes to use their CRS vehicle (such as joining other Clubs on runs or an event within the aegis of the Club Constitution), they should advise the President or Registrar. In the event that neither are contactable, a member of the committee should be advised or a message left on any electronic recording device of a committee member. Advice must be provided before an event.

MAINTENANCE AND INSPECTION OF CRS REGISTERED VEHICLES

Existing ACT regulations do not require the annual inspection of vehicles prior to registration under the CRS. Club examiners are required to verify the age and modification state of the vehicle as part of the CRS process. Members of the Club are to maintain their vehicles in good mechanical condition and are encouraged to have them inspected by the Club examiner or a qualified mechanic, preferably on an annual basis. This not only contributes to road safety but also protects the image of the Club and the entire heritage vehicle movement.

CAR TRAILER LOAN

The car trailer owned by the Club is available for members to borrow. Members borrowing the trailer are to make a contribution to the upkeep and maintenance of the trailer so that the onus does not fall on the Club as a whole. At the time of pick up, proof of financial membership must be produced to the custodian. The borrower is responsible for all damage incurred during the period of the loan. The borrower must meet all costs of any repairs or damage to the trailer that arise during the time from pick up to the return to the custodian. The trailer, whilst in the borrowers care, must, at all times, be locked and secured to prevent theft.

The upkeep contributions are \$50 per job which includes the first 100km. For journeys in excess of 100km, an additional contribution of \$5 per 100km is required due to the greater wear and tear on the trailer.

USE OF OTHER CLUB ASSETS

The Club's car trailer, BBQ trailer, engine hoist and other equipment, as detailed in the Club's magazine, is available for loan and the personal use of financial members only. Members are required to make a contribution to their upkeep and maintenance each time they are on loan to them. The current contributions will be published in each edition of the Club magazine.

Members are solely responsible for the safekeeping and condition of these assets while on loan. The member is fully responsible for any damage incurred during the loan and will be required to fund all repairs, without exception.

NOTICES

A notice may be served by or on behalf of the Club upon any member either personally or by posting it to the address shown in the Club register of members. Members who have access to electronic mail, may elect to receive such notices by email.

For notices of resolutions to be considered at the AGM or any SGM, where notices are posted to the name and address of the member shown in the register, the document shall, unless proved to the contrary, be deemed to have been served upon the member. Electronic mail may be used for notification of such resolutions but the member must acknowledge receipt of the notice by email to the Secretary in the same manner.

MEMBERSHIP APPLICATION FORMS

Persons wishing to join the Club are to complete the membership application form at Annex E to these By-Laws and submit it to the Secretary.

The Secretary is to update this form as required.

LIBRARY USE

The Club maintains a library of information pertaining to many aspects of Triumph vehicles. Members may borrow any publication or item after recording such with the librarian and may retain them for a period of up to three months. Extensions to loans may be negotiated with the librarian depending on demand. Members are encouraged to donate publications or items of interest to the library at any time.

CLUB ATTIRE

While the Club has no formal standard attire, from time to time, Club-related items, including, shirts, jackets and patches may be ordered and available for sale. To avoid tying up Club funds, such items are usually bought to order rather than keeping stocks. Members are encouraged to acquire such items and wear them on Club activities.

Name badges are provided to joining members and should be worn at all meetings and events.

COMPLAINTS

Should any member of the Club have a complaint about any aspect of Club's operation or management, they should raise the issue, in the first instance, with the President or Vice President. If necessary, a written complaint should be submitted to the Secretary and in either case, the matter is to be raised at the next committee meeting. The President is to ensure that the outcome or resolution of the complaint is forwarded to the member concerned and if considered appropriate, brief all members at the next general meeting.

LIFE MEMBER PRIVILEGE

In addition to the entitlements bestowed on Life members as detailed in the Club's Constitution, any member having life membership bestowed upon them has a standing invitation to attend any meeting of the Club's committee. Life members may contribute to the committee's discussions and deliberations but they do not have a right to vote at such meetings.

ANNEXES

- A:** Agenda for monthly meetings
- B:** Agenda for Committee Meetings
- C:** Agenda for Annual General Meetings
- D:** Agenda for Special General Meetings
- E:** Membership Application Form