



## **BY-LAWS**

**EDITION 7**

**Issued 17 April 2023**

## **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 Club Executive consists of the President, Vice President, Secretary and Treasurer. 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. Oversight of the Club Constitution and By Laws are the responsibility of the Vice President.

### **Secretary**

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

Record, store 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, circulate nomination forms (Annex F) 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 monies 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 review and submission to the Government as required by the Act.

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

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 reviewer to the Committee for consideration and approval.

### **Ordinary Members**

There can be up to eight Ordinary Members of the Committee elected at the AGM. 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 MEMBERS DUTIES AND RESPONSIBILITIES**

The Committee may co-opt the services of additional members of the Club to fill specific roles and tasks to effect the efficient operation of the Club. Members so appointed are not considered to be members of the Committee or Club Executive but are entitled to attend meetings and vote on related 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 with the provision of articles on any related topic and reports/photos of Club activities.

#### **Council Representative.**

The Club representative(s) 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.

### **Club Vehicle Registrar**

The club vehicle registrar is responsible for ensuring all member's vehicles using the Concessional Registration Schemes in the ACT and NSW comply with the relevant regulations. The full responsibilities of club registrars and internally appointed compliance inspectors are detailed in the Council of ACT Motor Clubs By Laws, Section 9. Additional Compliance Inspectors may also be appointed to assist the annual inspection tasks. **Membership Registrar**

The Membership Registrar is to;

Maintain a register of all members of the Club complete with their contact addresses, telephonic and electronic mail details as appropriate. The register is to also include details of all vehicles, including make, colour, model, year, and CRS or full registration number. Changes to this list must be advised as they occur as they have to be passed to the Council Registrar. Administer all matters pertaining to enrolment, annual membership renewal and related matters as directed by the Committee.

### **REVIEWER OF ACCOUNTS**

The Treasurer shall nominate a Reviewer of Accounts and this nomination shall be considered and approved by the Committee. The Reviewer shall not be a member of the club Executive or Committee.

### **PUBLIC OFFICER RESPONSIBILITIES**

The member appointed as the Public Officer shall fulfil 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. The appointee must be an ACT resident.

### **EVENTS CO-ORDINATOR**

The Club participates in and arranges many events involving other clubs and charities etc. Most will be organised by individuals and the club's Events coordinator is responsible for ensuring that members are aware of the events (dates, times, locations etc) and that details are available on the website and briefed at club meetings.

### **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 addition to 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 is to appoint a Returning Officer for the elections, provided that the person is not standing for election.

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.

## **MEMBERSHIP APPLICATION**

Persons wishing to join the Club are to complete the membership application form at Annex E to these By-Laws (also on the club website) and submit it to the Secretary, who shall pass it to the Membership Registrar for action. The application will be discussed by the Executive and the applicant informed of acceptance and the fees owing, as joining part-way through the year subscriptions are paid on a pro-rata basis.

## **MEMBERS RESPONSIBILITIES**

On being accepted into the Triumph Car Club of the ACT (Inc), members agree 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 forty dollars (\$40) payable by the 1<sup>st</sup> July each year. Only when the subscription is paid, the renewal form received and agreed by the Committee the person is considered a financial member of the Club. To maintain CRS registration validity the payment **MUST** be received before 1 July or the vehicle cannot be driven on public roads. If the renewal process is not completed by the 31<sup>st</sup> July, club membership will lapse.

### **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 monthly 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 delivered to every financial member by electronic mail. Copies in paper format 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.

**ACCESS TO CONCESSIONAL REGISTRATION** To legally access the privilege of the concessionally registered vehicle system, 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) (or NSW equivalent where applicable), must ensure their membership is current before operating their vehicle(s) on public roads.

Access to the concessional registration system will require Committee approval and normally involve at least three months club membership. The concessional systems of both the ACT and NSW are covered in detail in the By Laws of the Council of ACT Motor Clubs ([https://cactmc.org.au/cactmc\\_about.html](https://cactmc.org.au/cactmc_about.html))

**USE OF CRS VEHICLES** The use of concessionally registered vehicles in the ACT from 3 April 2023, is laid down in the Memorandum of Understanding between the ACT Government and the Council of ACT Motor Clubs. A copy of the MOU is on the Council website and the CRS aspects are covered in detail in Section 9 of the By Laws of the Council of ACT Motor Clubs.

Essentially, there are two categories of use, personal and club runs. The vehicle MUST have an official logbook which must be completed before each day of any use.

## **MAINTENANCE AND INSPECTION OF CRS REGISTERED VEHICLES**

Existing ACT regulations do not require the annual roadworthy inspection of vehicles prior to re-registration under the CRS as this is the owners' responsibility. 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 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 contribute to the upkeep and maintenance of the trailer so that the onus of upkeep 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.

## **USE OF OTHER CLUB ASSETS**

The Club's car trailer, BBQ trailer, engine hoist and other equipment, as detailed in the Club's magazine, are all 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 annually in the Club magazine.

The upkeep contributions for the trailer 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.

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 by email or by posting it to the address shown in the Club register of members.

For notices of resolutions to be considered at the AGM or any SGM, where notices are sent to the details shown in the register, the document shall, unless proved to the contrary, be deemed to have been served upon the member.

### **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 AND MERCHANDISE**

The Club has a selection of attire, (including, shirts, jackets and caps) and other merchandise which may be ordered through the club at any time. The Secretary or Treasurer will be able to provide the relevant advice. 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. Additional badges at cost can be ordered through the Membership Registrar. **COMPLAINTS**

Should any member of the Club have a complaint about any aspect of the 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 has a standing invitation to attend any meeting of the Club Committee.

Daryl Mouser

President

April 2023

**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 Renewal Form

**F:** Membership Application Form

**G:** Appointment Nomination Form at AGM



## AGENDA FOR MONTHLY MEETINGS

### OPENING

The President, or in their absence, the Vice President shall open the meeting. If both the President and Vice President are absent, the members present shall elect one of their number to preside at the meeting. The presiding officer shall then open the meeting.

### APOLOGIES

Apologies shall be called and noted.

### MINUTES FROM PREVIOUS MEETING

The presiding officer shall ask that the minutes from the previous meeting be accepted or amended as required. Secunder required

### BUSINESS ARISING FROM PREVIOUS MEETING

Any matters arising from the previous minutes shall be discussed.

### TREASURER'S REPORT

The Treasurer shall provide a report to the meeting. The report shall include the presentation of statements showing revenues and expenses for the previous month, year to date position and include current bank account details. Any significant movements within revenues and or expenses shall be explained, including any details of asset acquisitions during the period. Secunder required.

### SECRETARY'S REPORT

The Secretary shall report to the meeting and detail all correspondence received and despatched during the period and matters of administrative concern to the Club. Any correspondence received that may be of interest to members shall be made available. Secunder required.

### MEMBERS REPORTS

The presiding officer may call on the Membership Registrar, Events Officer, Council Delegate or any other member to provide a general report on their specific responsibility.

### PRESENTATIONS OF INTEREST

The presiding officer may invite any guest or member who has a presentation to provide this for the members.

### GENERAL BUSINESS

Any matters of general business involving the club or the car movement may be raised.

### TECHNICAL TALK

Any matters relating to the technical aspect of Triumph or general maintenance may be raised.

### CLOSURE

When all matters are finished, the presiding officer shall declare the meeting closed and nominate the details of the next meeting.

## **ANNEX B**

### **AGENDA FOR COMMITTEE MEETINGS**

#### **OPENING**

The President, or in the absence of the President, the Vice President shall open the meeting. If both the President and the Vice President are absent, the members present shall elect one of their number to preside at the meeting. The presiding officer shall then open the meeting.

#### **QUORUM**

The Presiding Officer shall determine if there is a quorum present and if so, proceed with the meeting. If not, the meeting shall stand adjourned to another time and place determined by the presiding officer.

#### **APOLOGIES**

Apologies shall be called and recorded.

#### **MINUTES FROM THE PREVIOUS MEETING**

The Presiding Officer shall ask that the minutes from the previous meeting be accepted or amended as required. Secunder required.

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

Any matters arising from previous meetings shall be discussed.

#### **AGENDA DISCUSSION**

Matters on the Agenda provided by the Secretary shall then be discussed. Any decisions must be proposed and seconded.

#### **CLOSURE**

When all matters have been concluded, the Presiding Officer shall close the meeting.

**ANNEX C****AGENDA FOR THE ANNUAL GENERAL MEETING****OPENING**

The President, or in the absence of the President, the Vice President shall open the meeting. If both the President and the Vice President are absent, the members present shall elect one of their number attending to preside at the meeting. The Presiding Officer shall then open the meeting.

**QUORUM**

The Presiding Officer shall determine if there is a quorum present and if so, proceed with the meeting. If not, the meeting shall stand adjourned to another time and place determined by the presiding officer.

**APOLOGIES**

Apologies shall be called.

**MINUTES FROM THE PREVIOUS MEETING**

The Presiding Officer shall ask that the minutes from the previous meeting be accepted or amended as required. Secunder required.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

Any matters arising from previous meetings shall be discussed.

**PRESIDENT'S REPORT**

The President shall present his annual report to the meeting. Secunder required.

**TREASURER'S REPORT**

The Treasurer shall present the annual financial statements and reviewers report to the meeting. Secunder required.

**SPECIAL RESOLUTIONS**

If any special resolution has been submitted at least one month prior to the meeting, It shall be discussed in open forum and at the discretion of the presiding officer, proposed, seconded and a vote taken.

Upon the recommendation of the Committee, any consideration of appointment of Life Membership shall also be considered as a Special Resolution. Other than the business above, no additional matters will be discussed at the Annual General Meeting.

**ELECTION OF COMMITTEE**

The President or Presiding Officer shall declare all positions vacant and appoint a returning officer to oversee the election of Committee positions.

**APPOINTMENTS**

Upon the conclusion of the election of the Committee, the new President shall take the chair and call for nominations for the appointments of the Membership Registrar, Club Vehicle Registrar, Events Co-ordinator, Public Officer, Editor and Council Representative. Upon acceptance of the nominations, the nominees shall be so appointed. Additional appointments shall also be considered for the positions of Assistant Editor(s) and Librarian.

**CLOSURE**

The President shall then close the meeting.

**ANNEX D****AGENDA FOR SPECIAL GENERAL MEETINGS****OPENING**

The President, or in the absence of the President, the Vice President shall open the meeting. If both the President and the Vice President are absent, the members present shall elect one of their number attending to preside at the meeting. The Presiding Officer shall then open the meeting.

**QUORUM**

The Presiding Officer shall determine if there is a quorum present and if so, proceed with the meeting. If not, the meeting shall stand adjourned to another time and place determined by the Presiding Officer.

**APOLOGIES**

The Presiding Officer shall call for any apologies.

**SPECIAL RESOLUTION**

The Special resolution shall be considered. It shall be discussed in open forum and after a proposal and seconding, a vote taken as determined by the Presiding Officer.

No business other than that specified in the notice convening a special general meeting shall be transacted.

**CLOSURE**

When the business has been concluded, the Presiding Officer shall close the meeting.

**ANNEX E**

**MEMBERSHIP RENEWAL FORM**

ANNEX E

Triumph Car Club ACT Inc.  
PO Box 70  
CURTIN ACT 2605



May 23

Membership Renewal Form

Payment of Forty Dollars (\$40) is to be made by 30 June

Full Name: .....(Member)

Partner: .....(Family Member)

Address: .....

Mobile..... Work..... Home.....

E-mail: .....

Vehicle Details:

Make:	Model:	Year:	Colour:	Registration No:	State:
1: .....					
2: .....					
3: .....					

Are you a member of any other Car Clubs?      Yes       No

If Yes, which one(s)? :.....

*I have received a copy of the Constitution and By Laws of the Triumph Club of the ACT Inc., and agree to abide by the rules etc., therein.*

.....  
(Member's Signature)

.....  
(Date)

Renewing members may pay their subscriptions by EFT. Payments should be transferred to;  
BSB: 062 905;    Acct No: 10011365;    Acct Name: Triumph Car Club ACT Inc.

Please do not use EFT facilities over the counter as your payment details will not be recognised.

**PLEASE USE YOUR NAME AS THE REFERENCE WHEN PAYING BY EFT.**

Otherwise, please post your cheque to the Treasurer as indicated below or bring your payment to the next Club event as detailed in the Coming Events section of Triumph Torque.

My payment is enclosed.

Cash

Cheque made payable to Triumph Car Club (ACT) Inc.
I have EFT'd my payment on
--/--/---- Identified with my name.

Club membership number allocated \_\_\_\_\_

Please return completed form to: [acttriumphcarclub@gmail.com](mailto:acttriumphcarclub@gmail.com)  
Attn: The Treasurer or Membership Secretary, or post to  
Triumph Car Club ACT Inc., PO Box 70 Curtin ACT 2605.

Triumph Car Club ACT Inc.  
PO Box 70  
CURTIN ACT 2605



May 23

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**Membership Application Form**

Full Name: .....(Member)

Partner: .....(Family Member)

Address: .....

Mobile..... Work..... Home.....

E-mail: .....

Vehicle Details:

Make:            Model:            Year:    Colour:            Registration No:            State:

1: .....

2: .....

3: .....

Are you a member of any other Car Clubs?            Yes             No

If Yes, which one(s)?            :.....

*I have received a copy of the Constitution and By Laws of the Triumph Club of the ACT Inc., and agree to abide by the rules etc, therein.*

.....  
(Member's Signature)

.....  
(Date)

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**Please return completed form to [acttriumphcarclub@gmail.com](mailto:acttriumphcarclub@gmail.com)  
ATTN: the Membership Registrar  
or post to  
Triumph Car Club ACT Inc., PO Box 70 Curtin ACT 2605.**

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Please DO NOT make any payments this stage.  
When your application has been approved by the Club Executive, you will be advised what fees are payable and the methods of payment available.  
Thank you for your application.

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**TRIUMPH CAR CLUB  
of the  
ACT Inc  
AGM**

**Appointment Nomination Form**

I ....., being a member of the TCC

agree to my nomination for the position of;

.....

on the Club Committee for the \_\_\_\_ / \_\_\_\_ financial year.

Signed: ..... / \_\_\_\_ / 20 \_\_\_\_

**Nominated by:** (name of Member)

.....

Signed: ..... / \_\_\_\_ / 20 \_\_\_\_

**Seconded by:** (name of Member )

.....

Signed: ..... / \_\_\_\_ / 20 \_\_\_\_

*Submit this form to the Secretary TCC (pnburke@grapevine.net.au)  
at least seven days before AGM.*