

SOUTH COAST VINTAGE CAR CLUB INC.

BY-LAWS



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Preamble

The SCVCC INC has adopted as its Constitution, the Model Constitution, as developed by the NSW Government Department of Fair Trading and as updated from time to time.

These By-Laws shall be read in conjunction with the Constitution.

1. Objectives of the Association

- a. To encourage persons interested in the restoration, preservation and use of vehicles greater than thirty (30) years old to join this association, with a particular emphasis on attracting members with vehicles meeting the “**Club Vehicle Guidelines**” defined in section 5.
- b. To hold regular ordinary meetings at a time and place determined by the current committee.
- c. To organise activities suitable for members and their families.
- d. To provide a medium through which members can exchange information relating to vehicles greater than thirty (30) years old.
- e. To maintain a library and associated information to aid in the achievement of the Association’s objectives.
- f. To regularly publish a magazine (The Klaxon) containing articles relating to club activities, a calendar of meetings and events and items of interest in achieving the club’s objectives.
- g. To purchase such real estate, buildings, furniture, equipment and spare parts as deemed necessary to further these aims.
- h. To be a non-profit organisation.
- i. To raise money on loan on such terms and conditions as the club may think fit, and in particular, by the issue of debentures or debenture stock perpetual or otherwise charged upon all or any of the club’s property and to purchase, redeem or pay off any such securities.
- j. To acquire by purchase or otherwise, shares or stock in any other club society or association.
- k. To promote, establish and conduct so far as the club lawfully may think fit, any insurance scheme for the benefit of the members.
- l. To expend money in any way which the club may think fit, with the view of improving the value of any property of the club and to make donations to such person(s) and in such cases as the club may think expedient.
- m. To enter into any arrangements with Governments, Municipalities or other corporations or public bodies or otherwise that may seem conducive to the club’s objectives or any of them and to obtain any rights, privileges and concessions which the club may think it desirable to obtain and to carry out, exercise and comply with any such arrangements rights, privileges and concessions.
- n. To do all such other things as the club may think incidental or conducive to the attainment or maintenance of any or all of the mentioned objectives. This general statement of objectives being deemed as enabling and, not in any way, as restrictive of the foregoing objectives.

2. Membership

To be read in conjunction with Part 2 of the Constitution.

- a. **Foundation Member:** A person who has given support to the Club since its inception and has:
 - i. Paid their membership fees prior to 20th September 1969; and
 - ii. Remained a financial member of the club continuously since that time.
- b. **Ordinary Member:** A person who in the opinion of the committee is an enthusiast interested in the betterment of the vintage car movement and will be a regular participant in club activities.
- c. **Family Membership:** A membership composed of two (2) Ordinary Members from the same immediate family group.
 - i. Children or dependants of this family group up to eighteen (18) years of age can be regarded as members and hold a membership badge. They do not have voting rights. Their membership will cease upon the earlier of turning 18 years of age or ceasing to be dependants of the Members.
- d. **Life Member:** A Life Member is member who has been awarded Life Membership. No person shall be nominated for Life Membership unless he or she has given EXCEPTIONAL service to the Club for at least ten years. A Life Membership shall be awarded by unanimous resolution of the Committee. A Life Member shall be deemed a financial member and shall have the same rights as an Ordinary Member.
- e. **Honorary Life Member:** This membership category no longer exists and will not be awarded in the future. In the past it has been awarded to the spouse or partner of a Life Member. By adoption of these By-Laws it is resolved that all Honorary Life Members are reclassified as Life Members.
- f. **General:** The Club will provide name badges to new members on their acceptance.

3. Office Bearers & Ordinary Committee Members

To be read in conjunction with Part 3 of the Constitution.

a. Office-bearers:

	Position	Method of Selection	Comments
i	President	Elected	
ii	Vice President	Elected	
iii	Secretary	Elected	
iv	Treasurer	Elected	

b. Ordinary committee members:

	Position	Method of Selection	Comments
i	Assistant Treasurer	Appointed	Appointed by the committee
ii	Events Co-ordinator	Elected	
iii	Events Committee/Assistant(s)	Appointed	Appointed by the committee. More than one may be appointed.
iv	Vehicle Inspector & Plate Registrar	Elected	
v	Assistant Vehicle Inspector & Plate Registrar	Appointed	Appointed by the committee
vi	Members Registrar	Appointed	Appointed by the committee
vii	Magazine Editor & Printer	Elected	
viii	Magazine Manager	Appointed	Appointed by the committee
ix	Publicity Officer	Appointed	Appointed by the committee
x	Librarian	Appointed	Appointed by the committee
xi	Door Person	Appointed	Appointed by the committee
xii	Advertising Manager	Appointed	Appointed by the committee
xiii	Web Master	Appointed	Appointed by the committee
xiv	Public Officer	Appointed	Appointed by the committee
xv	Affiliated Organisation Delegate(s)	Appointed	Appointed by the committee. More than one may be appointed.
xvi	Defibrillator Custodian(s)	Appointed	Appointed by the committee. More than one may be appointed.
xvii	Apparel Officer	Appointed	Appointed by the committee

c. Basic position descriptions for all office bearers & committee members are contained in Appendix A.

d. The President and Vice President shall not hold their respective positions for more than two (2) years in succession. If no new nominations are received for these positions, a person who has served two (2) consecutive years may be nominated for a consecutive third or fourth year. A person may not hold the office of president or vice president for more than four consecutive years.

4. Administration, Finance, Events & Conduct

To be read in conjunction with Part 5 of the Constitution.

- a. **Correspondence:** All correspondence & documents purporting to Club matters, whether hardcopy or electronic, shall include Club letterheads.
- b. **Travel Allowance:** The Committee, at its discretion, may provide a reasonable travel allowance for delegates to attend meetings associated with Club management which are held outside of the Illawarra area.
- c. **Abnormal Expenditure:** For club funds to be spent on anything other than general running costs of the club, a Notice of Motion shall be advised to members at least one month prior to the general meeting and the motion shall be put to the vote with a majority of 75% of counted votes required in favour of the motion for it to pass.
- d. **Event Administration:**
 - i. An estimate of all costs for any intended run of overnight or longer must be submitted to the Committee for its approval before the event is run.
 - ii. An agreed sum per car attending the run will be approved by the Committee for the Holiday Run organiser, to meet out of pocket expenses incurred in organising the run, if required.
- e. **Code of Conduct:** The Club expects that members will work in harmony with each other, respect each other's rights and privacy along with the Club and collectively do not bring the club into disrepute. Members are expected to conduct themselves in all matters in relation to the club in accordance with the following:
 - i. While undertaking Club activities members will comply with all applicable Australian laws and any lawful and reasonable Club direction.
 - ii. Members will disclose and take any reasonable steps to avoid any conflict of interest (real or apparent) in connection with Club activities.
 - iii. Members will behave honestly and with integrity and act with care and diligence in undertaking activities on behalf of the Club.
 - iv. Conventional meeting protocols will be respected and observed.
 - v. Decisions reached by a democratic process will be binding on all members even if not personally agreed with.
 - vi. Matters concerning the Club will not be debated in an external forum without prior consent from the Club committee.
 - vii. Fellow members will be treated with respect, courtesy and without harassment. Public criticism of another club member is not acceptable. If criticism is considered necessary, the matter should be taken up with the club committee.
 - viii. The Club conducts business on behalf of its members. It is not a public forum for espousing personal views. This includes but is not limited to political, environmental and religious matters.

- f. **Electronic Communication Etiquette:** Australia has strict privacy laws and it is illegal to divulge personal information without the owner's permission.
- i. **Confidentiality and Security:** The internet because of its structure is not secure. Electronic communications may be read by anyone without the sender or recipients knowledge.
 - ii. **Ownership:** All electronic communication sent in connection with conduct of Club affairs are considered as property of the Club.
 - iii. Members conducting business on behalf of the Club are to observe the following:
 1. Members electronic addresses are not to be acquired or exchanged except in the conduct of Club business.
 2. Club member's electronic addresses may not be accessed for the distribution of material not directly associated with Club business.
 3. All bulk emails are to be sent using the BCC (blind carbon copy) function.
 4. Electronic addresses obtained from Club sources must not be used for promulgation of personal views.
 5. The privacy and confidentiality of Club information must be respected at all times.
 6. Business should be conducted thoughtfully, promptly and with courtesy.

5. Vehicles & Registrations

- a. **Conditional Registration Schemes:** The club will participate in and accept vehicles for conditional registration through the club on the following Transport for NSW (T-f-NSW) schemes:
 - i. Historic Vehicle Scheme (HVS).
 - ii. Classic Vehicle Scheme (CVS).
 - iii. Log Book Scheme.
- b. **Non-Log Book Registrations:** Club members who have vehicle(s) on Non-Log Book Conditional Registration:
 - i. May drive their vehicle(s) within a twenty (20) kilometre radius of the vehicle(s) registered address for the purpose of fuelling, maintenance checks and test runs only.
 - ii. Must obtain Club permission for all other non-Club event movements.
- c. **Club Events:** For the purposes of compliance with T-f-NSW HVS and CVS requirements, the club considers the following mechanisms represent the Day Book (official minutes of the club) as “Club Organised Events”:
 - i. Events listed in the club magazine (The Klaxon).
 - ii. The Events Co-ordinator’s calendar.
 - iii. General notifications/emails sent from the club’s email addresses.
 - iv. Events listed in minutes of:
 1. Monthly general meetings.
 2. Committee meetings.
 - v. Day Books held & maintained by committee members.
- d. **Vehicle Eligibility:** The club will develop & maintain a separate “**Club Vehicle Guidelines**” document detailing the types of vehicles & extent of modification the club will accept for conditional registrations. The committee will have the authority to update & revise this document.
- e. **Initial Conditional Registrations:**
 - i. **Waiting Period:** New members will be required to wait 3 months and attend at least 2 club events before their vehicle(s) will be accepted for Conditional Registration. The Committee can grant exemptions.
 - ii. **Vehicle Eligibility Assessment:** A club nominated vehicle inspector must inspect all vehicles being registered for the first time on Conditional Registration with the Club to assess its compliance with Club Vehicle Guidelines. Note: This is not a safety/roadworthiness inspection. The inspection is to include checking of:
 1. VIN/Chassis number.
 2. Engine number.
 - iii. **Preferred Registration Date:**
 1. When conditionally registering vehicles through the Club there is a preference to have a renewal date of 9th December to assist with annual inspection & re-registration administration.
 2. Registrations being transferred to the club from another club which are not on the 9th December may remain on this other renewal date.

- f. **Conditional Registration Renewals:**
 - i. **Minimum Event Attendance:** The club requires all members to attend a minimum of four (4) events (annually) to be eligible to maintain their vehicles on conditional registration. The Committee has the right to issue exemptions.
- g. **Vehicle Safety/Roadworthiness Inspections:**
 - i. **Historic Vehicle Scheme (HVS):**
 - 1. **Up to & Including 1979 Manufacture:** Each year the club will hold 2 inspections days within the 6 week period leading up to the preferred registration date of 9th December to assess club registered vehicles for safe operating condition. Only vehicles manufactured prior to 1980 will be inspected. The club may, at its discretion, elect to inspect vehicles in this age category for initial registration safety/roadworthiness at any time during the year.
 - 2. **1980 & Later Manufacture:** The Club requires vehicles manufactured from 1980 onwards to obtain a Safety Inspection Report (Pink Slip) each year to prove roadworthiness for Conditional Registration.
 - 3. **All Years of Manufacture:** A Safety Inspection Report (Pink Slip) will also be accepted for vehicles:
 - a. Manufactured prior to 1980 where the owner so chooses.
 - b. With registrations falling away from the Club's preferred registration date of 9th December.
 - c. Initial registrations.
 - ii. **Classic Vehicle Scheme (CVS):**
 - 1. **All Years of Manufacture:** A Safety Inspection Report (Pink Slip) is required as per T-f-NSW requirements.
- h. **Insurance:** The Club requires members to hold Comprehensive or Third Party Property insurance on any vehicle on Conditional Registration with the Club.
- i. **Selling/Disposing of Vehicles:** Members are encouraged to offer vehicles for sale, in the first instance, to club members via advertisement in the club magazine (The Klaxon) and/or by announcement at a general meeting.

6. General

- a. Interpretation of these By-Laws shall be at the discretion of the current committee.
- b. "The Club" or "Club" or abbreviations "SCVCC INC" or "SCVCC" shall refer to the South Coast Vintage Car Club Incorporated.
- c. All persons taking part in events organised by the SCVCC INC do so at their own risk.
- d. The SCVCC INC takes no responsibility for any legal action resulting from participation in any event it may organise.
- e. The SCVCC INC takes no responsibility for any damage or claim to any property or injury to person(s) resulting from any event it may organise.
- f. The SCVCC INC reserves the right to undertake any insurance it may deem fit.
- g. These By-Laws may only be changed by a Resolution which requires 14 days notice and a majority vote of members voting in favour.
- h. Should a controlling body for conditional registration have a name change, such name change will automatically apply to these By-Laws

Appendix A: Position Descriptions

The details provided in this Appendix are not intended to provide an exhaustive list of duties for each position, but rather to provide an indication of the position's main duties.

The committee may from time to time adjust each position's main duties as necessary for the day to day operation and management of the club.

- a. Office-bearers:
 - i. President:
 1. Co-ordinate the management, operation and running of the club.
 2. Chair meetings.
 - ii. Vice President:
 1. Assist the President in carrying out their duties.
 2. Chair meetings in the President's absence.
 3. Manage the club's property register.
 - iii. Secretary:
 1. Record and document minutes of meetings.
 2. Receive correspondence, including clearing of the club's PO Box.
 3. Provide minutes and correspondence updates at club meetings.
 4. Receive and process membership applications.
 5. Send Acceptance and Welcome information to new members.
 6. Order member name badges.
 - iv. Treasurer:
 1. Receipt and deposit income payments to the club.
 2. Prepare details of accounts for payment and ratification.
 3. Payment of accounts and invoices.
 4. Reconcile accounts and prepare associated reports on a monthly basis.
 5. Provide financial updates at club meetings.
 6. Prepare an annual budget for review and acceptance by the committee.
 7. Maintain a register of members financial status.
 8. Prepare forms for insurances and affiliations and make associated payments.
 9. Prepare and lodge statutory forms and associated requirements.
- b. Ordinary committee members:
 - i. Assistant Treasurer:
 - a. Assist the Treasurer in carrying out their duties.
 - ii. Events Co-ordinator:
 1. Co-ordinate the planning and running of club events.
 2. Provide a future events schedule for inclusion in the club magazine.
 3. Provide email updates to club members for event updates that occur at short notice.
 4. Record attendances at club events.
 5. Provide past and future event information at club meetings.

- iii. Events Committee/Assistants:
 - 1. Assist the Events Co-ordinator in carrying out their duties.
- iv. Vehicle Inspector & Plate Registrar:
 - 1. Fulfil duties of clubs Responsible Person with T-f-NSW.
 - 2. Co-ordinate the inspection, acceptance , approval and renewal of vehicles on Conditional Registration through the club.
 - 3. Maintain a register of vehicles on Conditional Registration through the club.
 - 4. Organise annual vehicle inspection days.
 - 5. Review and update the club's registration procedures and associated documents.
- v. Assistant Vehicle Inspector & Plate Registrar:
 - 1. Assist the Vehicle Inspector and Plate Registrar in carrying out their duties.
- vi. Members Registrar:
 - 1. Maintain a register of current and former members, including addresses, owned vehicles and contact information.
- vii. Magazine Editor & Printer:
 - 1. Produce and edit The Klaxon magazine on a nominal monthly basis, involving:
 - a. Inclusion of event reports, meeting minutes, upcoming events schedule, items of general interest and advertisements.
 - b. Production in both hardcopy and electronic formats.
 - c. Co-ordinating the printing of hardcopies.
- viii. Magazine Manager:
 - 1. Co-ordinate the assembly, packaging and postage of the hardcopies of the club's magazine.
- ix. Publicity Officer:
 - 1. Present "For Sale" and "Wanted" advertisements and run auctions at club meetings.
 - 2. Promote the club and its activities to the wider community.
- x. Librarian:
 - 1. Collect, sort and catalogue literature for inclusion in the club's library. This may include both hardcopy and electronic items.
- xi. Door Person:
 - 1. Maintain records of attendance at club meetings.
 - 2. Co-ordinate raffles and prizes at club meetings.
 - 3. Manage sale of various club paraphernalia at club meetings.
- xii. Advertising Manager:
 - 1. Obtain and manage advertisers for the club's magazine.
 - 2. Co-ordinate the copy, invoicing and renewal of advertisements and their associated administration.

- xiii. Web Master:
 - 1. Update and maintain the club's web site.
 - 2. Update and maintain the club's register of member's email addresses.
 - 3. Co-ordinate emailing of information, publications and updates to club members.
 - 4. Upload the club's monthly magazine to the NSW National Library.
- xiv. Public Officer:
 - 1. Carryout duties as required by NSW Fair Trading for Incorporated Associations.
 - 2. Liaise with the Australian Taxation Office (ATO) as required on statutory taxation issues for Not for Profit Organisations.
- xv. Affiliated Organisation Delegate(s):
 - 1. Attend Affiliated Organisation (AO) meetings.
 - 2. Provide reports and updates on AO issues and activities to members at club meetings and via magazine articles.
- xvi. Defibrillator Custodian(s):
 - 1. Co-ordinate and track the whereabouts of the club's defibrillator and associated first aid equipment (DFAE).
 - 2. Maintain a list of equipment and items in the DFAE and seek replacement, when necessary.
- xvii. Apparel Officer:
 - 1. Order/collect club apparel as required.
 - 2. Manage a small reserve stock of products.
 - 3. Receive and account for apparel purchases
 - 4. Update club treasurer on purchase and sales transactions.

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