

# COOTAMUNDRA ANTIQUE MOTOR CLUB

## CONSTITUTION

CONSOLIDATED DOCUMENT AS AT AUGUST 2010

**Note: Any Matter not covered in this Constitution is automatically covered by the Model Rules of the Department of Fair Trading.**

### NAME

1. The club shall be called COOTAMUNDRA ANTIQUE MOTOR CLUB and is hereafter referred to as the Club.

### OBJECTS

2. The objects of the Club are:

- a) The restoration and preservation of vehicles 30 years old and older,
- b) The encouragement of interest in such vehicles,
- c) To promote and organise rallies and such events as suitable for the use of Veteran, Vintage and Post-Vintage vehicles.

### MEMBERSHIP

3. There will be one class of membership.

Any person who is the owner of a vehicle or a person in sympathy with the objects of the Club will be eligible for membership.

### APPLICATION FOR MEMBERSHIP

4. An applicant for membership shall be voted into the Club when the person:

- a) Has been nominated and seconded by financial members, attended two meetings of the Club and resides within a 70 km radius of Cootamundra.
- b) Has been nominated and seconded by financial members and lives beyond the 70 km radius of Cootamundra.

### TERMINATION OF MEMBERSHIP

5. Membership shall cease on the following conditions:

- a) Resignation,
- b) Unfinancial after two months,
- c) A member can be expelled by a resolution passed by a majority of two thirds of the members present, provided a notice of motion was read at prior meeting.

### OFFICERS OF THE CLUB

6. The elected officers of the Club shall be President, Vice President, Secretary, Treasurer and such officers as the Club may deem necessary for the running of the Club.

- a) Officers of the Club shall serve no longer than 24 consecutive months in any one position.
- b) A Registration Committee of at least two financial members shall be elected to carry out vehicle inspection with the view to roadworthiness prior to registration.

### THE PRESIDENT

7. The duties of the President shall be to preside at meetings of the Club.

The President shall have a casting vote.

The President shall be an exofficial member of each Committee of the Club and shall preside at all meetings thereof.

He/she shall prepare and submit to the Annual General Meeting, a full and complete report of the Club's membership, activities and progress for the preceding twelve months.

## **THE SECRETARY**

8. The duties of the Secretary shall be to carry out the instructions of the Club and of the Executive Committee.

The Secretary shall attend all meetings of the Club and Committees and keep minutes thereof.

He/she shall issue such notices as may be required to be issued, keep the register of members, shall attend to all correspondence of the Club, shall keep a copy of all letters written by him/her and shall submit all correspondence to the meeting of the Club immediately following receipt.

Any member, on giving reasonable notice, may inspect the Secretary's records.

## **THE TREASURER**

9. The Treasurer shall generally countersign in the name of the Club, all contracts, documents, cheques and other financial documents for payment.

He/she shall give a report of the financial status of the Club at the Annual General Meeting and at any other meeting if requested to do so.

No obligation, debt or other liability shall be incurred by the Treasurer in the name of the Club without the specific prior approval of the Club.

The Trustees shall open a Bank Account in the name of the Club.

Cheques drawn on such account shall be signed by two Trustees.

## **DUES**

10. Members shall pay a common fee, the amount to be reviewed each Annual General Meeting.

Dues are charged for the Calendar year.

Members joining after June shall be required to pay half the annual fee.

## **INSURANCE**

11. All owners of vehicles on Veteran and Vintage Motor Vehicle Permits shall:

- Sign a form of indemnity prior to issue of permit,

- Take out comprehensive insurance on said vehicles or at least have Third

Party Property Damage cover.

## **QUORUM**

12. A quorum of 5 financial members shall be necessary for any officially convened meeting to be deemed official.

## **MEETINGS**

13. There shall be an Annual General Meeting of the Club held in December of each year.

The business of the Annual General Meeting shall be:

a) To elect Office Bearers for the ensuing year,

b) To elect Committee members for the ensuing year,

c) To receive reports for the preceding year from the President and Treasurer,

d) To receive such other reports and conduct such other business as the meeting may deem advisable.

There shall be an ordinary meeting of the Club held on the monthly date or when the Executive Committee deems.

In the case of an equality of votes on a question at a meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.

Financial members shall be entitled to have and exercise their vote at ordinary meetings and Annual General Meetings of the Club if they are present.

## **VISITORS**

14. Any member may bring such visitors as he/she desires to any meeting. He/she shall, after the opening of the meeting, introduce such visitors to the meeting.

## **AMENDMENTS**

15.

a) Notice of motion to rescind any resolution duly passed at a meeting of the Club shall be given in writing to the Secretary and may be moved at any meeting thereafter. The majority necessary to carry such resolution will be 2/3rds of those members present and voting at the meeting at which it is put.

b) This Constitution may be altered, rescinded or added to only by a Special Resolution of the Club; to be carried at a Special General Meeting called and conducted in accordance with the following:

- i. Such Special General Meeting shall be called either:  
By decision of the Committee, or  
By the Committee pursuant to a requisition in writing of at least 5 percent of the total number of members.
- ii. Notice, specifying the place, date and time of such Special General Meeting, together with full details of all motion(s) to be dealt with at that Meeting, shall be forwarded in writing by the Secretary to reach all members no less than 21 days prior to the date of such Meeting.
- iii. Any such Special Resolution must be passed by a majority which comprises at least three-quarters of the Members of the Club present at the Meeting.

## **VETERAN AND VINTAGE MOTOR VEHICLE PERMITS**

16.

a) Vehicles must comply with current Road Transport Legislation applicable to Historic Conditional registered vehicles.

b) Vehicles must be inspected for roadworthiness by a competent officer of the club prior to issue of annual Permit.

c) The owner of a vehicle covered by the Veteran and Vintage Vehicle Permit must apply to an officer of the Executive Committee of the Club for permission to move, each time he/she wishes to exceed a 10 km service run.

d) Journeys necessary for the servicing and test running of the vehicle are to be kept under 10 km. If further distance is required, full club sanction must be obtained.

e) A record book is to be kept by a responsible officer of the Executive Committee to enter each vehicle for every trip, excepting legitimate servicing travel of under 10 km.

f) The driver of the vehicle covered by a Conditional Motor Vehicle Permit shall be a current holder of appropriate Licence.

## **HISTORIC NUMBER PLATES**

17.

a) Number Plates will be issued in respect of any Veteran, Vintage or Post-Vintage vehicle allowed by the Roads and Traffic Authority (RTA).

b) The Number Plates and the Club's name must be displayed on the vehicle for which they were issued, together.

c) Any member requiring the issue of Number Plates shall:

- be a financial member,
- reside within a 70 km radius of Cootamundra,
- pay such fees as are necessary to obtain Historic Permits.

d) The vehicle to which Historic Number Plates are issued shall be used for Club events, travelling to and from such events and for the necessary servicing of the subject vehicle, but may also be used on other occasions with club approval.

e) Continuation of the Club being nominated as "Primary Club" on any Historic Registration shall be dependent on:

- (i) the annual renewal of the permit to operate the subject vehicle,
- (ii) the owner remaining a financial member of the Club and continuing to reside within a 70 km radius of Cootamundra.

f) An up to date register of the Historic Number Plates shall be kept by the Club Plates Registrar and must be produced on demand at any time to the appropriate representative of the Roads and Traffic Authority or other authorised person.

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# **COOTAMUNDRA ANTIQUE MOTOR CLUB**

## **SUMMARY OF KEY CLUB POLICIES AND PROCEDURES**

**(October 2010)**

### **ADMISSION OF NEW MEMBERS**

The following Policy applies to Applicants for Membership of the Club:

- Applications shall be dealt with at a Meeting following (but not including) two attendances
- Applicants shall not attend the Meeting at which their Application is to be considered; and Members sponsoring any Application shall ensure that the Applicant is made aware of this requirement
- Following open discussion of any application at such Meeting, the Decision shall be made by Secret Ballot
- As soon as practicable after such Decision, the Secretary shall Notify the Applicant of the Outcome
- The Club's Membership Application Form shall reflect the above.

### **MEMBERSHIP FEES**

The Club charges an Annual Fee (currently \$30) for each Membership; which includes any Spouse/Partner and/or Dependent Children living together. That Fee falls due on (or before) December 1<sup>st</sup> each year.

Persons joining the Club between December and August in any year are charged the Full Fee (as set out above); whilst those joining (and paying the Annual Fee) between September and November are deemed to have paid for the following year.

An additional Joining Fee (currently \$10) is levied on each New Membership. This Fee contributes towards (but generally does not fully cover) the provision of Club Name Badges to all Persons covered under that Membership.

### **MEETINGS**

Club Meetings are held at 8pm on the First Monday of Every Month, generally at Cootamundra; but with the March, June and November Meetings in Harden.

The Annual General Meeting is held immediately following the December Meeting.

### **RECURRING EVENTS**

The Club holds the following Key Activities on a regular basis:

- The "Michael Livingstone Memorial Birthday Run" (generally to Jugiong for a picnic lunch) on the First Sunday in February each year.
- The "Frank deBritt Run", taking the Aged and Disabled for an Afternoon Drive around the local countryside in our Historic Vehicles, generally on the Third Weekend of May (the weekend after Mothers' Day). (Recently, this run has been held on the Saturday rather than Sunday.)
- The "Wattle Time Rally", generally held on the Third Weekend in August every second (odd numbered) year. (The Club has, however, decided not to hold the 2011 Rally, as no volunteers to run it were forthcoming.)
- The "Fathers' Day Swap Meet", held on the First Sunday in September and the Saturday immediately preceding it each year. This Event is the Club's only significant fund raising activity.

Whilst Members are certainly not compelled to participate in any of the above, it is Club Policy not to Promote or Advertise any other Historic Motoring Activities which directly clash with these Activities.

## **MEALS ON WHEELS**

As well as participation by individual Members, the Club is regularly rostered to undertake Cootamundra Meals on Wheels deliveries on Weekends; and Members are encouraged to volunteer for positions as they arise. Such activities are deemed to be Official Club Runs, and are intended to provide opportunities to use our Historic Vehicles.

## **SUPPLEMENTARY RUNS**

In addition to all Scheduled Events (discussed at Meetings and/or listed in the Club Magazine), the Club accepts that Members may wish to make “last minute” arrangements for other Runs and, therefore recognises the Principle that “Any Two Historic Vehicles May Constitute a Club Run”. The concurrence of the Club Plates Registrar (or his Nominee) shall, however, be obtained prior to any such Run.

Note: The “two car” principle does not apply to runs for servicing and maintenance purposes (which are, again, subject to the concurrence of the Plates Registrar).

## **TAFE WORKSHOP SESSIONS**

The Club hires the full Automotive Workshop Facilities of the Cootamundra TAFE College. Subject to paying a special fee, members may participate in “self-help” sessions each Wednesday Night (excluding during holiday periods).

## **CLUB LIBRARY**

The Club has an extensive Library of Technical Literature which is available for Loan to Members at no charge. (Note: The Collection has recently been relocated and access in the short term may be difficult.)

## **INSURANCE**

The Club holds Insurance against Public and Products Liability, Associations and Officials Liability, and Voluntary Workers' Accidents. Current arrangements are believed to cover all activities, except that additional insurance must be taken annually to cover the Swap Meet.

## **“BUSH COUNCIL” MEMBERSHIP**

The National Peak Body representing the Historic Vehicle Movement is the Australian Historic Motoring Federation. It comprises Representatives of all State Bodies, of which there are two in New South Wales, colloquially known as the “City Council” and “Bush Council”.

This Club is a Member of the latter, officially known as the Council of Heritage Motor Clubs NSW Inc.. It generally meets twice a year in various towns across the State, once at the Easter Rally of which it has general oversight, and once in Spring.

The Club does NOT meet any Expenses incurred by Delegate(s) or Observers attending Council Meetings or Events.



# Cootamundra Antique Motor Club Inc

# Membership Application

PO Box 27 Cootamundra NSW 2590 [camc.org.au](http://camc.org.au)

[membership@camc.org.au](mailto:membership@camc.org.au)

Prospective members are requested to complete this form and return it to the Member Registrar or Secretary by post, email or at a General Meeting of the Club.

PRIMARY MEMBER	
SURNAME:	GIVEN NAMES:
PREFERRED FIRST NAME (on lists and badge):	
ADDRESS (Home):	
	POST CODE:
ADDRESS (Postal):	
	POST CODE:
TELEPHONES: Home:	Mobile:
EMAIL:	BIRTH DAY/MONTH: ____ / ____
Would you like PRINTED copies of the <i>Coota Hoota</i> (Club magazine) ?	<input type="checkbox"/> Yes please <input type="checkbox"/> NO thanks
Receive complimentary copies of other clubs' magazines by email ?	<input type="checkbox"/> YES please <input type="checkbox"/> NO thanks

SPOUSE/PARTNER:	
SURNAME:	GIVEN NAMES:
PREFERRED FIRST NAME (on lists and badge):	
	BIRTH DAY/MONTH: ____ / ____

**FAMILY MEMBERS (at same residence):** Please complete details on back of form.

**EMERGENCY CONTACT DETAILS:** Please complete details, if desired, on back of form.

VEHICLE DETAILS (if insufficient space, please use back of form)			
YEAR	MAKE	MODEL	REGO

RECENT EVENTS ATTENDED :	1	
	2	

I/we acknowledge having read the Club Constitution and Policies, and hereby apply to become a member of the Cootamundra Antique Motor Club Inc. In the event of admission, I/we agree to be bound by the constitution, rules and regulations of the Club. I/we hereby give permission for the publication of the above information or such parts thereof that may be deemed necessary by the Club.

SIGNATURE of APPLICANT:	DATE: ____ / ____ / ____
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PROPOSED BY: I, _____, being a financial member of the Club, nominate the above applicant/s for membership. SIGNATURE: _____ DATE: ____ / ____ / ____	
SECONDED BY: I, _____, being a financial member of the Club, second the above nomination for membership. SIGNATURE: _____ DATE: ____ / ____ / ____	

<b>FAMILY MEMBERS (at same residence):</b>	
SURNAME:	GIVEN NAMES:
PREFERRED FIRST NAME (on lists and badge):	BIRTH DAY/MONTH: ____ / ____
SURNAME:	GIVEN NAMES:
PREFERRED FIRST NAME (on lists and badge):	BIRTH DAY/MONTH: ____ / ____
SURNAME:	GIVEN NAMES:
PREFERRED FIRST NAME (on lists and badge):	BIRTH DAY/MONTH: ____ / ____

<b>EMERGENCY CONTACT DETAILS</b>		
NAME	RELATIONSHIP	TELEPHONE

<b>ADDITIONAL VEHICLE DETAILS</b>			
YEAR	MAKE	MODEL	REGO