

**Objects and Rules of the  
Riverina Monaro's Incorporated.  
Under the New South Wales  
Associations Incorporation Act 1984  
(Including Amendments)  
Adopted 15th November 2009  
Rev 1.2 – 08/17**

**Objects**

“To promote the Holden Monaro and associated motor vehicles without regard to the particular model or year of manufacture.  
To encourage participation of members in the Club's social activities.”

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## Rules.

### Part 1 – Preliminary

#### **1. Definitions**

(1) The body to which these Rules apply is the “**Riverina Monaro’s Incorporated**”, and is referred to throughout these rules as The Club or This Club

(2) In these rules:

*Commissioner*

means the Commissioner of the Office of Fair Trading

*The Act*

means the [Associations Incorporation Act, 1984](#) and its amendments.

*The Regulation*

means:

(i) [Associations Incorporation Regulation 1999](#)

until repealed under the [Subordinate Legislation Act 1989](#)

(ii) The subordinate legislation under which the Associations Incorporation Regulation 1999 is repealed.

This definition supersedes the corresponding definition in the Model Rules.

*Model Rules*

means the “[Model Rules for Incorporated Associations](#)” publication of the [New South Wales Office of Fair Trading](#) (publication number FT119, revised December 2007), upon which these rules are based.

*Secretary*

means:

(a) the person holding office under these rules as Secretary of The Club and

(b) the Public Officer of The Club

*Association*

when encountered in the Model Rules is to be interpreted as meaning The Club.

*Financial Year*

means the period from 1<sup>st</sup> October to 30<sup>th</sup> September in the following year.

*Member(s)*

means person(s) qualified to be admitted to membership of The Club under these rules.

*Financial Member(s)*

means Member(s) who have paid all applicable membership fees such that their membership is current.

*Meeting*

means a General Meeting or Special General Meeting or Annual General Meeting; does not mean a Committee Meeting.

*Special General Meeting*

means a Meeting of The Club convened under Rule 25 of these rules.

*Executive Committee*

means the members of The Club constituted by Rule 14 clause (2).

*Official*

means any person holding office as listed at Rule 14.

*Poll*

means secret voting.

*In Writing*

means either via paper via hand delivery or postal service to a street address, or via electronic mail.

*Monaro*

means either:

(i) Any model of Holden Monaro, HX-LE Coupe, HQ SS Sedan or HZ GTS Sedan.

(ii) Any HSV model based on the Holden Monaro Coupe.

Unless otherwise noted, these definitions are in addition to those presented in the Model Rules.

## **Part 2 – Membership**

### **2. Membership Qualifications**

A person is qualified to be a member of The Club if, but only if:

- (1) The person is a person referred to in section 15(1) (a), (b) or (c) of The Act and has not ceased to be a member of The Club at any time after incorporation of The Club under the Act, or
- (2) The person is a natural person:
  - (a) who has been nominated for membership of The Club as provided by Rule 3, and
  - (b) who has been approved for membership of The Club by the Executive Committee of The Club, and
  - (c) who has attended at least three official events with The Club in the preceding 6 months.
- (3) The Membership Qualification stipulated in clause 2, sub clause (c) may be waived at the discretion of the Executive Committee.

### **3. Nomination for Membership**

- (1) No nomination is necessary for admission to membership of The Club. Application for membership is made by lodging with The Club's Secretary:
  - (a) A correctly completed "Membership Application" form (Appendix 1 of these rules), and
  - (b) Payment of the prescribed joining fee and annual membership fee.
- (2) The Secretary must, upon receipt of a correctly completed "Member Application" form and the amounts referred to in clause (1)(b) (or evidence of that payment, such as a receipt from The Club), enter the members name and other relevant details in The Club's Register of Members and Register of Vehicles.

### **4. Cessation of Membership**

- (1) A person ceases to be a member of The Club if the person:
  - (a) dies, or
  - (b) resigns membership, or
  - (c) is expelled from The Club, or
  - (d) fails to lodge a correctly completed Membership Renewal form (Appendix 2 of these rules) and pay the annual subscription fee by the date specified at Rule 8 clause (4) of these rules.
- (2) A person may not be invited to renew their membership if they are absent from all Club activities for the preceding year.

### **5. Membership Entitlements Not Transferable**

A right, privilege or obligation which a person has by reason 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.

### **6. Resignation of Membership**

- (1) A member of The Club is not entitled to resign that membership except in accordance with this rule.
- (2) A member of The Club may not resign if there remains any monies payable by the member to The Club.
- (3) A member who has paid all outstanding monies to The Club may resign from The Club upon giving notice to the Secretary in writing of their intention to resign.
- (4) If a member of The Club ceases to be a member under clause (3), and in any other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the Register of Members recording the date on which the member ceased to be a member.

### **7. Register of Members**

- (1) The Secretary shall establish and maintain a Register of Members for The Club, specifying for each member their name, street address and date they joined The Club. Optional information may also be recorded.
- (2) The register of members must be kept at the principal place of administration of The Club.
- (3) A Member may, upon request, inspect their records only.

## **8. Fees and Subscriptions**

- (1) Upon admission to membership of The Club, a joining fee of \$1 (or, if some other amount is determined by the Executive Committee, that other amount) is due and payable by the New Member to The Club.
- (2) In addition to any amount payable by a Member under clause (1), all Full Members of The Club must pay an annual membership fee of \$50 (or, if some other amount is determined by the Executive Committee, that other amount.), All Associate Members of the Club must pay an annual membership fee of \$25 (or, if some other amount is determined by the Executive Committee, that other amount.) Such amounts are due and payable either:
  - (i) (for new members and associate members) per the provisions of Rule 3, clause (1)(a) and (b).
  - (ii) (for renewing and associate members) at the start of the Club's Financial Year.
- (3) New Membership Applications received and paid after 1st May in any year will only pay half of the Membership Fee.
- (4) Membership fees must be paid before 30th October of each year
- (5) If membership is not renewed in accordance with clause (4), the membership is deemed to have lapsed and correspondence from The Club will cease.
- (6) If membership lapses per clause (4), the member may re-join as a new member upon application and payment of the prescribed fee(s).
- (7) If, for any reason, a Member requests the presence of a Legal Representative in connection with their membership of The Club, the Member must lodge with The Secretary a non-refundable fee of \$500 or, if some other amount is determined by the Executive Committee, that other amount.

## **9. Member Liabilities**

The liability of a Member of The Club 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 to membership of This Club as required by Rule 8 and in addition any outstanding amount owed in respect of goods or services provided by The Club to the member.

## **10. Resolution of Internal Disputes**

- (1) Disputes between Members (in their capacity as Members) of The Club, and disputes between Members and The Club, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

## **11. Disciplining of members**

- (1) A complaint may be made to the Executive Committee by any person(s) that a member of The Club:
  - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of The Club
- (2) On receiving such complaint, the Executive Committee:
  - (a) must cause notice of the complaint to be served on the member concerned, stating the nature of the complaint, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make written submissions to the Executive Committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
  - (d) must convene a meeting of the Executive Committee to consider the complaint, no earlier than 14 days and no later than 28 days from the time the notice is served on the member.
- (3) At the Executive Committee meeting convened in accordance with clause (2)(d), the Executive Committee shall:
  - (a) Admit to the meeting the Executive Committee members only.
  - (b) Conduct no business other than dealing with the complaint.
  - (c) Give due consideration to any submission by the complainant.
  - (d) Give due consideration to any submission by the member who is the subject of the complaint.
- (4) The Executive Committee may, by resolution:

- (a) Censure the member; or
  - (b) Suspend the member for a specified period of time; or
  - (c) Expel the member from The Club; or
  - (d) Take any other action as deemed necessary under the circumstances.
- (5) If the Executive Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Executive Committee for having taken that action and of the member's right of appeal under Rule 12.
- (6) An expulsion or suspension made under clause (4) does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if the member exercises the right of appeal within the period that they are entitled to do so, unless and until the Appeals Committee confirms the resolution under Rule 12 clause (4)(d), whichever is the latter.

## **12. Right of appeal of disciplined member**

- (1) A member may appeal to the Appeals Committee of The Club against a resolution of the Executive Committee under Rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice stating the grounds on which the appeal is to be made.
- (2) Legal representation shall not be permitted at any hearing of the Appeals Committee.
- (3) Upon receipt of a notice from a member under clause (1), the Secretary shall notify the Appeals Committee which shall convene a meeting of their members to be held within 28 days after the date on which the secretary received the notice.
- (4) At an Appeals Committee meeting convened under clause (3), the Appeals Committee shall:
- (a) Admit to the meeting:
    - (i) the Appeals Committee members, and
    - (ii) the Executive Committee or representative member(s) thereof, and
    - (iii) the member who is the subject of the complaint.
  - (b) transact no business other than the question of the appeal, and
  - (c) The Executive Committee (or its representative) and the member who is the subject of the complaint must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (d) the Appeals Committee shall vote by secret ballot on the question of whether the resolution should be confirmed, revoked or varied.
- (5) Members of the Appeals Committee connected in any way with the origin of the appeal are ineligible to attend the meeting convened under this rule, other than to appear on their own behalf.
- (6) The Appeals Committee shall cause a letter stating their decision to be sent to the member within 7 days of their meeting.

## **Part 3 – The Committee**

### **13. Powers of the Committee**

The committee is to be called the Management Committee of The Club and, subject to The Act, The Regulation, these rules and to any resolution passed by The Club in general meeting:

- (a) is to control and manage the affairs of the Club, and
- (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 a general meeting of members of The Club, 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.

#### **14. Constitution and membership**

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the Management Committee is to consist of:
  - (a) the Executive Committee of The Club, and
  - (b) at least three Financial Members of The Club, each of whom is to be elected at the Annual General Meeting of The Club under Rule 15, to be known as Committee Members.
- (2) The Executive Committee of The Club shall comprise of:
  - (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Treasurer
- (3) The Committee of The Club shall comprise of:
  - (e) Event's Coordinator
  - (f) Member's Delegate
  - (g) Club Registrar
  - (h) Web Administrator
- (4) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (5) The Appeals Committee of The Club shall comprise of:
  - (a) The Vice President of the Club
  - (b) Four Financial Members of the Club over the age of 18 years, not being members of the Management Committee. Such members are to be selected as required by the Vice President.

#### **15. Election of Members**

- (1) Nomination of candidates for election to committee positions of The Club shall:
  - (a) be made in writing, indicating the name of the candidate and the position(s) for which they are being nominated; be signed by two Members of The Club and be signed by the nominee to indicate their consent to the nomination, and
  - (b) be delivered to the Secretary of The Club no later than October 1st.
- (2) All members whose signatures appear on any written nomination must be current Financial Members for the nomination to be valid.
- (3) Nominees for the positions of President, Secretary or Treasurer must be members who have had a minimum of two full membership years with The Club
- (4) If insufficient nominations are received, any vacant positions remaining on the committee are deemed to be casual vacancies and can be filled from the floor at the Annual General Meeting
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the nominees are deemed to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
- (7) A member of This Club who holds a position on the committee of any other car club or association is ineligible to hold a position on the Executive Committee of This Club.
- (8) The ballot for the election of Executive and Management Committee members is to be conducted at the Annual General Meeting in such usual and proper manner as the Executive Committee may direct.

#### **16. Duties and Functions of Executive Committee Members**

- (1) The President shall:
  - (a) be the chairperson at all Club meetings they attend (with the exception of any meetings of the Appeals Committee) and shall conduct such meetings in accordance with the rules of This Club; and
  - (b) Exercise a watching brief over the whole administration of The Club and shall be responsible for the good order and discipline of The Club. and
  - (c) have the right to exercise their vote as a member and shall have the casting vote at any meeting which they chair
- (2) The Vice President shall:
  - (a) assist the President in their duties; and
  - (b) act in the President's absence as required; and
  - (c) act as the chairperson of any meetings of the Appeals Committee, subject to Rule 12; and

- (d) administer all aspects of managing club clothing and other merchandise.
- (3) The Secretary shall:
  - (a) administer the affairs of The Club as directed by the committee, the members by the rules of The Club; and
  - (b) execute other such duties as may arise within the province of secretary; and
  - (c) sign and receive all correspondence and generally advance details of all written matters dealt with by the Executive Committee and Management Committee and report on any other matters dealt with by these committees; and
  - (d) act as Public Officer of The Club for the purposes of The Act; and
  - (e) be an ex-officio member of all committees and sub-committees of This Club.
- (4) The Treasurer shall:
  - (a) Ensure that all monies due to The Club are collected and received and that all payments authorized by The Club are made; and
  - (b) Keep correct books accounts, showing the financial affairs of The Club, including details of all receipts and expenditure connected with the activities of The Club; and
  - (c) Present reports at each General Meeting.

### **17. Duties and Functions of Non-Executive Committee Members**

- (1) The Event's Coordinator shall:
  - (a) Organize monthly club runs for club members to attend; and
  - (b) Provide adequate directions and other information to members who participate in these runs; and
  - (c) Ensure that an attendance sheet is provided and completed by all members in attendance.
- (2) The Member's Delegate shall:
  - (a) attend Management Committee meetings and act on behalf of general members; and
  - (b) is responsible for bringing to the attention of the Management Committee any concerns, issues and suggestions that general members may have conveyed to them.
- (3) The Club Registrar shall:
  - (a) Maintain a register of members cars registered by The Club under the New South Wales Roads and Traffic Authority's "Conditional Registration as a Historic Vehicle" scheme; and
  - (b) Execute their duties as described by the "Conditional Registration as a Historic Vehicle – Policy and Procedures" document of This Club.
- (4) The Web Administrator
  - (a) shall to ensure that the Club's web site is run in an efficient and proper manner; and
  - (b) They have control over all content and are authorised to remove any content not relevant to or detrimental to the good name of The Club.

### **18. Casual vacancies**

- (1) For the purposes of these rules, a casual vacancy in the office of a member of the Management Committee occurs if such member:
  - (a) dies, or
  - (b) ceases to be a member of The Club under Rule 4, or
  - (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under Rule 19, or
  - (f) becomes a temporary patient, a continued treatment patient, a protected person or an incapable person within the meaning of the Mental Health Act 1958 or a person under detention under Part 7 of that Act, or
- (2) is absent without the consent of the committee from two consecutive meetings of that committee without reasonable excuse.
- (3) In addition to the provisions of clause (1), a casual vacancy in the office of Public Officer occurs if the incumbent ceases to be a resident in the state of New South Wales.
- (4) Should a casual vacancy occur or be declared, such vacancy shall be filled by the Management Committee of The Club and the member so appointed shall hold office, subject to these rules, until the dissolution of the current Management Committee at the Annual General Meeting following the date of the appointment.



### **19. Removal of Management Committee Member**

- (1) The Club in General Meeting may, by resolution, remove any member of the Management Committee from office before the expiration of the member's term. Such removal of a Management Committee member shall be deemed a Casual Vacancy.
- (2) If a member of the Management Committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the members of The Club, the Secretary or the President may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### **20. Meetings & Quorum - Management Committee**

- (1) The Management Committee shall meet when deemed necessary by the Executive Committee, and in any case no less than 4 times per year.
- (2) Notice of a Management Committee Meeting must be given to each member of the Management Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Management Committee) before the time appointed for the holding of the meeting.
- (3) Any four members of the Management Committee constitute a quorum for the transaction of the business of a meeting of the Management Committee.
- (4) The Management Committee of The Club shall, subject to the Act, the Regulation and these rules and to any resolution passed by The Club in general meeting:
  - (a) attend to any matters as directed by members, and
  - (b) consider matters that are of general concern to The Club and its members, and
  - (c) report their actions to a subsequent General Meeting of The Club.
  - (d) Individually attend to any matters arising that fall within the scope of their duties and/or functions as detailed under Rule 16.
- (5) No business is to be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and same hour of the same day in the following week.

### **21. Delegation by Management Committee to sub-committee**

- (1) The Management Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such member or members of The Club as the Management Committee thinks fit) the exercise of such of the functions of the Management Committee as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the Management Committee by the Act or by any other law.
- (2) A function (the exercise of which has been delegated to a Sub-Committee under this rule) may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the Management Committee may continue to exercise any function delegated.
- (5) 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 Management Committee.
- (6) The Management Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A Sub-Committee may meet and adjourn, as it thinks proper.

## **22. Voting and Decisions**

- (1) Questions arising at a meeting of the Management Committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the Management Committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to Rule 20(3), the Management Committee may act despite any vacancy on the Management Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Management Committee or by a sub-committee appointed by the Management Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or sub-committee.

## **Part 4 – General Meeting**

### **23. Annual General Meetings – holding of**

- (1) With the exception of the first Annual General Meeting of The Club, The Club must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of The Club, convene an Annual General Meeting of its members.
- (2) The Club must hold its first Annual General Meeting:
  - (a) within the period of 18 months after its incorporation under The Act, and
  - (b) within the period of 2 months after the expiration of the first financial year of The Club.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26 (3) of The Act.

### **24. Annual General Meeting – calling of and business at**

- (1) The Annual General Meeting of The Club shall, subject to The Act and to Rule 23, be convened on such date and at such place and time as the Executive Committee thinks fit, provided that it is held no later than 30 November in each year.
- (2) Members shall be given not less than fourteen days' notice of such meeting, from the date of posting or notification.
- (3) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall include:
  - (a) Confirming of the minutes of the previous Annual General Meeting.
  - (b) Receiving from the committees, annual reports upon the activities of the committees during the preceding year.
  - (c) Receiving and consideration of the financial statement required under Section 26 (6) of The Act.
  - (d) Consideration of alterations to these Objects and Rules by special resolution.
  - (e) Election of committee members of The Club whose term of office has expired in accordance with Rule 14 clause (3).
  - (f) General business
- (4) Admission to the Annual General Meeting shall be restricted strictly to Financial Members only and or by invitation only.
- (5) An Annual General Meeting shall be specified as such in the notice convening it.

### **25. Special General Meetings – calling of**

- (1) The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of The Club.
- (2) The Executive Committee shall, on the requisition in writing of at least three Financial Members, convene a Special General Meeting of The Club, provided the conditions of clause (3) are satisfied.
- (3) A requisition by members under clause (2) for a Special General Meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

- (4) If the Executive Committee fails to convene a Special General Meeting to be held within one month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by a member as referred to in clause (4) must be convened as nearly as is practicable in the same manner as General Meetings are convened by the Management Committee.

## **26. General Meetings – calling of and business at**

- (1) General Meetings of this club are generally held during each Event or Run
- (2) Dates for General Meetings may be varied by the Executive Committee as deemed necessary, provided notice is given in accordance with Rule 27 clause (1) or as by the Event or Run.
- (3) The business to be conducted at General Meetings shall include:
  - (a) Welcome and Apologies
  - (b) Reading of the minutes of the previous General Meeting (or Annual General Meeting if that was the previous scheduled meeting of The Club.)
  - (c) Confirmation and adoption of the minutes of the previous meeting referred to in clause (3) (b).
  - (d) Business arising out of the minutes.
  - (e) Correspondence inward and outward.
  - (f) President's Report
  - (g) Vice President's Report
  - (h) Treasurer's Report
  - (i) Secretary's Report
  - (j) Event's Coordinator's Report
  - (k) Member's Delegate's Report
  - (l) Club Registrar's Report
  - (m) Web Administrator's Report
  - (n) Reports from other Committees, Sub-Committees or their Members
  - (o) Notices of motion
  - (p) General Business
- (q) For sale and wanted announcements
- (4) The order of business may be altered by majority vote of those members in attendance and entitled to vote.

## **27. Notice**

- (1) The Secretary shall cause notice of all General Meetings and Annual General Meetings to be given to each member, at least 14 days before the date fixed for the holding of the meeting.
- (2) Notice shall be served by advising the time date and place of the meeting, delivered in accordance with Rule 42, or by inclusion of the notice in The Club's monthly newsletter.
- (3) If the nature of the business proposed to be dealt with at a meeting requires a special resolution of the Club, the secretary must cause notice to be given in accordance with clauses (1) and (2), and in addition must specify the nature of the business and the intention to propose the resolution as a special resolution.
- (4) If the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of The Club, no business other than that specified in the notice convening the Special General Meeting is to be transacted at the meeting.
- (5) A member desiring to bring any business before a Monthly General Meeting may give notice in writing of that business to the Secretary who shall arrange for the inclusion of that business at earliest Monthly General Meeting as practicable after receipt of the notice from the member.
- (6) Any notices of motion or special resolutions for the Annual General Meeting shall be submitted in writing to the Secretary no later than the 30<sup>th</sup> September.
- (7) Accidental omission to give notice to any member shall not invalidate any meeting.

## **28. Procedure**

- (1) No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these rules to vote at a General Meeting is present during the time the meeting is considering that item.
- (2) Five members of The Club, being members entitled under these rules to vote at a General Meeting, must be present in person to constitute a quorum for the transaction of the business of a General Meeting.
- (3) If a quorum is not present at a General Meeting at the time appointed for the commencement of the meeting, the members present and entitled under these rules to vote at a General Meeting (being at least five) may elect to start the meeting.

## **29. Presiding member**

- (1) The President or, in the President's absence, the Vice-President, is to preside as chairperson at each General Meeting or Special General Meeting of the Club.
- (2) If the President and Vice-president are absent or unwilling to act, the members present and entitled under these rules to vote at a General Meeting must elect one of their number to preside as chairperson at the meeting.

## **30. Adjournment**

- (1) The chairperson of a 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must 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.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **31. Making of decisions**

- (1) A question arising at a General Meeting of The Club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson 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.
- (2) At a General Meeting of The Club, a poll may be demanded by the chairperson or by at least three members present in person at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken:
  - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **32. Special Resolution**

A resolution of The Club is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of The Club as, being entitled under these rules so to do, vote in person at a General Meeting of which notice has been served in accordance with Rule 27, or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

## **33. Voting**

- (1) On any question arising at a General Meeting of The Club a member has one vote only.
- (2) In the case of an equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member of This Club is not entitled to vote at any General Meeting or Annual General Meeting of The Club unless all money due and payable by the member to The Club has been paid.

### **34. Appointment of Proxies**

- (1) There shall be no proxy voting on any matter, at any meeting of This Club.

## **Part 5 – Miscellaneous**

### **35. Insurance**

- (1) The Club shall effect and maintain insurance pursuant to Section 44 of The Act.
- (2) In addition to the insurance required in clause (1), The Club shall effect and maintain other insurance, as deemed appropriate from time to time.

### **36. Funds – Source**

- (1) The funds of This Club shall be derived from annual membership fees, apparel sales and such other sources as The Club determines.
- (2) All money received by The Club shall be deposited as soon as practicable and without deduction to The Club's account.
- (3) The Club shall, as soon as practical after receiving any money, issue an appropriate receipt as required.

### **37. Funds – Management**

- (1) Subject to any resolution passed in a General Meeting or by the Management Committee of The Club, the assets and income of The Club shall be applied solely to the furtherance of the Objects and Rules of The Club and no portion shall be distributed directly or indirectly to the members of The Club except as bona fide compensation for services rendered or expenses incurred on behalf of The Club.
- (2) All cheques, drafts, bills of exchange promissory notes and other negotiable instruments shall be signed by any two of the Executive Committee.
- (3) A portion of the funds of The Club may be held by the Treasurer in the form of "Petty Cash" and used to conduct the day-to-day business of The Club as required. Such amount shall not exceed \$1000 (or other amount as may be determined by the Management Committee from time to time.)
- (4) The funds of The Club shall be held in such financial institutions as determined by the Management Committee of The Club. In the event of This Club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities and the costs, charges and expenses of winding-up of The Club shall be paid, pursuant to section 53 (2) of The Act, and applied by the Management Committee in accordance with their powers to any fund, institution or authority which is a non-profit organization such as a children's charity or similar.

### **38. Alteration of objects and rules**

This statement of Objects and Rules may be altered, rescinded or added to only by Special Resolution of The Club.

### **39. Common Seal**

- (1) Any Common Seal of The Club in existence shall be kept in the custody of the Public Officer.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Management Committee and the affixing of the Common Seal shall be attested by the signatures of two members of the Management Committee.

### **40. Custody of books**

- (1) The Club's General Ledger and all financial records required for the execution of the office of Treasurer (including but not limited to account statements, receipts, records of income and expenses) are to be held by the Treasurer.
- (2) Except as otherwise provided for in these rules, The Public Officer shall keep in their custody or under their control all records, books, and other documents relating to The Club.
- (3) All Management Committee members shall deliver to their successor, without delay or omission, all books, monies, records and any other property of The Club that is in their possession.

#### **41. Inspection of books**

- (1) The records books and other documents of The Club, with the exception of the Register of Members, shall be open to inspection, free of charge, by any member of The Club at any meeting of The Club or by arrangement with the custodian of the records in question.
- (2) A Member may inspect the information held by The Club pertaining to themselves only.

#### **42. Service of notices**

- (1) For the purpose of these rules, a notice may be served by or on behalf of The Club, upon any person by:
  - (a) delivering it to the person personally, or
  - (b) sending it by pre-paid post to the postal address of the person (in the case of Members, this being the address recorded in the Register of Members), or
  - (c) sending it via electronic mail to the electronic mail address specified by the person for the receipt of electronic mail (in the case of Members, this being the electronic mail address recorded in the Register of Members)
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - (a) in the case of a notice given or served personally, on the date on which it is received by the recipient, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent via electronic mail, on the date it was sent.

### **Part 6 – Appendices**

#### **Appendix 1 – Membership Application Form**

#### **Appendix 2 – Membership Renewal Application Form**

# Riverina Monaro's Inc. 9892823

and  
Holdens in the Riverina Car Club.

## MEMBERSHIP APPLICATION FORM.

Riverina Monaro's Inc.  
PO Box 8222.  
Koorringal. NSW. 2650.

* <b>Member name:</b>	
* <b>Street Address:</b>	
* <b>Town/Postcode:</b>	
* <b>Home phone:</b>	
Mobile phone:	
Date of birth:	
Occupation:	
E-Mail:	* <b>required information</b>

* <b>Please tell us about your car:</b>	
Model: HK <input type="checkbox"/> HT <input type="checkbox"/> HG <input type="checkbox"/> HQ <input type="checkbox"/> HJ <input type="checkbox"/> HX <input type="checkbox"/> HZ <input type="checkbox"/> V2 <input type="checkbox"/> Other <input type="checkbox"/>	
Year of manufacture:	Body: Sedan <input type="checkbox"/> Coupe <input type="checkbox"/>
Body colour:	Interior:
Engine Cylinders: 6 <input type="checkbox"/> V8 <input type="checkbox"/>	Engine capacity:
Transmission:	Diff type/ratio:
Wheels:	Tyres:
Are you interested in showing your car? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vehicle history/modifications:	
Where did you hear about us?	

If possible please supply a recent photo of your car for inclusion in our newsletter.

Full Membership..... \$50	<u>MEMBERSHIP DETAILS.</u> Membership - Includes, club newsletter's, voting rights and public liability insurance. Monaro ownership not essential.
Associate Membership..... \$25	Associate Membership - Includes, club newsletter's, No voting rights at AGM or on motions at monthly meetings. Monaro ownership not essential.

Club merchandise is available – please contact the secretary for further information.

**Full Membership is conditional upon all new Members attending at least 3 official Club events in the preceding 6 months.**

**I have read and agree to abide by the Objects and Rules of the Riverina Monaro's Incorporated.**

Signed..... Amount tendered with this application: \$.....

Date: ..... /..... /.....

**Riverina Monaro's INCORPORATED ACCEPTS NO RESPONSIBILITY FOR THE ACTIONS OF ITS MEMBERS AT CLUB OUTINGS OR AT CLUB MEETINGS.**

08/17.

# Riverina Monaro's Inc. 9892833

and  
Holdens in the Riverina Car Club.

## MEMBERSHIP RENEWAL APPLICATION FORM.

Riverina Monaro's Inc.  
PO Box 8222.  
Koorinal. NSW. 2650.

* <b>Member name:</b>	
* <b>Street Address:</b>	
* <b>Town/Postcode:</b>	
* <b>Home phone:</b>	
Mobile phone:	
Date of birth:	
Occupation:	
E-Mail:	* <b>required information</b>

* <b>Please tell us about your car:</b>	
Model: HK <input type="checkbox"/> HT <input type="checkbox"/> HG <input type="checkbox"/> HQ <input type="checkbox"/> HJ <input type="checkbox"/> HX <input type="checkbox"/> HZ <input type="checkbox"/> V2 <input type="checkbox"/> Other <input type="checkbox"/>	
Year of manufacture:	Body: Sedan <input type="checkbox"/> Coupe <input type="checkbox"/>
Body colour:	Interior:
Engine Cylinders: 6 <input type="checkbox"/> V8 <input type="checkbox"/>	Engine capacity:
Transmission:	Diff type/ratio:
Wheels:	Tyres:
Are you interested in showing your car? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vehicle history/modifications:	

If possible please supply a recent photo of your car for inclusion in our newsletter.

### MEMBERSHIP DETAILS

Full Membership..... \$50	Membership - Includes, club newsletter's, voting rights and public liability insurance. Monaro ownership not essential.
Associate Membership..... \$25	Associate Membership - Includes, club newsletter's, No voting rights at AGM or on motions at monthly meetings. Monaro ownership not essential.

Club merchandise is available – please contact the secretary for further information.

**Full Membership is conditional upon all Members attending at least 3 official Club events annually.**

**I have read and agree to abide by the Objects and Rules of the Riverina Monaro's Incorporated.**  
*Please note: All members are required to complete a membership renewal application annually, which is due to be lodged with the Club Secretary by the September meeting.*

Signed..... Amount tendered with this application: \$.....

Date: ..... /..... /.....

**Riverina Monaro's INCORPORATED ACCEPTS NO RESPONSIBILITY FOR THE ACTIONS OF ITS MEMBERS AT CLUB OUTINGS OR AT CLUB MEETINGS.**

08/17