

Constitution & Rules



1. Organisation Name.

The name of the club shall be "FE-FC HOLDEN CAR CLUB OF N.S.W. INCORPORATED".

2. Objectives.

The objectives of the club are:

- a) To promote interest in FE-FC model Holdens;
- b) To encourage the preservation, restoration and presentation of such vehicles
- c) To assist members by the exchange of information and assistance in the acquisition, restoration and maintenance of such vehicles;
- d) To promote events in which such vehicles can participate;
- e) To encourage and sponsor activities for members, their families and friends.
- f) The club shall be a non-profit organisation, and no member shall use the club for profiteering.

3. Eligibility of Vehicles.

The club shall be open exclusively to Holden vehicles classified as follows, and such vehicles will be eligible to participate in club events: "FE-FC model Holdens in stock, restored or modified condition". Where members own more than one such vehicle, only one can be nominated as their "Club Car", for the purpose of accumulating attendance points.

4. Membership.

- a) Membership of the club shall be restricted to persons interested in the preservation, restoration and presentation of stock, restored or modified vehicles;
- b) Membership shall be such persons interested in the objectives of the club. Such persons will be offered membership, having been proposed and seconded at a club meeting and receiving a majority of votes cast on such proposal;
- c) Every member shall advise the Secretary of his/her address and the Secretary shall keep a register containing names and addresses of all members;
- d) Every person on becoming a member undertakes to comply with the rules of the club and the decisions according to the Constitution made by the club;
- e) All members upon joining shall receive a copy of the constitution, one club T-shirt, and subscription to the club newsletter, *Sideplate*.
- f) Honorary Life Membership may be granted to member(s) at the Annual General Meeting having regard to the following:
 - i) Outstanding and long-time service to the club.
 - ii) The nomination must be in writing to be received by the Secretary no later than four (4) weeks prior to the A.G.M.
 - iii) The nomination must be endorsed by no less than two (2) members and approved by the Executive Committee
 - iv) The nomination of Life Membership shall be accepted only if it is consented to by 75% of members present at the A.G.M.

Annual subscription fees will be waived for Members with Honorary Life Membership, although they shall retain all rights accorded to Financial Members.

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5. Meetings.

- a) Annual General Meetings.
 - i) The annual General Meeting (A.G.M.) of the club shall be held each year in the month of May;
 - ii) At the A.G.M. all office bearers and assistants shall be elected to hold office until the next A.G.M.;
 - iii) A Quorum at the A.G.M. shall be constituted by at least 7 (seven) members;
- b) Ordinary Club Meetings.
 - i) Ordinary Club Meetings shall be held on the second Tuesday of each month at 8.00pm at a place determined by the Executive Committee, but such dates and times may be varied at the discretion of the Executive Committee;
 - ii) Notice of any changes shall be given at least two weeks prior to the meeting;
 - iii) A Quorum for Ordinary Club Meetings shall be constituted by the attendance of at least two members of the Executive Committee and at least two other financial members;
- c) Committee Meetings.
 - i) Committee meetings shall be attended by officials of the Executive Committee, and held a minimum of 4 (four) times per year or when deemed necessary by the President or Secretary;
 - ii) Notice shall be given two weeks prior to the desired date;
 - iii) A Quorum for Committee Meetings shall consist of 3 (three) members of the Executive Committee.

6. Procedure.

- a) No item of business shall be conducted at a general meeting unless a quorum of members, entitled under these rules to vote, is present during the time the meeting is considering that item.
- b) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of business of a general meeting.
- c) If within half an hour of the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than three), shall constitute a quorum.

7. Voting.

- a) One vote per Membership is permitted;
- b) Voting shall be by show of hands unless a majority of the members present requests a secret ballot.
- c) The Executive Committee shall declare the position vacant of any officer who:
 - i) Fails to attend 3 (three) consecutive club meetings without leave of absence granted by those present at the meeting;
 - ii) Fails to send an apology or apology made on their behalf.
- d) Any vacancy occurring among the office bearers before the next A.G.M. will be filled by a majority vote of the membership at the next meeting of the club.

8. Management.

- a) At the A.G.M. of the club the financial members of the club shall elect the following office bearers:
 - i) President,
 - ii) Vice-President,
 - iii) Secretary,
 - iv) Treasurer; (who shall form the Executive Committee);

 - v) Social Coordinator,
 - vi) Publicity Officer,
 - vii) Membership Secretary; (who shall form the Support Committee ???);

 - viii) Nationals Delegates (two to be elected);
 - ix) CMC Delegates (two to be elected);
 - x) Club Registrar;
 - xi) Merchandise Officer.

- b) Election to the Executive and Sub-Committees is restricted to current financial and Honorary Life members. Should membership renewal fees not be forthcoming within three months of the A.G.M. (as per 17a), the position will be declared open and a new official elected.

- c) On vacating any committee position the vacating officer shall turn over to the successor or the President, all funds, books of account and any other club property in his/her possession.

- d) The President will chair all meetings of the club and conduct such meetings in a proper and orderly manner. In the absence of the President the Vice President shall conduct the meetings.

- e) The Vice-President will be responsible for fulfilling the duties of the President or any other Executive Committee official in the event of that person being unavailable.

- f) The Secretary shall carry out the following duties:
 - i) Preserve the minutes of all meetings;
 - ii) Answer correspondence on behalf of the club;
 - iii) Carry out the orders and instructions of the club and perform other duties assigned to him/her by the Executive Committee.

- g) The Treasurer shall carry out the following duties:
 - i) Receive and pay all monies on the club's behalf and keep proper books of account, issue receipts for any subscription and other amounts received, and to attend to all transactions involving the club's account;
 - ii) To present a balance at each club meeting and at any time upon demand by the membership;
 - iii) Keep financial records of membership;
 - iv) Present a financial statement at the A.G.M. covering the preceding year.

- h) The Social Coordinator (with the assistance of interested members and/or an honorary sub-committee) shall assist the Executive Committee in the organising of events for the enjoyment of club members, and the promotion of FE-FC model Holdens.

- i) The Publicity Officer is responsible for the promotion of the club both amongst the members and externally., and will carry out the following duties:

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- i) Ensure that all members receive club notices, including the Club newsletter and event information (fliers), where applicable;
 - ii) Represent and promote the club and its members through regular contact with the motoring and other media.
- j) The Membership Secretary will carry out the following duties:
- i) Keep the records of all membership;
 - ii) Respond to inquiries from prospective members;
 - iii) Respond to all new membership with club items that form part thereof;
 - iv)
- k) The Nationals Delegates will represent the Club in all dealings with the FE-FC Holden Car Clubs of Australia body, with respect to the organisation of, and participation in the "FE-FC Holden Nationals".
- l) The CMC Delegates will represent the Club in all dealings with the NSW Council of Motor Clubs.
- m) The Club Registrar shall carry out the following duties:
- i) Maintain the "Day Book" to the satisfaction of the Roads and Traffic Authority and the executive committee, as set out in 15(c);
 - ii) Maintain any other records required for the operation of the "Club Plates" Scheme;
 - iii) Represent the club in all dealings with the Roads and Traffic Authority that pertain to the operation of the "Club Plates" Scheme.
- n) The Merchandise Officer shall be responsible for the inventory and sale of all club paraphernalia, and ensure that quantities thereof are available for purchase by members at appropriate club events and meetings.

9. Inspection of Books.

The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

10. Funds – Source.

- a) The funds of the association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such sources as the committee determines.
- b) All money received by the association shall be deposited as soon as practicable and without deduction to the association's bank account.
- c) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

11. Financial.

- a) The club's finances shall be in the hands of the Treasurer.
- b) All cash, cheques, money orders or other remittances received by the club shall be banked to the credit of the club's account at such bank as the Committee may determine.
- c) All accounts and any expenditure incurred on behalf of the club shall be submitted to a club meeting for authority to pay, with the exception of minor items, recurring amounts or any unexpected expenditure of an urgent nature that the Executive Committee shall be empowered to authorise between meetings, providing expenditure so incurred shall be reported at the next club meeting.

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- d) All payments from the club account shall be made by cash or cheque, and cheques on the club account will be signed by two duly authorized members of the committee.
- e) Membership fees shall be such amount as may be decided by the members from time to time, and shall be payable in advance at the A.G.M..
- f) New members joining the club at any time before the end of the calendar year shall pay full subscription, with renewals being due at the next A.G.M..
- g) New members joining the club at any time after a new calendar year and before the A.G.M. shall pay full subscription, with renewals being due at the A.G.M. of the following calendar year.

12. Common Seal.

- a) The common seal of the association shall be kept in the custody of the public officer.
- b) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of two members of the committee or one committee and of the public officer or secretary.

13. Members' Liabilities.

The liability of a member of the association to contribute toward the payment of debts and liabilities of the association or the cost, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 11(e).

14. Resolution of Internal Disputes.

Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a Community Justice centre for mediation in accordance with the Community Justice Centres Act, 1983.

15. Club Plates.

The Concessional Registration Scheme provides Club members with limited access to the road network and Compulsory Third Party insurance cover.

- a) In order to be eligible for CRS "Club Plates":
 - i) Vehicles must be recognized "Club Cars", as set out in section 3.
 - ii) Vehicles must be as close to original condition as possible, with NO alterations except for safety features such as seat belts and turn indicators or period accessories and options, if desired. The final arbitrator of eligibility shall be the club committee;
 - iii) Members must have amassed a minimum of 50 attendance points as a financial member to be eligible to join. The method by which these points are awarded is available on request from the Social Coordinator or Registrar;
 - iv) All applicants shall be handed a copy of this Constitution. Applicants shall read and sign the form attached indicating that they fully understand their responsibilities and agree to abide with this Constitution before full membership is issued.
- b) Permitted Use of Vehicles on Club Plates is as follows:
 - i) Historic vehicles shall only be used for Club events, except as set out in 15(c) – Servicing of Club vehicles;
 - ii) Club events shall be:
 - A) Events as set out on the club events calendar;
 - B) Events conducted by Council of Heritage Motor Clubs or affiliated Car Clubs to which an official written invitation has been received by the club;
 - C) Events conducted by the NSW Automotive Museum Association to which an official invitation has been received by the club.

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- c) Please note that all movements of club vehicles must be recorded in the official minutes or a day book held by the Secretary or Registrar of the Club, and/or the vehicle's log-book, as follows:
- i) Journeys necessary for the servicing or road testing of vehicles may be up to five miles (8 kms) radius from the notified garaging place of the said vehicle by the shortest possible route and are permitted at any time, but the movement of the vehicle must be recorded in the vehicle's log-book prior to the journey.
 - ii) Any longer runs necessary for the servicing of vehicles may only be made after receiving permission from the Club Plates Registrar or, in his absence from the President, Secretary or Treasurer. This permission must be properly recorded in the Club Records by the person approving the movement with full details of time, place and reason.
 - iii) Service runs for road testing a vehicle after extensive work must not exceed 10 miles (16 kms) radius of the point of garaging. Permission to be obtained as above, in 15(c)(ii).
- d) The responsibility of Club Members issued with or applying for Club Plates are as follows:
- i) All enquires must be direct to the Plates Registrar. Individual approaches to the Roads and Traffic Authority are not permitted;
 - ii) Members must meet any requirements for Concessional Registration as set out by the Roads and Traffic Authority;
 - iii) Historic number plates are issued to a member of the club and are not transferable either to another vehicle or person in the event of the vehicle being sold;
 - iv) Plates must be immediately returned to the Roads and Traffic Authority:-
 - A) In the event of the sale of the vehicle on which they are issued;
 - B) Upon the member's resignation from the Club;
 - C) Upon the member's failure to remain a financial member within the meaning of the Constitution of the Club or on failure to pay any levy that may be constitutionally approved by a duly constituted Club meeting;
 - D) Should the member fail to accumulate a minimum of 50 attendance points (including at least 25 vehicle points) for official runs and meetings in the previous twelve months without good cause;
 - E) At the directive of a Club Committee decision;
 - F) If the Club Inspector, Registrar or Executive Committee considers the vehicle has been made unsafe or altered after it has been inspected.
- Club Plates are issued in the belief that the members' prime intended use is for Club Outings. The Committee retains the right to reconsider eligibility for issue or renewal should this cease to be the case or if the vehicle does not attend Club outings during the year without good cause.
- e) All vehicles registered with Club Plates must be maintained as follows:
- i) All vehicles must undergo an annual inspection and unregistered vehicles must be trailed to and from the inspection;
 - ii) A vehicle operating under the scheme must be declared roadworthy by a Safety Inspection Report (pink slip) issued by an Authorised Inspection Station examiner;
 - iii) Moneys payable for membership shall be paid on or before the annual registration date;
 - iv) By special arrangements, the Club Registrar may process Historic Vehicle renewals through the Roads and Traffic Authority. Issue of Historic registration to the member shall, however, be withheld until the vehicle is inspected and passed by the Club Inspection Officer;
 - v) Chassis, serial, body and engine numbers will form part of the identification of a Historic vehicle. Any change must be notified in writing to the Roads and Traffic Authority and the Club's plates registrar;
 - vi) Vehicles must meet any other requirements for Concessional Registration as set out by the Roads and Traffic Authority.

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- f) A minimum insurance cover of Third Party Property Insurance is required. Proof of a cover must be provided to the Club Registrar. It is strongly recommended that full insurance be obtained. As a policy, full insurance on a Conditional registration vehicle is approximately the same cost as Third Party Property Insurance.

16. Constitutional Amendment.

This constitution may only be amended at an A.G.M, or after one month's prior notice in writing to all members at a special general meeting, and then only by a majority vote of financial members present.

17. Membership Cancelled.

Membership of the Club will be cancelled if a member:

- a) Fails to pay membership within 3 (three) months of the A.G.M.;
- b)
 - i) Infringes any rule of the club or fails to uphold the objects of the club, or who shall be judged by at least the quorum present at a club meeting to have been guilty of any misconduct or any conduct likely to bring the club into ridicule or contempt;
 - ii) Upon expulsion such member shall not display the club insignia in any shape or form;
- c) Resigns by giving notice in writing to the Secretary.

18. Dissolution.

The organisation shall be dissolved in the event of the membership being less than six persons. It may be dissolved upon the vote of a two-thirds majority of the members present at a general meeting convened to consider the question: "Any assets on hand, shall, after payment of all expenses and liabilities be paid to a charitable or non-profit organisation as determined by a majority vote of the members present at the meeting dissolving the organisation."

19. Special Note.

The FE-FC Holden Car Club of N.S.W. and its organisers take no responsibility for injury, accident or damage incurred in any event held by the club.