

FE-FC Holden Car Club of NSW Incorporated.

Constitution as adopted at AGM 14th May 2013:



FE – FC Holden Car Club of N.S.W Incorporated

Constitution

May 2013

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1. Organisation Name.

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

2. Objectives.

1. The objectives of the club are:
 - a) To promote interest in the FE-FC model Holden;
 - 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.

1. The club shall be open exclusively to Holden vehicles classified as follows, and such vehicles will be eligible to participate in club events:
 - a) "NSW registered FE-FC model Holden in stock, restored and/or modified condition";
 - b) Where members own more than one such vehicle, any FE-FC Holden, registered in NSW to the member or their immediate family can be used as their "Club Car" for the purpose of accumulating attendance points.

4. Membership.

1. Membership of the club shall be restricted to persons interested in the preservation, restoration and presentation of stock, restored or modified vehicles;
2. Members
 - a) Membership shall be such persons interested in the objectives of the club. All persons will be offered membership. Membership will commence from the date of the next ordinary meeting, unless club members at that meeting vote, by a majority vote not to accept such persons application;
 - b) Every member shall advise the Club Secretary of his/her address and the Secretary shall keep a register containing names and addresses of all members;
 - c) 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;
 - d) All members upon joining shall be granted access to the "member-only" areas of the club website, from whence they can obtain current and historical material including the club magazine "Sideplate". At the committee's discretion, newly joining members may be provided with physical copies of some or all of this material if they are unable to access the website;
 - e) A Club Member who has failed to renew their Membership by the September General Meeting, will be deemed a 'Lapsed Member'. The Club will endeavour to contact non-renewed members prior to 'Lapsing'. At the September General Meeting, the Club Secretary will advise current members of recently 'Lapsed Members'.
3. Lapsed Members
 - a) Lapsed Members will have access to "member-only" areas of the club website revoked, and forfeit all club member entitlements, including but not limited to club points, club discounts, access to the conditional registration scheme and any other benefits of membership;
 - b) Should a Lapsed Member wish to rejoin the Club:
 - i. Resumption of their original Member Number is at the discretion of the Executive Committee;
 - ii. Resumption of previous entitlements is at the discretion of the Executive Committee;
 - iii. They will be required to pay the full "New Member" joining fee, and at the discretion of the Committee, any fees payable during the period since their last active membership.

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4. Honorary Life Membership.

Honorary Life Membership may be granted to member(s) at the Annual General Meeting having regard to the following:

- c) Outstanding and long-time service to the club;
- d) The nomination must be in writing to be received by the Secretary no later than four (4) weeks prior to the A.G.M;
- e) The nomination must be endorsed by no less than two (2) members and approved by the Executive Committee;
- f) The nomination of Life Membership shall be accepted only if it is consented to by 75% of members present at the A.G.M;
- g) Annual subscription fees will be waived for Members with Honorary Life Membership, although they shall retain all rights accorded to Financial Members.

5. Membership Cancelled.

Membership of the Club will be cancelled if a member:

- a) Allows their membership to fall into 'Lapsed' status;
- b) Resigns by giving notice in writing to the Secretary;
- c) 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;
 - i. Members so advised, will receive from the Club President in writing, confirmation of the decision of the Club.
 - ii. The member may request the right of reply or mediation, to be heard by the Club Executive Committee at the next scheduled Executive Committee Meeting.
 - iii. The Executive Committee after reviewing the members case, will further advise the member in writing of their decision: for expulsion from the club; or a proposal from the Executive Committee for a rescinding motion at the next Club Meeting for Members to reinstate the member.
 - iv. The member is prohibited from attending the Club Meeting for Members to consider and vote on the members expulsion rescinding motion.
 - v. The Club President will advise the member in writing of the Club members decision.
- d) Upon expulsion such member shall not display the club insignia in any shape or form.

5. Meetings.

1. Annual General Meetings.

- a) The annual General Meeting (A.G.M.) of the club shall be held each year in the month of May;
- b) At the A.G.M. all office bearers and assistants shall be elected to hold office until the next A.G.M;
- c) A Quorum at the A.G.M. shall be constituted by at least 7 (seven) members.

2. Ordinary Club Meetings.

- a) 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;
- b) Notice of any changes shall be given at least two weeks prior to the meeting;
- c) 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.

3. Executive Committee Meetings.

- a) Executive Committee meetings shall be held a minimum of 4 (four) times per year or when deemed necessary by the Executive Committee;
- b) Notice shall be given two weeks prior to the desired date;
- c) A Quorum for Executive Committee Meetings shall consist of 3 (three) members of the Executive Committee.



6. Procedure.

1. No item of business shall be conducted at a general meeting unless a quorum of financial members, entitled under these rules to vote, is present during the time the meeting is considering that item.
2. 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.
3. 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.
4. 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.

1. One vote per financial member is permitted.
2. Voting shall be by show of hands of financial members unless a majority of the financial members present requests a secret ballot.
3. The Executive Committee shall declare the position vacant of any officer who:
 - a) Fails to attend 3 (three) consecutive club meetings without leave of absence granted by those present at the meeting;
 - b) Fails to send an apology or apology made on their behalf.
4. 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.
5. When nominating a 'financial member' for a position the 'member' can only nominate or second one (1) member for that position (i.e. Not nominate one (1) member and second another member for the same position or vice versa).
6. Only the financial Member of any couple is entitled to vote.
(If both partners are in attendance only one (1) of them can vote on any motion, unless they are individually financial members of the club)



8. Management.

1. At the A.G.M. of the club the financial members of the club shall elect the following office bearers:
 - a) Executive Committee.
 - i. President,
 - ii. Vice-President,
 - iii. Secretary,
 - iv. Treasurer.
 - b) Sub-Committee.
 - v. Assistant Secretary / Membership Secretary,
 - vi. Assistant Treasurer,
 - vii. Social Coordinator (& Assistant Social Coordinator),
 - viii. Nationals Delegates (two (2) to be elected),
 - ix. CMC Delegates (two (2) to be elected),
 - x. Club Registrar (two (2) to be elected),
 - xi. Public Officer,
 - xii. Merchandise Officer (& Assistant Merchandise Officer).
2. Election to the Executive Committee and Sub-Committees is restricted to current financial members.
3. 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 meeting(s).
4. 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.
5. The Secretary shall carry out the following duties:
 - a) Keep the records of all membership, with the Assistant Secretary;
 - b) Preserve and publish the minutes of all meetings;
 - c) Answer correspondence on behalf of the club;
 - d) Respond to inquiries from prospective members;
 - e) Respond to all new membership with club items that form part thereof;
 - f) Carry out the orders and instructions of the club and perform other duties assigned to him/her by the Executive Committee.
6. The Treasurer shall carry out the following duties:
 - a) 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;
 - b) To present a balance at each club meeting and at any time upon demand by the membership;
 - c) Keep financial records of membership;
 - d) Present a financial statement at the A.G.M. covering the preceding year.
7. The Assistant Secretary shall assist the Executive Committee and will fulfil the duties of Secretary whenever that person is unavailable. Additionally, they will perform any of the duties of the Secretary's role on a permanent basis, as the two officers agree. This may include assisting the Treasurer with duties related to entering new membership's and advising members of their membership status.
8. The Assistant Treasurer shall assist the Executive Committee and will fulfil the duties of Treasurer whenever that person is unavailable. Additionally, they will perform any of the duties of the Treasurer's role on a permanent basis, as the two officers agree. This may include (for example) maintaining the treasury for the Nationals.
9. The Social Coordinator(s) shall assist the Executive Committee in the organising of events for the enjoyment of club members, and the promotion of the FE-FC model Holden.

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10. The Nationals Delegates shall assist the Executive Committee and 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".
11. The CMC Delegates shall assist the Executive Committee and will represent the Club in all dealings with the NSW Council of Motor Clubs.
12. The Club Registrar(s) shall assist the Executive Committee and shall carry out the following duties:
 - a) Maintain the "Day Book" to the satisfaction of the NSW Transport Roads & Maritime Services and the executive committee, as set out in 15 (3) (c);
 - b) Maintain any other records required for the operation of the "Club Plates" Scheme;
 - c) Represent the club in all dealings with the NSW Transport Roads & Maritime Services that pertain to the operation of the "Club Plates" Scheme;
 - d) To maintain integrity and transparency, the Club Registrar(s) will not authorise and/or record authorities and or movements of their own vehicle(s). Should either of the Club Registrar(s) require CRS services and/or authority, they are to request authority from the alternative Club Registrar, or authorised Executive Committee member, who will consider and record the service provided.
13. The Public Officer shall assist the Executive Committee as the official point of contact for the club provided to the Department of Fair Trading and any other statutory body.
14. 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. The Club Merchandise Officer shall assist the Executive Committee and be responsible for the inventory and sale of club paraphernalia, and ensure that quantities are available for purchase by members at appropriate club events and meetings, subject to stock on hand.
15. On vacating the office all retiring Committee Members shall turn over to their successor or the Club President, all funds, books of account and any other club property in their possession.

9. Inspection of Books.

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

10. Funds – Source.

1. 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 Executive Committee determines.
2. All money received by the association shall be deposited as soon as practicable and without deduction to the association's bank account.
3. The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

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11. Financial.

1. The club's finances shall be in the hands of the Treasurer.
2. 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 Executive Committee may determine.
3. 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.
4. All payments from the club account shall be made by cash, cheque, or direct deposit and cheques on the club account will be signed by two duly authorized members of the committee.
5. Membership fees shall be such amount as may be decided by the members from time to time, and shall be payable by June 30th of the calendar year.
6. New members joining the club at any time after the commencement of a new calendar year and before the 30th June, shall pay full subscription and will then be a full 'financial member' until 30th June of the following calendar year.

12. Common Seal.

1. The common seal of the association 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 Executive Committee and the affixing of the common seal shall be attested by the signatures either of two members of the Executive Committee or one Executive Committee Member and of the Public Officer or Secretary.

13. Members' Liabilities.

1. 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 Financial Rule (clause 11 (5)).

14. Resolution of Internal Disputes.

1. 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. Club Plates.



15. Club Plates

1. The NSW Transport Roads & Maritime Services Conditional Registration Scheme (CRS) provides Club members with limited access to the road network and Compulsory Third Party. The Club is an approved Historic Vehicle Club for the purpose of displaying and using Club Plates.
2. Eligibility of Members and Vehicles:
 - a) Vehicles must be an FE or FC Holden, or an eligible vehicle as set out in 15 (2) (e);
 - b) 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 arbiter of eligibility shall be the executive committee;
 - c) Members must have amassed a minimum of 30 attendance points as a financial member to be eligible to apply for CRS plates. The method by which these points are awarded is documented in Section 16 (3);
 - d) All applicants for new or renewed Conditional Registration shall obtain and sign the "Historic Vehicle Declaration" form, acknowledging they understand and accept the rules and their responsibilities as stipulated on that form and in this document. Pursuant to meeting the stipulations under 15 (3) and 15 (4) below, the Club Registrar will approve, sign and stamp the completed form, and keep appropriate records of such action;
 - e) Members of the Club are permitted an additional vehicle (non FE/FC Holden) as follows:
 - i. The vehicle must be a Holden assembled in Australia by General Motors Holden and the vehicle must satisfy requirements for Conditional Registration (CRS) as set out by NSW Transport Roads & Maritime Services.
 - ii. The member must be an active and financial member of the FE FC Holden Car Club of NSW continuously for the last five (5) years, as demonstrated by accumulating (annually) a minimum of 30 attendance points (including at least 15 vehicle points).
 - iii. The member must own an FE or FC Holden with full or conditional registration.
 - iv. The member may only register one non FE/FC Holden on this scheme.
 - v. Approval for a non FE/FC Holden to be registered under the Club's Conditional Registration Scheme is at the discretion of the Executive Committee.
3. Permitted Use of Vehicles on Club Plates is as directed by NSW Transport Roads & Maritime Services published policies and Club policies:
 - a) Historic vehicles shall only be used for Official, Sanctioned or Non-Affiliated Club events (including Meetings), except as set out in 15 (3) (e) - Servicing of Club vehicles, or 15 (3) (f) - Other Approved Usage;
 - b) Official Club events are those set out on the official club events calendar, or nominated as official by the Executive Committee;
 - c) Sanctioned events are:
 - i. Events conducted by Council of Motor Clubs or Council of Heritage Motor Clubs (Bush Council)
 - ii. Events conducted by affiliated Car Clubs or recognised Community Organisations to which an official written invitation has been received by the club;
 - iii. Events conducted by the NSW Automotive Museum Association to which an official invitation has been received by the club.
 - iv. Other Events declared "Sanctioned" by the Executive Committee.
 - d) Non-Affiliated Events are those held by clubs other than the FE-FC Holden Car Club of NSW (hereafter referred to as the 'secondary club'), in which a member of the Club also holds membership. The member is entitled to participate in such events with their CRS registered vehicle providing:
 - v. The secondary club is also an RMS approved Historic Vehicle Club running a Club plate scheme.
 - vi. The secondary club is recorded on the member's Historic Vehicle Declaration at the time it is authorised by the Registrar.
 - vii. That upon joining a secondary club, a new Historic Vehicle Declaration listing the secondary club is produced by the member and approved by the Registrar.

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- e) Servicing and Road-Testing is permitted at any time, providing it is within a short distance from the vehicle's place of garaging, and logged as described in Section 15 (3) (a). Any longer runs necessary for the servicing or road testing of vehicles may only be made with approval as described in Section 15 (3) (c);
 - f) Other Approved Usage includes any reasonable use of the vehicle not covered in 15 (3) (a) to (e), and must be approved as described in Section 15 (3) (c). Reasonable use includes but is not limited to:
 - i. Participation in events beyond those listed in 15 (3) (b) to (d) that represent a valid opportunity to promote the marque and the Club
 - ii. Use of the vehicle for a family wedding or similar formal occasion
 - iii. Movement of the vehicle as a precursor to participation in an Official or Sanctioned Event.
4. Authorisation and Records of Use:
- a) All vehicle movements must be recorded in a Club Log Book, prior to the journey. Log books are available from the Club Registrar;
 - b) A Member must produce their Log Book on demand if the Registrar or any Executive Committee Member wish to audit its contents;
 - c) All movements of vehicles beyond those covered in 15 (3) (c) and (d) must be authorised by the Club Registrar (or a member of the Executive Committee should the Registrar be unavailable). It is the responsibility of the Club Member to obtain approval, and movement of the vehicle shall not proceed until written approval is received. Approval may be sought via email to registrar.nsw@fecholden.org.au or via SMS to the Registrar's mobile phone. 'Written Authority' may take the form of a return SMS, an email or other documented approval, providing the proposed date, location and purpose for vehicle movement is clear and unambiguous;
 - d) This permission must be properly recorded in the Club Records by the Club Registrar or delegated club committee member approving the movement with full details of time, place and reason at the earliest practical opportunity.
5. Ongoing Responsibilities of Members with Vehicles on CRS plates are as follows:
- a) All enquires must be directed to the Club Registrar. Individual approaches to the NSW Transport Roads & Maritime Services are not permitted;
 - b) Members must meet any requirements for Conditional Registration (CRS) as set out by the Roads and Traffic Authority NSW Transport Roads & Maritime Services from time to time;
 - c) CRS 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;
 - d) CRS Historic Number Plates must be immediately returned to the NSW Transport Roads & Maritime Services:
 - i. In the event of the sale of the vehicle on which they are issued;
 - ii. Upon the member's resignation from the Club;
 - iii. 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;
 - iv. Should the member fail to accumulate a minimum of 30 attendance points (including at least 15 vehicle points) for official runs and meetings in the previous twelve months without good cause;
 - v. At the directive of a Club Executive Committee decision;
 - vi. If the Club Inspector, Registrar or Executive Committee considers the vehicle has been made unsafe or altered after it has been inspected.
 - e) CRS 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;
 - f) All vehicles must undergo an annual inspection and unregistered vehicles must be trailered to and from the inspection. A vehicle operating under the scheme must meet all requirements for Conditional Registration and be declared roadworthy by a Safety Inspection Report (pink slip) issued by an NSW Transport Roads & Maritime Services Authorised Inspection Station examiner;
 - g) Moneys payable for membership shall be paid on or before the annual registration date;

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- h) Chassis, serial, body and engine numbers will form part of the identification of an Historic vehicle. Any change must be notified in writing to the Roads and Traffic Authority NSW Transport Roads & Maritime Services and the Club's Registrar;
- i) Vehicles must meet any other requirements for Conditional Registration (CRS) as set out by the NSW Transport Roads & Maritime Services from time to time;
- j) A minimum of Third Party Property Insurance is required. The Club Registrar may demand proof of current insurance cover before (and/or after) approving an Historic Vehicle Declaration.

16. Club Awards / Recognition

1. The Club from time to time may award trophies or reward members based on their participation in club events.
2. The minimum level of participation to qualify for consideration can vary depending on the award/reward at the discretion of the Executive Committee, but will generally require a member's attendance with an FE or FC at no fewer than three (3) official club events (not meetings). Where awards/rewards relate specifically to members' vehicles, each vehicle must qualify separately.
3. Participation is also measured in Attendance Points, which are awarded as follows:
 - a) Attendance of Member at a General Meeting: 4 points
 - b) Each vehicle brought to a General Meeting: 4 points
 - c) Attendance of Member at an Official Club Run: 5 points (per day, in the case of overnight events)
 - d) Each vehicle brought to an Official Club Run: 5 points (irrespective of single day or overnight event)
 - e) Sanctioned events attract no attendance points;
 - f) Vehicle attendance points will only be awarded to FE and FC Holden's, and will be awarded to the recognised owner of the vehicle, not the driver. A member driving another member's vehicle will be awarded member attendance points only;
 - g) The Executive Committee reserve the right to adjust the attendance points for any particular event attracts, provided this information is communicated to members in advance of the event.
4. The club awards the following trophies on an annual basis, by convention at the end of the calendar year:
 - a) Ted Montgomery Memorial Trophy (Perpetual Trophy), which is awarded to the member that accumulates the highest number of attendance points during the calendar year (1st November to 31 October);
 - b) The previous recipient of the Ted Montgomery Memorial Trophy will receive a permanent trophy on relinquishing the perpetual trophy;
 - c) At the discretion of the Executive Committee, a small number of "Club Awards" may be presented to members in recognition of the service given to the club during the preceding year or years. Club members may nominate another member for a "Club Award" by putting their nomination in writing to the Executive Committee before October 31;
 - d) The Executive Committee reserves the right to introduce other awards/rewards from time to time.

17. Constitutional Amendment.

1. This constitution may only be amended at an Annual General Meeting (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.

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18. Dissolution.

1. 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.

1. 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.