

Constitution
of the
Cooma Monaro Historic Automobile
Club Inc.
October 2017

COOMA MONARO HISTORIC AUTOMOBILE CLUB INC

CONSTITUTION OCTOBER 2017

1) Name

- a) The name of the association shall be Cooma Monaro Historic Automobile Club Inc.
- b) Here after in the constitution this name will be shown as Cooma Car Club.

2) Object

- a) To promote, assist and foster the ownership, restoration, maintenance, history, use enjoyment of eligible historic vehicles within the club.
- b) Encourage member's acceptance of recognising both the privileges and responsibilities associated with owning and using historic vehicles registered under the RMS concessional registration schemes.
- c) To co-operate and associate with other clubs in the heritage motoring movement.
- d) To provide an environment of fellowship for members by way of regular meetings, social events and club activities.
- e) To promote the club within the community by supporting local community events and not for profit organisations.
- f) Publish regularly a Club magazine/newsletter containing information of interest to members.

3) Members

Membership shall be open to all persons and juniors and will have the Classification of Life, Ordinary and Junior Member. The numbers of such members shall be unlimited but subject to review by the Executive from time to time.

4) Officers

a) The Offices of the Cooma Car Club shall be

1. President
2. Vice President
3. Secretary
4. Treasurer/Public Officer
5. Asset Manager
6. Three Registrars
7. Membership Director
8. Events Co-ordinator
9. Two ordinary members

5) Election of Officers

a) The Officers shall be elected at the Annual General Meeting (AGM) of the Cooma Car Club. Any vacancies occurring between AGM's shall be filled by members elected by the Executive.

6) Management

a) The management of the Cooma Car Club shall be vested in the Executive

b) Emergency decisions, provided that they do not involve a matter of Policy may be made by a vote of the Executive of the Cooma Car Club.

c) The Executive of the Cooma Car Club shall be deemed to consist of

1. President
2. Vice President
3. Secretary
4. Treasurer/Public Officer
5. Asset Manager
6. Membership Director
7. Two Ordinary Members

7) Executive

a) Powers of

1. To act in the name of the Cooma Car Club and to do all such acts and things as it considers necessary in the interest of the Cooma Car Club provided such are not inconsistent with the constitution.
2. To make alter and repeal the By-Laws of the Cooma Car Club as may be found desirable.

3. To elect members to fill office holder vacancies which occur between Annual General Meetings.
4. To suspend or otherwise deal with any members on the grounds of misconduct or breach of any rules of the Cooma Car Club in accordance with the By-Laws of the Cooma Car Club.
5. All Officers except the Life Members shall be financial members of the Cooma Car Club.

8) Annual General Meeting

- a) The Annual General Meeting shall be held within 3 months of the end of the financial year. The meeting agenda shall include;
 1. President's Report
 2. Secretary's Report
 3. Treasurer's/Public Officer's Report
 4. Asset Manager's Report
 5. Membership Report
 6. Elect the General Committee
 7. Elect Life Members
 8. Fix membership fees for the year
 9. Transact any other business placed on the Agenda by the Secretary

9) Special General Meeting

- a) Special General Meetings shall be held whenever the Executive directs or whenever the Secretary receives a written request by at least seven (7) members of the Cooma Car Club stating the objective for requesting such a meeting.

10) Notice of Meetings

- a) The notice convening any Annual General or Special General Meeting shall state the general nature of the business, including any proposed changes to the Constitution, to be transacted and shall be placed on the Cooma Car Club notice board and announced in the press twenty-one (21) days before the date fixed for such meeting.

11) General Meetings

General meetings will be held at least eleven (11) times per calendar year.

12) Quorums

- a) At any Annual General Meeting, Special General Meeting or General Meeting of the Cooma Car Club twelve (12) members shall constitute a quorum. In the event of no quorum being present such meeting shall be adjourned for exactly one week and if at such adjourned meeting there is still no quorum those members present shall be the quorum and may transact the business for which the meeting was called.

13) Voting

- a) All financial Members, Life and Ordinary, shall be entitled to one vote on each resolution put at a meeting of the Cooma Car Club. The Chairman shall have a casting vote as well as a deliberate vote.
- b) All voting shall be by show of hands except that if five (5) or more members so request a written ballot shall be conducted.
- c) A Junior member is ineligible to vote at any General Meeting of the Cooma Car Club if the member is under the age of 18 years of age.

14) Duties of Officers

a) President

1. To act as Chairman of all Annual General, Special General, General and Executive meetings and to ensure that all such meetings are conducted to the normal procedural rules for such meetings.
2. To supervise in a general manner the duties of all officers of the Cooma Car Club.
3. To be member ex-officio of all sub-committees of the Cooma Car Club.

b) Vice President

1. To assist the President and to act as Chairman of all Annual General, Special General, General and Executive meetings at which the President cannot attend.

c) Secretary

1. To perform the clerical work of the Cooma Car Club and to carry out the directions given at all meetings of the Cooma Car Club.

2. To convene and prepare an agenda for all Annual General, Special General, General and Executive meetings and keep minutes of such meetings.
3. Maintain a register of the names and addresses of all elected Officers of the Cooma Car Club.
4. To be member ex-officio of all sub-committees of the Cooma Car Club.

d) Treasurer/Public Officer

1. To receive and issue receipts for all revenue of the Cooma Car Club.
2. To deposit all money received as soon as possible in the account of the Cooma Car Club with the current financial establishment.
3. To submit all accounts to the Executive for approval to pay and then to pay all such approved accounts. Payments made by cheque must be crossed not negotiable and signed by the Treasurer and either The President or Secretary.
4. To close the books on the 30th June each year and prepare a Statement of Accounts for presentation to the Annual General Meeting.
5. To submit a report of the financial position as at that date to each meeting of the General Meeting and Executive Meetings.
6. Carry out the duties of Public Officer.

e) Asset Manager

1. To prepare and maintain a register (either written or electronic form) of assets of the Cooma Car Club.
2. To manage the hire of the Cooma Car Club assets to outside organisations and individuals.
3. Keep a record of such hires.

f) Membership Director

1. Establish and maintain a register of members of the Cooma Car Club (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the Cooma Car Club together with the date on which the person became a member.
2. To provide the Executive and Registrars with an up to date list of financial members of the Cooma Car Club to enable appropriate action to be taken.

g) Registrars

1. Be responsible for certifying that applicants are eligible for registration under RMS Conditional Registration Schemes
2. Certify that an applicant for vehicle registration is a member of the Cooma Car Club and that the vehicle involved on the application is eligible for registration of the relevant RMS conditional registration schemes being applied for.
3. Be responsible for maintaining records of all vehicles approved for registration and provide detail for updating the membership data base.

15) Life Members

Life Members of the Cooma Car Club may be elected at the Annual General Meeting by the vote of those members present at the meeting. Generally conferring of Life Membership will be limited to members of the Cooma Car Club who have given valuable assistance to the Cooma Car Club over an extended period of membership.

16) By-Laws

This Constitution shall adopt By-Laws for the guidance and good Governance of the Cooma Car Club. Such By-Laws may be amended from time to time by a motion passed at an Executive meeting of the Cooma Car Club.

17) Historic/Classic Vehicle Registration

The Cooma Car Club will have procedures that provide members of the Club with access to NSW Historic Vehicle Conditional Registration Schemes and abide by all regulations relating to these schemes including the Historic Vehicle Scheme (HVS) and the Classic Vehicle Scheme (CVS), and any other NSW RMS conditional registration scheme that may be introduced and may benefit the Club.

18) Dissolution

- a) The Cooma Car Club shall not be dissolved or it's name changed except by a vote of those present and entitled to vote at a Special General Meeting convened for that purpose.
- b) In the event of a dissolution of the Cooma Car Club the Executive will appoint two (2) Trustees to dispose of all assets both real and otherwise. Following the satisfaction of all debts and liabilities, including any costs associated with

the dissolution, any remaining assets shall be disposed of by the Trustees of the Cooma Car Club to community not for profit organisations within the Snowy Monaro Regional Council area.

C) The assets and income of the Cooma Car Club shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to members of the Cooma Car Club.

Amendments

18) C) adopted Special General Meeting 5/02/2018