



## Introduction to the 2018 Edition of Club By-laws

Consequent upon the 2014 revision of the Club Constitution, the Club By-laws have been reviewed and updated.

The draft By-laws were presented for consultation at a General Meeting of the Club in accordance with clause 15(2)(d)(ii) of the Club Constitution. Some comments were received from Club members and, where considered appropriate, amendments were made. The By-laws were ratified on 12 February 2015 at the February Club General Meeting. A proposed alteration to By-Law 5 (replacing the Historic Trophy with the Brian Darke Memorial Trophy) and By-Law 12 (change of focus with introduction of the Pride of Ownership category and judging criteria) was ratified on 10 November 2016 at the November Club General Meeting. A proposed alteration to By-Law 1 (consideration of offering a one year complementary membership to a surviving spouse/partner of deceased member) was ratified on 10 May 2018 at the May Club General Meeting.

The following table provides an overview of the new and revised By-laws.

<b>By-law Number</b>	<b>Title</b>	<b>Remarks</b>
<b>1</b>	Categories and Privileges of Club Membership	New By-law required by the Constitution Last amended 10 May 2018
<b>2</b>	Membership Fees	Was previously By-law 1. Updated to reflect new membership structure and proposed new fees Last amended 10 Sep 2009
<b>3</b>	Definition of an MG or Other Acceptable Car for Club Purposes	New By-law required by the Constitution. Previous By-law 2 was last amended 10 Sep 2009
<b>4</b>	Club Affiliations	This was previously By-law 3. No material change. Last amended 10 Sep 2009
<b>5</b>	Annual Club Trophies and Awards	The Historic Trophy was replaced with The Brian Darke Memorial Trophy. Wording to Magic Midget Cup amended. Last amended 10 November 2016

<b>6</b>	The Kimber Award	Previous By-law 6. Honorary Membership has been incorporated in By-law 1. No material change to Kimber Award. Last amended 5 July 2011
<b>7</b>	The Club Investment Fund	No material change Last amended 10 Sep 2009
<b>8</b>	Club General Meetings – Procedures for Motions	No material change Last amended 9 Aug 2011
<b>9</b>	Community Support	New By-law. Previous By-law No 9 “Delegates to a National Meeting” incorporated in By-law 16
<b>10</b>	Electronic Funds Transfer for Payments Made by the Club Treasurer	New By-law required by the Constitution.
<b>11</b>	The Club Periodical (Magazine)	No material change. Constitution now uses term ‘periodical’ Last amended 19 Jun 2011
<b>12</b>	Display Days	Change of focus with introduction of the Pride of Ownership category and judging criteria. Last amended 10 November 2016
<b>13</b>	Schedule of Ordinary General Meetings of the Club	New By-law required by the Constitution.
<b>14</b>	Guidelines for Approval of the Reimbursement of Expenses Incurred by Members	No material change Last amended 9 Mar 2010
<b>15</b>	Club Representatives	No material change Last amended 11 May 2011
<b>16</b>	Position Descriptions for Club Committee and Club Officials	Updated to reflect new Committee structure. Also includes old By-law 9 “Delegates to a National Meeting” Last amended 11 May 2011
<b>17</b>	Club Management of the ACT Concessional Registration Scheme	No material change Last amended 5 Jul 2011
<b>18</b>	Club Expenditure in Special Circumstances	No material change Last amended 19 Jun 2011

<b>19</b>	Form for the Nomination of Eligible Persons for Election to the Club Committee	New By-law required by Constitution
<b>20</b>	Form for the Appointment of a Proxy at a General Meeting	New By-law required by Constitution
<b>21</b>	Management of Club property	New By-law required by Constitution

## Record of Amendments

<b>By-law Number</b>	<b>Title</b>	<b>Date of amendment</b>	<b>Remarks</b>
<b>1</b>	Categories and Privileges of Club Membership	10 May 2018	Complementary membership for spouse/partner of deceased Family member
<b>2</b>	Membership Fees	23 June 2015	Correction of joining fee amount
<b>3</b>	Definition of an MG or Other Acceptable Car for Club Purposes		
<b>4</b>	Club Affiliations		
<b>5</b>	Annual Club Trophies and Awards	10 November 2016	Replacement of The Historic Trophy with The Brian Darke Memorial Trophy. Judging criteria changed for Magic Midget Cup.
<b>6</b>	The Kimber Award		
<b>7</b>	The Club Investment Fund		
<b>8</b>	Club General Meetings – Procedures for Motions		
<b>9</b>	Community Support		
<b>10</b>	Electronic Funds Transfer for Payments Made by the Club Treasurer		
<b>11</b>	The Club Periodical (Magazine)		
<b>12</b>	Display Days	10 November 2016	Introduction of the Pride of Ownership category and judging criteria
<b>13</b>	Schedule of Ordinary General Meetings of the Club		
<b>14</b>	Guidelines for Approval of the Reimbursement of Expenses Incurred by Members		

<b>15</b>	Club Representatives		
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<b>19</b>	Form for the Nomination of Eligible Persons for Election to the Club Committee		
<b>20</b>	Form for the Appointment of a Proxy at a General Meeting		
<b>21</b>	Management of Club property		



# MG Car Club Canberra By-laws

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# **By-law No 1 - Categories and Privileges of Club Membership**

1. The Club Constitution requires that the categories of Club membership be defined in a By-law which shall also identify limits, if any, on the rights, responsibilities, or number of memberships available under any membership category.
2. The term “Eligible Member” is used in these By-laws. The Constitution clause 2(1) defines “Eligible Member” as being a Member eligible to vote at a General Meeting.
3. Attention is drawn to By-law No 3 which states the minimum requirement for the number of Eligible Members who must own an Acceptable Car as defined in that By-law.
4. The term “partner” means the spouse of an Ordinary or Life Member, or a person who is nominated as a partner by an Ordinary or Life Member.

## **Definition of Membership**

5. The term Membership in the context of the MG Car Club Canberra Constitution and By-laws is used to describe both a single member and also a “collection” of members in the same immediate family group. Where a collection of members is involved there will be one primary Ordinary Member, and then one or more Family Members

## **Constitutional Requirement**

6. The Constitution requires “that 75 per cent or more of the Eligible Members are the owners of, or part of a membership that is the owner of a car deemed acceptable in the applicable By-law.” See By-law No 3.

## **Categories of membership**

7. The Club shall have five categories of membership:
  - a) Ordinary Member
  - b) Family Member
  - c) Honorary Member
  - d) Life Member
  - e) Associate Member.
8. The privileges and limitations of each category are described in Annex A to this By-law.

## **Ordinary Member**

9. An Ordinary Member is an Eligible Member of the Club who shall have the full rights and responsibilities of Club membership.

## **Family Member**

10. A Family Member is a person in the immediate family of, and nominated by, an Ordinary Member or Life Member, and who is:
  - a) a partner of the nominating Member, or
  - b) a child of the nominating Member, or of his/her partner, under the age of 18, or

- c) a child of the nominating Member, or of his/her partner, and who is a full-time or part-time student.

- 11. A Family Member who is the partner of the nominating Member is an Eligible Member.
- 12. Subject to Committee approval, the spouse/partner (nominated Family Member) of a deceased Ordinary Member shall be offered complementary Membership for the following Club year.

### **Honorary Member**

- 13. Where the Committee feels a person has performed, or is performing, a particular service to the Club or the MG marque that deserves special recognition the Committee may grant honorary membership.
- 14. Subject to Committee approval, the partner of a deceased Life Member shall be offered honorary membership.
- 15. Members of an interstate or overseas MG Car Club visiting the ACT region shall, upon notification to the Committee, automatically become Honorary Members of the Club for the duration of their visit or as specified by the Committee.<sup>1</sup>
- 16. The number of Honorary Members is to be controlled by the Committee, recognizing that honorary membership is a privilege.
- 17. The list of Honorary Members is to be reviewed by the Committee in February each year. The review is to assess whether continuing honorary membership is justified. Should the Committee take the view that honorary membership is no longer justified, the Secretary shall write to the Member concerned thanking the Member for the service performed, stating that honorary membership shall be continued for the following financial year, but that as the service is no longer being performed, honorary membership shall be discontinued at the expiration of that time.

### **Life Member**

- 18. The Constitution of the Club permits the Club to award Life membership to a person in recognition of services rendered to the Club.
- 19. A Life Member is an Eligible Member of the Club.
- 20. Process to appoint a Life Member.
  - a) Any Eligible Member of the Club may nominate another member of the Club to be appointed a Life Member
  - b) The nomination is to be in writing addressed to the Club President and is to state the reasons for the nomination
  - c) Upon receipt of a nomination the President is to arrange for the nomination to be considered at a meeting of the Club Committee
  - d) If the Committee endorses the proposal it is to be referred to a General Meeting of the Club.
  - e) If a quorum of Club members approves the appointment of a Life Member at a General Meeting, the person is to be appointed as a Life Member at an appropriate occasion arranged by the Committee.

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<sup>1</sup> Article 5(4) of the Constitution



21. When considering whether to endorse a nomination, the Committee is to consider the key words from the Constitution which are “in recognition of services rendered to the Club” and whether those services have been performed over an extended period of time. In this context service will include but is not limited to:
  - a) An exceptionally active role on the Club Committee or as a Club official.
  - b) Regular attendance and exceptional contribution at Club meetings and activities.
  - c) Encouragement of new members and the faithful promotion of the Club’s objects and purposes as described in the Club Constitution.
22. Contribution of service would be expected to have occurred over a period of time of not less than 10 years. As a further consideration, the award of life membership is to the MG Car Club Canberra; so while contribution to the MG marque or wider MG movement is of merit; it does not in itself indicate that life membership of the Club is appropriate.
23. As a guide, the Committee should not endorse the appointment of a Life Member within three years of a similar appointment. This is designed to limit the frequency of appointments and preserve the very exceptional nature of such appointments.

#### **Associate Member**

24. An Associate Member is a person who wishes to participate in some activities of the Club but is not an owner or part-owner of an MG or other Acceptable Car under By-law No 3.
25. A person who is an owner or part-owner of an MG or other Acceptable Car as defined in By-law No 3 may only be granted Associate membership of the Club at the discretion of the Committee.

#### **Notices to Members**

26. General information and formal notices shall be distributed by the Secretary to all Members in all categories of membership, noting the provisions of Clause 43(3) of the Constitution which states that “a notice handed to, or sent to the address of, any Member shall be taken to have been handed to, or sent to, all Members registered under that membership.”
27. For the purposes of the above clause, the term ‘membership’ in italics means the membership application/renewal of the Ordinary or Life Member that nominated the Family Member(s).
28. Where a Family Member does not reside with the associated Ordinary or Life Member, the Ordinary or Life Member shall be responsible for forwarding the notice to the Family Member(s) unless other specific arrangements are made with the Secretary..

**Annex A to By-law No 1**

**Table of Membership Entitlements**

	<b>Ordinary</b>	<b>Family</b>	<b>Honorary</b>	<b>Life</b>	<b>Associate</b>
Required to pay joining fee	Yes	No	No	Not Applicable	No
Eligible to hold Club office	Yes	Yes, if aged 18 yrs or over	No	Yes	No
Membership fee	See By-law No. 2	See By-law No. 2	No	No	See By-law No. 2
Access to Club equipment and facilities	Yes	Yes. If less than 18 yrs old must be accompanied by Ordinary or Life Member	On application to the Committee	Yes	No
Provision of complimentary Club name badge	Yes	Yes, to nominated partner only. Additional Club name badges may be purchased for other Family members	No	Yes	No
Eligible to receive printed Club magazine	Yes	No	No	Yes	No
Eligible to receive electronic Club magazine	Yes	Yes	Yes	Yes	Yes
Eligible for administration of Concessional Registration	Yes	Yes	No	Yes	No
Eligible to vote and to give or hold a proxy vote	Yes	Yes, if partner of Ordinary or Life Member	No	Yes	No

Eligible to receive Notices (See Note 1 below)	Yes	Yes	Yes	Yes	Yes
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**Note 1 - Distribution of information and formal notices.**

General information and formal notices shall be distributed by the Secretary to all Members in all categories of membership, noting the provisions of Clause 43(3) of the Constitution which states that “a notice handed to, or sent to the address of, any Member shall be taken to have been handed to, or sent to, all Members registered under that membership.” This provision shall also apply to the distribution of general information.

## By-law No 2 - Membership Fees

1. The committee shall review membership fees annually in February.
2. The following fees are approved effective 1 July 2015.
  - a) Joining fee: \$30
  - b) Ordinary membership: \$60 per annum
  - c) Family membership: \$70 per annum
  - d) Honorary membership No annual fee
  - e) Life membership No annual fee
  - f) Associate membership \$40 per annum
3. The joining fee will only apply to Ordinary membership. Members rejoining after a period of lapsed membership will not attract an additional joining fee.
4. The joining fee includes a complimentary Club name badge for Ordinary Member. The nominated partner in a Family membership will also receive a complimentary Club name badge.
5. One Family membership fee covers all Family Members nominated by the Ordinary/Life member.
6. Partners of Life Members are not required to pay annual membership fees.
7. The period of annual Club membership is from 1st July to the following 30th June with applicable fees payable on or before 1st July of each year.
8. A member who joins the Club after 1st January in any year shall be liable to pay the joining fee, if applicable, plus one half of the annual fee. Members joining after 1st April in any year shall pay the joining fee, if applicable, plus the full annual fee which shall entitle them to membership until 30th June of the following year.

## **By-law No 3 - Definition of an MG Car or Other Acceptable Car for Club Purposes**

1. The Constitution requires that the Club have a By-law to define an MG car and such other cars produced by the MG Car Company or its successors which from time to time may be deemed Acceptable Cars in relation to:
  - a) The Committee's responsibility to manage the day-to-day affairs of the Club in accordance with the Objects and Purposes of the Club as defined in the Club Constitution
  - b) The Committee's responsibility to control the Club's membership such that 75% or more of the Eligible Members of the Club are owners of, or part of a membership that is the owner of, a car deemed acceptable for Club purposes.
  - c) Determining a Club member's eligibility for Club privileges, trophies or awards, or similar, where owning or driving an MG or other car deemed acceptable is a requirement.
  - d) Any other appropriate purpose
2. The definitions provided below are not intended to be exhaustive. They are guidance to the Committee which, in the event of any doubt, shall have responsibility to determine the acceptability or otherwise of any car for consideration as an MG for Club purposes.

### **Definition of an MG car**

3. A car will be considered to be an MG if the car was manufactured, badged, and sold as an MG by the MG Car Company or its successors, and:
  - a) is generally in the condition that it was first sold, or
  - b) is undergoing restoration to restore it to its original condition, or closely thereto, or
  - c) has been modified but is still presented as an MG car, or
  - d) has been modified for motor sport and entered in, or are capable of being entered in, motor sport competitions as an MG.

### **Definition of an Acceptable Car**

4. The following cars will be Acceptable and shall be afforded the same status as MG cars for all Club purposes:
  - a) A car sold as an Austin Healey Sprite car will be considered to be an MG Midget car.
  - b) A car built privately to be a faithful representation or replica of a specific MG model manufactured by the MG Car Company or its successors. Acceptability is subject to Committee approval.
  - c) A car built as an "MG Special" and which uses an MG chassis (original or modified) for those models having a chassis and components making it eligible to be registered as an MG. Acceptability is subject to Committee approval.
5. Except as provided for in this By-law, a car built by a company other than the MG Car Company or its successors is not an Acceptable car for Club purposes.

## **By-law No 4 - Club Affiliations**

1. The MG Car Club Canberra Inc shall be affiliated with:
  - a) The MG Car Club [United Kingdom]
  - b) The Confederation of Australian Motor Sport
  - c) The Council of ACT Motor Clubs
2. The Club will be represented at meetings of affiliated organisations as determined by the Committee.

## **By-law No 5 - Annual Club Trophies and Awards**

### **Introduction**

1. The award of trophies recognises involvement in Club activities and success in competitive events. The Club has a long history of these trophies and presents a number of perpetual trophies and other awards at its annual presentation dinner. The rules governing how the trophies and awards are made are contained in this By-law.
2. In 1994 the Committee decided that the award of a perpetual trophy to a Club member would be accompanied by the award of a small memento to be retained by the member.
3. At the Committee's discretion awards may be made to members who have contributed to the Club in a manner beyond that which would normally be expected of ordinary members. These awards are not defined but are for 'Exceptional Service'. Accordingly nothing in this By-law will prevent the Committee making additional, special awards which are not covered by this By-law should they consider it to be appropriate. In particular it is noted that there is a separate By-law for the Kimber Award (By-law No 6).

### **Eligibility**

4. Only members of the MG Car Club Canberra Inc are eligible to receive Club awards. In some cases particular additional eligibility criteria apply. These are shown against specific trophies and awards in this By-law.
5. The term MG in this By-law means an MG car or other Acceptable Car in accordance with By-law No 3.

### **Club Year**

6. The period over which Club awards are considered is the same as the period for Club membership. That is, from 1 July to 30 June the following year.

### **Awards for Contribution and Participation**

#### **The Garry Quayle Clubman Trophy**

7. This Perpetual trophy is the most prestigious award made by the Club. The trophy is in memory of Club member Garry Quayle who died in Hong Kong in 1992 while serving there with the Department of Foreign Affairs & Trade. The Trophy was commissioned by the Club and purchased with Club funds. It was first awarded in the 1992/93 Club year.
8. The award is made at the discretion of the President to the Club member who has in the opinion of the President, made the most significant contribution to the Club during the past year. In making this decision the President may consult, and take advice from, other Club members and Committee members as he/she feels fit.



9. Committee members are not precluded from eligibility for the award but their commitment and involvement through the fact they hold office, is not to automatically be considered as being a greater contribution to the Club than members who are not office holders.
10. Areas which will be taken into consideration for the award may include, but are not limited to the following:
  - \* Attendance at Club events of all types
  - \* Assistance in organising Club events
  - \* Contribution to Club organisation, and
  - \* Maintenance of the ideals and principles of the Club.

### **The ‘Safety Fast’ Trophy**

11. This trophy was presented in 1994 by the MG Car Club UK in recognition of our Club’s contribution to their magazine ‘Safety Fast’. The award is made to the member who the Editor believes has made the most significant contribution to the Club’s magazine ‘Tappet Chatter’ during the past year.



### **The Murray McFarlane MG Midget Trophy**

12. Murray McFarlane was an active member of the Club for many years. He had a great love of older cars such as MG, Riley and Rover with a special interest in post-war historic racing cars. As a CAMS Steward, he made a valuable contribution to the competition aspects of the Club but is probably best remembered for his kindly nature, wealth of motoring knowledge and his maroon Mk.3 Midget.



13. The Murray McFarlane Trophy was originally awarded to the member who, driving an MG Midget (or Austin Healey Sprite in accordance with By-law No.2), accrues the highest aggregate of points in the Nifty Octagon competition and annual Concours d’Elegance event. In 2009, the Committee decided to widen the eligibility and it is now awarded to a member who, in the current Club year, uses his or her Midget or Sprite in competition and/or social events to the greatest extent possible. The trophy was presented by the Farrant and Harriott families and was first awarded for the competition year 1995/96.

### **The Brian Darke Memorial Trophy**

14. The Brian Darke Memorial Trophy is awarded by the Committee to encourage the use of older MGs in all Club events. It is not necessarily awarded to the owner of the oldest MG used in a Club event, or to the member who participates in an older MG in the most number of events. It is an encouragement and recognition award that aims to promote the regular use of older MGs across the range of Club activities and events.
15. This trophy has been created to recognise the significant contribution of the late Brian Darke, a Life and founding member of the MG Car Club Canberra. The Brian Darke



Memorial Trophy replaces, from 1 July 2015, the Morwood Motors Historic Car Racing framed poster that was previously awarded as an encouragement and recognition aimed at promoting the regular use of older MGs across the range of Club activities and events.



### **The Humbug Trophy**

16. The involvement of junior members in all forms of Club activity is seen as a way of fostering the MG spirit and thereby assuring the future of the MG marque and the Club. All junior members of the Club are eligible for the Humbug Trophy. A junior member is one who will not attain the age of seventeen (17) years by the end of the Club year. The award is based on three principal factors – participation in an MG, commitment and improvement. The award is determined by the Club President in consultation with any other person or persons he/she feels fit and will take into account such factors such as age, previous experience, Club involvement, mechanical appreciation and general awareness of the marque.



17. The Trophy is known as the 'Humbug Trophy' recognizing the contribution made by EX135, known as 'The Humbug' to MG history. It was presented to the Club by the then Club Secretary, Jim Parsons, and was first awarded for the 1993/94 Club year.

### **Awards for Display and Restoration**

#### **The Don Brown Trophy**

18. Eligibility is restricted to members entering their MG or other Acceptable Car(s) in the Club's annual Concours d'Elegance event.



19. The trophy was presented to the Club in 2009 by the then President, Margaret Brown, in recognition of her late husband's contribution to the Club and his great interest in Concours d'Elegance events.

20. The trophy is awarded to the outright winner of the Club's annual Concours d'Elegance.

#### **The Magic Midget Cup**

21. This trophy was presented to the Club by Club member Peter Daley. It was first awarded in the 1992/93 Club year. It is awarded to the owner of the vehicle judged by entrants and



members of the public to be the most appealing MG or other Acceptable Car at the Club's annual Concours d'Elegance event.

### **The Founders Trophy**

22. This trophy recognizes the significant efforts of the Founding Club members Ian Holden, Brian Oxley and Malcolm Robertson in maintaining the breed through their restorations and overall service to the Club. It was first presented in 2009. The trophy is awarded for the best completed MG or other Acceptable Car restoration by a Club member. The Founders Trophy replaced an earlier trophy awarded for the same purpose.<sup>2</sup>



23. There is no obligation on the Committee to make an award in each or every year.

### **Awards for Motor Sport Competition**

#### **The Nifty Octagon Trophy**

24. The Nifty Octagon Trophy is awarded to the member accumulating the most points in competition events during the course of the year. The trophy was first awarded in 1985 and was named after 'Nifty' Neville Piper, the then Sporting Secretary. Trophy points are awarded to competitors on the basis of participation and performance (as reflected by overall placing) in each event. Points are awarded for each Nifty Octagon Trophy event in accordance with the Schedule at Annex A to this By-law.



25. Eligibility for this trophy is restricted to members participating in an MG or other Acceptable Car.

#### **The Steering Wheel Trophy**

26. The Steering Wheel Trophy is awarded to the member accumulating the most points in Motorkhana events during the course of the year. The trophy was presented to the Club by Club member Tony Argyle and was first awarded for the 1993/94 competition year. Trophy points are awarded to competitors on the basis of participation and performance (as reflected by overall placing) in each event. Points are awarded for each Steering Wheel Trophy event in accordance with the Schedule at Annex A to this By-law.



27. Eligibility for this trophy is restricted to members participating in an MG or other Acceptable Car.

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<sup>2</sup> The superseded trophy was the Top Cat Upholstery and Auto Trim Trophy

### **The Ken Lockwood Trophy**

28. The Ken Lockwood Trophy commemorates the contribution made by Club member Ken Lockwood to the early development of the Club's motor sport activities. Ken was the Club's first competition (Sporting) Secretary and instigator of the Club's first competitive events held in the Goose Paddock at the historic Lanyon Homestead. This glass trophy replaces an earlier shield donated by Ron Farrant that is the same wood as that forming the Murray McFarlane MG Midget Trophy. The purpose of this Trophy is to encourage Members to participate in Club sporting events.



- 29. It is awarded by the Committee as an encouragement award to the Member who demonstrated the most enthusiasm for, and participation in, sporting events.
- 30. As an encouragement award it would not normally be awarded to the winner of the Nifty Octagon Trophy or Steering Wheel Trophy.
- 31. Eligibility for this trophy is restricted to members participating in an MG or other Acceptable Car.

### **Other Awards**

#### **The Boot Badge Trophy**

32. The Boot Badge Trophy was presented to the Club by John Moore in 1981 and first awarded to the winner of a Funkhana event in that year. It is named 'Boot Badge' for the nature of the Trophy – a boot lid badge from an MGB – suitably mounted. It was awarded annually to the driver accumulating the most points for Funkhana events during the year. Because of revised CAMS rules in 1999, the Club ceased to conduct Funkhana events and the trophy since then been awarded to the member with the most worthy hard luck story of the year.



#### **The Matthew Flinders Navigation Trophy**

33. This trophy was presented to the Club by Trevor and Pauline Finklaire to honour the year's most outstanding feat of (mis)navigation. It can be awarded to the driver or navigator of an MG or other Acceptable Car.



**POINTSCORE SCHEDULE**

1. Points are awarded to Members competing for the Nifty Octagon Trophy and the Steering Wheel Trophy as follows:

Participation in an event	5 points
Participation in an MG or other Acceptable Car	5 points
Overall event placing:	
First	10 points
Second	6
Third	4
Fourth	3
Fifth	2
Sixth	1

Notes:

1. Where it is essential for two people to crew a car (eg for a Navigation Trial with driver and navigator) points will be awarded individually to each crew member based on the participation and overall placing of the car/crew.
2. In an event where positions are not declared, points will be awarded for participation only.
3. Event organizers and officials who, because of their duties, cannot compete in an event, will be awarded the maximum points for the participation elements (ie a total of 10), but no points for overall placings. If they so wish, event organizers and officials may decline the award of any points.

## By-law No 6 - The Kimber Award

1. A Kimber Award is special in that it is not a routine annual award. It is presented from time to time and recognises exceptional service to the Club in a particular activity or appointment. Such activities are be consistent with the Objectives of the Club and may include, but are not limited to:
  - a) An exceptional contribution to the Club through service on the Club Committee or as a Club official over a number of years
  - b) An exceptional contribution to the Club through a leading role in principal Club activities such as motor sport, the Club magazine, Natmeet, parades, charity events and assisting other members of the Club in restorations or maintenance of MGs or other Acceptable Cars.
2. As a guide, normal service on the Club Committee would not warrant a Kimber Award.



### Process to make a Kimber Award

3. Kimber Awards are initiated and processed by the Club Committee. They are awarded to a member of the Club, who in the opinion of the Committee has rendered the Club exceptional service in relation to a particular activity or event. Any Club member may nominate a person for a Kimber Award, but such an award shall be at the sole discretion of the Committee.
4. Kimber Awards shall normally be presented at the Club's annual Presentation Dinner.

### Frequency of Award

5. As a guide, the Committee should not make more than one Kimber Award each three years. This is designed to strictly limit the frequency of the award and preserve the exceptional nature of such awards.

### Nature of the Kimber Award

6. A Kimber Award will normally take the form of a framed print.

## **By-law No 7 - The Club Investment Fund**

1. The Club Committee normally budgets for a minimal annual operating surplus. Cash that is surplus to the operating requirements of the Club is to be transferred to an account to be known as the MG Car Club Canberra Inc Investment Fund (the Fund).

### **Operation of the Investment Fund**

2. Any operating surplus in a financial year should be transferred from the Club Operating Account to the Investment Fund. Interest earned by the Fund should be retained in the Fund.
3. The Fund is to be invested in a high interest earning account (eg cash management) in a Banking Corporation as defined in the Club Constitution. For simplicity, the financial institution should normally be the Banking Corporation that manages the Club's operating account.
4. The Fund is to be considered to consist of three parts. The Committee may draw on the account in accordance with the allocation, purpose and guidance associated with each part detailed below:

#### The Capital Reserve

5. Maximum allocation: 50% of the Investment Fund
6. Purposes:
  - a) To support the financial viability of the Club
  - b) To provide seed funding to host a major event
  - c) To allow the Committee access to funds for a specific purpose
7. Guidance: Seed funding for a major event should be planned to be recovered in the budget for that event unless otherwise directed by the Committee.

#### The Club Foundation

8. Maximum allocation: 30% of the Investment Fund
9. Purpose: To provide funds to promote the objectives of the Club as detailed in the Club Constitution
10. Guidance: This includes, but is not limited to, strategic Club promotion, the collection and preservation of Club history, junior member support and driver development.

#### The Equipment Fund

11. Maximum allocation: 20% of the Investment Fund.
12. Purpose: To provide a fund for the provision of Club assets and/or specialist workshop equipment and tools for use by Club members.
13. The fund is controlled by the Club Committee as part of its normal Club management function. The Committee is not obliged to obtain prior approval for an expenditure that is not significant in dollar terms or in terms of implications on the Club's operations or objectives.
14. In circumstances where an expenditure would reduce the Investment Fund to below \$25,000, the matter must be referred to a Special General Meeting of the Club.

## **By-law No 8 - Club General Meetings - Procedures for Motions**

1. A question for decision that arises following a motion at a General Meeting (including an Ordinary General Meeting, a Special General Meeting, or an Annual General Meeting) of the Club requires procedures to guide the conduct of the decision-making. This ensures that the meeting has appropriate control, members have an opportunity to express their opinion, and all members understand the process by which decisions are made.
2. The aim of this By-law is to provide guidance on the procedures to be observed where a motion is proposed and a decision is required to be made at a General Meeting of the Club.
3. The By-law provides guidance that is additional to, or not covered by the relevant Rules of the Club Constitution. Should there be any inconsistency, the Club Constitution has primacy.

### **Introduction of Business (Motions)**

4. Business is brought before an assembly of members by either a motion by a member, or by the presentation of a communication to the assembly in the form of reports or presentations. Any matter that requires a formal decision must have a motion mover (the person who proposes the motion) and a seconder (the person who endorses the proposal) and the motion must be stated by the Chair. If a motion is moved but does not have a seconder, it may not be voted on by the assembly. Once a motion is seconded, then in due course, it may be carried, defeated, replaced by an amendment, or deferred.
5. Any member present at the meeting may propose or suggest an amendment to a motion or propose that the motion be deferred. If an amendment is acceptable to the original mover, the motion shall be amended. If a deferral is acceptable to the original mover, the motion shall be deferred. If an amendment or deferral is not acceptable to the original mover, the original motion will proceed noting that the amendment may be later discussed and determined as a separate and new motion.
6. All motions for decision shall be substantive. That is, they will cause the Club to act in a certain way. Hence, motions will normally be in the format '*I move that ....*'. For example "*I move that the Club purchase a vehicle hoist*".

### **Discussion of Motion**

7. It is expected that arguments for and against substantive matters will have been advised to members prior to the meeting. The medium for this advice may be the Club magazine or a separate discussion paper accompanying a notice of meeting. Depending on the nature of the matter to be determined, the Chair will have some discretion to extend the time allowed for speakers. All speakers shall be allowed the same time, and any change from the guidance in this By-law shall be advised by the Chair prior to the discussion of the motion.
8. Discussion of a motion is not permitted before the Chair opens the motion for discussion. This means that neither the mover nor seconder may speak to the motion before it has been opened for discussion by the Chair.
9. The discussion of the motion shall be limited by the following:

- a) The Chair may call a short adjournment while speakers for and against are determined by the members present. If members cannot agree who will speak for and against the motion, or in what order, the Chair will determine this from those members who indicate to the Chair that they wish to speak to the motion.
- b) Commencing with a speaker for the motion, the Chair shall alternate speakers for and against the motion. Both the mover and seconder may speak for the motion.
- c) Each member has a right to speak twice on the same motion , but cannot make a second speech on the same motion as long as any member who has not spoken on that motion desires the floor.
- d) Speakers shall address the Chair and confine their comments to the subject under discussion. Each speaker may have up to five (5) minutes to speak with the Chair providing a warning when the speaker has 30 seconds left to speak.

### **Questions and Explanation**

10. On conclusion of the discussion of the Motion, the Chair may allow members to ask questions for a period that shall be determined by the Chair. The Chair will give preference to questions from members who have not spoken for or against the motion during discussion. Questions must be specific, and must be addressed to a particular member who may have been a speaker. Explanations (responses) should only be from the member to whom the question was asked, and are also expected to be concise and direct.
11. A member who considers that questions and explanations have gone for too long may move '*...that the question now be put*'. If that motion is seconded, the matter to be determined is put to the meeting immediately following the mover's right to reply.
12. On conclusion of the questions and explanations, the Chair shall allow the mover a final right to reply for a maximum of 2 minutes.

### **Voting**

13. Prior to determining a matter, the Chair shall clearly state to members the motion to be determined, and on conclusion of voting declare that the motion was carried or defeated.
14. The Constitution prescribes how a matter is determined by voting.



## **By-law No 9 - Community Support**

1. The aim of this By-law is to describe the administration of the Club's Community Support activity and the process to select the organisation that is to be supported in a particular year.

### **Annual operation**

2. The Community Support activity will operate on a financial year basis.

### **Administration**

3. Key activities and timings are:
  - a) Nomination of an organisation. Nominations by Club members are made to the Club Secretary. Nominations must be made by 31 July in a particular year to be considered for the current financial year. Nominations made after 31 July will be considered for the next financial year.
  - b) In the period 1 August to 30 September each year, the Committee shall select the organisation that is to be supported.
  - c) The Committee shall authorise the payment of the first contribution to the organisation prior to 1 October.
  - d) If there are subsequent contributions, they need to be authorised by the Committee prior to 30 June in the following year.

### **Selection of an organisation**

4. The Club Committee will select the organisation that is to be supported each year based on nominations received from Eligible Club members. Under this particular Program, only one organisation will be selected, and the same organisation will not normally be selected in successive years. This does not preclude:
  - a) Committee members nominating an organisation
  - b) a particular organisation being supported more than once
  - c) the Committee approving successive support if no other nominations are received, or if extraordinary circumstances exist.
5. When considering the selection of an organisation, the Committee is to give favourable consideration to:
  - a) organisations that support people in the community who have special needs, particularly in relation to mobility
  - b) local (ACT region) organisations
  - c) organisations that may be less subject to direct government support or funding
  - d) organisations that have a strong link to a Club member or members

### **Consideration of nominations**

6. Nominations may only be made by Club members who are eligible to vote. A true record of all properly received nominations, and the Committee's deliberations leading to their decision will be recorded in the Minutes of the relevant Committee meeting.

## **By-law No 10 - Payments Made by Electronic Funds Transfer**

1. The aim of this By-law is to provide guidance in the use of electronic funds transfer (EFT) and to specify limitations in the use of EFT payments as required by Rule 37(6) of the Constitution.

### **Controls and Limitations on Electronic Banking**

2. Electronic access to a Club bank account is a matter that is controlled by the Treasurer.
3. For the purpose of this By-law a drawing on the Club's accounts includes:
  - a) making a payment from a Club account, where authorised, and/or
  - b) transferring funds between Club accounts, where authorised.
4. Only the Treasurer may make an EFT drawing on the Club's accounts. This is to ensure that passwords and other account controls/codes are strictly limited and traceable only to the Treasurer. Accordingly, the only occasion in which a Treasurer may divulge an account security control or password is on a formal hand-over of appointment as approved by the Club Committee. An in-coming Treasurer must change account electronic security codes, such as passwords, at his/her earliest convenience and report that this has been done to the Committee.
5. In exceptional circumstances involving the extended absence or unavailability of the elected Treasurer, the Committee may formally appoint an acting Treasurer. In the event of this formality, the person appointed to act as Treasurer is the Club Treasurer for all purposes and accountabilities.
6. The Club Treasurer may only make an electronic drawing on a Club account if the Treasurer has prior Committee approval or a separate written authority to do so from at least one other member of the Club Executive. The authorisation must be in writing which includes an email or other traceable electronic communication.
7. All authorisations for electronic drawing must be printed and attached to the invoice or account to be paid. For accounting and auditing purposes, the electronic transaction number is to be recorded where a cheque number would otherwise be recorded.

## **By-law No 11 - The Club Periodical (Magazine)**

1. The aim of this By-law is to provide guidance concerning production of the Club Periodical (Magazine) *Tappet Chatter*.

### **Purpose of Production**

2. *Tappet Chatter* is produced by the Club to promote the purposes and objectives of the Club as defined in the Club Constitution.

### **Manner and Frequency of Production**

3. *Tappet Chatter* shall be produced in a manner and at a frequency determined by the Committee.

### **Distribution**

4. *Tappet Chatter* is to be distributed to Club members in accordance with eligibility that is detailed in By-law 1.
5. Other clubs, organisations, advertisers or businesses may also receive a copy as determined by the Committee. As a principle, one copy of *Tappet Chatter* is to be provided to all Australian MG Car Clubs.

### **Responsibilities of the Magazine Editor**

6. The person who is appointed by the Committee as Magazine Editor is responsible to the Club Committee for:
  - a) Assembling contributions from Club members and other interested parties over the range of topics that are determined by the Editor and/or the Committee to be consistent with the purpose of the magazine
  - b) Sourcing (and acknowledging where required or appropriate) suitable articles, advertising and other content from any appropriate source or medium
  - c) Production of *Tappet Chatter* in the manner and within the approved budget and any content or style directions determined by the Committee
  - d) Distribution of *Tappet Chatter* in accordance with Committee guidance
7. Such is the scope of the responsibilities of the Editor that the Committee acknowledges that assistance in the delivery of his/her responsibilities will normally be necessary. Such assistance will be arranged by the Committee as necessary.

### **Content**

8. Submitted or sourced material (including but not limited to text, photographs, sketches/cartoons and advertisements) that does not serve the purpose of *Tappet Chatter* shall not be published. As a principle any matter that contains criticism of the Club or a Club member shall not be published, nor shall *Tappet Chatter* be used as the medium for the detailed discussion of matters for and against a Committee or member proposal. This does not prevent the Committee keeping members informed of issues, but it will preclude debate that can otherwise be conducted through a different means such as an email or newsletter from the Secretary to Club members.

9. If a Club member or other person or business submits an item for inclusion in *Tappet Chatter*, its publication is entirely at the discretion of the Editor and/or Committee. A submission may be considered unsuitable for inclusion for reasons such as, but not limited to:
  - a) it is not considered to meet the purpose of the magazine
  - b) inclusion in part or in full is not possible due to space or content balance considerations
  - c) the subject is considered to have been previously presented or adequately discussed in the magazine or other forums
10. A submission may be either edited or totally excluded by the Editor at the discretion of the Editor, noting that the Editor may refer any submission to the Committee for guidance if required. A submission from a Club member will not however be altered or not published at all without an advice of intent to the Club member by the Editor.
11. Should the Editor acting in his/her sole capacity advise a Club member that an article will not be published or that it is intended that it be edited before publication; then the Club member may refer the matter to the Club Committee for review of the Editor's decision. The decision by the Club Committee shall be final.
12. An advice of intent to edit or exclude an item is only required when the item is submitted by a financial Club member. The advice to the Club member is to be by the means determined as most suitable by the Editor.

#### **Advertising Rates**

13. The rates for advertising in *Tappet Chatter* shall be determined by the Club Committee.

## **By-law No 12 - Display Days**

### **Introduction**

Over the course of each Club year, the Club will conduct a number of Display Days. Display Days specifically support each of the Objects of the Club that are detailed in Clause 4 of the Club Constitution:

### **4. Objects and Purposes**

- (1) The objects of the Club are:
  - (a) to bring together owners of, and persons interested in, MG cars and such other cars produced by the MG Car Company and its successors which may from time to time be deemed acceptable in an applicable By-law;
  - (b) to promote motor sporting, social, and display events for Members of the Club;
  - (c) to promote the restoration and maintenance in good order of all cars deemed acceptable in the applicable By-law; and
  - (d) to provide a forum for the exchange of information about all cars deemed acceptable in the applicable By-law.

One particular Display Day each year shall be nominated by the Committee as the day on which cars will be judged for the awarding of the Don Brown Trophy (originality and presentation often referred to as Concours d'Elegance), the Magic Midget Trophy (People's Choice of the most appealing MG) and an award for a category known as "Pride of Ownership".

This By-law describes the rules, standards, and procedures that have been established by the Committee to govern the awards. Nothing in this By-law will prevent the Committee making additional awards which are not covered by this By-law, should it be considered appropriate.

### **Eligibility**

All members of the Club are eligible to participate in Display Days and any car deemed acceptable under By-law 03 shall be eligible for a Display Day award. Cars that are owned by persons who are not members of the Club will be encouraged to participate in Display Days, but shall not be eligible for Club Awards.

### **Award for Originality and Presentation**

This Award recognises the Club's commitment to the heritage of the MG marque by having in place a means of recognising and appreciating MG and other eligible cars as they were when delivered from the Abingdon or other factory. That is, the award is made to the car assessed as being in the most factory-original specification when it was delivered to its first

owner. Specifically, the Award recognises originality and quality of condition above all other criteria.

The special nature of originality and quality of condition means that many Club cars would not be competitive in an Award for Originality and Presentation. To manage this:

- Prior to the Display Day the Committee shall nominate a minimum of two suitably qualified and experienced judges to be the judge of this Award.
- At the Display Day, the nominated judges shall invite the owners of selected cars to make their cars eligible for consideration for the judging. If the owner agrees, the car will be judged; this is an “opt in” arrangement.
- It is expected that in the spirit of the Club objects members who are invited to have their cars assessed in this special category will consider it an honour, and agree to participate.
- Cars that are less than seven years old will not be eligible to be judged for this particular award.
- The nominated judges shall determine the winner (and place-getters if appropriate) of the Award using the judging guidelines at Annex A. In making their assessment, judges may ask questions of the car owner.

### **People’s Choice Award**

Each nominated display day shall include provision for the award of the Magic Midget Cup (Refer to By-law 05) to the owner of the car judged as the ‘People’s Choice’ car. Guidelines for the management of this award are:

- All cars on display should be identified by the car’s registration number so that they can be easily identified for voting purposes.
- Club members and members of the public shall be invited to vote for the People’s Choice Award using the criteria of ‘...*the most appealing MG...*’.
- Voting should be open for a specified period of time (e.g. 9.00am to 12.30pm), and each Club member and member of the public should be given only one voting paper and only vote for one car on that paper.
- At the close of voting, an appointed scrutineer will tally the votes and present the result to the Display Day coordinator.

### **Awards for Pride of Ownership**

All cars, other than a car that has been selected for judging in the Award for Originality and Presentation, displayed at the nominated display day shall be considered eligible for an award in the category of Pride of Ownership. If a club member does not want to be involved in the Pride of Ownership judging then they have the option to opt out. The Display Day Coordinator is to oversee this arrangement.

Awards in the Pride of Ownership category shall be managed in this manner:

- Three categories will normally be established: (1) Pre 1956 cars, (2) MGA/Z Magnette to 1980 cars, and (3) Post 1980 cars. If, on the day, there are less than five

cars in a particular category, the Display Day organiser nominated by the Committee shall determine the composition of a reduced number of categories.

- The Display Day organiser shall arrange for the judging of cars with not less than two suitably qualified and experienced judges for each category established. A person shall not be appointed a judge in both the Award for Originality and Presentation, and the award for Pride of Ownership.
- The judges shall determine the winners of awards using the judging guidelines at Annex B.

### **Presentation of Awards**

At the conclusion of the Display Day there will be a formal presentation of awards in the form of Certificates. Certificates will be awarded to:

- The winner of the award for Originality and Presentation.
- Second and third place-getters in the award for Originality and Presentation if five or more cars have been judged for the award.
- The winner of the award for People's Choice.
- The winner of the award for Pride of Ownership in each category judged.

The awards for Originality and Presentation (the Don Brown Trophy), People's Choice (the Magic Midget Cup) and Pride of Ownership will occur at the Annual Presentation Dinner.

### **Annexes:**

- A. Presentation Guidelines and Judging Criteria for the Award for Originality and Presentation
- B. Presentation Guidelines and Judging Criteria for the Award for Pride of Ownership

## AWARD FOR ORIGINALITY AND PRESENTATION

### Presentation Guidelines

1. For roadsters, hoods are to be erected, the passenger side screen is to be fitted, and the driver's side screen is to be stowed in its correct compartment.
2. The boot (where applicable) and bonnet are to be raised.
3. Series specific tools are to be in their special locations in the car and/or laid out in front of the car.
4. Cars are to be unlocked with the expectation that judges will open doors etc. to assess condition and originality.

### Judging Criteria

The principal judging standard shall be the condition of a car when it was delivered to its first owner. Tuning or mechanical modifications or the fitting of accessories, although they may affect the totality of originality, should not invoke penalties provided they are in character with the car and they represent modifications or fittings that were available and used at the time the care was manufactured. In addition safety modifications, such as seat belts and amber indicators etc. shall not detract points.

For cars that have been converted from LHD to RHD, if the conversion has been done in such a manner that it is now identical to a car that had left the factory or assembly line as a RHD car, it should not be penalised in respect of that conversion.

Criteria	Maximum score
<b>Paintwork.</b> Assess for cracks, overspray, chips, fade, peel, patching, quality of lustre	15
<b>Body Condition.</b> This excludes paint. Assess the general condition and fitting of panels and doors etc. Look for signs of rust, scratches and dents	15
<b>Chrome and Bright Work.</b> Assess the condition of all bright work	10
<b>Interior of car (waist down).</b> Assess the condition of upholstery, carpets, instruments, dash and controls	10
<b>Interior of car (waist up).</b> Assess the condition of glass, interior	10



lights and trims, tonneau. and the fit of the hood etc.	
<b>Engine bay.</b> Assess for condition	10
<b>Boot.</b> Assess the condition and presentation including the spare tyre	5
<b>Wheels and underside of car.</b> Assess for condition and such things as tyre tread and the presence of oil leaks	5
<b>Originality and authenticity.</b> Period acceptable accessories and safety modifications, such as seat belts and amber indicators, etc., shall not detract points	15
<b>Papers.</b> Assess for the presence of the Owners handbook and the original papers for the car.	5
	<b>100</b>

**AWARDS FOR PRIDE OF OWNERSHIP**

Presentation Guidelines

Cars should be presented in the manner that each participant chooses. It will assist judges, and favourable consideration will therefore be given by judges, for Club members to open windows, boots and bonnets, and display appropriate tools etc.

Cars on display will not be touched by judges, nor will there be an intrusive or lengthy examination of cars.

Judging Criteria

An assessment will be made by the judges on the car's presentation and appearance without touching the car, and without particular consideration of originality.

When a car is being judged it is appropriate to take into account the quality, range, ingenuity and overall effect and appearance of modifications to the vehicle. Modifications should not be limited only to period items.

The X Factor in the criteria below shall consider additional matters such as the period dress of the owner, brochures/magazines displayed in relation to actual model being judged, a story board for the car, an MG Car Club badge on the car, and the spirit/enthusiasm of the entrant in the day's activities.

In relation to the interior of a vehicle general cleanliness is a consideration and points should be deducted for non-car related items such as discarded food items/wrappers etc.

<b>Criteria</b>	<b>Maximum score</b>
Front of car	10
Sides of car	10

Rear of car	10
Wheels	10
Engine Bay	10
Interior	5
X Factor	15
	<b>70</b>

## **By-law No 13 - Schedule of Ordinary General Meetings of the Club**

1. Rule 24 of the Club Constitution states that the Club shall hold an Ordinary General Meeting, which may be declared to be a Special General Meeting, on a schedule of dates and at times to be determined and promulgated as a By-law.
2. Ordinary General Meetings shall be held on the second Thursday of every month except January, when no Ordinary General Meeting shall normally be held.
3. If the second Thursday in a month is the day prior to a public holiday, then the Club Secretary will announce a different Club meeting date and advise members by a Notice, and by publishing the change on the Club website.
4. Each Ordinary General meeting shall commence at 7.45pm unless Notice of a change of time for a particular meeting is advised by the Club Secretary.
5. The location of Ordinary General Meetings of the Club shall be advised by the Club Secretary and published on the Club website.

## **By-law No 14 - Guidelines for Reimbursement of Expenses Incurred by Members**

1. The aim of this By-law is to provide guidance to the Committee in relation to occasions in which financial liability should be borne, or partly borne by the Club. This guidance will inform Club member's expectations and also deliver consistency of application in this matter by the Club Committee.

### **Expenses Incurred by Members**

2. Club members who serve on the Club Committee, sub-committees, in non-Committee appointments and in other ways to support the objectives of the Club are normally expected to do so in a voluntary capacity; however, reimbursement of expenses (in full or in part) incurred by members in support of approved club activities may be considered by the Committee.
3. Situations where reimbursement might be considered appropriate include:
  - a) **For travel, meal and incidental costs** where there is significant personal expenditure involved for a pre-approved purpose such as to attend a meeting or a conference or in the planning activities associated with major club tours or events.
  - b) **For consumable costs** where the cost has been related to a particular task requested by the Committee.

### **The Cost of Repair or Replacement of Club Property**

4. As a general principal, the cost of repair or replacement of Club property shall be borne by the Club.
5. In cases where the loan or use of Club property is authorized by a Committee member or the Manager of Club Equipment (see By-law No 16) and damage/loss of the property is not due to negligence of the member, then the cost of repair or replacement shall be borne by the Club.
6. The Committee will be expected to exercise discretion in matters concerning actual expenses incurred in the loss or damage of Club property, and a proportionate reimbursement may be considered on some occasions.
7. In cases where Club property is lost or damaged due to negligence of a member then the cost of repair or replacement shall be borne by the member. The decision as to whether loss or damage is the result of negligence shall be made by the Committee following an investigation by the Manager of Club Equipment.

### **The Cost of Repair or Replacement of Personal Property**

8. The cost of repair or replacement of member's personal property will not normally be considered for reimbursement. Examples include damage to a member's vehicle, trailer, printer, tools etc. However, the Committee may decide to reimburse in cases where the personal property was being used in direct support of the Club.

## By-law No 15 - Club Representatives

1. The Club is affiliated with, or has an interest in, a number of external bodies which have invited the Club to provide representatives or delegates. The bodies may be either on-going or established for a particular purpose. Examples of on-going bodies are the Confederation of Australian Motor Sport (CAMS) and the Council of ACT Motor Clubs (CACTMC). An example of a body established for a particular purpose is the meeting of National Meeting (Natmeet) delegates following each Natmeet.
2. Club representatives fulfil an important role in Club activities and their contribution to the Club is recognised and valued. For the purpose of this By-law, the Club does not however distinguish between a delegate, a representative, a spokesperson, or any similar title. All are considered to be the same, and the principles under which representation occurs are the same. For uniformity, the term 'representative' is used in this By-law.
3. Position descriptions for most on-going representatives are contained in By-law 16 "*Position Descriptions for Club Committee Members and Club Officials*".
4. A Club member who is not a Committee member may not represent the Club unless he/she has been formally appointed by the Club Committee. Such an appointment will normally be advised by the Club Secretary following a Committee meeting at which the appointment has been confirmed and any particular guidelines determined.

### **Responsibilities of Club Representatives**

5. In fulfilling their responsibilities, Club representatives are required to:
  - a) **Represent** the interests of the Club. Where there is any doubt as to the Club interest, the matter must be referred to the Club Committee through the Secretary. Once a position has been stated by the Club Committee or by a Club Committee member on behalf of the Committee, then this is the Club position until or unless it is further reviewed.
  - b) **Communicate** all material matters to the Club Committee through the Secretary within a guidance period of 7 days of a meeting or decision that affects the Club. This includes forwarding to the Secretary copies of meeting minutes and any other material matters within a guidance period of 7 days of their receipt.
  - c) **Consult** with the external body and the Club Committee on any matter relevant to the Club's interests.
6. Club representatives are not authorised to commit Club resources without the prior approval or direction of the Club Committee.

## **By-law No 16 - Position Descriptions for Club Committee Members and Club Officials**

1. Being a Club Committee member or other Club official, as defined in this By-law, requires a commitment to assist in the Club's administration. Club Committee members and officials are the Club's principal decision-makers and are essential for the good governance and administration of the Club.
2. Under the Club Constitution, Committee members are elected at each Club AGM or may be appointed by the Committee to fill a vacancy. Other Club officials are appointed by the Committee following a request for nominations after each AGM or to fill a casual vacancy.
3. The Committee positions are prescribed in Part 3 of the Club Constitution. These positions are President, Vice President, Treasurer, Secretary, and three ordinary Committee members.
4. The Committee positions of President, Vice President, Treasurer and Secretary constitute the Club Executive. The particular powers and responsibilities of the Club Executive are prescribed in the Club Constitution. Club Executive positions may not be shared. That is, only one individual may be appointed to a particular Club Executive position. All other Committee and Club official positions may be shared by two or more eligible persons in a job-share arrangement.
5. There is some flexibility in the duties of non-Executive Committee and Club Official positions depending on the interests of members who wish to assist. The position descriptions detailed below are designed to describe what each position is to do or be responsible for; not how the responsibilities of the positions are to be undertaken.
6. Every effort has been made to ensure that the position descriptions are complete noting that the needs of the Club will evolve over time and there may have been an oversight. Should a matter emerge that has not been included, or the description is considered inadequate, then the Club member identifying the omission or error should immediately draw that matter to the attention of the Club Secretary. The Secretary will then present the matter for the consideration of the Committee

### **Position Descriptions for the Club Committee**

#### President

7. Status: Committee-Executive.
8. Role: Club leader.
9. Responsibilities:
  - a) Club leader, responsible for overseeing the management of the Club providing guidance, ideas and facilitating communication.
  - b) Chair Club General Meetings and Committee meetings.
  - c) Official spokesperson for the Club.
  - d) Manage Committee business
  - e) Ensure that the Club and Committee adhere to the Club Constitution and By-laws.
  - f) Ensure that the Secretary (as Public Officer) submits the required annual return to ACT Registrations Authority.

- g) Along with the Vice President, Secretary and Treasurer, is an authorised signatory for Club expenditures.
- h) Consult as required to determine the Club member to be awarded the Garry Quayle Clubman Trophy.

### Vice President

- 10. Status: Committee-Executive.
- 11. Role: Deputy to the Club leader. Assists in the management of key Committee functions and special projects.
- 12. Responsibilities:
  - a) When required, deputise for the Club President
  - b) Assist and advise in the oversight of key projects or matters affecting the good governance of the Club
  - c) May assume other particular, non-Executive roles in the Club
  - d) Along with the President, Secretary, and Treasurer, is an authorised signatory for Club expenditures.
  - e) Regularly attend Committee meetings and assist the Committee in the administration of the Club.

### Secretary

- 13. Status: Committee-Executive.
- 14. Role: Principal point of contact for Club members and persons and organisations external to the Club. Responsible for all official correspondence and records.
- 15. Responsibilities:
  - a) Perform the function of Club Public Officer as required under the ACT Associations Incorporation Act 1991.
  - b) Prepare agendas and take minutes of all Committee, Ordinary General Meetings and Annual General Meetings, and ensure they are circulated as quickly as possible (preferably within 3 days).
  - c) Clear the Club mailbox and keep a record of all correspondence in and out. File documents as required.
  - d) Keep updated records of all insurance policies and affiliation documents.
  - e) Ensure that a copy of the Constitution and Club By-laws is available at all Committee and Club meetings.
  - f) Act as membership coordinator, and be responsible for ensuring all membership applications are processed. Produce membership cards as required and update the membership application forms annually, ensuring copies are available both on the website and on request.
  - g) Maintain the Club database and forward an extract to Committee members and relevant Club officials who require it, each month.
  - h) Keep membership information current on the Club website.
  - i) Maintain the Club history and ensure that copies of the Club magazine *Tappet Chatter* are bound and preserved each year
  - j) Along with the President, Vice President and Treasurer, is an authorised signatory for Club expenditures.
  - k) Regularly attend Committee meetings and assist the Committee in the administration of the Club.



### Treasurer

16. Status: Committee-Executive.

17. Role: Responsible for the processing and record-keeping of the club's financial affairs.

18. Responsibilities:

- a) Collect payments due and pay correctly presented invoices.
- b) Track and report all income and expenditure.
- c) Provide a financial statement at each Committee and Ordinary General Meeting and an audited, detailed financial report at each Annual General Meeting.
- d) Arrange the independent audit of all Club accounts prior to each Annual General Meeting.
- e) Maintain the Club Asset Register
- f) Liaise with the Club's financial institution regarding Club bank accounts. Hold the Club cheque book.
- g) Following liaison with the Committee, ensure that the Club's investment account is appropriately managed and reinvested.
- h) Liaise with the Editor concerning advertisers and the submission of invoices for advertising in *Tappet Chatter*
- i) Along with the President, Vice President and Secretary, is an authorised signatory for Club expenditures.
- j) Regularly attend Committee meetings and assist the Committee in the administration of the Club.

### Committee Member (three positions)

19. Status: Non-Executive Committee-member

20. Role: Responsible to support the functioning of the Club Committee in its role of managing the business and affairs of the Club.

21. Responsibilities:

- a) Provide support and advice to the Club Executive and Club Committee.
- b) Undertake particular roles or responsibilities as agreed with the Club President

### **Position Descriptions for Principal Club Officials**

#### Social Coordinator

22. Status: Committee or non-Committee.

23. Role: Responsible for the planning and coordination of the Club's social events.

24. Responsibilities:

- a) Work with the Committee to plan and coordinate all Club social events.
- b) Oversee the Club's annual presentation dinner and presentation of Club trophies.
- c) Liaise with the Club webmaster to maintain the Club's calendar of social events on the Club website and ensure that social events are appropriately promoted within the Club.
- d) Provide a social report for each edition of *Tappet Chatter*.
- e) Liaise with the Motor Sport and Display Coordinators concerning social events where there may be an overlap with other events.
- f) Manage social events within any approved budget.

- g) As appropriate, recommend to the Committee the Club member(s) to be awarded the Navigation Trophy.
- h) Attend Committee or other meetings as required.

#### Motor Sport Coordinator

25. Status: Committee or non-Committee.

26. Role: Responsible for the planning and coordination of the Club's motor sport events.

27. Responsibilities:

- a) Work with the Committee to plan and coordinate Club motor sport events.
- b) Arrange for the necessary permits and insurances prior to any motor sport event, and provide an advice to the Committee that appropriate permits and insurances are in place prior to any event.
- c) Liaise with the Club webmaster to maintain the Club's calendar of motor sport events on the Club website and ensure that motor sport events are appropriately promoted within the Club.
- d) Provide a Sporting Report for each edition of *Tappet Chatter*.
- e) Manage motor sport events within any approved budget including the collection of entry fees and the prompt forwarding of monies collected to the Treasurer.
- f) Liaise with the Social and Display Coordinators concerning Motor Sport events where there may be an overlap with other events.
- g) Act as the Club's primary delegate to CAMS.
- h) As appropriate, recommend to the Committee the Club member(s) to be awarded the Nifty Octagon Trophy, the Steering Wheel Trophy and the Ken Lockwood Trophy.
- i) Attend Committee or other meetings as required.

#### Display Coordinator

28. Status: Committee or non-Committee.

29. Role: Responsible for the planning and coordination of the Club's major display events.

30. Responsibilities:

- a) Work with the Committee to plan and coordinate Club display events including the Club's annual Concours d'Elegance.
- b) Arrange for any necessary permits and insurances prior to any display event, and provide an advice to Committee members that appropriate permits and insurances are in place prior to any display event.
- c) Liaise with the Club webmaster to maintain the Club's calendar of major display events on the Club website and ensure that display events are appropriately promoted within the Club.
- d) Liaise with the Social and Motor Sport Coordinators concerning Display events where there may be an overlap with other events.
- e) As required, provide a display report for *Tappet Chatter*.
- f) Manage display events within any approved budget.
- g) As appropriate, recommend to the Committee the Club member(s) to be awarded the Don Brown Trophy, the Magic Midget Trophy and the Founders Trophy.
- h) Attend Committee or other meetings as required.

#### Editor

31. Status: Committee or non-Committee.

32. Role: Responsible for the production of the Club periodical (magazine), *Tappet Chatter*.

33. Responsibilities:

- a) Produce the Club magazine *Tappet Chatter* in accordance with the Club By-law 11.
- b) As required, liaise with the Committee about the information to be included in *Tappet Chatter*.
- c) Encourage contributions to *Tappet Chatter*.
- d) Liaise with the Treasurer concerning advertisers and the submission of invoices for advertising in *Tappet Chatter*.
- e) Attend Committee or other meetings as required.

### **Position Descriptions for Other Club Officials**

#### Delegate to the Confederation of Australian Motor Sport (CAMS)

34. Up to two Club members may be appointed. The primary delegate is the Motor Sport Coordinator. At its discretion the Committee may appoint a second CAMS delegate if it considers this is necessary.

35. Roles and Responsibilities:

- a) Represent, communicate and consult on CAMS matters in accordance with By-law 15.
- b) Act as the primary contact for the Committee and Club members on CAMS matters.

#### Delegate to the Council of ACT Motor Clubs (CACTMC)

36. Up to two Club members may be appointed.

37. Roles and Responsibilities:

- a) Represent, communicate and consult on CACTMC matters in accordance with By-law 15.
- b) Act as the primary contact for the Committee and Club members on CACTMC matters.

38. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Secretary.

#### MG National Meeting (Natmeet) Coordinator

39. Roles and Responsibilities:

- a) Responsible for the planning and coordination of the Club's involvement in the MG National Meeting.
- b) Liaise with the Natmeet host club to obtain and provide information relevant to the Club.
- c) Advise the Committee of any Natmeet matter which might affect the Club
- d) Distribute Natmeet Bulletins and any other relevant Natmeet information to members, normally through *Tappet Chatter*.
- e) In liaison with Club Editor, forward copies of *Tappet Chatter* and other relevant information to the host club for the Natmeet magazine competition.
- f) Act as the primary contact for the Committee and Club members on Natmeet matters.

40. It is desirable that the Natmeet Coordinator also be appointed as the principal Natmeet Delegate where such an appointment is made.

41. In the event that a Club member is not appointed to the Natmeet Coordinator position, the roles and responsibilities of the Natmeet Coordinator will be undertaken by the Club Secretary.

#### Club CRS Registrar

42. Up to two Club members may be appointed.

43. Roles and Responsibilities:

- a) Manage and coordinate, on behalf of the Committee, the Club's responsibilities to the CACTMC for CRS vehicles in accordance with By-law 17.
- b) Act as a signatory for Club applications for CRS registration.
- c) Provide a monthly report to the Secretary, as an update, of vehicles that are managed under Club CRS arrangements.
- d) Provide advice to, and be the primary contact for, Club members on CRS matters.
- e) Be the primary contact for the Committee on CRS matters.

44. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Secretary.

#### Manager of the Club Website

45. Roles and Responsibilities:

- a) Manage the website for the Club including its domain name.
- b) Organise content onto the website and regularly update the website as relevant information is provided.
- c) Provide advice to, and be the primary contact for, Club members on Club website matters.
- d) Be the primary contact for the Committee on Club website matters.

46. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Secretary.

#### Manager of Club Regalia.

47. Roles and Responsibilities:

- a) Manage the Club's regalia
- b) Coordinate the purchase and sale of Club regalia.
- c) Undertake an annual stock-take of regalia in conjunction with the Treasurer or other member of the Club Executive.
- d) Provide advice to, and be the primary contact for, Club members on regalia matters.
- e) Be the primary contact for the Committee on regalia matters.

48. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Treasurer.

#### Manager of Club Library

49. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Secretary.

50. Roles and Responsibilities:

- a) Manage the Club's library
- b) Coordinate the purchase, receipt and registration of Club library items.
- c) Manage the loan of Club library items to Club members.

- d) Undertake an annual stock-take of the library in conjunction with the Treasurer or other member of the Club Executive.
- e) Provide advice to, and be the primary contact for, Club members on Club library matters.
- f) Be the primary contact for the Committee on Club library matters.

#### Manager of Club Suppers

51. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Social Coordinator.

52. Roles and Responsibilities:

- a) Manage and coordinate the provision of suppers at the Club's monthly meetings and AGM.
- b) Receive and account for monies paid by Club members for suppers.
- c) Be the primary contact for the Committee on supper matters.

#### Manager of Club Equipment

53. Up to two members may be appointed to manage Club equipment. Where more than one is appointed, each manager is to be assigned specific equipments.

54. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Secretary.

55. Roles and Responsibilities:

- a) Manage the bookings, storage and maintenance of the Club's equipment including the car trailer.
- b) Manage the receipt of administration fees associated with Club member use of the car trailer.
- c) Undertake regular serviceability inspections of Club equipment and report any maintenance issues to the Club Secretary or Treasurer for approval to repair/replace.
- d) Make recommendations to the Committee regarding the purchase of new equipment the meet Club member needs.
- e) Undertake an annual stock-take of equipment in conjunction with the Treasurer or other member of the Club executive.
- f) Provide advice to, and be the primary contact for, Club members on Club equipment matters.
- g) Be the primary contact for the Committee on Club equipment matters.
- h) Authorise the loan of Club equipment to Members, ensuring that Members are aware that they are responsible for any loss or damage to Club equipment except where such equipment is being used in support of a Club event.

#### Manager of *Tappet Chatter* Distribution

56. In the event that a Club member is not appointed to this position, the responsibilities will be undertaken by the Club Editor.

57. Roles and Responsibilities:

- a) Manage the distribution of the Club magazine *Tappet Chatter*.
- b) Liaise with the Club Secretary and the Editor to undertake the distribution of *Tappet Chatter* in accordance with a list provided each month by the Secretary.
- c) Submit Australia Post accounts for payment to the Treasurer.

- d) Provide advice to, and be the primary contact for, Club members on *Tappet Chatter* distribution matters.
- e) Be the primary contact for the Committee on *Tappet Chatter* distribution matters.

# **By-law No 17 - Club Management of the ACT Concessional Registration Scheme**

## **Introduction**

1. The Australian Capital Territory (ACT) has a Concessional Registration Scheme (CRS) available for vehicles that are classified as veteran, vintage or historic. Registration of these vehicles is considered conditional under the *Road Transport (Vehicle Registration) Regulations 2000*.
2. The CRS allows vehicles that are more than 30 years old to be registered under special conditions if the registered owner requests such registration, and the vehicle and owner meet certain eligibility requirements.
3. The management of the CRS involves three parties: (1) the ACT government department or agency responsible for vehicle registrations (2) the Council of ACT Motor Clubs (CACTMC); and (3) the Club.

## **Limitation of Club Authority**

4. An instruction or By-law of the MG Car Club Canberra is subordinate to any law, restriction or requirement of the ACT government or any organisation or person that is properly authorised to issue an instruction concerning the CRS. The Club is a participant, not an authority or principle regulator of the CRS scheme. If a member has a dispute with the administration of the scheme they should refer it to the Club Secretary in the first instance.

## **Aim of By-law**

5. The aim of this By-law is to describe how the CRS is administered within the Club.

## **Responsibilities**

6. Club responsibilities. The principle requirement for the Club is that it be affiliated with the CACTMC. While it is not anticipated or intended that a situation will arise where the Club becomes un-affiliated; if this does occur Club members will be advised by email from the Secretary and through the Club web site and the Club magazine.
7. The Club responsibilities are to:
  - a) Be affiliated with the CACTMC.
  - b) Pay affiliation fees to the CACTMC by the due date.
  - c) Certify that Club members who wish to participate in the CRS are financial members of the Club.
  - d) Certify that the relevant vehicle is eligible (that is, it is more than 30 years old and has not been significantly modified).
  - e) Authorise, if appropriate, use of a CRS vehicle where the intended use requires Club approval.
  - f) Ensure that members participating in the scheme are aware of the scheme guidelines.

8. Member's responsibilities are to:

- a) Be a current member of the Club in a membership category that allows for Club CRS administration.
- b) Present the vehicle and vehicle log book for inspection as required by the Club.
- c) Operate the vehicle within the published guidelines.
- d) Advise the Club CRS Registrar within 14 days of any change in circumstances (eg the sale or disposal of a vehicle, a significant modification to a vehicle, an intent to allow registration to lapse, or a transfer to full registration).

### **Guidelines covering the use of a CRS registered vehicle**

9. A CRS registered vehicle may be operated:

- a) At all *Club Events* and *Club Other Events* publicised in the Club magazine or on the Club website under these categories of event
- b) For test runs, including maintenance checks, within a 40km radius of the place where the vehicle is normally garaged or stored; or where it has been repaired. There are two aspects of usage allowed under the test run category.
  - i. Mechanical – where the vehicle is used specifically to test its mechanical state or in order to have work done on the vehicle; and
  - ii. Private – where as part of the program of keeping the vehicle roadworthy the vehicle is used for some private purpose such as a recreational outing or a visit to friends.
- c) At any other event or for any other purpose that has been approved by the Club. Applications for such use are to be made by Club members to the Club CRS Registrar.

10. A CRS registered vehicle may not be operated for hire or reward. This does not however normally preclude the operation of a vehicle for a charity or similar event where there is no personal reward for the Club member.

11. CRS vehicles operated by Club members must carry and maintain a log book that records all occasions of vehicle use. As a minimum the log book must record: driver's name, date of use, journey purpose, journey start location, and journey start and finish mileage/km. A correctly completed vehicle log book must be produced if demanded by an authorised Club official.

### **Control of Club CRS forms**

12. Club CRS forms are used to authenticate the eligibility of a car and Club member to participate in the scheme. They are submitted with vehicle registration forms for vehicle registration purposes. The forms are managed as a Club controlled document. This means that they are numbered and accounted for by the Club CRS Registrar.

13. Club members may not copy or reproduce Club CRS forms for any purpose, nor may a Club member submit a CRS form to the motor registry that has not been duly processed by the Club.

### **Process for establishing a new CRS registration**

14. Club members who wish to establish a new CRS registration should contact the Club CRS Registrar. Contact details are maintained on the Club website and in the Club magazine. If a Club member is unable to contact the Club CRS Registrar; he/she should contact the Club Secretary.



15. Club members requesting a new CRS registration will be required to present their vehicle for Club inspection. The inspection will be used to establish eligibility of the vehicle and the Club member to participate in the scheme. Accordingly, the following should be presented at the inspection:
  - a) If applicable, current vehicle registration documents and/or proof of ownership
  - b) The vehicle log-book that will be used for the vehicle
16. When the vehicle and member are confirmed as eligible, a Club CRS form will be completed, signed, stamped and handed to the Club member. At this point, the scheme and the Club's requirements of the Club member concerning CRS will also be discussed.

### **Process for renewing a Club CRS registered vehicle**

17. Club members wishing to renew a Club CRS registered car are expected to bring the vehicle registration renewal notice and a copy of their log book to a monthly meeting of the Club. Details of the date, location and time of Club monthly meetings are on the Club website and in the Club magazine.
18. CRS renewals will be processed by the Club CRS Registrar or Club Secretary at each Club monthly meeting.
19. Should a Club member not be able to attend a Club meeting for any reason; they should contact the Club CRS registrar or the Club Secretary. Special arrangements will be made if there are circumstances that preclude the member's attendance at a monthly meeting.

### **Conclusion**

20. CRS registration is a benefit of Club membership but the Club and its members have very particular responsibilities in the scheme. Club members who have a CRS registered vehicle have a responsibility to the Club to meet their requirements as detailed in this By-law.
21. Club members must also meet any requirement of the ACT government or any organisation or person that is properly authorised to issue an instruction concerning the CRS. If there is any inconsistency between this By-law and a policy or instruction issued by an agency of the ACT government; then this By-law is subordinate.
22. The Club has a large number of CRS-registered vehicles and the needs of the Club volunteers who administer the scheme are best met, for renewals, by processing them at Club monthly meetings. Exceptions will be managed to meet Club and Club-member needs.

## **By-law No 18 - Guidelines for Club Expenditure in Special Circumstances**

1. There are occasions when consideration may be given to expending Club funds in relation to the special circumstances of a Club member or Club member's family. These occasions include, but are not limited to:
  - a) A special celebration involving a member such as a wedding.
  - b) The serious illness or hospitalisation of a member.
  - c) The death of a member.
2. The aim of this By-law is to provide general guidance to the Committee on the appropriate expenditure of Club funds in relation to these special circumstances. Each occasion and each circumstance will be different, and may therefore have a different outcome. These guidelines will however inform Club-member expectations and should also deliver a consistent consideration of this sensitive matter by the Club Committee.
3. Where a \$ value has been suggested as a guide, it is a 2014 value. The Committee may apply a reasonable CPI/indexation to the amount in subsequent years.

### **Special celebrations**

4. Births, birthdays, wedding anniversaries and similar personal events will not normally be recognised with Club expenditure. A wedding or similar very special occasion of an active Club member may be recognised in the form of a card or similar to a value not exceeding \$20.

### **Serious illness or extended hospitalisation**

5. The Committee may consider expenditure for Club members who have a serious illness or are hospitalised in relation to a serious illness for more than a week, in the form of a card, fruit bowl, flower arrangement or similar, to a value not exceeding \$100.

### **The death of a member**

6. Past-members of the Club will not normally be recognised with Club expenditure. In the event of the death of a current member, the Committee will normally consider expenditure for a card and flowers at the funeral to a value not exceeding \$100. If the deceased was a Life Member, as guidance, the limit may be increased to \$150.
7. If the family of the deceased Club member has expressed a wish for donations to a recognised cause or charity instead of flowers, then a similar cash donation amount may be considered appropriate to donate to the nominated charity.

### **Other special occasions**

8. There may be other special occasions which arise from time to time such as, but not limited to, the death of a member's immediate family member. In such circumstances the Committee will exercise judgement as to what action should be taken, but in most cases either a letter or a card would be considered appropriate.

## **By-law No 19 - Form for the Nomination of Persons for Election to the Club Committee**

1. Part 3 of the Club Constitution includes details of the powers, composition, and procedures for the election of Committee members.
2. With regard to the election of Committee members:
  - a) Only Eligible Members of the Club may be elected or appointed as a Club official [or to the Club Committee]. By-law 1 refers.
  - b) Nominations must be made in writing on the prescribed form. Refer to Annex A to this By-law.
  - c) Eligible Members may nominate for more than one Committee position.
  - d) Once an Eligible Member is elected or appointed to a Committee position, he/she is ineligible to be elected or appointed to any other Committee position.
  - e) Committee positions shall be elected in the following sequence: (1) President, (2) Secretary, (3) Treasurer, (4) Vice President, (5) Ordinary Committee member No1, (6) Ordinary Committee member No 2, and (7) Ordinary Committee member No 3.
3. Annex A to this By-law is the prescribed form for the nomination of an Eligible Member for election to the Club Committee. It must be completed and signed where required, and lodged with the Club Secretary not later than the commencement of the Annual General Meeting at which the election is to take place.

**MG CAR CLUB CANBERRA Inc**

**NOMINATION FOR COMMITTEE**

I nominate ..... for the Committee  
position of:

- President
- Secretary
- Treasurer
- Vice President
- Ordinary Committee member (3 positions).

*Committee positions shall be filled in the sequence above. Delete by drawing a line through the positions that are not nominated for.*

Proposer .....(Name & Membership No)

.....(Signature)

Seconder.....(Name & Membership No)

.....(Signature)

I hereby accept the above nomination.

Nominee.....(Name & Membership No)

.....(Signature).....(date)

## **By-law No 20 - Form for the Appointment of a Proxy at a General Meeting**

1. The Club Constitution allows an Eligible Member to appoint another Eligible Member as proxy by written notice that is given to the Secretary not later than 24 hours before the time of the meeting for which the proxy is appointed.
2. By-law 1 specifies the categories of members who may vote at a General Meeting and/or may hold a proxy vote from another Eligible Member.
3. Where an Eligible Member wishes to appoint a proxy, the Form that is to be used is at Annex A to this By-law.

**MG CAR CLUB CANBERRA Inc**

**FORM FOR THE APPOINTMENT OF A PROXY**

I ..... (name of Club member) being a member of the MG Car Club Canberra Incorporated eligible to vote, hereby appoint

Tick one of the following boxes

Chairperson **OR**  .....(name of Club member)

to be my proxy at the General Meeting of the MG Car Club Canberra Inc to be held on ..... (date of meeting) or any adjournments thereof.

**A.** This form authorises my proxy to vote on my behalf on all matters as he/she thinks fit  
**OR**

**B.** This form authorises the proxy to vote on my behalf as he/she thinks fit on the following matters only:

.....  
.....  
.....

[Specify the matters and any limitations on the manner in which you authorise the proxy to vote.]

**OR**

**C.** In relation to the following matters I direct my proxy to vote as indicated:

..... in favour / against / abstain  
..... in favour / against / abstain  
..... in favour / against / abstain

*(Delete by drawing a line through the options above that are not applicable)*

.....(Signature).....(date)

## **By-law No 21 - Management of Club Property**

1. The Club Constitution requires that the Committee make a By-law concerning the acquisition, maintenance, disposal of and accounting for, Club property.
2. The Committee is responsible for the day-to-day management of the affairs of the Club. This includes the routine acquisition, maintenance, disposal of, and accounting for, Club property. In relation to this, Rule 23 of the Constitution requires that a Committee member who has any interest (whether perceived or actual) in any purchase or contract arrangement shall disclose that interest and shall not vote as a member of the Committee in respect of the matter.

### **Acquisition of Club Property**

3. Club property may be acquired to meet the objects and purposes of the Club as defined in the Constitution. An acquisition may not be made without Committee approval and Club Executive authorisation for payment.
4. Club members may recommend the acquisition of items of Club property at a General Meeting or by direct recommendation to the Committee, but what is acquired, the source of acquisition, the source of funds, and the payment method shall be at the discretion of the Committee.
5. The Club Committee is responsible to review the insurance arrangements for all high-value property on the Asset Register not less than annually.

### **Maintenance of Club Property**

6. Property acquired by the Club shall be maintained in a 'fit for purpose' condition or disposed of in accordance with the principles in this By-law. Club members must satisfy themselves as to the 'fit for purpose' status of all Club equipment at time of proposed usage and be fully familiar with the correct operating procedures.

### **Disposal of Club Property**

7. If the Committee determines that any Club property is surplus to the Club's current and future needs, or is no longer 'fit for purpose'; it is to be disposed of.
8. The Committee shall determine the method of disposal and any sale price, if appropriate. As a principle, Club members should be given the first option to purchase Club property that is to be disposed of.

### **Accounting for Club Property**

9. The Club Treasurer shall maintain an Asset Register that details all physical non-current assets owned and controlled by the club that has a value in excess of \$300 or is determined by the Committee to be recorded in the Asset Register for heritage or other reasons.

10. The Asset Register shall be used to assist in conducting a regular assessment of the condition of all club assets. The Asset Register also records and substantiates the existence and location of all club assets for audit and security purposes.
11. As a minimum, the Asset Register shall detail:
  - a) The item.
  - b) Its purchase date and cost or value.
  - c) Its current 'fair value', where 'fair value' is defined as the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.
  - d) Its condition at its last review.
  - e) Its normal location.
  - f) Any insurance arrangements.
12. The Club Asset Register shall be reviewed by the Committee not less than annually, and shall be available for inspection on request from a Club member.