



MG Car Club Canberra Inc.

Club By-laws

(May 2021)

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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.¹
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.

¹ 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

	Ordinary	Family	Honorary	Life	Associate
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

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: \$0
 - 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. Members joining will receive a complimentary Club name badge for each Ordinary Member. The nominated partner in a Family membership will also receive a complimentary Club name badge.
4. One Family membership fee covers all Family Members nominated by the Ordinary/Life member.
5. Partners of Life Members are not required to pay annual membership fees.
6. 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.
7. A member who joins the Club after 1st January in any year shall be liable to pay one half of the annual fee. Members joining after 1st April in any year shall pay 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) Motorsport Australia
 - 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 Reserved

By-Law No 6 Reserved

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 Reserved

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, The MG Car Club Ltd. (UK) and the National E Deposit online portal (for libraries).

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 materiel (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 Reserved

<p style="text-align: center;">By-Law No 13 Schedule of Ordinary General Meetings of the Club</p>

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 Reserved

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 Motorsport Australia 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 Club Management Policy 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 Reserved

By-Law No 17 Reserved

By-Law No 18 Reserved

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.