

## **Oz E Cruisers By-laws and Rules Sept 2007 Version 2**

This document is complimentary to the Constitution of the Club. If a conflict arises between these By-laws and Rules and the Constitution of the Club then the Constitution shall prevail.

**Club Logo:** The complete Club Logo as watermarked and shown on top of page one (1) is the property of the Oz E Cruisers Car Club and any and all subsequent Logo's as approved by Committee from time to time shall be the property of the Club. The Committee shall determine how the Club may use the Club Logo.

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**Alterations and additions:** These Bylaws and Rules may be altered, deleted or added to by unanimous agreement of Committee Members. When a change is made that change must be made available to all Members by the Committee together with an explanation of the reason for the change and seeking feedback from Members. If 10 or more Members oppose the change within 30 days of its publication then the Committee shall call a Club Meeting to discuss the change and resolve the issue with Members. A two thirds majority of those Members who attend the meeting at a vote on a resolution shall be final.

## **Approval of expenditure of Club funds by the Committee.**

**1. Regular expenditure:** There are items of expenditure of a regular nature that are necessary for the smooth running of the Club and approval of expenditure on these individual items is not required by the Committee providing the item is included in the annual Club budget previously approved by the Committee. Some of these regular items are:

- Supper costs for Club Monthly Meetings and other meeting costs
- Newsletter, Application Forms, Constitution and By-Laws printing
- General postage costs
- Internet Expenses and maintenance
- Purchase of regalia
- Social and track events that are a fixed activity in the Club calendar
- Insurance policies' costs.
- State Concours costs
- Professional costs for accounting and auditing
- Affiliation fees

There are other items that are of a regular nature that are not listed above. All these regular events must be detailed in the preparation of the Club's annual budget and approved with the submission of the Club budget. For this process to operate:

- These items are be reviewed annually and re-costed as necessary
- Committee approval of expenditure is required on regular items where the expected cost is the lesser of more than 50% over budget or more than \$500 over budget

**2. Irregular expenditure:** Throughout any year there are requirements for the expenditure of Club funds on an as needs basis. For instance:

- The purchase of hardware/software to support records management, applicable only after thirty financial subscriptions are processed
- Special events approved by the Committee
- Engagement of Consultants not allowed for in the budget
- Equipment failures

These irregular expenditure items require funding approval item by item based on a quotation

obtained for the expenditure. The limits of authority to spend funds on irregular items are:

- Expenditure of less than \$200 requires Treasurer approval
- Expenditure of \$200 to \$500 requires Treasurer plus President or Vice President approval
  - Expenditure of more than \$500 requires a submission to the Committee and the approval by the majority of the Committee.

Any extension of the cost of an item is not permitted without the Committee's approval.

**Club Newsletter:** The content of the Club newsletter is and shall remain the property of the Oz E Cruisers Car Club. The Committee of the Club and thence the Editor of our newsletter shall publish a minimum of six (6) issues of the newsletter in each calendar year. All members shall receive each edition of the magazine provided that they are fully paid up financial Members at the time of publication. Honorary and Life Members shall also be provided with each edition of the magazine. The Editor and subsequently the Committee shall have the power of veto with respect to content, tone and subject matter submitted for publication.

Unless specific arrangements have been made, the Club shall withdraw advertising from the Club newsletter where the advertiser has an outstanding debt with the Club, defined as unpaid 90 days after date of invoice. Should the debt continue to remain outstanding, the Treasurer shall use all reasonable means to recover such debt and once recovered any future advertising by the same advertiser shall be on a paid in advance basis.

The content of the Club newsletter shall provide Members with articles, photographs, future events, new Member details, for sale items, advertising, editorial, and any and all topics related to the Club and/or the Ford marquee.

**Club awards and recognitions:**

The Club makes the following awards and recognitions of service to the Club annually. Members may make nominations for The "King Cruiser" Award and for Club Persons Awards.

Notice of nominations will be published in the forth (4th) edition of the newsletter and completed nomination forms must be received by the Club's Membership Liason officer no later than the Friday before the May General Meeting so that the Committee may decide on the recipients for announcement at the June Annual General Meeting.

**The "King Cruiser" Encouragement Award:** Awarded annually to a Member, not serving on the Committee, who has made an outstanding contribution to the Club over the past 12 months or more. There is a perpetual trophy and a small trophy for the recipient to keep. Recipient decided by the Committee based on nominations received.

**Club Person's Award:** Awarded for excellent service to the Club or a Register over the previous 12 months which is deserving of recognition. Merchandise is the physical recognition of the award. Recipient or Recipients are decided by the Committee based on nominations received.

## **Club Business Meetings**

1. A Club Business Meeting may be held at such time and place as the Committee may appoint and of which will be the first Tuesday of every month
2. The ordinary business of such a meeting shall be:
  - Confirm the minutes of the previous meeting
  - To receive reports and
  - To consider any business or motion of which notice has been given to the Club Secretary prior to the giving of written notice of the meeting.
3. A Member desiring to bring any business before the meeting may give notice of that business in writing to the Club Secretary who shall include that business on the notice calling the next meeting after the receipt of the notice.

**Club Equipment** : In the future such items as club trailers, banners and marquees may be purchased to promote the club and make the attendance and participation of Club events more enjoyable.

## **Club Management Committee (Committee)**

The Committee may comprise the following positions. The following are an overview and listed more detailed in the Constitution.

- **President**: Leadership and direction. Club business matters and Membership support. Public Liason. Club Monthly Meetings. Links to other organisations. Chair formal meetings.
- **Club Secretary**: Agenda and minutes of Committee Meetings. Minutes of Club Monthly Meetings. Club records and correspondence. PO Box matters. Club calendar.
- **Treasurer**: Finance management and records. Payments and banking. Financial reports. Register of club assets. Sponsorship and advertising. GST and income tax returns. Budgets and forecasts. Links to auditor and tax accountants.
- **Membership Officer**: Maintain computerised membership records. Membership information to Committee and Members. Mail-out and collation of information sheets. New member recruitment and dispatch of starter documents. Links to Club Secretary.
- **Events Coordinator(s)**: Planning and management of track events, car shows, driver training and social meetings. Links to CAMS and other associated bodies. Sporting links to other clubs.
- **Merchandise and Sponsorship Officer**: Merchandise and Regalia may be stickers, shirts, key rings etc along with trailers, banners and other specific items pertaining to the advertising and focus of the club. Oversee all designing, tenders for manufacture, as well as distribution to the end purchaser. The Merchandising Director/Sponsorship Director will be compliant to sponsors and amenable to source new sponsorship for the club.

The above Committee positions and responsibilities are subject to change as the needs of the Club evolve. In addition there are a number of Club Coordinators who look after specific Club functions and who report to a specified Committee Member. They are listed in the Newsletter and on the forums.

All positions are valid for a maximum period of 12 months from the date of the election to office.

All positions shall be declared vacant at the expiration of the 12 months from the previous General Election.

A Committee Member shall not hold the same office in Committee for more than 5 consecutive years unless unanimously approved by Committee Members.

The appointment to the positions of the Membership Secretary and Merchandise/Sponsorship officer shall be at the discretion of the President where no nominee is elected.

All Members seeking nominations shall do so in writing on the form or in the thread provided by the Club Secretary during the stated nomination period as advertised in the general forums.

The President shall be the Chairman at all Committee Meetings, the Annual General Meeting, Club Business Meetings and the Club Monthly Meetings. Where the President is unavailable to attend, the Treasurer shall Chair such meetings in the absence of the President.

The President shall hold a casting vote on Committee and in all circumstances shall not cast a vote where there is a clear majority.

The Committee is elected on the basis of it managing the administration of all Club activities, assets, programmes, events, functions, future strategies, compliance, and all other matters that impact upon the viability of the Club consistent with the Club's Constitution.

Members of the Committee shall determine the priorities and agenda consistent with the needs of Members. The President together with two other Committee Members shall be Directors of the company known as the Oz E Cruisers Car Club and shall do everything in their power to ensure that the company complies with all legal statutes and its obligations at law. One Director out of the three being a Club Member may be a non-executive Director i.e. not a Committee Member.

The Treasurer shall be responsible for the integrity of the Club's financial management and reports to the Committee and the Members on a regular basis. Additionally the Treasurer shall provide the auditor with any and all information that may be requested from time to time.

The Club Secretary shall keep a record of all of the following:

- Membership list as provided by the Membership Secretary
- Inward correspondence
- Outward correspondence
- Minutes of Annual General Meetings

- Minutes of Club Business Meetings
- Minutes of Committee Meetings

The Club Secretary shall provide due notice to all Members of these meetings, and such notices shall be in writing in the form and content as required at law and as provided in the Corporations Act.

Where the Club Secretary or Treasurer are not able to fulfill their duties for a period not greater than three consecutive calendar months the President shall pass these responsibilities to a Committee person of his nomination until the next committee election.

### **Club property**

The property owned by the Club shall include all property purchased by the Club over time and shall include not only owned property but also property under the Club's direct care, whether leased, rented, under finance and/or owned outright. The property of the Club, as amended from time to time, shall include the following:

- All bank accounts and investment instruments of negotiation.
- All insurance policies.
- All fixed assets, plant and equipment, trailers and the like.
- All computer equipment, electronic records, video cameras, communication devices, televisions, sound equipment and the like.

The property as described above shall be the responsibility of the Committee directly or through an appointed agent as is necessary from time to time. The use, acquisition and disposal of assets is at the discretion of the Committee, not with standing that any transaction in excess of \$2,000.00 in any one instance shall have the approval of the General Membership through majority vote at a Club Business Meeting.

### **Club Runs**

These are defined as Member activities in common where Members use their cars in a social setting on a pre determined date and time. The basis of Club Runs shall include touring, cruises, travel to motoring events, display days and general meetings. Club Runs shall **not** include, speed trials, drag racing, driver training days, rallies, hill climbs, timed events, endurance trials, or any official competitive event.

The appointed Events Coordinator shall be responsible for all Club Runs, and such runs shall be consistent with the needs and nature of purpose of both the Club as a body and the Members.

## **Code of Conduct for all Members**

Upon applying for and being accepted as a Member of the Club, all Members shall unconditionally agree to the following Code of Conduct:

Overview: The club wishes to foster a responsible, community minded mentality, and as such requires that its members behave in a suitable manner, abiding by all relevant laws and legislation especially when participating in official club events, or whilst displaying official club merchandise. Failure to act in accordance with club guidelines can and will result in sanctions being imposed against individuals where appropriate.

1. A Full Member undertakes to be financial at all times.
2. Any Member shall not behave in a manner that is prejudicial to the conduct and future of the Club or the hosts of our forums that at this time is Australian Ford Forums.
3. All Members shall accept and abide by all directives and requirements of the club Committee as amended from time to time.
4. A Member shall unconditionally respect all fellow Members and in so doing shall not act in a threatening manner be it physical, derogatory and/or otherwise including any and all litigation.
5. A Member unconditionally agrees to support the "Objectives of the Club" as set out in Article 1.4 of the Club's Constitution and shall not act in any way that is or could be seen to be in conflict with this rule. This applies to all Australian Ford Forums Terms and Conditions and any club specific conditions passed from the Committee.  
AFF T&C will apply to all correspondence within AFF. Club T&C will be over and above AFF T&C and will only be applicable when posting in specific club forums after permission and/or policy has been approved and duly noted by AFF administrators.
6. A Member shall not financially benefit from his or her Membership of the Club save and accept where such business enterprise is known and made known to the Committee and forum administrators at the time of the Members application for Membership or thereafter.
7. A Member from time to time may be contracted to provide specific services to the Club by the Committee and/or Forum Administrators and such services shall be provided on the basis of normal commercial terms save and accept where there is a specific agreement in writing between the Member and the concerned official parties prior to the execution of such service.
8. A Member by virtue of his or her Membership acceptance agrees to act as an ambassador of the Club and in the best interests of the Club at all times.
9. A Member shall not make representations for and on behalf of the Club without prior consent from the Committee.
10. Membership of the Club is conditional upon each Member being held accountable for their actions where such actions are found to be in contravention of any and/or all of the above stated requirements.
11. Where a guest is found to behave in a manner that is unacceptable, then the introducing



Member shall immediately remove the guest without question from the function. All invited guests must abide by and advocate the rules of the Club at all times.

### **Code of Conduct for Committee Members**

1. Members of Committee shall not financially and/or materially gain from their Membership of the Committee.
2. Subject to Bylaw "Approval of expenditure of Club funds by the Committee", Members of Committee shall not commit the Club to any expenditure and/or financial liability without first obtaining a minute in writing authorising them to do so unless it is clearly included in an annual Club budget previously approved by Committee.
3. Members of Committee shall not enter into any arrangement wherein a creditor of the Club shall be discharged from their financial obligation no matter what the circumstance may be.
4. Members of Committee shall not speak on behalf of the whole Committee as a governing body without first obtaining a minute in writing authorising them to do so. This includes passing judgments on an issue, passing comments, offering opinions where such acts can and could constitute a representation on behalf of the Committee.
5. Members of Committee's first obligation is to all Members of the Club. Where a Member has an issue that needs to be dealt with, such issue shall be referred to the Committee for further guidance and action. Where such issue is very urgent and/or of a very sensitive nature, such referral shall be to the President in the first instance.
6. Members of Committee shall be issued with written documents including emails originating from Committee. Unless agreed otherwise, such documents are "privileged" and shall remain in the care of the Committee recipient. Unless agreed otherwise such documents shall not be photocopied, duplicated, transmitted electronically, and/or otherwise passed to any other Member or third party without the expressed permission of the Committee by way of written minute.
7. Members of Committee shall be privy to matters and issues that are otherwise not available to other Members and/or the "public domain". Unless agreed otherwise such information shall remain confidential and shall not be discussed with any party outside the Committee structure.
8. Members of Committee shall take care when entering into debate, fostering debate, or soliciting opinions from the Membership not to express opinions which the Committee Member knows to be in conflict with the Committee's position.
9. Members of Committee are expected to represent the Club and to be the Ambassadors of the Club.
10. Members of Committee shall foster a safe and happy environment for the benefit of all Members of the Club.
11. Members of Committee shall not be part of and/or act in a manner that could discredit the Club, any other Committee Person, and/or the Committee as a management body.

12. The President, Vice President, Club Secretary and Treasurer shall have limited authority to act for and on behalf of the Club, as and when necessary. Limits to this authority to act shall be determined by majority vote of the Committee.

### **Compliance of track events with regulations**

**1. CAMS regulated events:** The governing body of motor sport in Australia is the Confederation of Australian Motor Sports (CAMS). The President through the Committee shall ensure that the Club complies with all its rights and obligations of CAMS in the delivery, staging and running of Club events run under CAMS rules and regulations. These responsibilities include, and are not limited to, the safety of persons, property, Occupational Health & Safety of officials, competitors, spectators and Members. Unless stated otherwise, the Club shall comply with all directives laid down by CAMS. All Members of the Club shall unconditionally agree with compliance to these CAMS requirements.

**2. Affiliate run events:** Some Club events run under or with our affiliates do not come under CAMS authority. When the Club attends an event at one of these tracks the Club will ensure that it conforms to all the rules and regulations of the Affiliate Club. Also the safety rules adopted by the Club for such events both in regard to scrutineering of vehicles prior to going on to the track and track behaviour will be set so that the safety standard adopted is no less safe than the rules and regulations set by CAMS.

### **Definitions and Interpretations**

Definitions and interpretations in this document are intended to be the same as in the Club's Constitution.

### **Discipline of Members See Clause 2.3 in the Club's Constitution.**

#### **DISCIPLINE:**

The Committee shall have the power to expel any Club member who, (in a not less than 75% vote of all Committee members), has brought the club into disrepute, or constantly fails to abide by the constitution or protocols set down by this club.

Members who act or who have acted in a manner that is inconsistent with the Club's Constitution and/or these Bylaws and Rules, and/or have through their direct control acted to discredit and/or harm and/or inflict harm verbally or in writing, shall be the subject of disciplinary action from the Committee for and on behalf of the Members of the Club.

Where the Membership Secretary or any committee member receives a formal complaint that clearly sets out the nature, time and parties to the complaint it shall be immediately passed to the President and tabled at the next Committee meeting. The President shall determine if the matter should be dealt with immediately, or referred to the Committee for further investigation and recommendations.

Based on the above provisions, the President and/or Committee by majority vote shall instruct

the Club Secretary to issue a formal letter or email to the defendant of the complaint to “show cause” as to why disciplinary action should not be applied. The defendant has 7 days from the date of the notice to attend at the next Committee meeting. Upon acknowledgement of attendance of the defendant, the Membership Secretary shall place the matter on the agenda of the next Committee meeting.

The defendant is entitled to present to the Committee any material or person in support of his or her position. Should the defendant choose not to attend the next Committee meeting, and/or the defendant does not acknowledge the Club Secretary’s letter then the Committee shall preside over the matter. On the basis that the defendant attends the Committee meeting, the matter shall be either upheld, or dismissed.

The defendant, should the complaint be dismissed, agrees that no further action shall take place between the defendant and the complainant, the defendant and the Committee, and the defendant and the Club, either by civil action, breaches of discrimination and the like, or any other form of litigation whatsoever.

On the basis that the complaint is upheld, the Committee shall preside over a suitable disciplinary action consistent with the nature of the complaint, including a demerit fine, temporary suspension of Membership, and/or expulsion as it sees fit given the circumstances. The action imposed by the Committee shall be presented to the defendant in writing by the Membership Secretary and shall be in effect from the date detailed in the letter.

The defendant has 10 days to lodge an appeal to the imposition by way of notice to the Club Secretary calling for an extra ordinary meeting. Upon receipt of such notice, the Membership Secretary shall advise all Committee Members in writing of the extra ordinary meeting, giving the committee Members a minimum of 21 clear days notice of the meeting.

The meeting shall be chaired by the President and only the topic of appeal shall be put to the Members at the meeting.

The meeting shall be conducted as follows:

- The Club Secretary shall table the original complaint.
- The defendant shall address the complaint.
- The President shall set before the meeting the basis of the disciplinary imposition.
- Members shall vote to uphold or dismiss the appeal by way of majority vote. These are the only matters that shall be discussed at this extra ordinary meeting and there shall be no questions from the floor including cross examination of President, Committee, and/or the Committee Members.

The defendant shall comply with the “no further claims provision” as set out above.

In the case of member complaints from other Club members a special meeting of the committee will be called if and only when the complaint is received within 7 days of the stated offence. It is then the prerogative of the committee to validate the offence or deem that it is fictitious and false. The Committee shall preside over a suitable disciplinary action consistent with the nature of the complaint and/or the provocation of submitting misleading information.

## Guests

All Members are encouraged to introduce their guests at all Club functions, events, sporting activities and the like. Guests attending such functions are the responsibility of the introducing Member and shall act in a manner consistent with the rights and privileges of Membership of the Club.

Where a Member introduces a guest for a Club sanctioned event, the Member shall ensure that the guest signs up with Australian Ford Forums. This rule is provided for the compliance and safety of all Members and guests during all Club activities. Guests without a forum username are not eligible to drive at events unless they have permission from the committee.

### **Management of Physical Property. (See 'Club Property' in the bylaws)**

The Members and Club have invested funds in tools and assets to be used at club events.

These include but are not limited to

- A club trailer
- A club BBQ and associated equipment
- A printed marquee or banners including the Logo
- Jacks and car stands
- Helmets that are available for rental for club runs and events
- Digital Camera and/or Video Camera

The following rules will apply to these assets

1. The Committee shall yearly appoint a Responsible Member to manage the safe keeping of all assets.
2. The Responsible Member shall apply and enforce all of the provisions of the rules set by the Committee that apply to each Club asset.

A copy of the Rules is available from the Club Secretary or the Responsible Member upon request.

3. Above all, the Responsible Member shall ensure the security and safe keeping of assets at all times including, availability, cleanliness, charging and functionality, trailer registration and roadworthy condition of the trailer.
4. The Responsible Member shall develop and hold in safe keeping, a manual that details the labours involved in maintaining operation of the asset.

## **Members addresses and details**

1. For the purposes of correspondence with Members, a Member's address (physical or electronic) that is given by the Member in the application for Membership unless notified to the Club Secretary to the contrary.
2. By applying for membership in the club, members agree not to use other members' personal information for any commercial purpose.
3. It is the individual Members responsibility to ensure that the mailing address and membership details provided are the current address for all correspondence and correct at the time of submission.
4. The Club Secretary shall advise the Membership Officer of any personal detail changes as he or she received such notification of change.
5. Unless stated otherwise, Members details provided to the Club shall be held in accordance with the prevailing laws and the Club's privacy policy.
6. The Club may, from time to time, ask permission of a Member for the disclosure of his or her details for specific purposes.

The authority of the Member to pass on such details shall be issued in writing by the Member and only on receipt of such written notice shall the Club publish a Members details or pass on to a third party.

## Membership

Membership of the Club shall be:

1. Full Membership
2. Temporary Membership
3. Life Membership
4. Honorary Membership
5. Family Membership
6. Affiliate Membership

No persons shall be permitted to become Life or Affiliate Members of the Club, or be relieved of the payment of the regular subscription, except those possessing the qualifications defined in these rules and subject to the conditions and regulations prescribed therein.

1. Full Membership

1. Any person who owns a car as detailed in the model register of these by laws and who is of good character shall be eligible for Full Membership of the Club.
2. Each application for Membership shall be approved or rejected by the Committee.
3. An application for Membership in the form prescribed by the Committee shall be completed by the applicant and sent to the Membership Secretary who shall refer it to the Committee at its next meeting. Upon being satisfied that the candidate is eligible for Membership the Committee shall direct the editor to display the applicants name in the forums as a new Member and the Membership Secretary to formally notify the applicant.
4. An application for Membership must be accompanied with full payment of the Joining Fee.
5. A Full Member shall be entitled to all of the rights and privileges of the Club. These include but are not limited to
  - Purchasing of club stickers and merchandise.
  - Attendance at events with preferential priority on limited places.
  - Have full voting rights.
  - Can serve on the committee if elected.
  - 3 month grace period if between constituent vehicles
  - Joining fee of \$20 is paid for lifetime (this covers merchandise, sticker, etc)
  - Membership fee of \$20 is paid yearly (this covers events and other things)
  - Receive access to purchase Full member specific merchandise, for example a slightly different stickers, shirts etc.
  - Can nominate topics for discussion by the board.
  - Allowed to bring 1 Guest/Public to a meet if you wish (but must nominate prior to event)
  - Will receive subsidised funding for certain events.
6. Full Members are required to comply with the “Code of Conduct for All Members”.

## 2. Temporary Membership

1. A person may become a Temporary Member for a period not exceeding 48 hours upon being introduced by and nominated by two Members and paying the fees and subscriptions payable with respect to such Membership.

2. A temporary Member shall be entitled to all of the rights and privileges of the Club except the right to vote or become a Member of the Committee.

3. A Member of another car Club may be elected a Temporary Member of the Club for a term not exceeding 48 hours at the discretion of the Committee, without payment of any fees.

### 3. Life Membership

1. A person who is a current financial Member and has contributed in a substantial and consistent manner over a period in excess of five (5) years to the furthering of the interests of the Club and its membership may, upon unanimous recommendation of the Committee, be elected to Life Membership of the Club.

2. A nomination for Life Membership must be in writing and the nominator must have had five (5) years of continuous Membership. The application for nomination shall be accompanied by a resume of the nominated persons background in the Club relevant to the Life Membership application.

3. A Life Member shall be entitled to all of the rights and privileges and shall meet all obligations of the Club.

4. A Member invested with Life Membership shall not pay the annual subscription fee.

5. Life Membership may be terminated on the recommendation of the Committee confirmed by a majority vote of the ordinary Members present at a Club Business Meeting.

### 4. Honorary Membership

· The Club Patron and Vice Patron (if any)

A Patron and Vice Patron may be appointed annually by unanimous resolution of the Committee.

### 5. Family Membership

The Club encourages Membership of families, and in particular where siblings are likely to become long standing Members. Family Membership is available to all Ordinary Members on the following basis:

1. The completion of an application form that details the primary Member, the spouse of the primary Member, and the siblings of the Member.

2. The primary Member where Family Membership is applied shall have full voting rights at any meeting.

3. Family Members, other than the primary Member, shall enjoy all rights and privileges excepting voting rights as provided to Ordinary Members.

4. Family Membership shall attract an increased Membership fee as prescribed by the Committee from time to time.

5. Siblings that are in full employment will cease to qualify for family Membership status and are required to apply for Ordinary Membership status. Applications on this basis will not be required to pay joining fees

#### 6. Affiliate Membership

The following persons qualify for affiliated membership: A person with an interest in but may not own a vehicle described in the model registry.

- Can attend events - upon approval by cruise coordinators.
- May buy limited club stickers and merchandise.
- Can suggest limited range of topics for discussion by the board.
- Allowed to bring 1 Guest/Public to a meet with prior approval of the Events coordinator.

The Committee of the Club may grant application for affiliation membership to Members of another Car Club upon such terms and conditions as the Committee thinks fit.

1. The Members of the Club with affiliation membership shall be entitled to all of the rights and privileges rules of the Club except the right to vote or become a Member of the Committee. Affiliation Members are required to comply with the “Code of Conduct for All Members”.

#### Model Registers.

1. The Committee from time to time may agree to the formation of specific Model Registers as long they are included in the following:-

- All E Series Falcon / Fairmont / Futura models and their variants from EA - EL II. (Including Tickford / SVO / BMC cars etc)
- All N series Fairlanes and their variants from NA - NL. (Including Tickford / BMC variants)
- All D Series LTD's from DA – DL
- All XG & XH commercial vehicles.

2. Such Registers shall be formed on the basis of Member interest and focus on models and variants built on the 88-98 Falcon & Fairlane platforms

3. Each Model Register shall have a Register Secretary elected by the Register Members. This position will be forum based only and does not constitute a position on the committee.



4. Where a new Register is to be formed, the Committee by majority vote shall authorise the appointment of a Register Secretary for it.
5. Where a Register Secretary is intending to retire, he or she shall use their best endeavors to fill the position of Register Secretary.

#### Name of Club

1. The Club shall be known as the Oz E Cruisers Car Club.
2. The name as above is intended to be symbolic and shall not be altered from the intention of the Objectives of the Club as set out in the Constitution, save and except for any ASIC, and/or statutory requirements with respect to Corporate compliance.
3. Should the nature of the Club change significantly from the intended purpose, the Ordinary Members through a Special General Meeting may vote for a name change.
4. All Members are to be advised in writing of both the Special General Meeting and the proposal to change the name of the Club.
5. For a name change to take full and final effect the vote can only be carried by a majority of 75% of the total voting Members at that meeting.
6. Where a name change has full and final effect the Club Secretary shall advised all Members of the name change in writing within 14 days of the change taking effect.
7. The Club Secretary shall as soon as practicable advise the Club's bankers, solicitors, committee and/or Trustees, insurers, Register Secretaries and ASIC of the name change.

#### Member joining fees

This fee is an annual fee applied to all persons upon becoming or renewing Membership of the Club. The intention of this fee is to cover administrative and processing costs, including insurance, food and beverages at general meetings and the like.

The membership fee is set and amended by the Committee from time to time and shall where an amendment is made be set before all Members for approval.

Affiliate Members are entitled to a lower membership fee than Full Members.

The Committee at its discretion shall waive the fee where special circumstances justify such action, and shall include:

- Application from Ford Australia for bulk Membership, where such Membership is in the best interests of the Club.
- Honorary Membership.

- Application for membership from sponsors

Applications for Membership shall not be processed unless full payment accompanies such application.

Nomination and voting procedures for Office of the Club

#### 1. Nomination procedures

All positions of Office of the Club shall be vacated on the date of the Annual General Meeting.

Full Members who are financially paid up Members of the Club as at 1st of November and Life Members are eligible to offer themselves for office as follows:

1. All positions on Committee including President, Treasurer, Club Secretary, and other Committee positions shall be declared vacant at the Annual General Meeting.
2. Nominations for a position of Office shall be received in writing by the Club Secretary from 1 November and no later than 30 December in each year.
3. Nominations are to be submitted using the form published in the 'sticky threads' available from FordForums.com.au.
4. Each candidate shall complete the form including the signing by a Nominator and Secunder both of whom shall be financial at the time of executing this nomination form.
5. Nominations shall be published in the following E-newsletter.
6. On acceptance of nomination by the Club Secretary, candidates must undertake to apply the provisions of the "Code of Conduct for Committee Members" even though he or she have not been elected at the time of nomination and they shall apply this code for the duration of the election period and when in Office.
7. Candidates accept that the process of voting, counting of votes, and the declaration of the results are final and that no further claims shall be made against the Club, Full Members, Life Members and/or Committee Members as a consequence of the election process.
8. If more than one Member nominates for a Committee position then Full Members and Life Members will vote for the Member they prefer at the next General Meeting.

If only one member nominates for a Committee position then that Member is automatically elected for the position. (See "Club Management Committee (Committee)" above for limits on number of continuous years a Member may remain on the Committee).

#### 2. Voting procedures

1. To be eligible to vote either in person or by post for Committee positions at an Annual General Meeting Full Members must be paid up Members (monies received by the Treasurer)
2. If any position has more than one candidate then email voting papers and instructions will be sent to all Members with a brief statement from each candidate.
3. All postal votes must be in the Club's PO Box no later than the Friday before a Tuesday Annual Meeting.
4. Where there are two or more candidates for a Committee position the candidate polling the greatest number of votes on the first ballot will be declared the successful candidate.
5. Positions that receive only one nomination will be declared duly elected.
6. The Committee shall appoint a Returning Officer to manage the voting process.
7. The Returning Officer shall appoint a maximum of two Scrutineers to oversee the voting process.

#### Outstanding Monies

The Club does not provide Members with Credit Accounts.

1. Full and Affiliate Members who fail to pay their annual subscriptions by the 1st July in each year shall be deemed to be unfinancial.
2. Full Members who are deemed to be unfinancial shall have all rights and privileges suspended until payment in full is received.
3. Full Members who fail to pay an outstanding subscription by the 1st December shall be suspended from Membership of the Club from that date until payment in full is received.
4. Full Members and sponsors who contract with the Club for the purposes of commercial advertising and the like, are expected to settle such obligations within 30 days from the date appearing on the commercial invoice as issued by the Club.
5. Should the debt to the Club, as described in 4 above, remain outstanding for a total of 60 days from the date invoiced, then the parties shall be considered to be unfinancial.
6. Should a commercial debt remain outstanding beyond 90 days from the date invoiced, the parties shall be suspended from Membership until payment in full is received and the Club may take appropriate action to recover such debt.

## Privacy Policy

### Preamble

The Club values the importance of maintaining the confidentiality and privacy of its Members and suppliers. The Committee shall adhere to the Privacy Act 1988 and subsequent amendments.

Our Privacy Policy sets out to outline in plain English:

- The collection of your personal information;
- How we use and disclosure your personal information;
- The quality of your personal information;
- How you can access your personal information;
- Security of your personal information; and
- How to contact us.

### What we collect and how we collect it

We generally collect personal information directly from you, for example, when you deal with us in person, mail, over the telephone or via our web site. The nature of personal information collected and maintained by us generally comprises information such as your name and address, your contact details (telephone and e-mail address) and Ford vehicle details.

Financial information is held and recorded only to the extent that we require to process your financial transactions with us.

The only purpose that we have in collecting or holding this information is the efficient management of the Club in accordance with the Club's Constitution.

The Club will only record your e-mail address if you send us a message. Your e-mail address will only be used or disclosed for the purpose for which you have provided it and it will not be added to a mailing list or used or disclosed for any other purpose without your consent.

Users are advised that there are inherent risks transmitting information across the Internet. What do we use it for Information is collected for the purposes of establishing and maintaining the data records that allow for the efficient management of the Club and its activities.

We only use your personal information for internal administration and to assist us to identify and inform you of activities conducted by us that may be of interest to you.

We will use reasonable endeavours to prevent the disclosure of your personal

information except to the extent:

- Indicated at the time you supply the information to us or expressly permitted under any agreement with you;
- Required for performance by us of our activities for you;
- Required under compulsion of law or provided in cooperation with any government authority;
- Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.
- We undertake not to sell, rent or trade your personal information.
- Selected personal information may be shared among the Members of the Club unless you notify us otherwise.

#### Accuracy and quality of information

We will use reasonable endeavours to ensure that the information held is accurate and will update our records at the earliest opportunity following notification of any errors or changes.

#### What information does the Club have on me?

On request, you may access personal information collected and held by us. Further, if you believe that your personal information is not accurate, or incomplete, you may request that we make necessary corrections, additions or deletions. In order to do so, we ask that you put your request in writing. Who uses it and is it secure Your personal information will be held in a responsible manner, with access limited to those with a legitimate “need to know”, bona fide officers of the Club or those in the Club with the delegated authority of the Committee.

Any questions, Should you wish to discuss any aspect of this privacy statement, or would like more information on our approach to privacy, please do not hesitate to contact us.

#### Prohibition of use of Club name and address

The Club name, Oz E Cruisers Car Club, is and remains the property of the Club and its Full Members.

1. Members are not entitled to use the Club name without prior written authorisation from the Committee.
2. The Committee shall, from time to time and in the course of carrying out its responsibilities, use the name provided always that no individual Member shall personally gain materially and/or financially by the use of such Club name.

3. The Committee shall not unreasonably withhold the authorisation to use the Club name to an Full Member where such use is determined to be in the best interests of the Club.
4. The Committee in all instances acts as Trustee of the Club name and shall use all reasonable endeavours to apply the name legally and responsibly in carrying out of the Club's general activities.
5. These provisions exclude purchased car stickers, clothing, regalia and publications such as the newsletter, that are by virtue of prior consent already in the public domain.

### Regalia

The Club may from time to time offer Members merchandise that includes the Club Logo. The provision of such merchandise is made on the following basis:

1. The Member shall not take possession of such merchandise until fully paid for.
2. The Member shall not pass the merchandise to any persons other than to other Members.
3. The Merchandising/Sponsorship Officer shall be responsible for the following:
  - The provision of merchandise to Members.
  - The design, development and purchasing of such merchandise.
  - The control of merchandise that may be authorised to be on "consignment" to authorised re-sellers that have prior approval from the Committee.
  - A regular stock valuation submitted to the Treasurer on a quarterly basis.
  - The reconciliation of purchases, sales, and stock holding on a quarterly basis.
  - The development of a marketing plan that provides for seasonal items, disposal sales, internet sales that are outside the Club Membership, special offers, and promotional events such as the All Ford Day.
  - The safe keeping of all working stocks.

### Register of Member's Vehicles

Oz E Cruisers; The Club shall keep and maintain a computer based Register of all cars that are owned and/or in the authorised control of all Members. All Oz E Cruisers members shall respect and show diligence to other clubs and manufacturers.

The Club's primary focus continues to be Fords based on the Falcon and Fairlane platform manufactured between 1988 and 1998, but it also caters for those who, while

not owning such a vehicle, still have some interest in them.

1. The Membership Officer shall develop and maintain a Register as described above.
2. The details of this Register shall not be disclosed to any third party excepting for the use by the Club in the management of the Club's activities.
3. All Members have a responsibility to advise the Membership Officer of any changes they have to the ownership of their cars.
4. All Members accept that their car details shall be made available to the Secretaries, as and when required.
5. Where the Club needs to satisfy a request for the provision of a particular model car, commercially or otherwise, the Member may be approached by the Membership Secretary and the Member has the right to decline such request of use.

#### Register of Members

The Club Secretary, through the Membership Officer, shall keep and maintain a Register of Members in which shall be entered the full name and address of each Member, his category of Membership, date of election to Membership and particulars of all fees and subscriptions paid by such Member.

#### Resignation of Membership

A Member may resign his Membership by notice in writing to the Club Secretary accompanied by payment of all fees, subscriptions and other monies due by him to the Club.

#### Sub-Committees

The Committee from time to time may form special sub-Committees to assist the Committee in the management and further development of the Club. Sub-Committees shall be formed and managed on the following basis:

- The Committee shall vote by majority to the forming of a specific sub-Committee.
- The sub-Committee shall have a Committee Member as its chair.
- The sub-Committee shall enter into a minute book all business and actions agreed and such minutes shall be submitted to the Club Secretary for tabling at a Committee meeting.

Sub-Committees shall provide management assistance of Club business matters such as, but not limited to, sporting events, car shows, finance, Membership, social activities.