



By-laws of the Veteran Car Club of Australia (Victoria) Incorporated

Registration Number A0097964Y
ABN 67 004 366 312
Edition 4, effective from 1 July 2019



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PART 1 — HISTORY OF CHANGES

Version	Date	Details
1	2 June 2011	By-laws adopted by resolution of the Committee.
2	5 April 2013	Revised By-laws adopted by resolution of the Committee.
3	7 August 2017	Major review of the By-laws undertaken by a subcommittee.
4	1 July 2019	Guidelines and the process for awarding honorary life memberships were reviewed and revised.

PART 2 — PREAMBLE

The By-laws are secondary principles that govern the internal affairs of Club. They provide additional procedural detail and guidance for the effective conduct of the Club in line with the objects of the Club. The By-laws are in addition to and not in lieu of the Constitution.

By-laws are rules that the VCCA (Victoria) Committee have officially ratified. All Club members must strictly follow and adhere to them.

Rule 42(2) of the Club's Constitution provides that the Committee may, subject to the Rules of the Constitution and the Act, regulate its own proceedings and make, rescind, alter and revoke By-laws.

All matters in this document are By-laws unless specifically marked as 'Comment'. Comment items are not rules but are designed to provide practical assistance, guidance and recommended procedures.

PART 3 — DEFINITIONS

In this document, the following definitions apply:

- **Authentic Veteran Vehicle** means any mechanically propelled vehicle, motor car, motorcycle, truck or bus as defined by the Victorian *Road Safety (Vehicles) Regulations 2009* or as amended from time to time, the manufacture of which can be verified to have been completed before the first day of January 1919, and which is substantially in the same state with regards to the design and specification as it was when it originally left the manufacturer.
- **Club, VCCA (Victoria) or VCCA (Vic)** means the Veteran Car Club of Australia (Victoria) Incorporated
- **Club Journal** means the official journal of the Club.
- **Club Registrar** refers to the person authorised by the Committee to control the register of member's vehicles, the Club Permit Scheme, the supervision of the vehicle safety examination process and issue of dating certificates.
- **Committee** means the Committee having management of the affairs and business of the Club.

- **Committee Meeting** means a meeting of the Committee held in accordance with the Rules of the Club's Constitution.
- **Committee Member** means a member of the Committee elected or appointed under Division 4 of Part 5 of the Club's Constitution.
- **Eligible Vehicle** refers to a vehicle which is eligible for use under the VicRoads permit scheme.
- **Financial Member** means a current member who has paid any applicable membership dues for the relevant period.
- **Member** means a member of the Club.
- **Permit Holder** means the holder of a club permit.
- **Rally Director** applies to members responsible for the organisation of an event, tour, rally or run.
- **Register** means the register of members kept by the Secretary or nominee.
- **Replica Veteran Vehicle** refers to where the majority of the vehicle is composed of replica components manufactured after first day of January 1919.
- **TAVCCA** means The Association of Veteran Car Clubs in Australia.
- **The Act** means the *Associations Incorporation Reform Act 2012* and includes any regulations made under that Act.

PART 4 — VEHICLE ELIGIBILITY, AUTHENTICITY AND DATING CERTIFICATES

4.1 Vehicle Eligibility

Authentic veteran vehicles are eligible to participate in Club events and are eligible for a club permit under the VicRoads club permit scheme.

4.2 Authenticity

As defined above, a veteran vehicle is a vehicle manufactured before first day of January, 1919. A vehicle, which is primarily composed of parts and components, manufactured for that vehicle and within the period of manufacture of that vehicle, will be regarded as authentic. Vehicles shall be kept as original as possible with the exception of modifications made with the purpose of improving safety. Discretion can be applied to enable remanufactured components to be used if they conform in detail with the original component.

An owner is primarily responsible for demonstrating the authenticity of their vehicle. The Club may require at any time a declaration by the owner that the vehicle is an authentic veteran vehicle, the owner providing adequate information regarding the vehicle and its history. The Committee reserves the right to decline eligibility for a vehicle that it does not consider an authentic veteran vehicle to participate in Club events or to apply for a VicRoads club permit.

Replica veteran vehicles may, at the discretion of the Committee, also be eligible to participate in Club events, and may also be subject to the VicRoads club permit scheme.

4.3 Dating Certificates

Dating certificates are a Club sanctioned certificate specifying the date of manufacture of the vehicle. The dating subcommittee Chairman shall report to the Committee. The duties of the dating subcommittee include informing and making recommendations to the Committee with respect of applications for dating certificates.

All vehicles to be dated shall contain at least five out of seven authentic components: the engine (or power unit, should the vehicle be steam or electric), front axle, rear axle, transmission, chassis frame, cooling system and steering gear. Unless exceptional circumstances exist, the power unit shall have been manufactured by the manufacturer of the vehicle and shall be generally in keeping with the vehicle or should be of a type originally fitted to the vehicle by the manufacturer.

The date of manufacture shall be the year in which the vehicle was assembled at the manufacturer's factory whether as a complete rolling chassis for subsequent body construction. If such a date cannot be ascertained, the date shall be such as determined by the dating subcommittee based upon available information.

Each dating certificate shall identify the vehicle by make and type of vehicle, chassis and/or engine number and any other particular identification data, and shall state that in the opinion of the Club, the vehicle was manufactured during a stated year.

An owner of a vehicle may apply for a dating certificate by making application to the Chairman of the dating subcommittee. The owner shall complete as much as is possible and relevant of the questionnaire relating to the dating application regarding the vehicle and its history and forward it to the Chairman of the dating subcommittee. The dating subcommittee reserves the right to inspect the vehicle including any present or former components and to make any further enquiries which the subcommittee may deem appropriate.

The Club shall issue a dating certificate following a recommendation by the dating subcommittee, or shall inform the applicant in writing the reason(s) for declining to issue such a certificate. The certificate shall state details of the make and type of vehicle, the engine number and any other pertinent identification data and shall state that:

In the opinion of the dating subcommittee of the VCCA (Victoria) and based upon the information provided at the time of issue of the dating certificate, the above vehicle is dated as having been manufactured in the year .../.../... as defined by the Constitution and By-laws of the Club.

The dating certificate shall be prepared and given to the owner. The Club Registrar will keep a record of each dating certificate by updating the Club's Vision 6 database.

A member, whose vehicle has been refused participation in Club events, or a dating certificate, may appeal the decision, in writing to the Committee.

The Club shall act in good faith in relation to authenticity and dating certificates but shall accept no liability whatsoever for claims or disputes, which may arise as a result of its determinations. The Club at its discretion may inform interested parties of the information in a dating certificate.

The dating subcommittee may also be requested to assess the authenticity of a veteran vehicle, and its eligibility to participate in Club events and eligibility for a VicRoads permit application.

PART 5 — COMMITTEE ROLES AND RESPONSIBILITIES

The Committee is elected by the members under the Club's Constitution. Committee and other appointments can be made, and sub-committees can be established under the direction of the Committee, for the purpose of allocation of responsibilities in the running of the Club. Appendix 1 shows the current register of appointments and subcommittees, and this can be changed as required by the Committee.

PART 6 — CALENDAR OF ACTION ITEMS AND DECISION-MAKING

Throughout the Club year there are key decisions and tasks to be undertaken by the Committee. A calendar of action items and decision-making will be maintained by the Secretary. Appendix 2 is the current calendar and this can be changed as required by the Committee.

PART 7 — CLUB MEETINGS AND EVENTS

7.1 Calendar of Events

The Committee will establish a calendar of events, including rallies, Club meetings and other activities for the benefit of members through the year. The calendar of events will be prepared by the events subcommittee under the direction of the Vice-President/Club Captain. The Club journal, website and periodic electronic notification to members shall be used to publicise events.

At least six months before a major rally the events subcommittee shall present for the Committee's approval, an outline plan (including a budget) for the event made in conjunction with the Rally Director. In the case of a national rally run by the Club, organisation and planning shall commence no less than two years prior to the date of the event. Any out-of-pocket expenses incurred by members of the events subcommittee or Rally Director(s) shall be reimbursed by the Club.

7.2 Participation of Club Permit Vehicles

A vehicle on a Veteran Car Club of Australia (Victoria) issued club permit shall not participate in any Club organised event unless:

- a) it is an authentic veteran vehicle or accepted replica veteran vehicle, and
- b) it is in a safe and roadworthy condition.

7.3 Responsibility for the Detailed Organisation of an Event

Within the plan approved by the Committee, the Rally Director shall have complete control and responsibility for the detailed organisation of the event. For the duration of the event, members must obey legitimate instructions given by the Rally Director, or his or her nominated assistants, but may not be required to do anything which is unlawful, against the member's conscience or which was not stated in the published rally plan, except in as much as it may affect the safety of the public, the member, or his or her veteran vehicle.

7.4 Progress Reports

The Rally Director shall report on progress to the Committee and/or events subcommittee. Such a report may be by personal attendance at meetings of the events subcommittee or by way of a written report.

7.5 Financial Management

All monies received by the Rally Director, on behalf of the Club, shall be forwarded to the Club's Treasurer as soon as practicable. At the completion of the event, the Rally Director shall immediately forward to the Treasurer a detailed statement of receipts and expenditure for the event and the Treasurer shall prepare a financial statement of the event for presentation to the Committee.

7.6 Event Report

Within two months of completion of the event, the Rally Director shall prepare a report on the event for presentation to the Committee. Such a report shall include a summary of the event, recommendations to future Rally Directors, and details of any awards decided during the event.

7.7 Rally Planning

The Club conducts events for the use of member's vehicles, and enjoyment of members. A rally manual and checklist have been produced and will be provided to prospective Rally Directors. Major rallies need to be approved by the Committee and the Club's Vice-President/Club Captain will assist in ensuring that adequate assistance and support is provided to the Rally Director.

PART 8 — VICROADS CLUB PERMIT SCHEME

8.1 Signatory to the Club Permit Scheme

The Club has been authorised by VicRoads to operate under the club permit scheme, which commits the Club to ensuring the integrity and the effective operation of the scheme. Members requiring a club permit for their vehicles shall:

- a) obtain a Safety Examination Report from an authorised safety scrutineer appointed by the Club, or a current Roadworthy Certificate, and
- b) complete a VicRoads permit application.

The documents shall be presented to the Club Registrar for signing and stamping with the Club stamp (common seal). The Club Registrar will only sign and stamp the documents for financial members and only for an authentic veteran vehicle or accepted replica veteran vehicle. The member shall then present the safety report and the permit application to VicRoads, which will arrange appropriate third party insurance and issue the car identification number plate, permit label, upon payment of the applicable fee.

8.2 Register of Club Permit Vehicles

The Club will maintain a Register of club permit vehicles operated by its members, and will, within 14 days after a written request to do so by VicRoads:

- a) provide a copy of the current copy of the Register to VicRoads; or
- b) cross-check the Register against records provided by VicRoads and shall notify VicRoads of any discrepancies.

8.3 Notification to a Member of Suspected Safety Issue(s)

If the Club becomes aware that a club permit vehicle operated by one of its members may not be safe for use on the highway, the Club will promptly notify the member of the suspected safety issue(s) and require that any such issues be rectified within 14 days.

8.4 Notification to VicRoads

The Club will promptly notify VicRoads if it becomes aware of or reasonably suspects:

- a) a pattern of incorrect use of a club permit log book by one of its members; or
- b) that a vehicle operated by one of its members under the club permit is not an eligible vehicle for the club permit scheme; or
- c) that one of its members has ceased to be a financial member of the Club; or
- d) that one of its members has failed to restore a vehicle to a safe condition following a notification under 9.3, in accordance with the terms of that notification; or
- e) that a vehicle operated by one of its members under the club permit has been sold or otherwise disposed of and the club permit log book and club permit were not destroyed on disposal as required by the Regulation, and/or the club permit number plates were not removed; or
- f) that a vehicle operated by one of its members under a club permit has been disposed of with the intention of undermining the scheme (e.g. the vehicle has been 'sold' to a friend or relative so that another club permit log book can be obtained, but the vehicle continues to be driven by the previous owner).

PART 9 — SAFETY

Veteran vehicles are typically 100 years old or older and do not benefit from the safety features of modern vehicles. In addition, they travel at slower speeds and everyday road users are unlikely to appreciate the safety limitations of a veteran vehicle.

The Club has a strong emphasis on vehicle safety and safe driving practices for veteran vehicles. The Club's safety policy is at appendix 3.

9.1 Ensuring that a Vehicle is in a Roadworthy Condition

The owner of a veteran vehicle is solely responsible for ensuring that the vehicle is in a roadworthy condition commensurate with the original design of the vehicle and having regards to appropriate safety needs of today's public roads and conditions.

The Club, while offering advice and recommendations on safety matters, accepts no responsibility for the safe condition of any veteran vehicle. Any such advice offered by members of the Club is done so entirely to assist the member in meeting his or her obligations to ensure that the veteran vehicle meets roadworthy criteria appropriate to the individual vehicle.

The Club has established a team of Club safety scrutineers who are available to advise on the safety of a member's vehicles and conduct safety inspections as requested or for the purposes of obtaining a VicRoads club permit.

9.2 Examination of Vehicle

All veteran vehicles owned by members can be permitted by the Club under the current VicRoads permit scheme. Each vehicle to be submitted for a permit shall be examined for safety by an authorised Club scrutineer in accordance with the Club safety policy and checklist, or a Roadworthy Certificate can be obtained.

9.3 Safety Examinations

A safety examination of a permitted vehicle may also be carried out at any time at the request of the owner, or at the direction of the Committee if they consider an examination is warranted as a result of the apparent condition of the vehicle.

Club members are able to make mutually acceptable arrangements with the Club's safety scrutineers for examination of their vehicles at any time for the purposes of maintaining the vehicle in a safe condition.

9.4 Safety Examination Report

A Safety Examination Report shall be completed by the safety scrutineer in quadruplicate, the original being retained by the Club, and copies for VicRoads, the Club's Registrar and the owner. The administration of safety examination requirements shall be the responsibility of the Club's Registrar.

9.5 Certificate of Roadworthiness

A full Certificate of Roadworthiness issued by an authorised tester may be substituted for the Club's Safety Examination Report and copies must be provided to the Club's Registrar.

PART 10 — INSURANCE

Pursuant to Rule 77 of the Club's Constitution, the Committee shall maintain adequate liability insurance for the protection of the Club, the Committee and members. The assets of the Club shall be protected by property insurance. Adequacy of insurance should be reviewed annually and the asset register shall be updated as required.

PART 11 — CLUBROOMS

The Club will arrange for the establishment of clubrooms for the purposes of conducting Club meetings.

PART 12 — CLUB LIBRARY AND ARCHIVING

The Club maintains a library and extensive archives. The Club's library is typically accessible at meetings or by prior arrangement. A Library and Archiving Policy is at appendix 4.

PART 13 — OBLIGATIONS OF MEMBERS/CODE OF CONDUCT

A member of the Club shall at all times:

- comply with the Rules of the Club's Constitution and By-laws
- uphold the values and the integrity of the Club
- act with honesty and integrity
- shall actively promote safe driving practices
- make every endeavour to protect the wellbeing of fellow members, officials, and members of the public
- actively promote participation by new and prospective members who are interested in veteran vehicles
- support the Club in all activities to the best of their time and ability, and assist in the successful running of events by attending as many meetings as possible, either as a participant, spectator, or official
- maintain decorum at all meetings and events.

PART 14 — PRIVACY

As an organisation run solely for the benefit of its members, it is necessary for the Club to gather and maintain a register of personal information relating to its members. Such personal information may include identifiable information, including but not limited to names, residential and mailing addresses, telephone and email contact information.

The Club takes the privacy of its member's information very seriously and as such, strictly limits the use and disclosure of such information. Accordingly, Club members, affiliates and sponsors must not use, sell, rent or share any personal information of other Club members without the prior written consent of the individual member except in the following limited circumstances.

- a) Where such use or disclosure is necessary for the Club to perform its functions pursuant to the Rules of the Club's Constitution and/or By-laws or any other document, regulation or legislation relevant to the activities and functions of the Club.
- b) Where consent has been given to publish the name and contact details of the member in the AVCCA Membership Directory and Vehicle Index booklets.
- c) Where it is reasonable to believe that the disclosure of such personal information is appropriate to comply with the law; to enforce or apply this privacy policy or other policies or agreements; to protect Club members' rights, property or safety; or to protect Club members from fraudulent, abusive, or unlawful use of personal information or material.
- d) If the Club reasonably believes that an emergency involving immediate danger of death or serious physical injury to any person requires disclosure of communications or justifies disclosure of personal information without delay.

The following is strictly prohibited in relation to personal information of Club members.

- a) The use, sale, rental or sharing of any personal information of Club members without the prior written consent of the individual
- b) Providing or transmitting (or allowing any third party to provide or transmit) any written, verbal or electronic communications of any nature that are not sanctioned or otherwise endorsed in writing by the Club's Committee.

Comment — Any breach of the above principle will be dealt with in accordance with the Club's Constitution. Furthermore, the Club reserves the right to refer a breach, where appropriate, to the relevant regulatory or law enforcement body.

PART 15 — JUDGING OF VEHICLES

The Club may undertake judging of vehicles for the purposes of a concours event or the provision of an award. A vehicle submitted for judging must be presented in a safe and roadworthy condition. It shall be the responsibility of the judging subcommittee to draw up required rules for judging.

PART 16 — VEHICLE AWARDS (to be reviewed by a subcommittee)

16.1 Nomination for Judging

A member may nominate to have his or her veteran vehicle be judged with a view to receiving one of the vehicle awards as outlined below. These awards shall be presented at the annual presentation evening of the Club.

16.2 Award of Merit

In addition to the awards listed below, the owners of vehicles nominated for judging may receive an Award of Merit for vehicles receiving 90% of the total possible number of points.

Vehicle Awards	
Best newly restored car or motorcycle	For the best newly restored car or motorcycle
Best veteran car (concours)	For the best veteran car (concours)
Best veteran motorcycle (concours)	For the best veteran motorcycle (concours)
Award of Merit	For vehicles receiving 90% of the total possible number of points
Jean & Ern Cobb Award	For the best vehicle that is in original condition or is a restoration older than 5 years, which has been well maintained and held its appearance

PART 17 — PERSONAL AWARDS

The personal awards shown below may be nominated by resolution of the Committee and if awarded shall be presented at the annual presentation evening of the Club.

Personal Awards	
Ron Hobbs Trophy	Persistence and tenacity in presenting and running a 1 or 2 cylinder vehicle at the RACV 1&2 Cylinder Rally
Bert Lamshed Memorial (Hotchkiss) Trophy	Cold Start Trophy – RACV Midwinter Rally
Gordon Griffiths Trophy	Hard Luck Trophy for not finishing the RACV Veteran Car Club Annual Rally due to mechanical failure
Norm Strack Trophy	Best Lady Driver
City of Frankston Award	Service Award
Apollo Trophy	Most assistance during the year to the Editor of the journal
President's Trophy	Most helpful Club member to the President
First Time Out Badge	Owner award for first time at a Club event in their veteran vehicle
Long Service Award/Badge	Awarded to a member who has made an outstanding contribution to the Club

PART 18 — GUIDELINES FOR THE APPOINTMENT OF HONORARY LIFE MEMBERS

Pursuant to Rule 9(2) of the Club's Constitution, an Honorary Life Member shall be a member of longstanding who has performed outstanding and distinguished service for the Club. The appointment of a member to Honorary Life Membership is the ultimate expression of the Club's gratitude to that member for his or her generous support of the objects of the Club.

18.1 Administration of the Award

The member who wishes to nominate another member for the award of Honorary Life Membership shall complete and submit to the committee a completed nomination form (appendix 5). Acceptance of a nomination will be by a majority vote from the committee.

- The committee may recommend up to two Honorary Life Membership nominations each year to be elected by the members at a general meeting.
- If more than two nominations are received and supported in a particular year, the committee will present these nominations to the members at a general meeting the following year.
- Each committee member may nominate only one member per calendar year.
- The assessment of the nominations will be by a 4 member sub-committee, the members of whom shall be selected by the President. The members of the sub-committee shall be the President and three other committee members who have not been nominated for the award.
- An Honorary Life Membership cannot be awarded posthumously.

An Honorary Life Membership can be rescinded by the committee if the Honorary Life Member commits a serious breach of the Rules of the Club's Constitution or By-laws or has conducted him/herself in a way that is unbecoming according to the principles and values of the Club.

An Honorary Life Member can choose to no longer be an Honorary Life Member, however, they cannot be reappointed as an Honorary Life Member in the future.

Any member who has met the criteria below may, on the recommendation of the committee, be elected an Honorary Life Member at a general meeting.

18.2 Criteria

To qualify for consideration for the award, the member must:

- be highly respected and of unquestioned integrity; and
- be an active and financial member for a period of not less than 15 years; and
- has shown significant initiative, innovation and dedication to furthering the objects of the Club; or
- has demonstrated a continuing involvement and enthusiasm 'beyond the call' in the promotion of the Club, the success of an event(s), and/or the advancement of the veteran motoring movement; or
- has served on the committee or the executive for a significant period of time; or
- has been a chair or member of a subcommittee for a significant period of time and fulfilled a role that was essential to the efficient/effective running and wellbeing of the Club.

18.3 Recognition for the Award

The member who has been awarded an Honorary Life Membership shall receive an Honorary Life Member lapel pin and a framed certificate.

PART 19 — SPONSORSHIP

The Committee may from time to time seek sponsorship of events, or the Club overall. Sponsorship agreements should be in writing, and reviewed and accepted by the Committee and should not give rise to undue conflict of interests, or conflict with other sponsorship or general agreements. Advertising of sponsors should be as agreed with the sponsor and in accordance with written agreements.

Appendix 1



Veteran Car Club of Australia (Victoria) Inc.

Registration Number A0097964Y

Register of Appointments and Subcommittees

Position
President
Vice-President/Club Captain
Secretary
Treasurer
Immediate Past President
General Committee Members (not less than 3 and must not exceed 9)
Club Registrar
Journal Editor
Webmaster
AOMC & Federation Delegates
FIVA Representative (TAVCCA)
Safety Subcommittee Chairman
Dating Subcommittee Chairman
Library and Archiving Subcommittee Chairman
Judging Subcommittee Chairman
Clubrooms Management Subcommittee
Auditor
Honorary Legal Advisor

Appendix 2



Veteran Car Club of Australia (Victoria) Inc.

Registration Number A0097964Y

Calendar of Action Items and Decision-Making

When	What	Who
January	Publish a calendar of events for the year ahead	Vice-President/Club Captain
March	Decisions about the Presentation Evening and trophies to be made	President
April	Committee to undertake a review of the annual subscription fees	Treasurer
April	Presentation evening invitations to award recipients and other clubs (if appropriate)	Secretary
May	Prepare a RACV sponsorship proposal/submission	Secretary
June	Appointments to the Clubrooms Management Committee	President & Committee
June	Confirmation of the appointment of the Auditor at the AGM (if necessary)	President
June	Renew lease for Clubrooms (if necessary)	Clubrooms Management Subcommittee
July	Commence processes for the October AGM	Secretary
August	Seek the intentions of Committee members whose term of appointment will expire at the October AGM	President
August	Call for nominations to be published in <i>Brass Notes</i> (with the nominations form as an attachment)	Secretary
September	Renew insurance policy	Treasurer

September	Notice of AGM with agenda to be published in <i>Brass Notes</i> (with the proxy form as an attachment)	Secretary
September	The reports of the President and Treasurer to be published in <i>Brass Notes</i>	President & Treasurer
October	Notice of nominations received for the Committee, including the draft AGM minutes from the year before, to be published in <i>Brass Notes</i>	Secretary
October	Comply with all reporting obligations to Consumer Affairs Victoria	Secretary
October	Bendigo Swap Meet – the Committee to decide whether to have a stall the following year	Committee
November	Appoint delegates to the TAVCCA, AOMC, Federation and members of subcommittees	President & Committee
November	Events subcommittee to finalise the calendar of events for the following year	Events subcommittee
November	Issue a calendar of Committee meeting dates at the first meeting after the AGM	Secretary
November	New Committee members to be provided with a copy of the Constitution, By-laws and other relevant induction materials	Secretary



Veteran Car Club of Australia (Victoria) Inc.

Registration Number A0097964Y



Veteran Car Club Of Australia (Vic) Safety Policy

The Club Safety Policy is to encourage and support individual responsibility for the safety of Veteran cars and motor cycles which are both:

- 1 Registered on the Club Permit Scheme as a member of the VCCA (Vic)**
- 2 Used in Rallies/tours etc under the auspices of the club.**

The club policy must comply in every way with Vic Roads policy and direction.

A club member will be solely responsible for the safety of his / her car or bike and will sign a declaration to this effect (vehicle safety) each year when renewing his/her subs. In addition, notice of any modification made to a vehicle during that year should be outlined at that time.

Detailed support will be provided by the club for self safety checking through 'Brass Notes' etc.. This will take the form of a simple, easy to follow dot-point check list, with full explanation.

A number of approved club safety check examiners will be appointed to assist with or carry out a safety check at the owner's request.

A safety check by an approved club examiner, or a Road Worthy Certificate by a licensed tester will remain compulsory when a car or bike is entering the CPS for the first time.

As there is no further requirement for a Club safety check once the car or bike is registered, Club

approved Safety examiners will take a more active role in observing the roadworthy and safe state of club registered cars when on rallies etc. They will record and advise a member of any safety issue or deficiency, with the requirement to rectify that issue or deficiency in a specified time frame. A courtesy follow up and check of the rectified issue or deficiency, with a sign off, will take place before that car or bike can be 'Rallied' again, as this is a Vic Roads requirement. Also, any owner who does not make good that safety issue must be reported directly to Vic Roads.

It is important to appreciate that this club is one of the very few vested with the right to carry out its own safety checks. The convenience of this is obvious, particularly when compared to a commercial Roadworthy Tester who is neither sympathetic nor knowledgeable when it comes to Veteran Cars. The Club safety check is free, provided by the club as a service to its members. All safety check examiner work is voluntary.

Responsible trailer use, that is; adequate weight bearing capacity, lighting et-cetera is the owner's responsibility. **The club takes no responsibility for trailer use.** This also pertains to any person acting as tail- end Charlie.

Club approved safety examiners will be available to make an arranged garage/ shed call to assist in any way with safety matters. Their names and contact details will be well published via the club. Also, they are to be registered with VicRoads.

*Brian Hussey
Safety Committee*

Appendix 4



Veteran Car Club of Australia (Victoria) Inc.

Registration Number A0097964Y

Library and Archiving Policy

To be prepared and submitted



Registration Number A0097964Y

Honorary Life Membership Nomination Form

Preamble

Pursuant to Rule 9(2) of the Club's Constitution, an Honorary Life Member shall be a member of longstanding who has performed outstanding and distinguished service for the Club. The appointment of a member to Honorary Life Membership is the ultimate expression of the Club's gratitude to that member for his or her generous support of the objects of the Club.

Process Guidelines

- Each committee member may nominate only one member per calendar year.
- Acceptance of a nomination will be by a majority vote from the committee.
- The committee may recommend up to two honorary life membership nominations each year to be elected by the members at a general meeting.
- If more than two nominations are received and supported in a particular year, the committee will present these nominations to the members at a general meeting the following year.
- The assessment of the nominations will be by a 4 member sub-committee, the members of whom shall be selected by the President. The members of the sub-committee shall be the President and three other committee members who have not been nominated for the award.

Nominee

First Name	
Surname	

Nominator

First Name	
Surname	
I am a financial member of the Veteran Car Club of Australia (Victoria) and I have read the Club's By-laws concerning awarding honorary life memberships. I believe that the above nominee satisfies the criteria for the award.	
Signature	
Date	

Supporting Information

To help in considering the nomination, please tell us a about the nominee under the following headings (where applicable).

1	Detail how the nominee is highly respected and of unquestioned integrity
2	Provide details that demonstrate the nominee has been an active and financial member for a period of not less than 15 years
3	Detail how the nominee has shown significant initiative, innovation and dedication to furthering the objects of the Club
4	Detail how the nominee has demonstrated a continuing involvement and enthusiasm 'beyond the call' in the promotion of the Club, the success of an event(s), and/or the advancement of the veteran motoring movement
5	Detail when the nominee has served on the committee or the executive for a significant period of time
6	Detail when the nominee has been a chair or member of a subcommittee for a significant period of time and fulfilled a role that was essential to the efficient/effective running and wellbeing of the Club
7	Is there anything else you would like to add in support of the nominee?

Please add a separate sheet if required with all other details about the nominee. All nominations are to be forwarded to The Secretary, Veteran Car Club of Australia (Victoria) either by email (secretary@veterancarclub.org.au), hand or post (PO Box 2300, Mount Waverley Vic 3149).