



Constitution and Rules

Aug 2016



The name of the club formed under these rules shall be The Jaguar Drivers Club Hunter Region Incorporated. Registered No. Y 02406-09.

CONTENTS

1.0	OBJECTIVES	1
1.1	Promotion	1
1.2	Encouragement	1
1.3	Friendship	1
1.4	Activities	1
1.5	Meetings	1
1.6	Technical Assistance	1
2.0	MEMBERSHIP	1
2.1	Membership availability	1
2.2	Membership Categories	1
2.3	Voting Rights	1
2.4	Life Membership	1
2.5	Honorary Membership	1
2.6	Membership Applications	1
2.7	Membership Election	2
2.8	Joining Fee	2
2.9	Annual Subscriptions	2
2.10	Membership Transfer	2
2.11	Fees Exemption	2
2.12	Membership Address	2
2.13	Membership Resignation	2
2.14	Membership Termination	2
2.15	Membership Appeal	2
2.16	Forfeit Rights	2
3.0	MEETINGS	3
3.1	General Meetings	3
3.2	Annual General Meeting	3
3.3	Special General Meetings	3
4.0	OFFICE BEARERS	3
4.1	Office Bearers Positions	3
5.0	ELECTION OF OFFICE BEARERS	4
5.1	Office Bearer Nomination	4
5.2	Nomination Ballot	4
5.3	Casual Vacancies	4
6.0	CASUAL VACANCIES	4
7.0	MANAGEMENT	4



8.0	COMMITTEE MEETINGS.....	4
8.1	Committee Meetings	4
8.2	Committee Exclusion	4
9.0	POWERS OF THE COMMITTEE	5
9.1	Make Rules.....	5
9.2	Invitation to Committee Meetings	5
9.3	Club Finances.....	5
10.0	QUORUM	5
11.0	VOTING	5
11.1	Simple Majority Vote	5
11.2	Casting Vote	5
12.0	DUTIES OF THE HON-SECRETARY AND PUBLIC OFFICER	5
13.0	DUTIES OF THE HON-TREASURER.....	5
14.0	ACCOUNTS.....	5
15.0	FUNDS.....	6
15.1	Subscriptions	6
15.2	Bank Account	6
15.3	Distribution of Assets	6
16.0	AUDIT	6
17.0	FINANCIAL YEAR.....	6
18.0	AMENDMENT OF CONSTITUTION	6
19.0	DISSOLUTION	6
20.0	CLUB PROPERTY	6
20.1	Regalia Stock	6
20.2	Library Stock.....	6
20.3	Charge Costs.....	6
21.0	INSPECTION OF BOOKS, RECORDS, DOCUMENTS ETC.....	7
22.0	MEMBERS LIABILITIES	7



1.0 OBJECTIVES

1.1 Promotion

To promote and foster the Jaguar / Daimler marque and car-related sport and activities generally.

1.2 Encouragement

To encourage restoration, preservation and use of all Jaguar motor vehicles and those Daimler motor vehicles built by Jaguar Cars during and after 1960 (referred to hereafter as 'nominated vehicles').

1.3 Friendship

To promote friendship between members of the club socially, in competition and on the road.

1.4 Activities

To promote and engender social activities, exhibitions and club outings

1.5 Meetings

To conduct meetings and classes whereby members may obtain knowledge enabling them to become better drivers, and to maintain their vehicles to a high standard of efficiency.

1.6 Technical Assistance

. To provide technical assistance and reference sources for members of the club.

2.0 MEMBERSHIP

2.1 Membership availability

Membership shall be open to any person(s) interested in furtherance of the objectives of the club.

2.2 Membership Categories

There shall be four categories of membership:

- Full Member, being an individual and/or his/her partner whose application for membership has been accepted and the membership and/or joining fees paid
- Family Member, being a nominated dependent family member (up to 21 years of age) of a full member, whose application for membership has been accepted and the membership and/or joining fees paid
- Life Member – see Article 2.4
- Honorary Member – see Article 2.5

2.3 Voting Rights

Voting rights shall be available to Full and Life Members only.

2.4 Life Membership

Life membership may be conferred on members at The Annual General Meeting provided due notice has been given in accordance with Article 3.2. Life Members shall have voting rights.

2.5 Honorary Membership

Honorary membership may be conferred on non-members by the Committee for a period not exceeding 12 months. Honorary members may only achieve voting rights upon joining the club in the approved manner and paying the prescribed fee(s) in force at the time.

2.6 Membership Applications

Applications for membership shall be in writing and in such form as the Committee shall determine.



2.7 Membership Election

All members shall be elected by the Committee of the club who shall determine the Membership Category.

2.8 Joining Fee

New Members shall be liable for a Joining Fee if such fee has been determined, together with Subscription Rates which shall be determined annually at a Special General Meeting upon due notice having been given. Notice in the club's magazine "The Hub" shall be acceptable proof of such notice, given at least 14 days in advance.

2.9 Annual Subscriptions

All annual subscriptions shall be due and payable on the first day of July on which day the financial year shall commence. Any member whose subscription is unpaid on the last day of July shall cease to be a member. The name of such member shall be removed from the books of the club but may be reinstated by the Committee at its discretion on payment of all arrears. The Committee may excuse a joining fee, if applicable.

2.10 Membership Transfer

A new member who wishes to transfer a membership from another affiliate club of the Australian Council of Jaguar Clubs shall not be required to pay the club joining fee (if any), nor an annual subscription for the remainder of the financial year of transfer, but shall otherwise comply with Article 2.7.

2.11 Fees Exemption

Life members of the Club are exempt from the payment of fees

2.12 Membership Address

Every member shall communicate his or her address to the Hon-Secretary. Such addresses shall be kept in a register of names and all notices sent by post to such address shall be deemed to have been duly delivered on the second day following the day of posting. It shall be responsibility of all members to notify the Hon-Secretary of any change of address.

2.13 Membership Resignation

A member may at any time, by giving notice in writing to the Hon-Secretary, resign membership of the club, but shall continue to be liable for any annual subscription due and unpaid at the date of such resignation. Any such member having discharged all liabilities to the club and wishing to join, may be proposed in accordance with the rules and the Committee may, at its discretion, excuse payment of any joining fee, if applicable

2.14 Membership Termination

If any member shall refuse or neglect to comply with any of the rules of the club or shall be guilty of conduct which, in the opinion of the Committee is injurious to the character or interests of the club, the Committee may call upon such member to make an explanation either in writing or by personal attendance before a meeting of the Committee specifically called for the purpose.

If after considering the matter at such meeting, including the explanation (if any) offered by the member concerned, members of the Committee present are of the opinion that the charge has been sustained, the Committee may, by the affirmative vote of a three-fourths majority, expel such member. The Committee shall advise the member concerned in writing within seven days of its decision, giving its reasons.

2.15 Membership Appeal

A member who has been expelled as aforesaid may, within 30 days thereafter, give notice in writing to the Hon-Secretary, of his or her desire to appeal against the decision. In that case such appeal may be made to a Special General Meeting of the club called for that purpose (see Article 3.3) at which the member shall be given an opportunity to attend and make a statement. After considering such an appeal, such Special General Meeting may affirm or reverse the decision of the Committee by a three-fourths majority of those attending and entitled to vote.

2.16 Forfeit Rights

Any member, in accordance with the rules or otherwise, ceasing to be a member of the club, shall forfeit all such rights to, or claim upon the club, or its property as they otherwise would have, by reason of membership.



3.0 MEETINGS

3.1 General Meetings

General Meetings shall be held monthly, except December. The March and October meetings shall be held in the Upper Hunter, other meetings in the Lower Hunter.

Notices of dates and location shall be determined by the Committee and advice given in the Club Magazine, "The Hub".

A General Meeting held in accordance with this rule shall be chaired by the President of the club or in his absence the Vice-President or by a member of the Committee appointed by the members present and constituting a quorum.

The Meeting shall deal with the following matters:

- i) The Minutes of the previous meeting and matters arising therefrom;
- ii) Correspondence to and from the club and matters arising therefrom;
- iii) The report from the Hon-Treasurer and matters arising therefrom;
- iv) The report from the Social Secretary and matters arising therefrom;
- v) Any other matters of General Business of the club.

3.2 Annual General Meeting

The Annual General Meeting shall be held not later than the last day of August when the Annual Report, Balance Sheet and Auditors Report shall be presented and elections held for the Office Bearers for the ensuing year. The Annual General Meeting shall follow the General Meeting for the month of August. Business of which due notice is required shall be given at least 14 days in advance in the club magazine "The Hub".

3.3 Special General Meetings

The Committee may call a Special General Meeting when any question of importance shall arise or the dictates of business necessitate. It shall be obliged to do so upon receipt of a request in writing signed by 7 voting members of the club for a specifically stated purpose or by a member who has been expelled by the Committee and has duly given notice of his or her desire to appeal to a Special General Meeting (see 2.15).

At least 14 days notice to convene a Special General Meeting shall be given by the Hon-Secretary to all members. The Business of the meeting shall be given and no other business shall be conducted. Notice in the club magazine "The Hub" will be acceptable for this purpose.

4.0 OFFICE BEARERS

4.1 Office Bearers Positions

Office Bearers shall be elected at the Annual General Meeting and shall hold office for a period of twelve months from the date of election. The Executive Committee shall consist of the:

- President
- Vice- President
- Hon-Secretary (The Hon-Secretary shall hold the position of Public Officer)
- Hon-Treasurer
- Social Secretary
- Editor
- Points Secretary

Other Office Bearers may include:

- Events Coordinator
- Delegate to the Australian Council of Jaguar Clubs or its legitimate successor
- Webmaster
- Tools Custodian
- Librarian
- Regalia Officer
- Club Plates Registrar
- Grand Marshall.



5.0 ELECTION OF OFFICE BEARERS

The election of Office Bearers shall take place in the following manner.

5.1 Office Bearer Nomination

Any two voting members of the club may nominate a member to serve as an Office Bearer. Nominations shall be in writing and forwarded to the Hon-Secretary by the July General Meeting and shall be accompanied by a written acceptance from the candidate agreeing to serve if elected. If there is only one written nomination for any one position, that Member shall be declared elected. If there is more than one written nomination for any one position a ballot shall be held.

Nominations shall then be called from the members present to fill any remaining positions vacant in addition to those referred to above. If there is more than one nomination from the members present for any such position, a ballot shall also be held.

5.2 Nomination Ballot

If two or more candidates for an office obtain an equal number of votes a further ballot shall be held restricted to such candidates

5.3 Casual Vacancies

If insufficient further nominations are received any vacant position(s) remaining on the Committee are taken to be Casual Vacancies.

6.0 CASUAL VACANCIES

Any casual vacancy of Office Bearers occurring during the club year may be filled by the Committee and any member so chosen shall retire at the following Annual General Meeting but shall be eligible to become a candidate for Office at such next Annual General Meeting.

7.0 MANAGEMENT

7.1 Executive committee

The management of the club shall be vested in the Executive Committee. See Article 4.

7.2 Chairperson

The President shall be the Chairperson of all meetings except that in his or her absence the Vice-President shall be Chairperson.

7.3 Alternate Chairperson

In the absence of the Vice-President, a voting member of Committee shall be elected Chairperson.

7.4 Office Bearers

Other Office Bearers shall be entitled to attend Committee Meetings upon request, but shall not have the power to vote nor be liable to the attendance requirement following (see 8.2).

8.0 COMMITTEE MEETINGS

8.1 Committee Meetings

The Committee shall meet at such times as are necessary for the proper discharge of club business, and additionally upon a written request from a majority of Committee members giving 14 days notice.

8.2 Committee Exclusion

Members of the Committee failing to attend three consecutive meetings without apology or just cause shall render themselves liable to exclusion from the Committee.



9.0 POWERS OF THE COMMITTEE

9.1 Make Rules

The Committee shall have the power to make, amend and publish any Rules for the better management and control of the Club which shall not be inconsistent with this Constitution. Rules made as aforesaid shall have effect until otherwise determined by the Committee or at an Annual General Meeting or a Special General Meeting of the Club.

9.2 Invitation to Committee Meetings

The Committee shall have the power to invite any other person to attend Committee Meetings who may be of assistance to them in a business, professional, technical or skilled matter, for their advice and guidance, provided that such person shall not be entitled to vote at that meeting.

9.3 Club Finances

The Committee in addition to the powers hereinafter specifically conferred on them, shall have control of the finances of the Club, power to engage, control and dismiss Club servants and all such administrative powers as may be necessary to properly carry out the objectives of the Club in accordance with these rules.

10.0 QUORUM

At Annual General Meetings and Special General Meetings a quorum shall be 20% of the financial, voting members of the club present and at a Committee Meeting, 4 members.

11.0 VOTING

11.1 Simple Majority Vote

Decisions of the Committee or of members at any Special General Meeting or Annual General Meeting, save and except as elsewhere provided otherwise, shall be decided by a simple majority of those present and eligible to vote (refer 2.3-2.6).

11.2 Casting Vote

The President or his Deputy or Member when acting as Chairperson shall have a deliberative, and a casting vote, when motions upon which the voting is equally for and against shall occur.

12.0 DUTIES OF THE HON-SECRETARY AND PUBLIC OFFICER

The Hon-Secretary and Public Officer shall receive and conduct the correspondence of the club, and subject to the jurisdiction of the Committee, shall have custody of all documents belonging to the club. He or She shall keep full and correct minutes of all proceedings of the club, and of the committee and give such notice of matters to be dealt with in accordance with the Constitution and Rules.

The Hon-Secretary shall further be responsible for the custody and safe keeping of the Common Seal. The Common Seal shall be used and affixed to relevant documents as authorised by the Committee. The Hon-Secretary shall, as Public Officer comply with the provisions of the Associations Incorporations Act, 1984.

13.0 DUTIES OF THE HON-TREASURER

The Hon-Treasurer shall pay and keep the accounts of the club and shall make up the Annual Statement of Accounts and Balance Sheet, to the end of June each year, which shall, after Audit be typed and circulated to the members at the Annual General Meeting refer (3.2). Publication in the club magazine "The Hub" shall satisfy this requirement.

14.0 ACCOUNTS

All accounts received by the Club shall be certified by the person responsible for the purchase, then authorised for payment by at least two of the President, Treasurer or Secretary.



15.0 FUNDS

15.1 Subscriptions

The Club shall derive its funds by way of members' subscriptions and joining fees where applicable and relevant associated functions involving members of the club.

15.2 Bank Account

The funds of the club shall be banked in the name of the Club, and the Bank Account shall be operated upon by any two of the President, Vice-President, Hon-Secretary or Hon-Treasurer.

15.3 Distribution of Assets

The Club is prohibited from making any distribution to its members, whether in money, property or otherwise of any asset; provided however that this shall not prevent payment in good faith of remuneration to any officers or servants, or reimbursement of out-of-pocket expenses incurred in carrying out the objectives of the club.

16.0 AUDIT

An Auditor or Auditors who shall not necessarily be a member of the club shall be Elected at each Annual General Meeting, and it shall be their responsibility to examine all accounts, vouchers, receipt books etc., and to furnish a report thereon for The Annual General Meeting. Audits shall be conducted at regular intervals of 12 months.

17.0 FINANCIAL YEAR

The financial year of the Club shall conclude on the 30th day of June in each year.

18.0 AMENDMENT OF CONSTITUTION

The Constitution may be amended at a Special General Meeting convened in accordance with Article 3.3 provided that the amendment is approved by at least three-fourths of the voting members present at the meeting, and provided that this Article shall not empower the club to amend this Constitution in so far as it refers to the provisions set out in Articles 15 (Funds) and 19 (Dissolution).

19.0 DISSOLUTION

The Club shall be dissolved in the event of the membership being less than 7 persons or upon the vote of a three-fourths majority of the voting members present at a Special General Meeting convened to consider such question. Upon dissolution, assets and funds on hand may, after payment of all expenses and liabilities, be handed over to such club or similar association having objects such as are stated in Article 1 of this Constitution or such registered charity as a three-fourths majority of the members present at such Special General Meeting may decide.

20.0 CLUB PROPERTY

20.1 Regalia Stock

The Regalia Secretary shall maintain a register of club property, other than club library items, on loan to members. No member shall take away, or be permitted to take away, club property which has not been so registered. The Regalia Secretary shall also maintain a register of club regalia stock purchases and sales, as well as an inventory of club regalia property held.

20.2 Library Stock

The Club Librarian shall maintain a register of club library property on loan to members. No member shall take away, or be permitted to take away, club library property which has not been so registered. The Club Librarian shall also maintain a register of club library stock purchases, as well as an inventory of club library stock held.

20.3 Charge Costs

The Committee at its discretion may charge costs to any member whose actions have damaged or destroyed club property.



21.0 INSPECTION OF BOOKS, RECORDS, DOCUMENTS ETC.

Any member of the Club shall be entitled to inspect the books, records and documents of the club at a General Meeting, provided that such member gives notice in writing to the Hon-Secretary of the club of his/her desire to inspect such books, records and documents not less than 14 days before the Meeting.

22.0 MEMBERS LIABILITIES

The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club.

This Constitution was presented to the members of the Club at a Special General Meeting held on the Thirty First day of August 2016 and was adopted.

SIGNED:

HON-SECRETARY AND PUBLIC OFFICER.....

DATE :