

Constitution of the Historic Rally Club of NSW and ACT Incorporated

Part 1 - Preliminary

1.1 The name of the Association is Historic Rally Club of New South Wales and Australian Capital Territory Incorporated.

1.2 Objectives.

The objectives of the Club shall be:

- (a) To promote, represent, encourage and support historic rallying within New South Wales and the Australian Capital Territory.
- (b) To organise and conduct rallies and other motoring events to promote the use of historic cars. Such events shall not be limited to sealed roads.
- (c) To promote the celebration of the heritage of and all issues relating to historic trials and rallies of NSW and the ACT
- (d) To collect, preserve, publish and distribute data relative to historic rallying, rallies and trials and the activities of the Club.
- (e) To arrange social gatherings for members.
- (f) To raise money for the advancement of the Club.
- (g) To affiliate with CAMS and co-operate with other car clubs that the members deem appropriate for the advancement of the objectives of the Club.
- (h) To do such things as are incidental or conducive to the attainment of the above objectives.

1.2 Definitions.

In this constitution:

"the Club" means Historic Rally Club of New South Wales and Australian Capital Territory Incorporated.

"the Association" means Historic Rally Club of New South Wales and Australian Capital Territory Incorporated.

"HRC NSW & ACT" means Historic Rally Club of New South Wales and Australian Capital Territory Incorporated.

"CAMS" means the Confederation of Australian Motor Sport.

"historic car" means a vehicle more than 30 years old, or the continuation of a qualifying model; or a vehicle which complies with the definition of historic rally vehicle specified from time to time by CAMS.

"Director-General" means the Director-General of the Department of Services, Technology and Administration.

"Ordinary committee member" means a member of the committee who is not an office-bearer of the Club.

"Secretary" means:

- (a) the person holding office under this constitution as Secretary of the Club, or
- (b) if no such person holds that office - the public officer of the Club.

"Special general meeting" means a general meeting of the Club other than an annual general meeting.

"The Act" means the Associations Incorporation Act 2009.

"The Regulation" means the Associations Incorporation Regulation 2010.

"Public officer" means the person appointed by the committee to act as the public officer of the Club under the Act.

1.3 In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.4 The provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

- 1.5** In this constitution, except in so far as the context or subject matter otherwise indicates or requires:
- (a) words importing the singular include the plural and vice versa, and
 - (b) words importing one gender include any other gender.

Part 2 - Membership

2.1 Membership Qualifications

A person is eligible to be a member of the Club if:

- (a) the person is a natural person,
- (b) the person agrees to abide by the constitution and rules of the Club, and
- (c) the person has been nominated and approved for membership of the Club in accordance with Clause 2.4.

2.2 Life Membership Qualifications

A person is qualified to be a Life Member of the Club if a general meeting votes to issue the person with membership of the Club for life and at the time of the vote the person is a member of the Club.

2.3 Honorary Membership Qualifications

A person is qualified to be an Honorary Member of the Club if that person's membership would be beneficial to the Club and the committee votes to issue the person with membership of the Club without requiring the person to pay any fee to the Club for one year or, if the Committee determines some other period of time, that other period.

2.4 Nomination for membership

A nomination of a person for membership of the Club:

- (a) must be made by a member of the Club in writing in the form set out in Appendix 1 to this constitution, or as may be determined by the Committee from time to time;
- (b) must be seconded by a member of the Club; and
- (c) must be lodged with the Secretary of the Club.

- (d) As soon as practicable after receiving a nomination for membership, the Secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (e) As soon as practicable after the committee makes that determination, the Secretary must notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable); and

if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.

- (f) The Secretary must, on payment by the nominee of the amounts referred to in Clause 2.4(e) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Club.

2.5 Cessation of membership

A person ceases to be a member of the Club if the person:

- (a) dies,
- (b) resigns membership,
- (c) is expelled from the Club, or
- (d) fails to pay the annual membership fee under Clause 2.9 within 3 months after the fee is due.

2.6 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Club:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

2.7 Resignation of membership

- (a) A member of the Club may resign from membership of the Club by first giving to the Secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

- (b) If a member of the Club ceases to be a member under Clause 2.7(a), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

2.8 Register of members

- (a) The public officer of the Club must establish and maintain a register of members of the Club specifying the name and postal or residential address of each person who is a member of the Club together with the date on which the person became a member.
- (b) The register of members must be kept in New South Wales:

at the main premises of the Club, or

if the Club has no premises, at the Club's official address.
- (c) The register of members must be open for inspection, free of charge, by any member of the Club at any reasonable hour.
- (d) A member of the Club may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied or, if some other amount is determined by the committee, that other amount.
- (e) If a member requests that any information contained in the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (f) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Club or other material relating to the Club, or

any other purpose necessary to comply with a requirement of the Act or the Regulation.

2.9 Fees and subscriptions

A member of the Club must pay to the Club an annual membership fee of \$60 or, if some other amount is determined by the committee, that other amount:

- (a) except as provided by Clause 2.9(b), before 1 July in each calendar year, or
- (b) if the member becomes a member on or after 1 January in any calendar year, the fee payable until 30 June of that year shall be one-half of the annual fee.

- (c) Where two or more persons who qualify for membership of the Club are members of the same family, the annual membership fee payable for the family shall be fifty per cent more than the fee for a single member or, if some other amount is determined by the committee, that other amount.

2.10 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 as required by Clause 2.9.

2.11 Resolution of disputes

- (a) A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, are to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983.
- (b) If a dispute is not resolved by mediation within three months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (c) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

2.12 Disciplining of members

- (a) A complaint may be made to the committee by any person that a member of the Club:
 - has refused or neglected to comply with a provision or provisions of this constitution, or
 - has wilfully acted in a manner prejudicial to the interests of the Club.
- (b) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (c) If the committee decides to deal with the complaint, the committee:
 - must cause notice of the complaint to be served on the member concerned;
 - must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - must take into consideration any submissions made by the member in connection with the complaint.
- (d) The committee may, by resolution, expel the member from the Club or suspend the

member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

- (e) If the committee expels or suspends a member, the Secretary must, within seven days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Clause 2.13.

- (f) The expulsion or suspension does not take effect:

until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under Clause 2.13, whichever is the later.

2.13 Right of appeal of disciplined member

- (a) A member may appeal to the Club in general meeting against a resolution of the committee under Clause 2.12, within seven days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (c) On receipt of a notice from a member under Clause 2.13(a), the Secretary must notify the committee which is to convene a special general meeting of the Club to be held within 28 days after the date on which the Secretary received the notice.
- (d) At a special general meeting of the Club convened under Clause 2.13(c):
 - no business other than the question of the appeal is to be transacted;
 - the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
 - the members present are to vote by secret ballot on the question of whether the resolution of the committee to discipline the member should be confirmed or revoked.
- (e) The appeal is to be determined by a simple majority of votes cast by members of the Club.

Part 3 - The committee

3.1 Powers of the committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by the Club in general meeting, the committee:

- (a) is to control and manage the affairs of the Club;
- (b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Club; and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.

3.2 Composition and membership of committee

- (a) The committee is to consist of:

the office-bearers of the Club, and

four ordinary committee members,

each of whom is to be elected at the annual general meeting of the Club in accordance with Clause 3.3.

- (b) The total number of committee members shall be seven, or such greater number decided by the committee. In the event that the committee decides to increase the number of members of the committee, the position or positions shall be filled in accordance with Clause 3.6.

- (c) The office-bearers of the Club shall be as follows:

the President,

the Treasurer, and

the Secretary.

- (d) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

3.3 Election of committee members

- (a) Nominations of candidates for election as office-bearers of the Club or as ordinary committee members:

must be made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and

must be delivered to the Secretary of the Club prior to the commencement of the annual general meeting at which the election is to take place.

- (b) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (c) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (f) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (g) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the Club must be a member of the Club.

3.4 Secretary

- (a) The Secretary of the Club must, as soon as practicable after being appointed as Secretary, lodge notice with the Club of his or her address.

- (b) It is the duty of the Secretary to keep minutes of:

all appointments of office-bearers and members of the committee, and

the names of members of the committee present at a committee meeting or a general meeting, and

all proceedings at committee meetings and general meetings.

- (c) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

3.5 Treasurer

It is the duty of the Treasurer of the Club to ensure:

- (a) that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club; and
- (c) that a detailed estimate of costs and revenue for any event is obtained from the event director, and that this is approved by the committee prior to any commitment of Club funds.

3.6 Casual vacancies

- (a) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (b) A casual vacancy in the office of a member of the committee occurs if the member:
 - dies;
 - ceases to be a member of the Club;
 - becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth;
 - resigns office by notice in writing given to the Secretary;
 - is removed from office under Clause 3.7;
 - becomes a mentally incapacitated person;
 - is absent without the consent of the committee from three consecutive meetings of the committee;
 - is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three months; or

is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

3.7 Removal of committee members

- (a) The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (b) If a member of the committee, to whom a proposed resolution referred to in Clause 3.7(a) relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the Secretary or the President may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

3.8 Committee meetings and quorum

- (a) The committee must meet at least three times in each period of 12 months at such place and time as the committee may determine. The committee may meet in person, or by electronic means provided that such means are agreed unanimously by the members of the committee.
- (b) A member participating in a meeting by electronic means in accordance with Clause 3.8(a) shall be considered to be present at the meeting for the purposes of this constitution.
- (c) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (d) Oral or written notice of a meeting of the committee must be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (e) Notice of a meeting given under Clause 3.8(d) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (f) Any three members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

- (g) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week, or at another time and place agreed to by the committee.
- (h) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (i) At a meeting of the committee:

the President or, in the President's absence, the Secretary shall preside; or

if the President and the Secretary are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

3.9 Delegation by committee to sub-committee

- (a) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:

this power of delegation, and

a function which is a duty imposed on the committee by the Act or by any other law.
- (b) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (c) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in accordance with a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (f) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.

- (g) A sub-committee may meet and adjourn as it thinks proper.

3.10 Voting and decisions

- (a) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (b) Ex-officio members present at a meeting of the committee or sub-committee cannot vote.
- (c) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (d) Subject to clause 3.8(f), the committee may act despite any vacancy on the committee.
- (e) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 - General meetings

4.1 Annual general meetings - holding of

- (a) The Club must hold its first annual general meeting within 18 months after its registration under the Act.
- (b) The Club must hold its annual general meetings:

within six months after the close of the Club's financial year, or

within such later time as may be allowed by the Director-General or prescribed by the Regulation.

4.2 Annual general meetings - calling of and business at

- (a) The annual general meeting of the Club is, subject to the Act and to Clause 4.1, to be convened on such date and at such place and time as the committee thinks fit.
- (b) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;

to receive from the committee reports on the activities of the Club during the last preceding financial year;

to elect office-bearers of the Club and ordinary committee members; and

to receive and consider any financial statement or report required to be submitted to members under the Act.

- (c) An annual general meeting must be specified as such in the notice convening it.

4.3 Special general meetings - calling of

- (a) The committee may, whenever it thinks fit, convene a special general meeting of the Club.

- (b) The committee must, on the requisition in writing of at least five members, convene a special general meeting of the Club.

- (c) A requisition of members for a special general meeting:

must state the purpose or purposes of the meeting;

must be signed by the members making the requisition;

must be lodged with the Secretary; and

may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

- (d) If the committee fails to convene a special general meeting to be held within one month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three months after that date.
- (e) A special general meeting convened by a member or members as referred to in Clause 4.3(b) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

4.4 Notice

- (a) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying

the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (b) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under Clause 4.4(a), the intention to propose the resolution as a special resolution.
- (c) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under Clause 4.2(b).
- (d) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

4.5 Quorum for general meetings

- (a) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (b) Fifty-one per cent of members (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (c) If, within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

if convened on the requisition of members, is to be dissolved, and

in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.

4.6 Presiding member

- (a) The President or, in the President's absence, the Secretary, shall preside as chairperson at each general meeting of the Club.

- (b) If the President and the Secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

4.7 Adjournment

- (a) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) If a general meeting is adjourned for 14 days or more, the Secretary must give written notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in Clauses 4.7(a) and 4.7(b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

4.8 Making of decisions

- (a) A question arising at a general meeting of the Club is to be determined by either:

a show of hands, or

if on the motion of the chairperson or if five or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (b) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (c) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

4.9 Special resolutions

A resolution of the Club is a special resolution if it is passed by a majority which comprises at least three-quarters of such Members of the Club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

4.10 Voting

- (a) On any question arising at a general meeting of the Club a member has one vote only.
- (b) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (c) A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.
- (d) A member is not entitled to vote at any general meeting of the Club if the member is under 18 years of age.

4.11 Proxy votes

- (a) Each Member is to be entitled to appoint another Member as proxy by notice given to the Secretary prior to the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules or as may be determined by the Committee from time to time.
- (c) Proxies shall be counted when determining whether a quorum is present.

4.12 Postal ballots

- (a) The Club may hold a postal ballot to determine any issue or proposal (other than an appeal under Clause 2.13).
- (b) Votes in a postal ballot may be submitted by facsimile or electronic means, in accordance with the directions notified to members by the committee.
- (c) The means specified for the submission of votes shall not exclude the participation of any member who is entitled to vote at a general meeting.

Part 5 - Miscellaneous

5.1 Insurance

The Club may effect and maintain insurance.

5.2 Funds - source

- (a) The funds of the Club are to be derived from entrance fees and annual subscriptions of

members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.

- (b) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank or other authorised deposit-taking institution account.
- (c) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

5.3 Funds - management

- (a) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee or employees of the Club, being members or employees authorised to do so by the committee.

5.4 Change of name, objectives and constitution

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Club.

5.5 Custody of books, records and other documents

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

5.6 Inspection of books, records and other documents

- (a) The following documents must be open to inspection, free of charge, by a member of the Club at any reasonable hour:

records, books and other financial documents of the Club;

this constitution; and

minutes of all committee meetings and general meetings of the Club.

- (b) A member of the Club may obtain a copy of any of the documents referred to in Clause 5.6(a) on payment of a fee of not more than \$1 for each page copied, or, if some other amount is determined by the committee, that other amount.

5.7 Service of notices

- (a) For the purpose of this constitution, a notice may be served on or given to a person:
- by delivering it to the person personally, or
- by sending it by pre-paid post to the address of the person, or
- by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (b) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
- in the case of a notice given or served personally, on the date on which it is received by the addressee;
- in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post; or
- in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.
- (c) Notices sent by facsimile transmission or some other form of electronic transmission to an address specified by the intended recipient shall be considered to be written notice.

5.8 Financial year

The financial year of the Club is:

- (a) the period of time commencing on the date of incorporation of the Club and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the Club, commencing on 1 July and ending on the following 30 June.

Appendix 1 to
The Constitution of
Historic Rally Club of NSW and ACT Incorporated

**APPLICATION FOR MEMBERSHIP OF
HISTORIC RALLY CLUB OF NSW AND ACT INCORPORATED**

(in accordance with Clause 2.4)

I,

[full name of applicant]

of

[address]

.....

[occupation]

hereby apply to become a member of the abovenamed incorporated Club. In the event of my admission as a member, I agree to be bound by the constitution of the Club for the time being in force.

.....

Signature of applicant

Date

I,

[full name]

a member of the Club, nominate the applicant for membership of the Club.

.....

Signature of proposer

Date

I,

[full name]

a member of the Club, second the nomination of the applicant for membership of the Club.

.....

Signature of seconder

Date

Appendix 2 to
The Constitution of
Historic Rally Club of NSW and ACT Incorporated

**FORM FOR APPOINTMENT OF PROXY
AT A GENERAL MEETING OF
HISTORIC RALLY CLUB OF NSW AND ACT Inc.**
(in accordance with Clause 4.11)

I,
(full name of member)

of
(address)

being a member of Historic Rally Club of NSW and ACT Inc. hereby appoint

..... of
(name of proxy) (address)

being a member of that incorporated company limited by guarantee, as my proxy to vote for me on
my behalf at the General Meeting of Historic Rally Club of NSW and ACT Inc.

to be held on (date)

at (place);

and at any adjournment of that meeting.

#1

This form authorises the proxy to vote on my behalf on all matters generally.

#2

This form authorises the proxy to vote on my behalf on the following matters only:

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

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

[# Delete paragraph 1 or 2, whichever does not apply. If no matters are specified in paragraph 2,
and neither paragraph is deleted, then paragraph 2 is deemed to be deleted.]

Signature of member appointing proxy

.....

Date:

.....