



MGCC GEELONG (INC)

CLUB BY LAWS and POLICIES

IMPORTANT NOTES :

This document is complimentary to the Rules of the Club.

If a conflict arises between these By-laws & Rules and the Club Rules then the Rules shall prevail.

This is a Manual of By-laws Guidelines, references and processes to assist club officer bearers and administrators in delivering club administration, operations and growing the MGCC Geelong.

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Approved

Date

Contents:

Club By-laws and Policies

2017 Version

Index (by Sections)

Club By-laws and Policies

Draft Only April 2017 Version

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President
 Vice President
 Secretary
 Treasurer
 Communication/Projects
 Social Co Ordinator
 Competition Director
 Membership Registrar
 Club Permit Officer
 Committee Member

SECTION 1 -Authority and Introduction

1. Executive Committee (EC) - Role and Sub Committee Function

Club structures need to be contemporary to promote and maintain sound governance and administration. The club EC role is to govern and should not be involved in management or operational decision-making. The trend today is for club structures to have smaller EC with greater use of sub committees for planning purposes. Generally, sub committees should report to the EC once a year on their annual plan and periodically report to the EC through the Sub EC Chair.

2. Role of the Club Executive EC (By Law No 1)

Your EC is made up of elected officer bearers and specified members to form the Committee of management in accordance with CAV regulations and the approved rules as an Incorporated Body .

Main roles and tasks:

- Set objectives, define policy, develop strategic direction and make decisions
- Maintain good governance and introduce ethical standards into daily activities
- Specify the delegation of the chair, office bearers and members.
- Ensure the executive EC provides satisfactory leadership, planning, club control and succession
- Monitor the performance of the EC and sub committees
- Monitor the performance of the club against the Purpose, Vision and Strategic Plan
- Ensure current plans and actions provide for the clubs continuity
- Manage communication with members and other community including government, sponsors etc
- Manage risks and comply with current governance
- Clearly identify EC and management responsibilities
- Ensure compliance with policies, laws and regulations
- Emphasise and concentrate on long-term goals
- Undertake a regular review of the clubs finances.

3. The Role and Function of the Chair (By Law 2)

The main role of the Chair is leadership, ensuring effectiveness in all aspects of the governance role. The chair manages meetings, ensures that the EC is balanced and EC discussion is open, and includes all directors. It is also the chair's responsibility to ensure that relevant issues are included in the agenda

and that all directors receive timely information for meetings. In summary, the chair should:

- Understand legal and procedural requirements for meetings
- Determine the meeting is properly convened and constituted
- Understand the business and objects of the meeting
- Preserve order in the conduct of those present
- Confine discussions within the scope of the meeting and timelines
- Decide whether proposed motions and amendments are in order
- Decide points of order and other incidental matters
- Handle all matters in an impartial manner
- Adjourn the meeting where justified.

4. Role , Appointment and Selection of EC members and Sub Committees (Guideline 1)

Our Rules requires annual election of EC members to maintain a level of consistency in decision making and stability and is held accountable for policy and strategy.

EC members meet monthly. As a rule, a club must provide its elected EC with sufficient freedom of action to exercise the leadership necessary to ensure successful implementation of strategy. Section 5 details the role and responsibilities individual role of EC members

Powers of the EC

In summary the role of the EC is to

- set objectives and strategy
- apply culture and ethics into activities
- monitor the performance of club activities
- monitor the performance of the Club against agreed goals
- ensure current plans and actions provide for continuity
- communicate with members and other affiliates
- manage risk
- clearly state people's responsibilities
- comply with constitution, rules and the law.

EC Skills and Composition

The EC or EC should comprise of people with an appropriate range of skills. It is strongly recommended that clubs look to recruit people with specific skills for positions on the EC or EC such as the treasurer. Generally, they should:

- have the ability to think laterally
- have good communication skills

- be financially literate
- be able to understand and relate to stakeholders
- be ethical, honest and trustworthy
- be a team player.

5. Club Sub Committees (By Law 3)

The EC from time to time may form special sub committee's to assist the EC in the management and further development of the Club.

Sub committee's shall provide management assistance of Club business matters and initiatives such as, but not limited to, Sporting Events, Car Display, Finance, Membership Services , Competition, Social Activities , Fundraising , and Special Projects .

Sub –Committees can also be aligned to the core pillars of the club such as Marque , Governance, Communications, Finance and Membership

Sub–Committees shall be formed and managed on the following basis:

- The EC shall vote by majority to the forming of a specific sub–committee .
- The sub–Committee shall have a EC Member as its chair.

The sub–committee shall record all business and actions agreed and a report be available to the EC when required

Role and Function of Sub Committees (Guideline)

Clubs have learnt that having a multitude of ECs assigned to various tasks does not necessarily ensure that the job will get done. However, a proper performing EC can be an invaluable tool for the EC and the club.

“Best practice” sub committees are designed to relieve the EC of certain tasks and are developed to capitalise upon specialist skills of personnel willing to contribute their time and expertise to the club..

Sub Committees should not abrogate responsibilities or assume the role of management, but should have a charter (within By-Laws or Regulations) which specifically sets their scope of work, roles and responsibilities. The charter should clearly identify and state the dividing line between the role and responsibilities of the EC and those of management.

In terms of reporting, sub committees should be required to circulate outcomes of each meeting to the EC as well as being required to report to the EC at least annually.

EC and Sub Committee -Succession and Induction

It is important for outgoing EC members to pass on as much knowledge as possible.

Clubs can manage this 'information' change by including the training and recruitment of helpers within the overall club plan.

All new EC members should be given a written job description outlining their roles and responsibilities.

- Briefings from the previous office holder are also important to clarify these issues. New EC members should be welcomed and encouraged to contribute.
- Sub committees are usually appointed at the request of the main EC to do detailed investigations into specific issues or complete specific tasks e.g. fundraising events. People sit on your EC with a variety of responsibilities.

The aim is to get them to do their work outside the actual meeting and bring their findings to the meeting (not debate them when they arrive).

Sub committees need to have an accurate task objective and should consist of members who have the right skills to get the task done.

The EC must ensure the sub committees is aware of its level of decision making autonomy as well as the reporting procedures members are expected to follow.

If there are any conflicts of interest by members on any EC it is important they:

- Disclose the conflict of interest
- Do not take part in discussions on the issue/s
- Do not receive papers on the issue/s
- Do not vote on the issue
- Leave the meeting when the issue/s is/are being discussed
- Ensure the conflict of interest is reflected in the minutes

Club Executive (EC)

- The EC positions role and responsibilities are detailed in Section 5 are subject to change as the needs of the Club evolve. In addition there are a number of Club Coordinators who look after specific Club functions and who report to a specified EC Member.
- The EC is elected on the basis of it managing the administration of all Club activities, assets, programmes, events, functions, future strategies, compliance, and all other matters that impact upon the viability of the Club consistent with the Club's Constitution

6. Alterations and Additions (By Law 4)

These Bylaws and Rules may be altered, deleted or added to by unanimous agreement of Executive Committee Members.

When a change is proposed, that change must be made available to all Members together with an explanation of the reason for the change with feedback sought from the Membership.

Any proposed change will be posted on the Club's website and a notice of posting be placed in GATORQUE. A copy of the proposed change will be supplied on a request from a Member

7. Code of Conduct for Executive EC (EC) Members (By Law 5)

- Members of EC shall not financially and/or materially gain from their Membership of the EC.
- Subject to Bylaw "Approval of Expenditure of Club funds by the EC", Members of EC shall not commit the Club to any expenditure and/or financial liability without first obtaining a minute in writing authorising them to do so unless it is clearly included in an annual Club budget previously approved by EC.
- Members of EC shall not enter into any arrangement wherein a creditor of the Club shall be discharged from their financial obligation no matter what the circumstance may be.
- Members of EC shall not speak on behalf of the whole EC as a governing body without first obtaining a minute in writing authorising them to do so. This includes passing judgements on an issue, passing comments, offering opinions where such acts can and could constitute a representation on behalf of the EC.
- Members of EC first obligation are to all Members of the Club. Where a Member has an issue that needs to be dealt with, such issue shall be referred to the EC for further guidance and action. Where such issue is very urgent and/or of a very sensitive nature, such referral shall be to the President in the first instance.
- Members of EC shall be issued with written documents including emails originating from EC. Unless agreed otherwise, such documents are

“privileged” and shall remain in the care of the EC recipient. Unless agreed otherwise such documents shall not be photocopied, duplicated, transmitted electronically, and/or otherwise passed to any other Member or third party without the expressed permission of the EC by way of written minute.

- Members of EC shall be privy to matters and issues that are otherwise not available to other Members and/or the “public domain”. Unless agreed otherwise such information shall remain confidential and shall not be discussed with any party outside the EC structure.
- Members of EC shall take care when entering into debate, fostering debate, or soliciting opinions from the Membership not to express opinions which they know to be in conflict with the EC position.
- Members of EC are expected to represent the Club and to be the Ambassadors of the Club.
- Members of EC shall foster a safe and happy environment for the benefit of all Members of the Club.
- Members of EC shall not be part of and/or act in a manner that could discredit the Club, any other EC Person, and/or the EC as a management body.
- The President, Vice President, Club Secretary and Treasurer shall have limited authority to act for and on behalf of the Club, as and when necessary. Limits to this authority to act shall be determined by majority vote of the EC.

8. Code of Conduct for all Members (By Law 6)

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

- A Member undertakes to be financial at all times.
- A Member shall not behave in a manner that is prejudicial to the conduct and future of the Club.
- A Member shall accept and abide by all directives and requirements of the EC as amended from time to time.
- A Member shall respect all fellow Members and in so doing shall not act in a threatening manner be it physical and/or otherwise including any and all litigation.
- A Member unconditionally agrees to support the “Purposes of the Club” as set out in Rule 2 of the Club’s Rules and shall not act in any way that is or could be seen to be in conflict with this rule.
- A Member shall not financially benefit from his or her Membership of the Club save and accept where such business enterprise is known and made known to the EC at the time of the Members application for Membership or thereafter.
- A Member from time to time may be contracted to provide specific services to the Club by the EC and such services shall be provided on the basis of normal commercial terms save and accept where there is a specific agreement in writing between the Member and the EC prior to the execution of such service.

- A Member by virtue of his or her Membership acceptance agrees to act as an ambassador of the Club and in the best interests of the Club at all times.
- A Member shall not make representations for and on behalf of the Club without prior written consent from the EC .
- Membership of the Club is conditional upon each Member being held accountable for their actions where such actions are found to be in contravention of any and/or all of the above **stated requirements**.

9. CLUB LOGO (By Law 7)



The complete Club Logo as depicted above is the property of The MG Car Club of Geelong Inc and any and all subsequent Logo's as approved by Committee from time to time shall be the property of the Club.

This Logo shall be used on Club Stationary and on limited quantities of merchandise produced by the Club for sale to Members and on club signs and related materials created for Club events.

10. Name of Club (By Law 8)

The Club is known as **THE MG CAR CLUB OF GEELONG INC.**

The name as above is intended to be symbolic and shall not be altered from the intention of the Objectives of the Club as set out in the Rules approved by CAV.

Should the nature of the Club change significantly from the intended purpose, the Ordinary Members through a Special General Meeting may vote for a name change in accordance with the Incorporation Act.

11. CLUB OBJECTIVES (By law 9)

The Club Rules define the purposes of the club and the following is supplementary .

The Club exists to provide a variety of activities for its members, revolving around our Interest of the MG car in all its variants. Activities range from the social to the concours, through varying road runs to club and higher competition events.

These activities are promoted for the benefit and enjoyment of members with the following objectives:

- To organise and promote competitive motor sports events for the benefit of members;
- To operate a club championship award system based on an annual competition calendar of events;
- To encourage the restoration, preservation and development of MG sports cars;
- To co-operate, officiate or associate with other organisations having similar or related objectives to The MG Car Club Geelong Inc;
- To organise a variety of social and recreational functions for the benefit of members;
- To produce and distribute a monthly newsletter to members which includes a Competition calendar and results plus other news of club related matters.
- To maintain a Club Website and Monthly Magazine
- To provide a clubhouse and technical facility for the benefit of members and maintenance of the MG marque.

12. DEFINITIONS AND INTERPRETATIONS (BY LAW 10)

Definitions and interpretations in this document are intended to be the same as in the Club's Constitution with the addition of the following:

- **Financial Year (Rule 3)** means a year from 1 January to 31 December
- **Club Year** means a year from 1 January to 31 December.
- **Membership Year** means 1 May to 30 April
- **Elected EC Year** means a year from AGM Date to date of the AGM the following year
- **AGM Date** The AGM is to be held within 6 months of the end of the Club Financial Year nominally in early March of the Club Year when an audited Financial Statement is available. .

13. Discipline of Members (By Law 11)

See the details set out in Division 2 in the Club's Rules

SECTION 2 - AWARDS and MEMBERSHIP

14. AWARDS (By Law 12)

Honorary Life Membership

This explains the rights of a Life Member, and the method by which Life Membership is awarded by the Executive Committee .

A “Life Member” is a Member (as defined by the Rules) who holds a distinguished place in the club and is a member duly recognised for exceptional and outstanding service to the running and their personal commitment to the club. A Life member is not required to pay an annual subscription and may continue to be eligible to hold any office in the Club, and subject to the rules be entitled to all the rights and privileges of a member. All members of the association are eligible to become a Life Member.

Awarding of Life Membership

To be eligible for Life Membership, a member has to have been a continuous member of the club for at least **15 years** and contributed to club life including serving in club positions at least at EC and subcommittee level over at least 10 years .

A nomination for Life Membership is reviewed by a special panel who recommend any appointment to the Executive EC who as required by the rules to appoint the Life member.

The Panel will consist of at least three (3) Life Members (Rotation???) who may choose to consult other members when making the decision, however the award of Life Membership shall NOT be determined by a poll of members or the Executive EC .

The Panel will recommend to the Executive EC whether a member is recommended to be awarded Life Membership status.

When considering a member for Life Membership, the panel shall consider the following criteria, however it is not essential (except where indicated) that any or all of these criteria are met – they are provided as guidance only:

- The member has held positions on the executive EC for a significant period of time(essential)
- The member has held non executive positions
- The member has conducted his duties in an exemplary way
- The member has shown initiative and enthusiasm ‘beyond the call’ in the promotion of the club

- The member has shown initiative and enthusiasm 'beyond the call' in the assistance of other club members
- The member has shown initiative and enthusiasm 'beyond the call' in the assistance of the organisation of club events both social and competition.
- The member has during his/her membership attended a majority number of events organised by the club.
- The panel should consider the member's MG ownership and interest and in the preservation of the MG marque, promotion of the club profile in the community and any other club initiatives such as contributions to G –Torque.

The panel will recommend to the EC a member for life membership for approval by the nominated date.

In the case of a panel nominee being a EC member, a majority in camera at the EC meeting less the EC candidate is to held to consider and ratify the appointment.

Life Membership cannot be awarded posthumously.

Life Membership can be rescinded by the club, if:

- The Life Member commits a serious breach of the club rules
- The Life Member's conduct is unbecoming to the principles of the club

A member can choose to no longer be a Life Member.

If a member decides they no longer want to be a Life Member, they cannot be reappointed as a Life Membership in the future.

Administration

Life Membership is not transferrable.

As required by the rules, a Life Member must respond (in writing) to the Secretary that they wish to continue to be a member, if asked to do so.

If a Life Member passes away, the EC may choose to waive the membership fees of a surviving spouse or Partner.

Honour Board and a badge is the physical recognition of the award.

The Octagon Award

Awarded annually to a Member(s), not serving on the EC, who has made an outstanding contribution to the Club over the past 12 months or more.

This award is secondary to Life Membership the highest award, awarded by the club.

This award can be considered by the same panel formed to consider Life Membership.

To be eligible the Octagon, a member has to have been a continuous member of the club for at least **5 years**.

When considering a member for an Octagon, the Executive EC and Selection Panel shall consider the following criteria, however it is not essential that any or all of these criteria are met – they are provided as guidance only:

- The member has held non executive positions or contributed to the club in a exceptional or unique manner
- The member has conducted his duties in an exemplary way
- The member has shown initiative and enthusiasm in the promotion of the club
- The member has shown initiative and enthusiasm in the assistance of other club members
- The member has shown initiative and enthusiasm in the assistance of the organisation of club events either social or competition.
- The member has during his/her membership participated in a significant number of events organised by the club.

Honour Board and a badge is the physical recognition of the award.

Recipient or Recipients are decided by the EC based a recommendation if formed of a special panel formed to consider Life Membership of any nominations received.

Club Person's Award

This award is for special recognition in making the club better during the previous club year.

The Executive EC may use this award at their discretion to recognise a special contribution by a Member or a family group of Members.

Recipient or Recipients are decided by the EC based on any nominations received.

A badge and replica trophy is the physical recognition of the award

Recognitions for Service

These may change from time to time at the EC's discretion.

The following recognitions of services provided are considered annually by the EC but may not be awarded annually:

Patron and Partner.

Honorary Internal Auditor.

Consultation Services to Club Projects.

Event Support.

Long Service as a member (Year Pin or Badge).

Club Appreciation to assisting organisations

The recognition can be in the form of a small gift or Certificate, Service Pin or Badge.

15. Membership (By Law 13)

Membership Categories of the Club shall be:

- Life Member – see separate clause
- Member
- Partner /Family Member (Joint)
- Junior Student Member(Non Family)
- Honorary Member including Patron Vice Patron
- Guest or Visitor

The Annual Subscription shall be due and payable on the first day of May in each year.

The Annual Subscription shall be payable by each

- Member
- Family/Partner Member
- Junior/Student (Non Family)

Life and Honorary Members shall not be liable to pay an Annual Subscription.

A Renewal for the Annual Subscription shall be sent to each Member liable to pay the same, prior to the first day of April. If such Member has not paid his subscription by the first day of June, their name shall be removed from the Register of Members.

Member

- A member is elected in accordance with the provisions of Rule 14 b.
- A member is any person who has an interest in the MG marque and who is of good character shall be eligible for ordinary Membership of the Club.
- Each application for Membership shall be approved or rejected by the EC .
- An application for Membership in the form prescribed by the EC shall be completed by the applicant and sent to the Membership Registrar who shall refer it to the EC at its next meeting. Upon being satisfied that the candidate is eligible for Membership the EC shall elect and promulgate the applicants name as a new Member in G-Torque and the Membership Registrar to formally notify the applicant in the form of a new member welcome pack .

- An application for Membership must be accompanied with full payment of the Joining Fee and the Subscription Fee.
- A Member once elected shall be entitled to all of the rights and privileges of the Club.
- Members are required to comply with the “Code of Conduct for All Members”.
- Members are entitled to vote and hold office.

Partner/Family Member(Joint)

- The Club encourages Membership of families, in particular where children or grandchildren are likely to become long standing Members.
- Family Membership is available to all Members on the following basis:
 - The completion of an application form that details the primary Member, the spouse/partner of the primary Member and/or related children/grandchildren who are under the age of 18.
 - Family Membership shall attract an increased Membership fee as prescribed by the EC from time to time.
 - Spouses/partners, children and grandchildren may at any time transfer from a Family Membership to Ordinary Membership by completing a Membership application form and payment of the annual membership fee.
 - Payment of the new Member joining fee is not required in this situation
 - A Partner/Family member is elected in accordance with the provisions of Rule 14 c (Joint member) and is any spouse or partner of a life member not less than 18 years
 - A Partner Family member shall be entitled to all of the rights and privileges of the Club.
 - Partner/Family Members are required to comply with the “Code of Conduct for All Members”.
 - Partner/Family Members are entitled to vote and hold office if over the age of 18
- A Family Member can be a dependent Junior (not over the age of 18) or a Student Member who is in Full Time study up to the age of 21 years this can include grandchildren. Any eligible juniors (Children/Grandchildren) of a single parent who is a member are included in this member /partner category.

Life Member

- Life Member is a member elected in accordance with the provisions of Rule 14 a shall be entitled to all of the rights and privileges and shall meet all obligations of the Club.
- A Member invested with Life Membership and Partner shall not pay the annual subscription fee confirmed by a majority vote of Members entitled to vote present at a Club Meeting.
- Life Membership may be terminated on the recommendation of the EC.

Junior/Student Member (not Family)

- A Junior or Student member is elected in accordance with the provisions of Rule 14 d.
- A Junior member is a member not over the age of 18
- A Student Member who is in Full Time study up to the age of 21 years
- A Junior/Student member cannot vote or hold office on the EC but can be a sub - committee member

Honorary Membership

- The following persons are Honorary Members:
- Patron and Vice Patron
- Honorary Member are members elected in accordance with the provisions of Rule 14 c and shall be entitled to all of the rights and privileges of the Club except the right to vote or become a Member of the EC.
- A Patron and Vice Patron may be appointed annually by unanimous resolution of the EC.

Demised Member

- The Membership Registrar is to record in OCC the date of a death of a member. This membership will continue until end of the club year.
- The surviving member partner will migrate to member category and shall be entitled to the full rights and privileges of a member .

Guests/Visitors

- All Members are encouraged to introduce their guests at all Club functions, events, sporting activities.
- Guests/Visitors attending such functions are the responsibility of the introducing Member and shall act in a manner consistent with the rights and privileges of Membership of the Club.
- Where a Member introduces a guest the Member shall ensure that the guest signs the visitors /event record , This record is to

include guest's name, address, date of attendance, and the introducing Member.

- A Guest or Visitor is deemed a honorary member of the club for the duration of event or activity .
- This By Law is provided for the compliance and safety of all Members and guests during the designated activity
- Any individual can only be a guest/visitor for a maximum of 3activities in the club year .
- Guest/Visitors should be encouraged to join the club on the second visit
- Competition Events , The participation of a guest/visitor is the sole discretion of the Competition Director . As visitor/guest participating in a club competition
- event or promotion (Come and Try etc) the guest must complete the necessary CAMS applications as designated by the Competition Director .
- Members will have priority over guests/visitors for attendance at any club event. Guest/Visitors can be considered if the event/activity is not fully subscribed by club members.

Resignation of Membership

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

16. Subscriptions and Fees(By Law 14)

- Subscriptions - The 2017/2018 member subscriptions as prescribed and enacted by Rule 30.4 d are as follows:

Member - \$90

Partner/Family - \$30*

*This subscription includes any Junior/Students (children or grandchildren)

Junior Member -\$15 (Non Family member)

- **Club Permit Fees**

- The Club Permit fee is \$20 per car per annum is due with the annual membership renewal
- A Club Permit Application Fee of \$20 will be applied for each new CP application received.

17. New Member Joining Fees (By Law 15)

- This fee is a once off fee applied to persons upon becoming a Member of the Club. The intention of this fee is to cover administrative and processing costs, including Membership Badges and Welcome Pack.
- This fee applies to the main member only and any Partner Family member is included in the main member joining fee .
- The Joining fee is set and amended by the Members annually at the AGM
- The EC (or delegated to the Registrar) at its discretion shall waive the fee where special circumstances justify such action, and shall include:
 - Rejoining member where club records validate membership.
 - Honorary Membership.
 - Transfer from another MG Car Club
- Applications for Membership shall not be processed unless full payment accompanies such application, including the prescribed joining fee and the annual subscription fee as set from time to time. The annual subscription fee is due on 1st May of each year.
- Rejoining members rejoining within 5 years are to be exempt of the joining fee

18. Members' Addresses and Notices (By Law 16)

- For the purposes of notices to Members, a Member's address is that given by the Member in the application for Membership unless notified to the Club Secretary to the contrary. This is recorded in OCC.
- It is the individual Members responsibility to ensure that the mailing address provided is the current address for all correspondence.
- The Club Secretary shall advise the Membership Registrar of any address changes as he or she received such notification of change.
- The Membership Registrar is responsible for personal data maintenance in OCC

- Unless stated otherwise, Members details provided to the Club shall be held in accordance with the prevailing laws and the Club's privacy policy.
- The Club may, from time to time, ask permission of a Member for the disclosure of his or her details for specific purposes

19. Register of Members (By Law 17.)

The Club Secretary as required by the rules and CAV, through the Membership Registrar, shall keep and maintain a Register of Members in OCC which shall be entered the full name and address of each Member, his category of Membership, date of election to Membership and particulars of all fees and subscriptions paid by such Member and other administrative information.

The EC and authorised members only have access to OCC.

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MGCC GEELONG

SECTION 3 – Protocols, Administration ,Publications and Media

20. Bereavement Protocol (Guideline 2)

On the passing of a member the club will recognise this as follows:

All members

- Email advice to members via OCC detail of the Funeral arrangements (validated by the Funeral Director) and any special arrangements (Club Cars Presence) only if requested by the family - Secretary
- Condolence card to NOK or family - Secretary
- Vale Notice in Gtorque – Secretary

Office Bearers, Active Members, Significant Contributors*

- As above
- Condolence Notice in Geelong Advertiser standard format with Logo.* - Secretary
- Floral Tribute is determined by Office bearers * - Secretary

* This decision /action would be subject to agreement of the Club Office bearers via Telephone

21. Club Member Consultation Meetings (Guideline 3)

A Club Member Consultative Session may be held at such time and place as the EC may appoint and of which at least twenty one days written notice shall be given.

The business of such a session shall be:

- To present and discuss any club initiatives and matters requiring feedback from the members or,
- To solicit opinions of future decisions and significant issues of club projects and operations or
- To inform members of developments and directions of the club or,
- To present any changes to By Laws or Policies

22. G-TORQUE Magazine (By Law 18)

The Club magazine, G-TORQUE, is and shall remain the property of the MGCC Geelong Inc

The EC of the Club and thence the Editor of G-Torque shall publish a minimum of 11 issues of the magazine in each calendar year.

All Members (1 per household) excepting Partner/Family Members shall receive each edition of the magazine provided that they are fully paid up financial Members at the time of publication. Honorary and Life Members shall also be provided with each edition of the magazine. Junior members are not entitled to a copy.

The Editor and subsequently the EC shall have the power of veto with respect to content, tone and subject matter submitted for publication.

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

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

23. PATRON (By Law 19)

The Club may appoint as many Patrons as desired who need not be members of the Club, to be recommended by the EC. The Patron appointment is an honorary position and can include a partner who is classified as a Honorary member. Patrons or Partners cannot hold a club position or vote.

24. Club Coordinators (Non Executive) (Guideline 4)

All positions are valid for a maximum period of 12 months from the start of a Club Year. Appointments to office will be valid from the date of appointment to the end of the current Club Year.

25. CLUB LIBRARY (Guideline 5)

The Club provides and maintains a library facility for the use of all financial Members.

Members are encouraged to utilise the services of the library in furthering their enjoyment of the MG Marque and individual knowledge base through related information. Material in the library includes Marque Publication but is not limited to motoring magazines, reference manuals, specific MG models' maintenance manuals, Club Journals, G-Torque, DVDs, CD's and the like.

The library has a member index available on the club website for ease of access.

These items are available for short term loan where such material is made available to Members at the librarian's discretion.

The librarian, at his or her discretion, shall set and apply rental charges and late return fines for items stocked.

26. CLUB WEBSITE (By Law 20)

The club will establish and maintain a website for access by members and potential members.

This website is and shall remain the property of the club. The content of Website shall provide Members and potential members with articles, photographs, future events, new Member details, for sale items, advertising, editorial, competition results and any and all topics related to the Club and/or the MG marque.

The Webmaster and subsequently the EC through the Communication/Project member shall have the power of veto with respect to content, tone and subject matter submitted for display and linked to the website.

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SECTION 4 – CLUB EVENT and PROPERTY ASSET MANAGEMENT

27. Club Property (By law 21)

The property owned by the Club shall include all property purchased by the Club over time and shall include not only owned property but also property under the Club's direct care, leased property, rented property, contracted property, whether leased, rented under finance and/or owned outright.

The property of the Club, as amended from time to time, shall include the following:

- All bank accounts and investment instruments of negotiation.
- All insurance policies.
- All fixed assets, plant and equipment, motor vehicles, trailers, and the like.
- All investments in property, commercial premises, commercial land, whether owned outright or under share arrangements and whether owned outright or the subject of commercial finance.
- All computer equipment, electronic records, video devices , communication devices, AV and Televisions, sound equipment and Timing Devices .

The property as described above shall be the responsibility of the EC directly or through an appointed agent as is necessary from time to time.

The use, acquisition and disposal of assets is at the discretion of the EC, not with standing that any transaction in excess of \$20,000.00 in any one instance shall have the approval of the Membership through majority vote at a SGM .

28. Clubrooms and Motorkhana Facility(Guideline 6)

Clubrooms and Motorkhana Facility, as defined by the property known as Traffic Management Safety Centre, Breakwater Road , Breakwater Victoria, are provided for the enjoyment of all financial Members in the conduct of Club business and activities.

The use of the Clubrooms is a joint use facility leased from the TMSC Management EC.

The Executive Committee shall ensure at all times that the rooms are secured at the completion of any and all events and functions held at the Clubrooms and that an appropriate cleaning and maintenance regime is in place. Any event held at these facilities must be held in a safe manner and comply with CAMS event requirements.

29. Club Runs (Guideline 7)

These are defined as Member activities in common where Members use their cars in a social setting on a pre determined date and time.

The basis of Club Runs shall include touring, picnics, and lunches at restaurants, travel to motoring events, display days and kindred club or National body activities .

Club Runs shall **not** include, motorkhanas speed trials, rallies, hill climbs, timed events, endurance trials, challenges between Members and/or Members and the Club and/or any competition and/or competitive events.

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

MGCC GEELONG

MGCC GEELONG

30. Competition Management Responsibilities (Guideline 8)

These guidelines are to assist in the management and conduct of club competition activities at MGCC Geelong including the detailed planning and organisation of these events

- Planning a Calendar
 - Things to consider: Other events, other club events and invited events.
 - Make-up of events: Speed and Non-speed.
 - Challenges
- Running an event
 - Cams paperwork.
 - Work cover
 - Insurance
 - Who can compete
 - Logistics
 - Reports
- Awards
 - Class
 - Outright
 - Special Awards
 - Trophies
 - Competition Directors Discretion.
- Officials
 - What is needed
 - How to get a license.
- Information
 - Addendum - Club rules and Regulations
- Cams Website details
- MGCC Vic: Competition Rules
- Equipment List.

Event Aide

Planning a Calendar

Things to consider:

Generally try not to conflict with pre-planned events that are run by other clubs. These are events such as Eddington Sprints, Myrniong Hill climb, Mt Tarrengower Hill climb etc. Also the standard MGCC Vic Calendar which we heavily use for speed events. Care should also be taken to avoid Mothers Day, Fathers Day and school

holidays and any other event that may have to be planned well in advance such as the classic car display.

Make-up of events:

Prior to planning the year, work-out the split between speed and non-speed events. Also consider how the championship will be decided to avoid conflicts. EG: Should it be possible that someone who competes well in five non-speed events wins club Champion.

Challenges:

Other Clubs are likely to change event dates due to being unable to secure a venue so that will force possible multiple changes to your Calendar. We also generally try to nail down a Calendar by early December then meet with the Social Director so a co-coordinated Calendar can be produced. Despite this any changes by any of the other participants will lead to conflicts which just have to be accepted.

Running an event

CAMS Documentation

CAMS require all event paperwork to be submitted at least 4 weeks before the event. For Club Motorkhana's run at approved premises (Geelong Traffic Safety Centre and Geelong Motorsports Complex) we are required to submit an Event Application, Supplementary Regulations, Entry Form and Medical response sheet all of which are saved forms on my computer. For bigger events (multi-club or National events) or events run at Government owned facilities a whole raft of extra paperwork is required. CAMS may want to inspect and apply extra requirements. Owner may require extra insurance (and proof), Police and emergency services inspection and dedicated entrance and exit strategies. Our experience with the National Meeting several years ago has given us some information which is on file.

Work cover:

CAMS has agreed that all events are work-sites so all events are covered by work cover. The CAMS website has detailed information about requirements.

Insurance:

As an affiliated CAMS member we are covered by CAMS insurance at any approved competition event. Details are provided on the CAMS website and include public protection, Officials protection and property protection. It should

be noted that competitor's cars are not covered at any competition event. The Club also has a personal liability Insurance cover to protect members.

Who Can Compete?

Only CAMS licensed drivers who are a member of the MGCC Geelong Inc or the MGCC Vic (who has reciprocal rights) can compete at a Club event. By arrangement with CAMS we can run a training event at about half normal cost with several conditions including no timing or awards.

Logistics:

Prior to the event make sure timing gear is working and has spare batteries. Make sure gas bottle is $\frac{1}{2}$ full or more. Copy enough entry forms for projected entries (emailed entry forms will help) and pattern sheets to suit. Have copies of Officials sign-in sheet, enough result sheets for the day and receipt book.

When working out the patterns make sure they flow from course to course with no cars crossing paths. Prepare a drivers briefing noting safety issues, logistics and work-cover issues.

On the day arrive early enough to have courses laid out before competitors arrive. Conduct an Officials briefing to familiarize them with particular requirements particularly penalties, safety, routing of cars and grid position. Discuss scrutineering requirements. Lay out folder with Supplementary regulations and Permit displayed.

Required equipment is shown as an attachment: Equipment List.

Any multi-club event requires much more preparation so pre-event meetings are required as well as close liaison with the other club.

Weather will have a close bearing on events held at Avalon so make sure all competitors know how they will be advised of event changes. Any more than about 10-15mm rain in the preceding 24 hours may make the access road too slippery to use. Strong North winds on hot days may cause dust to blow over the airport which is not on.

Reports:

CAMS requires a report for all events. Normally it will consist of A Clerk of Course report along with a copy of results. If an issue has occurred involving a competitor complaint, property damage, accident or injury a raft of other reports will need to be filled in starting on the day of the event. Appropriately licensed officials will know these details. Paperwork is sent with the Permit and should be kept in the folder.

Once results are done they should be posted on the Website and in G-torque along with a report.

Results should be added to the Class and Outright results for the year.

Competition AWARDS

Class:

The class awards are based on the aggregate points awarded for all competition events for the year. They are awarded as 9 points for first, 6 for second, 4 for third, 3 for fourth, 2 for fifth and 1 for every other position. Classes are T series, MGA, Midget/1100/sprite, MGB, MGB modified, MGF, Non Marque, Youth 1, Youth 2 and Specials. The Competition Director has the discretion to add classes as required. General rules of competing are shown in the club handbook. It should be noted that we have tightened up the number of events requirement so that only competitors who complete at least 6 events can receive a trophy for that class. (If less a certificate is presented. Note that there is not a ladies class, they compete in the relevant vehicle class and at the end of the year they are eligible for both the class award and the Ladies award.

Outright:

The Outright award has evolved as numbers of competitors and events increase. The Committee has agreed that this year (2012) the outright award should be awarded for the best 8 events of the 13 being run. Points awarded are the same as for class awards but a fairer ongoing system may be awarding from 10 to 1 for the first 10 as is being used by MGCC Vic. (20 to 1) this change will require the Club Rules to be changed.

Special Awards:

Motorkhana Champ: A new award for this year is the Motorkhana Champion being awarded based on the same points again but being for the best 4 of 6 events. The Competition Director has the discretion to add new awards as required by permission of the Committee. Last year we awarded extra Youth Trophies and this year we are awarding an MGB Trophy at Eddington for the fastest MGB from MGCC Geelong.

Trophies:

Once the awards are calculated, the Competition Director buys or has made sufficient trophies for all class and outright awards. He will usually liaise with the Committee to produce trophies for the Club-person Award and the Preservation

Award. Currently the 3 major awards are models mounted on wooden bases along with the Perpetual Trophies.

Competition Directors Duties:

The rules of the club dictate that the competition director has the ultimate decision on anything Competition. However, any major decision should be taken to Committee, including any rule change or purchase.

OFFICIALS

Who is needed:

For club level non speed events we need a Club Chief and a Scrutineer (level 3). Timers need only be Trainee's but need a trainee licence. For Multi-Club non speed the requirement is the same but more numbers are required.

How to get a licence:

Applicants need to log onto CAMS and fill out a Trainee Licence. Follow the details to be signed off by the Competition director and then fill in details in the Officials licence book and complete the on-line training as required.

Assessment at an event will be arranged. The next level for club chief or Scrutineer requires a day or weekend course which is run at CAMS or sometimes in Geelong.

These licences can be very rewarding allowing you to be right in the action at events such as the Grand-Prix.

INFORMATION

Club Rules and Regulations:

Available on the Club website

Cams Website: www.cams.com.au

MGCC Vic Competition rules. Available on MGCC VIC Website under the competition header.

Motorkhana equipment checklist attached.

31. Management of the Club Car and Trailer. (By Law 23)

The Club Car is available for the Competition activities in particular the Youth Development Program of the Club: To ensure proper management of these club assets:

- The EC shall yearly appoint a Responsible Member to manage the safe keeping of the Club Car and Trailer.
- The Responsible Member is to maintain a log of usage and manage bookings
- Above all, the Responsible Member shall ensure the security and safe keeping of this asset at all times including, cleanliness, mechanical mobility, insurances, certificates of currency, trailer registration and roadworthy condition of the trailer.
- The Responsible Member shall develop and hold in safekeeping, a manual that details the mechanical and maintenance operation of the Car and Trailer.

32. Guidelines for the use of Club Car Trailer (By law 24)

The trailer is provided as a service to members of the Car Club Only.

It has been designed to carry MG sports cars. (typically T series, MGA, MGB, MGF) For any other sedan models permission will need to be obtained from the responsible member. This is important as the trailer will NOT be balanced with a large car and could become uncontrollable.

How to Book

Contact the Responsible member and arrange time to pick up trailer.

Fill in trailer log with details of your towing vehicle, user name & phone, towed vehicle type, License number, Registration number, pick up and drop back day and time. Comments re any before and after use damage.

We ask for a donation for the use to be made at pick-up. This covers our registration, insurance and ongoing expenses. **Currently it is \$20 per day.**

Included with the trailer are tie down straps, trailer plug adaptors and electric winch control. The custodian will show you how to secure the car and you must load the car and secure it as advised.

Do not load a car backwards. Always place the front wheels on the trailer where directed

Safety and Terms of Use

After loading, checking tie-downs and the operation of all light, drive carefully and make sure it is handling well before accelerating to full speed. Having the car a little too far back could affect handling as do things like a boot-full of parts or missing engine. If loaded correctly the draw-bar should have around 30-50kgs going onto the ball.

The MG Car Club of Geelong Inc takes no responsibility for damage caused by incorrect loading or securing of cars. Members using the Club Trailer are to complete the log available from the Responsible Member

The current responsible member is : Stuart Boreham

The fee payable prior to use is \$20 per day

The fee for an major event (Nat meet etc) is \$50.

The use of the trailer is to be equitable and booking for a period or for all events is prohibited .

33. Regalia (Guideline 9)

The Club may from time to time offer Members merchandise that includes the Club Logo.

The provision of such merchandise is made on the following basis:

- The Member shall not take possession of such merchandise until fully paid for.
- The EC shall appoint a Regalia Officer on a yearly basis.
- The Regalia Officer shall be responsible for the following:
 - The provision of merchandise to Members.
 - The design, development and purchasing of such merchandise.
 - The control of merchandise that may be authorised to be on “consignment” to authorised re-sellers that have prior approval from the EC.
 - A regular stock valuation submitted to the Treasurer on a quarterly basis.
 - The reconciliation of purchases, sales, and stock holding on a quarterly basis.
 - The development of a marketing plan that provides for seasonal items, disposal sales, and internet sales that are outside the Club Membership, special offers, and promotional events such as the Car Displays.
 - The safe keeping of all working stocks, including the lockable regalia sales room.

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SECTION 5 -Club Permit , Governance and Finance

34. Approval of Expenditure of Club Funds by the Executive EC (By Law 24)

Regular Expenditure

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

Some of these regular items are:

- Supper costs for Club Monthly Meetings and other meeting costs
- G TORQUE printing and postage costs
- G TORQUE production expenses
- OCC Licence
- General postage and Stationary costs
- Purchase of regalia
- Social and track events that are a fixed activity in the Club calendar
- Insurance policies' costs.
- CAMS and AOMC Fee and event costs
- Professional costs for accounting and auditing
- Affiliation with parent club fees
- Library costs
- Club Car and Trailer Operating Costs
-

.All these regular events must be detailed in the preparation of the Club's annual budget and approved with the submission of the Club budget.

For this process to operate:

- Regular expenditure items are be identified, costed and listed by the Treasurer in the annual budget preparation document
- These items are be reviewed annually and re-costed as necessary
- EC approval of expenditure is required on regular items where the expected cost is the lesser of more than 50% over budget or more than \$500 over budget

Irregular expenditure

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

- The purchase of hardware/software to support records management,
- Special events approved by the EC

- Engagement of Consultants not allowed for in the budget

Equipment failures

These irregular expenditure items require funding approval item by item based on a quotation obtained for the expenditure.

The limits of authority to spend funds on irregular items are:

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

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

Out of Pocket Expenses EC

EC members who expend monies in support of club activities should claim such expenditure from the finance committee. Out of pocket include administration items, travel and fuel used, telephone expenses and seminar costs relating to club operations.

EC should not pay an impost in management duties.

35. AUDIT OF CLUB FINANCES (By Law 25)

The Treasurer will arrange an audit as determined by the members at the AGM.

The Treasurer will liaise with suitable providers and provide a , account details , transaction data and summaries for use as required for audit purposes.

36. CAV Annual Return (By law 26)

The Secretary in conjunction with the Treasurer will prepare the annual CAV return within one calendar month of the AGM.

The previous audited financial report will be included in the return.

37. CLUB PERMITS (By Law 27)

THE MG CAR CLUB GEELONG INC. PERMIT POLICY AND REQUIREMENTS **March 2017 CP1**

The following is the Club Policy relating to conditions and process in which the Club Permits are issued on behalf of The MGCC Geelong.

General

As a member of the AOMC who established the Club Permit Program in Victoria with VICROADS, the Club is therefore obliged to comply with the scheme provisions. This scheme is a permit scheme and is not a form of registration. All participating clubs are subject to audit and The MGCC Geelong is obliged to ensure proper participation and eligibility requirements comply with VICROADS Regulations. Withdrawal of a club permit is at the discretion of the Committee of the Club

Management

The Club will maintain a record of applications and renewals, and make them available for club and VICROAD audit, including the member's eligibility and subject vehicle data. This data includes a specific range of photos to document the condition of the vehicle.

The Club Permit Officer will manage the club permit process and will be the main signatory officer for applications and renewals, and maintain the OCC data base.

The Committee can appoint additional signatory officers, this normally is the Club Secretary, the Club Registrar and the AOMC delegate.

The Club website will detail the procedures for application and renewal. Members will be required to read and comply with this policy.

Club Permit Eligibility and Requirements

The vehicle must meet the requirements as defined by VICROADS as Veteran, Vintage or Classic /Historical.

The member must be a financial member of the club whilst holding the Club Permit.

Club Permit Holders must be a voting member of The MGCC Geelong (Life Member, Member, or Partner Member)

Permits will not be authorised for Heavy Commercial Vehicles or Motorcycles. Applications for light commercial vehicles will be referred to the Executive Committee for consideration.

A member must be “active” in the club to apply for and/or renew a Club Permit. A member must undertake to attend at least 4 club activities per membership year. Failure to be “active” can be referred to the Executive Committee for the withdrawal of the Club Permit for that member.

A member applying for Club Permit must have been a member of the Club for a minimum of 3 months immediately prior to lodging their application. Applicants transferring membership and Club Permit status from another club or requesting special dispensation from the qualifying period, will require Executive Committee approval.

To cover Club expenses with the processing and recording of CP applications and renewals, members applying for a Club Permit will be required to pay a \$20.00 application fee and an ongoing annual fee of \$20.00 per Club Permit with their membership fee.

Applications

Applicants are to provide to the Club Permit Officer the following:

VIC Roads Club Permit Application Form, with Personal and Vehicle detail completed

- Current Roadworthy Certificate for the vehicle
- Recent photos of the vehicle. The required photos are – Front, Back, Driver's side with door open, Passenger side, Engine, and ID numbers (VIN Plate, Engine Number or Body Number – where practicable).

Applications for transfer of Club Permit from another Club

- Applicants are to provide to the Club Permit Officer the following:
- VIC Roads Vehicle eligibility and standards declaration for club permit vehicles form, with Vehicle detail completed
- Current Roadworthy Certificate for the vehicle
- Recent photos of the vehicle. The required photos are – Front, Back, Driver's side with door open, Passenger side, Engine, and ID numbers (VIN Plate, Engine Number or Body Number – where practicable).

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SECTION 6 *Duties, Role and Responsibilities*

EC Duties, Role and Responsibilities

- *President*
- *Vice President*
- *Treasurer*
- *Secretary*
- *Social*
- *Communication*
- *Registrar*
- *Competition*
- *Club Permit*
- *EC member*

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>President</i>
<i>Report to</i>	<i>Club Members</i>
<i>Core Purpose</i>	Prime Leadership and direction. Manage Club business matters. Provide Membership support. Foster Meetings. Links to other organisations.
<i>Responsibilities and Duties</i>	<p>The Prime Role of the President is to provide the principle leadership and responsibility for the organisation and the Executive Committee EC</p> <p>Specific duties include but are not limited to:</p> <ul style="list-style-type: none"> Chair EC meetings ensuring that they are run efficiently and effectively Act as a signatory for the Club in all legal purposes and financial purposes Regularly focus the EC's attention on matters of Club governance that relate to its own structure, role and relationships Periodically consult with EC on their role, to see how they are going and help them to optimize their contribution Work with the EC to ensure: <ul style="list-style-type: none"> The necessary skills are represented on the EC and that a succession plan is in place to help find new EC members when required Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club. Serve as a spokesperson for the Club when required Communicate regularly and systematically with the Presidents of the Kindred Clubs, AOMC , CAMS and or parent body Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club. <p>Desirable Attributes:</p> <p>The President should:</p> <ul style="list-style-type: none"> be well informed of all organisation activities and able to provide oversight be a person who can develop good relationships internally and externally be forward thinking and committed to meeting the overall goals of the Club have a good working knowledge of the EC its rules and duties of office bearers be able to work collaboratively with other EC Members be a good listener and attuned to the interests of members and other interest groups be a good role model and a positive image for the Club in representing the EC in other forums (e.g. Community meetings)

<i>Procedures</i>	
<i>Prepared by</i>	
<i>Date</i>	

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Vice President</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>The Vice President is responsible for assisting the President for the governance and success of the club. This may mean chairing meetings at short notice. The Vice President role is commonly regarded as a special project support resource. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> <i>• In the event of the President being unable to fulfil his/her duties to step into that role</i> <i>• In the absence of the President, chair EC meetings ensuring that they are run efficiently and effectively</i> <i>• Be an alternate signatory for the Club for legal purposes and financial purposes</i> <i>• Assist the President in deciding which matters are dealt with by the Executive, and sub ECs</i> <i>• Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the EC, and enacted as required</i> <i>• Represent the Club at meetings and forums as agreed with by the EC</i> <i>• Other duties as nominated by the President and / or EC</i> <i>• Act as Club OCC administrator</i> <i>• Act as a VIC ROADS Club Permit signatory in support of the Club Permit Officer</i> <i>• Other attributes</i> <i>• be well informed of all organisation activities and able to provide oversight and advice</i> <i>• develop good relationships internally and externally</i> <i>• be willing to step in for the President representing the club</i> <i>• be forward thinking and committed to meeting the overall goals of the Club</i> <i>• have a good working knowledge of the EC rules and duties of office bearers and EC</i> <i>• be able to work collaboratively with all EC Members</i> <i>• be a listener and attuned to the interests of members and other interest groups</i> <i>• be a role model and a positive image for the Club in representing the EC in other forums</i> <i>• be a competent public speaker</i>

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Secretary</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>The Secretary is responsible for the documentation and communication of the activities of the EC. The secretary is the primary administration officer of the EC and provides the links between the EC, members and outside agencies.</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> <i>• Maintain records of the EC and ensure effective management of Club's records</i> <i>• Manage Minutes of EC meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days</i> <i>• Development of the agenda in consultation with other EC members and distribution prior to the meeting</i> <i>• Is sufficiently familiar with all current Club documents to note applicability during meetings</i> <i>• Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements</i> <i>• Enable and authorise people to help with the EC's business. This includes signing a copy of the final approved Minutes</i> <i>• Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of EC members, EC meeting Minutes, financial reports, and other official records</i> <i>• The Secretary in conjunction with the registrar ensures that official records are maintained of members of the Club and EC.</i> <i>• Provide an up-to-date copy of the rules as requested</i> <i>• Ensure that proper notification is given of EC and Club meetings as specified in the rules</i> <i>• Manage the general correspondence of the EC except for such correspondence assigned to others</i> <i>• Help and lead the EC in providing systematic communication from the EC to Club members and other relevant stakeholders</i> <i>• Provide a summary of EC Minutes for distribution to all Club members via noticeboards</i> <i>• The Secretary and other nominated persons raise receive and file CAMs applications etc .</i> <i>• In conjunction with the treasurer prepare and submit the CAV return</i> <i>• In conjunction with relevant EC members prepare annual returns</i> <i>• In conjunction with the welfare officer respond to welfare needs and initiatives</i>
<i>Procedures</i>	

<i>Prepared by</i>	<i>D.A.Collins</i>
<i>Date</i>	<i>March 2016</i>

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Registrar</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>Provide club member administration services and maintain member and vehicle data information and manage associated processes and club repositories.</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> <i>• Maintain the Club Member Register and associated information and make it available to the EC.</i> <i>• Maintain the membership application files and database(OCC)</i> <i>• Maintain Club Marque and Non Marque vehicle information in OCC in conjunction with the Club Permit Officer</i> <i>• Promote new member programs and member retention initiatives.</i> <i>• Process new member applications</i> <i>• Manage and Conduct the annual Membership renewal process</i> <i>• Issue membership Cards</i> <i>• Prepare and issue new member Welcome packs</i> <i>• Chair the Member Sub EC</i> <i>• Provide Member Services as directed by the EC.</i> <i>• Consult with members through surveys and information sessions</i> <i>• Generate Mail out lists and associated data for Club Journal and special events</i> <i>• Review membership categories annually</i> <i>• In conjunction with the Finance EC review fee structure annually</i> <i>• Report membership trends to the EC and the General Membership</i>
<i>Procedures</i>	<i>MGCC-M-01 : New Member Application</i> <i>MGCC-M-02 : Annual Membership Renewals</i> <i>MGCC-M-03 : Member Data Validation and Reporting</i> <i>MGCC-M-04: Using OCC at MGCC Geelong</i> <i>MGCC-M-05: Member Services Sub EC -Scope and Duties</i> <i>MGCC-M-06: Member Surveys and feedback.</i> <i>MGCC-M-07 Personal Data Release provisions</i>
<i>Prepared by</i>	<i>D.A..Collins</i>

<i>Date</i>	<i>March 2016</i>
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Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Treasurer</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>Provide Financial administration support and advice to the Executive EC including maintenance of a financial records and processes.</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> • Bank all monies/income received in a timely manner • Pay all invoices received/expense claims lodged in a timely manner • Prepare and present financial reports with a bank reconciliation at EC meetings • Prepare and present a financial report at general meetings • Maintain monthly Club expenditure records • Maintain monthly Club income records • Prepare and present accounts for approval for payment at EC meetings • Prepare a statement of income and expenditure for each financial year for insertion in G-Torque (March edition) • Prepare on behalf of the EC an annual statement for the auditor on the accuracy of the Club's books and the financial viability of the Club • Prepare and present a financial report for each AGM • Prepare for the EC the annual ATO tax exemption documentation (November) • Distribute receipt books (and keep records of the allocation) to: <ul style="list-style-type: none"> Treasurer, Secretary, Membership Regalia, Competition, Social events Special events, EMRs ,MWRs Annual tour Technical books • Process payment reconciliation reports from all of the above • Maintain petty cash reconciliation statements for audit purposes from competition and regalia • Maintain the Club's petty cash holdings and records of petty cash income and expenditure • Keep records of raffle income • Prepare and distribute invoices and receipts for G-Torque advertisements • Prepare financial statements/reviews/estimates as required by the EC • Advise the EC regarding the reinvestment of funds in the Club's term deposit • Keep records of stocktakes undertaken by the regalia officer • Keep records of all Club insurance documentation • Keep the original of the Club's Certificate of Incorporation

<i>Procedures</i>	
<i>Prepared by</i>	<i>N.Wood</i>
<i>Date</i>	<i>March 2017</i>

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Social</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>To promote and co-ordinate a wide variety of social activities throughout the calendar year that encourages good fellowship and the safe enjoyment of a range of motoring related and Club activities.</i>
<i>Responsibilities and Duties</i>	<p><i>To coordinate a range and variety social activities, events and runs that caters to the wide variety of club member's interests with the understanding that the Club is primary a motoring club.</i></p> <p><i>In conjunction with the Club's Competition Director, to construct a calendar of social events and activities that ensures the maximum possible member participation rate. Such a calendar will endeavour to offer members opportunities to participate in both weekend and weekday events.</i></p> <p><i>To ensure that each scheduled social event is run under the auspices of a CAMs non competitive permit in order to that members and the Club are covered by public liability insurance.</i></p> <p><i>To ensure that club social runs and events are planned and conducted under the Club Guide Lines ensuring that safety under Victorian road rules is regarded as paramount.</i></p> <p><i>To encourage and support individual members to take on the responsibility of organising and running of specific social activities or events on behalf of the Club; under the guidance of the Social Co-ordinator.</i></p> <p><i>To communicate, promote and inform members of forthcoming social activities and events through the Club magazine, the Club website, direct electronic communication and at monthly meetings.</i></p> <p><i>To run social events and activities on a neutral cost basis whereby participants cover the specific costs involved unless otherwise agreed to, beforehand, by the Executive Committee</i></p>
<i>Procedures</i>	

<i>Prepared by</i>	
<i>Date</i>	

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Communication and Projects</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>Manage Internal and External Club Communication. Liaise with G Torque Editor and Web master on content, presentation and priorities as determined by the EC</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> • Chair the Communication Sub Committee • Contact person for club members and media to gather and present articles • Making contact with media contacts and developing and maintaining media relationships as required • Liaising with the EC and sub-committee about external PR opportunities • Liaise with the G Torque Editor as required • Liaise with the Web editor as required • Chair the Major Project sub committee • Lead, Manage and Conduct major projects on behalf of the EC and the club. • Plan and consult with the membership on major project outcomes and objectives • Liaise with external providers, agencies and authorities on projects . • Plan and advise on any required project management finance resources. <p>Desirable Attributes:</p> <p>The Communication/Projects Manager should:</p> <ul style="list-style-type: none"> • have computer skills and project management experience • be a good communicator and be able to develop positive relationships with club members and contractors , local Government and associated management committees • be able to liaise with the EC regarding Communications and projects • Strong negotiation skills

<i>Procedures</i>	
<i>Prepared by</i>	
<i>Date</i>	

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Competition</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> • attend all EC meetings. • In keeping with the Clubs objectives the Competition director is responsible for organizing all competition events and the safe conduct of the events within CAMS guidelines. He/she should hold a CAMS Officials License and ideally a Level 2 competition license. • Other duties include organizing the set up of all events including events promoted by other Clubs. This should be planned in the form of a Competition Calendar in December when the main events we attend with other Clubs are confirmed. This should then form part of the overall Club Calendar including all Club events as Liased with the Social Director. It needs to be followed up with monthly updates in G Torque, the Website and Club Meetings. It is necessary to Liase with other Clubs about costs and numbers leading up to events. • Geelong organized events need to be fully organized and all documentation submitted to CAMS at least 8 weeks in advance. All equipment needs to be checked prior to each event and set up early on the day. After events a full report needs to be sent to CAMS within 1 week. A report should also be written for G Torque/Website including results. • The Competition Director also records results for the Club Competition Class and outright awards and is responsible to add or delete classes as dictated by numbers. Trophies then need to be organized and

	<p>engraved for the Annual Presentation Night.</p> <p>Other</p> <ul style="list-style-type: none">• Should hold a CAMS Officials License• Organize and safely run all competition events to CAMS standards.• With Social Committee and other Clubs set up event Calendar in December.• Advertise and report on all events to Club and CAMS• Maintain Motorkhana equipment.• Determine Classes and awards and purchase Trophies for presentation night.
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<i>Procedures</i>	
<i>Prepared by</i>	
<i>Date</i>	

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>Club Permit</i>
<i>Report to</i>	<i>Executive Committee</i>
<i>Core Purpose</i>	<i>Manage Club Permits issued by the club Ensure CP holders adhere to the rules and regulation specified by VIC ROADS and the Club</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> <i>• Maintain a club CP register in OCC</i> <i>• Establish and maintain club policy in accordance with the VIC ROADS Club Permit provisions</i> <i>• Manage and process any initial CP applications</i> <i>• Act as the prime signatory for initial CP applications and renewals.</i> <i>• Manage and process CP renewals</i> <i>• Liaise with VICROADS regularly to ensure CP holders are current and legal and the club records are validated.</i> <i>• Liaise with the Registrar to ensure all CP holders are financial.</i> <i>• Ensure current club policy of Marque and Non Marque ratio is maintained</i> <i>• Act as AOMC delegate for the club</i> <i>• Advise members on CP requirements and changes regularly.</i> <i>• Represent CP holders at EC meetings.</i> <i>• Ensure the EC is aware of any breaches of the CP Policy or VIC Roads provisions and recommend appropriate actions to the EC.</i> <i>• Assist in Member services and the development of a club technical facility.</i>

<i>Procedures</i>	
<i>Prepared by</i>	<i>L. Ulph</i>
<i>Date</i>	<i>March 2017</i>

Duties, Role and Responsibilities Statement

<i>Title</i>	<i>General EC Committee Member</i>
<i>Report to</i>	<i>Executive EC</i>
<i>Core Purpose</i>	<i>To represent members. Provide opinion and assist in EC role and function and club decision making.</i>
<i>Responsibilities and Duties</i>	<ul style="list-style-type: none"> <i>• Tasks as assigned by the Office Bearers</i> <i>• Assist EC members in support of EC administration as allocated</i> <i>• Carry out specific tasks in support of projects and initiatives of the EC .</i> <i>• To attend meetings of the EC (approximately 12 per year)plus AGM</i> <i>• You will also be assigned a sub-committee of your choice</i> <i>• Participate in discussion and decision making of the committee.</i> <i>• Look after a specific project or act as a deputy portfolio holder .</i>

<i>Procedures</i>	
<i>Prepared by</i>	
<i>Date</i>	

MGCC GEELONG