

BY-LAWS

These by-laws are laid down by the management committee of the Queensland Historic Motoring Council Incorporated by the authority vested in them under rule 43 of the association's Constitution, and are subject to change at the discretion of the management committee.

BY-LAWS OF THE Queensland Historic Motoring Council Inc. (INC)

BY-LAW 1 MANAGEMENT COMMITTEE MEMBERSHIP

There is no limit as to how many years a delegate may serve as a member of the Management Committee, save that no delegate shall hold the same committee position for more than four (4) years in a row. **Unless ratified by the Management Committee.**

BY LAW 2 VEHICLE CLASSES

The Association will adopt the following naming conventions for classes of historic vehicles Classes are:

- **Veteran**
Any vehicle manufactured up to December, 31st , 1918.
- **Vintage**
Any vehicle manufactured from January 1st 1919 to December 31 , 1930.
- **Post Vintage**
Any vehicle manufactured from January 1st, 1931 to up to December 31st , 1949.
- **Classic 50' s, 60' s, & 70' s**
Any vehicle manufactured in each of the 1950's, 1960's, 1970's etc. decades provided that the start of each decade is at least 30 years before current date.

BY-LAW 3 COMMITTEE

The association shall from time to time appoint such committees as it finds desirable, and shall outline the duties of such committees and their responsibilities.

BY-LAW 4 OPERATION GUIDELINES

The association's management committee will develop, adopt and maintain an ***Operation Guidelines*** which will be used as a resource to help manage and guide the association's Management Committee in the ongoing management of the association. Should the ***Operation Guidelines*** be inconsistent with any part of the Incorporations Act 1981 as amended, the association's Constitution, or the association's by-laws, the said Act, constitution and by-laws will prevail.

BY-LAW 5 PUBLIC LIABILITY INSURANCE

The Management Committee will ensure that the club continues to have an appropriate level of Public Liability Insurance.

BY-LAW 6 PROPERTY

If a delegate breaks or damages property belonging to the association, the club which the delegate represents shall pay to the association all necessary costs of replacing or repairing such property. Cost to be determined **at the discretion of the Management Committee.**

BY-LAW 7 DISCRIMINATORY, HARASSING, BULLYING, PHYSICAL OR EMOTIONALLY THREATENING BEHAVIOUR IS NOT ACCEPTABLE.

Explanation: Discrimination occurs when a person is treated unfairly because of an attribute or personal characteristic (actual or assumed).

It involves behaviour or actions which are repeated unwelcome and intended to offend humiliate or intimidate or where a reasonable person would anticipate the possibility of offence which range from obvious verbal or physical abuse to subtle psychological (emotional) abuse including leaving offensive messages on email, telephone or false rumours about a person with an intent to cause the person embarrassment or harm.

Procedure: Committee receives written complaint, Committee examines both sides of the complaint, Committee decides if action is required (if a committee member is involved that person is not to be involved in the committee's examination and decision about the matter)

First letter – Warning letter to the delegate and that club

Second Letter – Suspension of delegate and letter to delegate and club

Third letter – Expulsion of delegate – letter to delegate and club.

BY-LAW 8 CODE OF CONDUCT

- Under this Code, Members will:
 - Extend to any person with whom they have contact the socially accepted Australian code of etiquette and conduct.
 - Represent the Association with a favourable reflection at all times, and consider all actions to ensure no detriment to the Association or its reputation.
 - Respect the rights, dignity, and worth of every person with whom they have contact regardless of age, gender, ethnic origin, religion, or ability and refrain from any discriminatory practices based on age, gender, religion, ethnic origin, or ability.
 - Accept responsibility for their actions, and display acceptable standards in language, conduct, punctuality, and presentation.
 - Operate within the Rules and spirit of the Association.
 - Abide by the Rules of the Association, and respect the individuals administering the Rules.
 - Refrain from any form of verbal, physical, or emotional abuse toward other Members or any other person with whom they have contact.
 - Not undertake any activity in the name of the Association without consideration and approval of The Associations Committee.
 - Maintain a balanced viewpoint on all situations, and ensure adherence to all legal, road, and social rules.
 - Be a positive role model for other Members and any other person with whom they have contact.

BY-LAW 9 PRIVACY POLICY

OVERVIEW

This Privacy ("Policy") covers the Queensland Historic Motoring Council Incorporated "QHMC" treatment of personal information or personally identifiable information (both "Personal Information") that may be collected or submitted when the web-user ("you") are using the QHMC website or services. This Policy does not apply to companies that QHMC does not own or control, or to individuals that are not under QHMC supervisory control.

Please understand that whenever you voluntarily disclose Personal Information online this information cannot be made one-hundred percent secure and, in some cases, that information can be intercepted, collected and used by others. However, we work hard to protect your information at all times, and protect your information in several ways. Your information is stored on a secure server that QHMC and its authorised personnel can only access through a password. Additionally, we encrypt your information to prevent third parties without authorisation from intercepting your information when it is in transit to us.

• COLLECTION OF PERSONAL INFORMATION

The type of personal information we collect from you will depend upon what dealings you have with us. In most cases, this information will only relate to your personal information. Personal information is generally defined as information that can identify a person (eg. name, email, address, etc.). We may collect information in the following ways:

- Membership Applications;
- Communications;
- Website and Social Media;
- Functions & Events;
- Marketing;
- Competitions;
- Sponsorship;
- Research and Feedback Forms

USE AND DISCLOSURE OF PERSONAL INFORMATION

The QHMC use or disclose personal information for the purpose for which the information was collected and in the ordinary operation of the association.

The QHMC will not disclose personal information concerning you to outside parties other than for a purpose made known to you unless:

- The disclosure is required by law;
 - You have consented to our disclosing the information about you;
- There are reasonable grounds to believe that disclosure is necessary to prevent a serious threat to a person's health or safety.

- The QHMC has reason to suspect that unlawful activity has been, is being or may be engaged in and

disclosure is necessary as part of the investigation of the matter or reporting concerns.

The QHMC provides a referral service to the public who wish to make contact with a motoring club. Information concerning member clubs will be made available to prospective members and interested parties in line with a published aim of the Association. Only information publicly visible on our website will be disclosed for this purpose.

THIRD-PARTIES APPLICATIONS

The Association assures its membership that lists of members or contact details will not be sold to commercial organisations. The Association will only provide information to organisations or groups after consultation with the executive committee and only if the information provided promotes or enhances the activities of the member clubs.

ACCESS TO AND CORRECTION OF PERSONAL DETAILS

You can obtain a copy of the personal information we hold about you by writing to the club. We may require personal identification before providing you with details. If you find that personal information we hold about you is inaccurate, incomplete or out-of-date, please contact the club and, where appropriate, your record will be changed.

LINKS TO OTHER WEBSITES

The QHMC website <https://qhmc.org.au> <https://qhmc.net.au> s subject to this Privacy Policy.

However, our website may provide links to other websites. As these linked websites are not under the Club's control, we are not responsible for the conduct of companies linked to its website and we advise you to preview the privacy policies of these sites before disclosing your personal information to them.

CONSENT

By providing your Private Information to us, you are deemed to have consented to the collection, use, disclosure and storage of that information as set out in this Privacy Policy.

Any unauthorised, unapproved activity or any other breach of the Privacy Policy will possibly result in the Management Committee terminating the delegate/s involved.

CONTACT US

Postal Address:

1376 Old Cleveland Road Carindale QLD 4152 Email: secretary@qhmc.net.au

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION ABOUT PRIVACY REQUIREMENTS CAN BE VIEWED ON THE FOLLOWING WEBSITES:

AUSTRALIAN FEDERAL PRIVACY COMMISSION <http://www.privacy.gov.au>

BY-LAWS 10 VALUES

QHMC is passionate about promoting the historical vehicle movement in giving help support, advise, guidance and assistance when necessary.

BY-LAW 11 ADJUDICATOR

The adjudicator must not be a member in question or be involved in the voting process including being chair at that meeting.

BY-LAW 12 CLUB MEMBERSHIP NUMBERS

Car clubs wanting to join QHMC, MUST have at least 10 members to be eligible for joining or at the discretion of the Management Committee