

QHMC

Queensland Historic Motoring Council Incorporated

Operations Handbook



31st July 2010

ISSUE 3

Approved by management committee

Queensland Historic Motoring Council

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CHANGE MANAGEMENT

This page should list all changes made to this document over time.

Issue No:	Date:	Item Changed	Reason for Re-Issue (Change)
Issue 1	Jan 2009	All	Initial Issue
Issue 2	Aug 2009	Bylaw 7 added	New By-law 7 approved
Issue 2	Aug 2009	Registration	New paper describing process 3 approved
Issue 2	Aug 2009	Dating Certificate	Agreed Dating Certificate added
Issue 2	Aug 2009	Rick Policy	Rick Management policy agreed
Issue 3	July 2010	Management	Activity timetable added
Issue 3	July 2010	Vehicle Security	Steps to ensure the security of members vehicles
Issue 3	July 2010	AHMF Delegates	Role of AHMF delegate added
Issue 3	July 2010	Web Management	New section covering Web site management
Issue 3	July 2010	Dating Officer	New section covering the Club Dating Officer role.
Issue 3a	Feb 2011	Major Rallies	more detail added – Sponsorship naming

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Chapter 1 ABOUT THIS HANDBOOK

This Handbook outlines, in one place, the information needed to “run” the Queensland Historic Motoring Council. It contains the minimum information needed by the management committee to continue running the council together with some helpful sections, which will help guide the council, and its member clubs.

This document can be copied and reproduced in modified form by any QHMC affiliated clubs. One of the purposes of this handbook is to be used as a template to help clubs develop their own handbooks.

The handbook is a living document and subject to updating at any time by the QHMC management committee. The current approved and any future draft versions will be published on the QHMC's web site.

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Queensland Historic Motoring Council

Chapter 2 HISTORY OF QHMC

The **QHMC** was formed in 2009 by renaming the old Queensland Combined Council of Historic Vehicle Clubs the Queensland Historic Motoring Council

Membership is open to all motor vehicle clubs that have an emphasis is on supporting vehicles that are more than 30 years old.

Objectives of the QHMC

The Queensland Historic Motoring Council, formally known as the Combined Council, is the peak representative body for Historic Vehicle Clubs in Queensland and represents those Clubs in negotiations with Government departments, interstate peak motoring bodies and commercial and public bodies. Affiliated Clubs include Veteran, Vintage, Historic and Classic vehicle clubs.

The Objectives of the QHMC are:

- To foster interest in the history and preservation of old vehicles, as owned by members of affiliated clubs;
- To act on behalf of clubs and/or individual members in negotiations with Federal, State or Local Government, Authorities, Companies, Corporations, or individuals, on matters of interest to the hobby;
- To keep an up to date list of projected rally dates, in order to assist the clubs to avoid clashing dates, and to attempt to ensure maximum support of all major events by whatever means may be suitable, through the promotion of maximum co-operation between affiliated clubs;
- To act a liaison body between the hobby and the general public;
- To co-operate and liaise with any other similar State or Federal organisations;
- To cause to be published and/or circulated any information concerning or affecting the development of clubs within the Association's geographical area, which the Association may consider will promote the objects of affiliated clubs.

In The Beginning

History of QCCHVC to be inserted here

“QHMC working for the Historic Motoring Enthusiast”

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Chapter 3 INCORPORATION

The **Queensland Historic Motoring Council** is an incorporated body (operating within Queensland *clubs* Incorporation Act 1981-2007. This means that as a corporate body it has legal existence entirely separate from its members and is capable of acting in its own name. A corporate body has perpetual succession (continues on beyond the life of the individual members), a name, a common seal (the stamp with the name of the organisation), and may sue and be sued. It may make contracts and hold property on behalf of the association.

Liability for debts is limited to the assets of the association and the amount of the share or contribution the members may have agreed to provide in the rules of the association. The membership is protected from any further financial responsibility.

In accepting recognition by the law of being, an incorporated Club there are attendant conditions placed upon the association, which must be observed by the Committee of Management. These should not be considered unreasonable given the relief of liability that incorporation confers. These essentially require the association to operate under an approved constitution and rules, with acceptable procedures for the administration of any business and the management of funds. It is also a requirement to submit reports on the operation of the association to the Registrar. The following sections of this manual describe the responsibilities and duties of the members of the Management Committee and other key officers such that the legal requirements of the Club of Motoring Clubs Incorporated are satisfied.

REQUIREMENTS

The requirements of the Act after Incorporation are relatively simple as listed below. Note that there are additional QHMC specific requirements in the Association's Constitution and Rules.

The Association must not trade or secure either financial profit for members (or as trustees on behalf of beneficiaries).

It may not alter its statement of purpose or rules except by special resolution. A special resolution must be passed by a majority of at least three quarters of the members present at the meeting or voting by proxy as permitted in the rules. Notice must be given in accordance with the rules also.

It must hold its first Annual General Meeting between 1 and 3 months after its incorporation.

It must hold subsequent Annual General Meetings in each calendar year (within 6 Months of the End of the financial year).

It must submit to the members at the Annual General Meeting, a statement concerning the finances of the Club.

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Chapter 4 AUSTRALIAN BUSINESS REGISTRATION

INTRODUCTION

The QHMC is not a Registered Australian Business and is not recorded on the Australian Business Register with the Australian Business Number (ABN)

REQUIREMENTS

Nil

Chapter 5 TAXATION

Not for profit, car clubs are not exempt from paying taxation.

The fact that our club is 'Not for Profit' is irrelevant as far as paying tax is concerned. However, a not for profit incorporated club is taxed under the 'principle of mutuality'. Under this arrangement assessable income for tax only consists of funds raised from outside the organisation. In other words, receipts from mutual dealings with members are not income for tax purposes. This includes all membership subscriptions, raffle proceeds where tickets are sold to members and the sale of club memorabilia to members etc.

Expenditure of funds, to generate a tax deduction is also covered by the 'principle of mutuality' ie the a tax deduction can only claimed if the expenditure is required to generate an income from non members (ie a taxable income) or as a donation to a recognised charity.

In the case of QHMC, the main external income is bank interest. The total of external income should be totalled annually. Clubs are given a tax free threshold of \$416.

If the QHMC earns more that \$416 from bank interest or from nom members then the QHMC is obliged to submit a tax return.

External income (bank interest) should be managed so as to ensure that it remains below the threshold.

Clubs which conduct swap meetings or car displays were members of the public are charged an entry fee are seen to be generating non mutual income which is assessable for income tax any expenditure in setting up, conducting, and advertising the swap or display would qualify as a tax deduction.

Clubs are urged to track and record all 'mutual' and non mutual income & expenditure

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Chapter 6 CONSTITUTION

Note The copy has been added to make the handbook complete however in the case of disputes about the constitution please use the official version held by the club secretary.

RULES

1 INTERPRETATION

- 1.1. In these rules—
- 1.2. Act means the Associations Incorporation Act 1981 and subsequent amendments.
- 1.3. present—
 - 1.1.1 at a management committee meeting, see rule 23.6; or
 - 1.1.2 at a general meeting, see rule 37.2.
- 1.4. A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 NAME

The name of the incorporated association shall be Queensland Historic Motoring Council Incorporated. (formally known as the Queensland Combined Council of Historic Vehicle Clubs Inc.) (in these rules called the “Association”).

3 OBJECTS

The objects of the Association are..

- 3.1 To foster interest in the history and preservation of old vehicles, as owned by members of affiliated clubs;
- 3.2 To promote and support those organisations whose aims are the preservation, restoration and use of the vehicles in the categories listed under by law 2:
- 3.3 To promote and support the preservation of items associated with motoring.
- 3.4 To collect and disseminate, wherever practicable, information deemed to be to the benefit of the historic vehicle movement.
- 3.5 To cause to be published and/or circulated any information concerning or affecting the development of clubs, and/or the historic vehicle movement, within the Association's geographical area, which the Association may consider will promote the objects of affiliated clubs.
- 3.6 To encourage liaison, communication and co-operation between Member Clubs.
- 3.7 To act on behalf of clubs and/or individual members in negotiations with Federal, State or Local Government, Authorities, Companies, Corporations, or individuals, on matters of interest to the hobby;
- 3.8 To keep & publish among member clubs, an up to date list of projected rally & swap meet dates, in order to assist the clubs to avoid clashing dates, and to attempt to ensure maximum support of all major events by whatever means may be suitable, through the promotion of maximum co-operation between affiliated clubs;
- 3.9 To act a liaison body between the hobby and the general public;
- 3.10 To co-operate and liaise with any other similar State or Federal organisations;

4 POWERS

The powers of the Association are..

- 4.1 To subscribe to, become a member of and co operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of the rule 46.10;
- 4.2 In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises,
- 4.3 To purchase, take on lease or, in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the association provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- 4.4 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association, to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- 4.5 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- 4.6 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- 4.7 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise, assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- 4.8 To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- 4.9 To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- 4.10 In furtherance of the objects of the Association to lend and advance money or give credit of any person or body corporate to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

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- 4.11 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay off any such securities,
- 4.12 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- 4.13 In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- 4.14 To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;
- 4.15 To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in rule 4.4;
- 4.16 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- 4.17 To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects',
- 4.18 In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 46.10;
- 4.19 In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- 4.20 In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.,
- 4.21 To make donations for patriotic, charitable or community purposes;
- 4.22 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- 4.23 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

5 CLASSES OF MEMBERS

- 5.1 The membership of the Association shall consist only of Ordinary Member Clubs.
- 5.2 Membership is available to any properly constituted vehicle club, which can show that their function and aims are in accordance with the association's and can show their membership is broadly representative of the historic vehicle movement.
- 5.3 Membership is unlimited provided member clubs conform to the requirements or rule 5.2 and either rule 6 or rule 7

6 AUTOMATIC MEMBERSHIP

- 6.1 A club that, on the day the association adopted this constitution, was a member of Queensland Combined Council of Historic Vehicle Clubs Inc. will become a member of Queensland Historic Motoring Council, because this amended constitution is concurrent with a change of name from Queensland Combined Council of Historic Vehicle Clubs Inc. to Queensland Historic Motoring Council Inc.

7 NEW MEMBERSHIP

- 7.1 An applicant for membership of the association must be proposed by a member of the association (the proposer) and seconded by another member (the seconder).
- 7.2 An application for membership must be—
 - 7.2.1 in writing; and
 - 7.2.2 signed by the applicant club's secretary and the applicants proposer and seconder; and
 - 7.2.3 in the form decided by the management committee.

8 MEMBERSHIP FEES

- 8.1 The membership fee for each ordinary membership and for each other class of membership (if any)—
 - 8.1.1 is the amount decided by the members from time to time at a general meeting; and
 - 8.1.2 is payable when, and in the way, the management committee decides.
- 8.2 A member of the old incorporated association (Queensland Combined Council of Historic Vehicle Clubs Inc) who, before becoming a member of the Queensland Historic Motoring Council, has paid the members annual subscription for membership for the 2008/9 financial year is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

9 ADMISSION AND REJECTION OF MEMBERS

At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

- 9.1 The management committee must consider an application for membership at the next committee meeting held after it receives—
 - 9.1.1 the application for membership; and
 - 9.1.2 the appropriate membership fee for the application.
- 9.2 The management committee must ensure that, as soon as possible after the a club applies to become a member of the association, and before the management committee considers the club's application, the club is advised—
 - 9.2.1 whether or not the association has public liability insurance; and
 - 9.2.2 if the association has public liability insurance—the amount of the insurance.
- 9.3 The management committee must decide at the meeting whether to accept or reject the application.
- 9.4 If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- 9.5 The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 WHEN MEMBERSHIP ENDS.

- 10.1 A member club may resign from the association by giving a written notice of resignation to the secretary.
- 10.2 The resignation takes effect at—
 - 10.2.1 the time the notice is received by the secretary; or
 - 10.2.2 if a later time is stated in the notice—the later time.
- 10.3 The management committee may terminate a member club's membership if the member club—
 - 10.3.1 is delisted as an incorporated association by the Office of Fair Trading; or
 - 10.3.2 does not comply with any of the provisions of these rules; or
 - 10.3.3 has membership fees in arrears for at least 2 months; or
 - 10.3.4 conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the association.
- 10.4 Before the management committee terminates a club's membership, the committee must give the club a full and fair opportunity to show why the membership should not be terminated.
- 10.5 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member club a written notice of the decision.

11 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 11.1 A club whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the club's intention to appeal against the decision.
- 11.2 A notice of intention to appeal must be given to the secretary within 1 month after the club receives written notice of the decision.
- 11.3 If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 GENERAL MEETING TO DECIDE APPEAL

- 12.1 The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- 12.2 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 12.3 Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 12.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 12.5 If a club whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the club appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the club.

13 REGISTER OF MEMBERS

- 13.1 The management committee must keep a register of members of the association.
- 13.2 The register must include the following particulars for each member—
 - 13.2.1 the full name of the member club;
 - 13.2.2 the full names of the two club delegates
 - 13.2.3 the postal or residential address of the member club;
 - 13.2.4 the date of admission as a member club;
 - 13.2.5 the date of resignation of the member club;
 - 13.2.6 details about the termination or reinstatement of membership;
 - 13.2.7 any other particulars the management committee or the members at a general meeting decide.
- 13.3 The register must be open for inspection by members of the association at all reasonable times.
- 13.4 A member must contact the secretary to arrange an inspection of the register.
- 13.5 However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member club's full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member club at risk of harm.

14 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- 14.1 A member of the association must not—
- 14.1.1 use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - 14.1.2 disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 14.2 Rule 14.1 does not apply if the use or disclosure of the information is approved by the association.

15 APPOINTMENT OR ELECTION OF SECRETARY

- 15.1 The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- 15.1.1 a member of the association elected by the association as secretary; or
 - 15.1.2 any of the following persons appointed by the management committee as secretary—
 - (i) a member of the associations management committee;
 - (ii) another member of the association;
 - (iii) another person.
- 15.2 If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.
- 15.3 If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- 15.4 If the management committee appoints a person mentioned in rule 15.1.2.(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- 15.5 However, if the management committee appoints a person mentioned in rule 15.1.2.(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- 15.6 (If the management committee appoints a person mentioned in rule 15.1.2.(iii) as secretary, the person does not become a member of the management committee.
- 15.7 In this rule— casual vacancy, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 REMOVAL OF SECRETARY

- 16.1 The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- 16.2 If the management committee removes a secretary who is a person mentioned in rule 15.1.2.(i), the person remains a member of the management committee.
- 16.3 If the management committee removes a secretary who is a person mentioned in rule 15.1.2.(ii) and who has been appointed to a casual vacancy on the management committee under rule 15.5, the person remains a member of the management committee.

17 FUNCTIONS OF SECRETARY

- 17.1 The secretary's functions include, but are not limited to—
 - 17.1.1 calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
 - 17.1.2 keeping minutes of each meeting; and
 - 17.1.3 keeping copies of all correspondence and other documents relating to the association; and
 - 17.1.4 maintaining the register of members of the association.

18 MEMBERSHIP OF MANAGEMENT COMMITTEE

- 18.1 The management committee of the association consists of the President, Vice President, Secretary, Treasurer, and any other members the association members elect at a general meeting.
- 18.2 A member of the management committee, other than a secretary appointed by the management committee under rule 15.1.2.(iii), must be a member of the association.
- 18.3 At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- 18.4 A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

19 ELECTING THE MANAGEMENT COMMITTEE

- 19.1 A member of the management committee may only be elected as follows—
- 19.1.1 any 2 member delegates of the association may nominate another member delegate (the candidate) to serve as a member of the management committee;
 - 19.1.2 the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the member delegates who nominated him or her; and
 - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - 19.1.3 each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - 19.1.4 if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 19.2 A person may be a candidate only if the person—
- 19.2.1 is an adult; and
 - 19.2.2 Is a authorised delegate of a member club
 - 19.2.3 is not ineligible to be elected as a member under section 61A of the Act.
- 19.3 A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
- 19.4 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- 19.5 The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
- 19.5.1 whether or not the association has public liability insurance; and
 - 19.5.2 if the association has public liability insurance—the amount of the insurance.

20 RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

- 20.1 A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- 20.2 resignation takes effect at—
- 20.2.1 the time the notice is received by the secretary; or
 - 20.2.2 if a later time is stated in the notice—the later time.
- 20.3 A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- 20.4 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 20.5 A member has no right of appeal against the member's removal from office under this rule.
- 20.6 A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 VACANCIES ON MANAGEMENT COMMITTEE

- 21.1 If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- 21.2 The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 21.3 However, if the number of committee members is less than the number fixed under rule 25.1 as a quorum of the management committee, the continuing members may act only to—
 - 21.3.1 increase the number of management committee members to the number required for a quorum; or
 - 21.3.2 call a general meeting of the association.

22 FUNCTIONS OF MANAGEMENT COMMITTEE

- 22.1 Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- 22.2 The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
 - 10.1.1 Note—
- 10.2 The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.
- 22.3 The management committee may exercise the powers of the association—
 - 22.3.1 to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - 22.3.2 to secure the amounts mentioned in paragraph 22.3.1 or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
 - 22.3.3 to purchase, redeem or pay off any securities issued; and
 - 22.3.4 to borrow amounts from members and pay interest on the amounts borrowed; and
 - 22.3.5 to mortgage or charge the whole or part of its property; and
 - 22.3.6 to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - 22.3.7 to provide and pay off any securities issued; and
 - 22.3.8 to invest in a way the members of the association may from time to time decide.
- 22.4 For rule 22.3.4, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
 - 22.4.1 the financial institution for the association; or
 - 22.4.2 if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

23 MEETINGS OF MANAGEMENT COMMITTEE

- 23.1 Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- 23.2 The management committee must meet at least once every 4 months to exercise its functions.
- 23.3 The management committee must decide how a meeting is to be called.
- 23.4 Notice of a meeting is to be given in the way decided by the management committee.
- 23.5 The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 23.6 A committee member who participates in the meeting as mentioned in rule 23.5 is taken to be present at the meeting.
- 23.7 A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- 23.8 A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- 23.9 The president is to preside as chairperson at a management committee meeting.
- 23.10 If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- 24.1 At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- 24.2 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- 24.3 If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - 24.3.1 the meeting is to be adjourned for at least 1 day; and
 - 24.3.2 the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- 24.4 If, at an adjourned meeting mentioned in rule 24.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 SPECIAL MEETING OF MANAGEMENT COMMITTEE

- 25.1 If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- 25.2 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 25.3 A request for a special meeting must state—
 - 25.3.1 why the special meeting is called; and
 - 25.3.2 the business to be conducted at the meeting.
- 25.4 A notice of a special meeting must state—
 - 25.4.1 the day, time and place of the meeting; and
 - 25.4.2 the business to be conducted at the meeting.
- 25.5 Special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26 MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- 26.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- 26.2 To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

27 APPOINTMENT OF SUBCOMMITTEES

- 27.1 The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- 27.2 A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- 27.3 A subcommittee may elect a chairperson of its meetings.
- 27.4 if a chairperson is not elected, or if the chairperson is not present within Ten (10) minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- 27.5 A subcommittee may meet and adjourn as it considers appropriate.
- 27.6 A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

- 28.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- 28.2 Rule 28.1 applies even if the act was performed when—
 - 28.2.1 there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - 28.2.2 a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

29 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 29.1 A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 29.2 A resolution mentioned in rule 29.1 may consist of several documents in like form, each signed by 1 or more members of the committee.

30 FIRST ANNUAL GENERAL MEETING

- 30.1 The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

31 SUBSEQUENT ANNUAL GENERAL MEETINGS

- 31.1 Each subsequent annual general meeting must be held—
 - 31.1.1 at least once each year; and
 - 31.1.2 within 6 months after the end date of the association's reportable financial year.

32 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF LEVEL 1 INCORPORATED ASSOCIATIONS AND PARTICULAR LEVEL 2 AND 3 INCORPORATED ASSOCIATIONS

- 32.1 This rule applies only if the association is—
 - 32.1.1 a level 1 incorporated association; or
 - 32.1.2 a level 2 incorporated association to which section 59 of the Act applies; or
 - 32.1.3 a level 3 incorporated association to which section 59 of the Act applies.
- 32.2 The following business must be conducted at each annual general meeting of the association—
 - 32.2.1 receiving the association's financial statement, the audit report, for the last reportable financial year;
 - 32.2.2 presenting the financial statement and audit report to the meeting for adoption;
 - 32.2.3 electing members of the management committee;
 - 32.2.4 for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
 - 32.2.5 for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 2 INCORPORATED ASSOCIATIONS

- 33.1 This rule applies only if the association is a level 2 incorporated association to which section 59A of the Act applies.
- 33.2 The following business must be conducted at each annual general meeting of the association—
 - 33.2.1 receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - 33.2.2 presenting the financial statement and signed statement to the meeting for adoption;
 - 33.2.3 electing members of the management committee;
 - 33.2.4 appointing an auditor, an accountant or an approved person for the present financial year.

34 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 3 INCORPORATED ASSOCIATIONS

- 34.1 This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.
- 34.2 The following business must be conducted at each annual general meeting of the association—
 - 34.2.1 receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - 34.2.2 presenting the financial statement and signed statement to the meeting for adoption;
 - 34.2.3 electing members of the management committee.

35 NOTICE OF GENERAL MEETING

- 35.1 The secretary may call a general meeting of the association.
- 35.2 The secretary must give at least 14 days notice of the meeting to each member of the association.
- 35.3 If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 35.4 The management committee may decide the way in which the notice must be given.
- 35.5 However, notice of the following meetings must be given in writing—
 - 35.5.1 a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - 35.5.2 a meeting called to hear and decide a proposed special resolution of the association.
- 35.6 A notice of a general meeting must state the business to be conducted at the meeting.

36 DELEGATES

- 36.1 Delegates may be appointed by each member club, and the appointee notified to the Secretary on the letterhead of the club that the delegate represents.
- 36.2 Member clubs may send a maximum of two (2) delegates to any meeting. However a club shall have only one vote on all matters.
- 36.3 The Chairman may exclude observers who are not appointed in writing on the letterhead of the organisation they represent.
- 36.4 Delegates may speak on any matter before a meeting, but observers may be invited to speak at the discretion of the meeting.
- 36.5 An attendee claiming to be a delegate will be treated as an observer unless they present written authority from their club.
- 36.6 A delegate may represent more than one club at any meeting.
- 36.7 A delegate who represents more than one club is able to act on behalf of each club the delegate represents.

37 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

- 37.1 The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus one delegate.
- 37.2 However, if all member delegates of the association are members of the management committee, the quorum is the total number of members less one.
- 37.3 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 37.4 If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- 37.5 If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
 - 37.5.1 the meeting is to be adjourned for at least 7 days; and
 - 37.5.2 the management committee is to decide the day, time and place of the adjourned meeting.
- 37.6 the chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 37.7 If a meeting is adjourned under rule 37.6, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 37.8 The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 37.9 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

38 PROCEDURE AT GENERAL MEETING

- 38.1 Each club may appoint up to two delegates to represent the member club at the associations meetings.
- 38.2 Both of the club's appointed delegates can speak at the meetings, however the club through its delegates or other proxies shall have only a single vote on matters.
- 38.3 A member club may take part and vote in a general meeting in person, through the appointed delegate at the meeting, by proxy, by attorney or by using any technology that reasonably allows the member club's authorised representative to hear and take part in discussions as they happen.
- 38.4 A member club who participates in a meeting as mentioned in rule 38.1 is taken to be present at the meeting.
- 38.5 At each general meeting—
 - 38.5.1 the president is to preside as chairperson; and
 - 38.5.2 if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act. The vice president is to preside as chairperson. However there is no vice president present at the meeting at that time the members present must elect 1 of their number to be chairperson of the meeting; and
 - 38.5.3 the chairperson must conduct the meeting in a proper and orderly way.

39 VOTING AT GENERAL MEETING

- 39.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the member club's representatives present.
- 39.2 Each member club present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 39.3 A member club is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 39.4 A delegate who represents more than one club shall be entitled to cast a vote for each club the delegate represents provided no other delegate is casting a vote on behalf of one of the clubs represented by the delegate.
- 39.5 The method of voting is to be decided by the management committee.
- 39.6 However, if at least 20% of the financial member club's delegates present demand a secret ballot, voting must be by secret ballot.
- 39.7 If a secret ballot is held, the chairperson must appoint 2 member club delegates to conduct the secret ballot in the way the chairperson decides.
- 39.8 The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

40 SPECIAL GENERAL MEETING

- 40.1 The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
 - 40.1.1 being directed to call the meeting by the management committee; or
 - 40.1.2 being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
- 40.2 being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- 40.3 A request mentioned in rule 40.1.2 must state—
 - 40.3.1 why the special general meeting is being called; and
 - 40.3.2 the business to be conducted at the meeting.
- 40.4 A special general meeting must be held within 3 months after the secretary—
 - 40.4.1 is directed to call the meeting by the management committee; or
 - 40.4.2 is given the written request mentioned in rule 40.1.2; or
 - 40.4.3 is given the written notice of an intention to appeal mentioned in rule 40.1.3.
- 40.5 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

41 PROXIES

- 41.1 Each club upon joining the association may appoint two delegates to represent the club at all general meetings. These delegates, provided they are correctly nominated shall be deemed to hold proxies for the member club until the member club formally advises a change to the proxy
- 41.2 An instrument appointing a proxy must be in writing and be in the following or similar form—
[Name of association]:
I, of , being
the secretary of (club) which is member of the association,
appoint
of
as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the day of 20
and at any adjournment of the meeting.
Signed this day of 20 .
Signature
- 41.3 The instrument appointing a proxy must—
41.3.1 if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
41.3.2 if the appointor is a club incorporated club or a corporation—
(i) be under seal; or
(ii) be signed by a properly authorised officer or attorney of the corporation.
- 41.4 A proxy may be a member club's delegate to the association or another person.
- 41.5 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 41.6 Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 41.7 Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- 41.8 If a member club wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—
[Name of association]:
I, of , being
the secretary of (club) which is member of the association,
appoint
of
as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the day of 20
and at any adjournment of the meeting.
Signed this day of 20 .
Signature
This form is to be used *in favour of/*against [strike out whichever is not wanted]
the following resolutions—
[List relevant resolutions]

42 MINUTES OF GENERAL MEETINGS

- 42.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 42.2 To ensure the accuracy of the minutes—
 - 42.2.1 the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - 42.2.2 the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- 42.3 If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - 42.3.1 make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - 42.3.2 give the member copies of the minutes of the meeting.
- 42.4 The association may require the member to pay the reasonable costs of providing copies of the minutes.

43 BY-LAWS

- 43.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- 43.2 A by-law may be set aside by a vote of members at a general meeting of the association.

44 ALTERATION OF RULES

- 44.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 44.2 However an amendment, repeal or addition is valid only if it is registered by the chief executive.

45 COMMON SEAL

- 45.1 The management committee must ensure the association has a common seal.
- 45.2 The common seal must be—
 - 45.2.1 kept securely by the management committee; and
 - 45.2.2 used only under the authority of the management committee.
- 45.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - 45.3.1 the secretary; or
 - 45.3.2 another member of the management committee; or
 - 45.3.3 someone authorised by the management committee.

46 FUNDS AND ACCOUNTS

- 46.1 The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- 46.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 46.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 46.4 A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- 46.5 If a payment of \$100 or more is made by cheque, the cheque must be signed by any two (2) of the following—
 - 46.5.1 the president;
 - 46.5.2 the secretary;
 - 46.5.3 the treasurer;
 - 46.5.4 any one of three other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- 46.6 However, one of the persons who signs the cheque must be the president, the secretary or the treasurer.
- 46.7 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 46.8 A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 46.9 All expenditure must be approved or ratified at a management committee meeting.
- 46.10 The income and property of the Association whencesoever derived shall be used and applied solely in promotion of the Association's objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by the member to the Association or otherwise owing by the Association to the member or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

47 GENERAL FINANCIAL MATTERS

- 47.1 On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 47.2 The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

48 DOCUMENTS

- 48.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

49 FINANCIAL YEAR

- 49.1 The end date of the association's financial year is 30th June each year in each year.

50 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 50.1 This rule applies if the association—
 - 50.1.1 is wound-up under part 10 of the Act; and
 - 50.1.2 has surplus assets.
- 50.2 The surplus assets must not be distributed among the members of the association.
- 50.3 The surplus assets must be given to another entity—
 - 50.3.1 having objects similar to the association's objects; and
 - 50.3.2 the rules of which prohibit the distribution of the entity's income and assets to its members.

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**ANNUAL GENERAL MEETING, GENERAL MEETINGS
& COMMITTEE MEETINGS**

AGENDA

An agenda is to be prepared in consultation with the Chairman of the meeting. The President would normally chair any meeting, or in his absence, the Vice President if both are absent refer to rule 38.5.2 of the constitution. The agenda should follow the format of the example agenda attached. The business to be conducted at the meeting is to be in accordance with the Constitution. It is desirable that the agenda be available before any meeting. During the meeting, the Secretary should work closely with the Chairman in ensuring that all relevant paperwork for the business at hand is available to the Chairman. During General Business or where any other motions are put before the meeting, the Secretary shall make notes of the motions and amendments and the outcome of the debate.

TAKING OF MINUTES (AGM, GMs, Committee Meetings)

Minutes of the meeting are to be made against all items on the Agenda and other items that may be raised under General Business. The minutes of the Annual General Meeting and General Meetings are to be made available to all members upon request, within reason, and may be published on the associations Web site and distributed via email to all clubs and delegates. The minutes of Committee Meetings are to be distributed to Committee members only. Given the sensitive nature of some business transacted in Committee Meetings, these minutes are not to be published on the Web site. Minutes of all meetings shall be retained in a minute book dedicated for that purpose. If the minutes have been made on separate sheets then they are to be included in the Minute book.

It is the responsibility of the person who is Secretary at the commencement of the Annual General Meeting to continue recording the proceedings of the Annual General Meeting, and to produce minutes of the meeting, even though the position of Secretary has been declared vacant.

A separate Minute Secretary may be appointed by the Committee to assist the General Secretary for the AGM and General Meetings. This will enable the General Secretary to directly assist the President during any debate.

To assist in the minute taking it is most useful for speakers to identify themselves by, giving their name and the club they represent. Therefore, when opening the meeting, the Chairman should advise all those present that they should identify themselves before speaking from the floor.

AGENDA ITEMS

It is essential that all Agenda Business items are considered before other General Business or non-specific Agenda items are introduced.

GENERAL BUSINESS

It is most desirable that meetings are structured to ensure that all business is addressed before the other activities are commenced. Meetings should be run to time so that there are sufficient members present to conduct any business that requires a fair representation if not a quorum. Efficient and effective meetings not only ensure the smooth running of the Association but also create a positive image to new and prospective members. All of which retains and increases membership numbers and hence improves the efficiency of the operation to the ultimate benefit of all members.

Queensland Historic Motoring Council

The normal protocol is that the chairman does not move or second a motion, unless it is a direction from his/her club, but can vote as a delegate and has a casting vote to resolve a tied vote.

ANY OTHER BUSINESS

If not specifically listed on the Agenda, the Chairman should exercise caution in opening the meeting to "Any other Business" as this may result in time wasting or introduce unexpected "bombshells" that could upset the outcome of other previous Agenda items and general tenure of the meeting. Surprise items may also adversely influence the attitudes of the departing members.

GUEST SPEAKERS

Where a guest speaker is available, it is essential that he be advised of the time that he is expected to begin and the time available for him to speak. This must be advised to him at the time of agreement to attend. The details of the engagement should then be confirmed with the speaker a couple of days in advance of the meeting. On the day, it may be expedient to defer non-essential items until after the guest has spoken. Most guest speakers will not expect payment; however, it would enhance the image of the association if a vote of thanks was moved and perhaps some sort of presentation were made for example a pen or some other item of regalia.

Refer to appendices for Sample Agenda and Forms:

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Queensland Historic Motoring Council

Chapter 9 RULES OF DEBATE

Most of the QHMC meeting are run on informal lines and any topics are discussed in general business. The meeting chaired by the president usually allows for free discussion on any topics with out formal rules, however should an financial club member through their delegate at a meeting require that the whole of, or any part of the meeting be conducted in a more formal way the following rules will apply. All that is required to invoke the rules is for a member club to, at any time; raise a point of order asking that the formal debating rules be applied.

However at all times there should be no discussion or comments on a motion that is moved until it has been seconded. After the motion is seconded then relevant discussion on the pros and cons of the motion can take place

Title of Motion	Words Used by Mover	Limits on Discussion	When motion can be moved	If defeated can motion be moved again	Effect of the Motion
A Substantive motion	"That"	No limits other than relevance	When no other business is before the chair	No	To decide some questions of substance
An Amendment	"That the motion be amended by... (addition, deletion substitution)"	No limits other than relevance	When an appropriate motion is before the chair	No	To modify, but not negate, the question before the chair
Adjournment of Question	"That the debate be adjourned(either indefinitely or specifying date time and place)"	May be debated and/or amended only as to date time and place	During debate but not interrupting a speaker	Yes but not by the same club	If carried, debate ceases; If defeated debate proceeds
Adjournment of Meetings	"That the meeting be adjourned(either indefinitely or specifying date time and place)"	May be debated and/or amended only as to date time and place	During debate but not interrupting a speaker	Yes	If carried, meeting stands adjourned; if defeated debate proceeds
Next Business	"That the meeting proceed to the next item of business"	No debate is permissible	During debate but not interrupting speaker	Yes	If carried, debate on original question ceases at this point; if defeated debate proceeds
Question lie on the table	"That the question lie on the table"	May be debated but not amended	During debate but not interrupting speaker	Yes	If carried, debate on original question ceases, but a later motion could take the question from the table
The Closure	"That the question be now put"	No debate is permissible	During debate even interrupting speaker	No, original question must be voted on immediately	If carried, original question must be put immediately; if defeated debate proceeds
The Previous Question	"That the question be NOT now put"	No limit on this or the original question, but it cannot be amended	During debate on substantive motion, but not on an amendment	Yes	If carried, debate ceases, but may be taken up at a subsequent meeting
Speaker no longer be heard	"That the speaker be not heard"	May be debated but not amended	By interruption of the speaker	Yes	If carried, the speaker must say no more; if defeated he may continue
Disagreement with the Chairman's ruling	"That the Chairman's ruling be disagreed with"	May be debated but not amended	Immediately after the Chairman has given a ruling	Yes	If carried, the Chairman's ruling is reversed; if defeated, the ruling stands

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RULES OF DEBATE Cont.

TYPE OF MOTION	Must it be seconded?	Is it debatable?	May it be amended?	May it be tabled?	May it interrupt speaker?	In order if other question is pending?	May it be reconsidered?
Adjourn	Yes	No	No	No	No	Yes	No
Amend	Yes	1	Yes	2	No	Yes	Yes
Amend amendment	Yes	1	No	2	No	Yes	Yes
Appeal	Yes	3	No	4	Yes	Yes	Yes
Division of Question	5	No	Yes	No	Yes	Yes	No
Extend debate	Yes	No	Yes	2	No	Yes	Yes
Limit Debate	Yes	No	Yes	2	No	Yes	Yes
Main or original	Yes	Yes	Yes	Yes	No	No	Yes
Nomination	No	Yes	No	No	No	No	No
Nominations, Close	Yes	No	Yes	No	No	No	No
Nominations, reopen	Yes	No	Yes	No	No	No	6
Order, point of	No	No	No	No	Yes	Yes	No
Postpone definitely	Yes	Yes	Yes	2	No	Yes	Yes
Postpone indefinitely	Yes	Yes	No	2	No	Yes	7
Previous question (to Close debate and vote)	Yes	No	No	2	No	Yes	Yes
Recess	Yes	No	Yes	No	No	Yes	No
Reconsider	Yes	8	No	4	No	Yes	No
Refer (to Committee)	Yes	Yes	Yes	2	No	Yes	Yes
Request information	No	No	No	No	Yes	Yes	No
Rescind	Yes	Yes	Yes	Yes	No	No	6
Table, Lay on	Yes	No	No	No	No	Yes	No
Table, Take from	Yes	No	No	No	No	No	No
Voting, Method of	Yes	No	Yes	No	No	Yes	No
Withdraw a motion	No	No	No	No	No	Yes	No

1. Debatable only if the motion is debatable.
2. Only with motion to which it applies.
3. No; it refers to disorderly conduct; to the proper order of business; to an undebatable motion; or if it arises when a division of the assembly is taking place. Otherwise - Yes.
4. Yes, but it takes the motion to which it refers to the table with it.
5. No, if the subjects in the motion have no relation one to another. Otherwise - Yes.
6. An affirmative vote cannot be reconsidered.
7. A negative vote cannot be reconsidered.
8. Only when called up and then only if the motion to be reconsidered is debatable.

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Chapter 10 EVENT CALENDAR

The QHMC coordinates, by way of publishing a calendar of events, a number of associated clubs major events throughout the year the following outlines the timing of activities to ensure these events are added to the QHMC Events Calendar.

1. Member clubs reviews existing calendar to identify possible dates
2. Member clubs advise the Events Coordinator, in writing, of proposed event and dates
3. Events coordinator lists events in a proposed calendar
4. At the next general meeting, the QHMC authorises or rejects events listed on the proposed calendar.
5. The QHMC Secretary publishes the approved QHMC events calendar concurrent with the meeting minutes.

Note once the QHMC have added items to the events calendar they will only be removed on written advice from the Secretary of the club organising the event or after the date for the event has past.

A Typical CALENDAR OF EVENTS is shown on the next page

Queensland Historic Motoring Council

Typical Event Calendar

EVENTS

- 26th Jan 09 BVRC Australia Day Rally. Ormiston State School Ph 32863424
20th to 22nd Feb '09 Bayside Vehicle Restorers Club Weekend away camping at the Noosa Bougainvillea Holiday Park Tewantin book on 1800041444 ph Richard 32073733 for details.
22nd Feb '09 SCACC Sign on Show & Shine Nambour S/grounds Ph 54411084
7th & 8th Mar 09 35th Anniversary Invitation Rally – Ipswich V&VVC
8th Mar 09 Classic & Custom Car Show by Monaro Club. Yeronga AFL
4th & 5th April 09 Mini Minor National Rally
4th & 5th April 09 35th Anniversary Rally – Warwick Veteran & Vintage Vehicle Club
11th April 09 Morris Minor Car Show Southbank
11th & 12th April 09 North Queensland Hub Rally Innisfail Ph 4096 6112
13th to 18th April 09 V&V Chev 4th Anniversary tour starts at Dalby ph Noel 33415441
18th & 19th April South Burnett Antique Auto 35th Birthday Rally Ph 41621805
26th April 09 Cleveland Autospectacular Brian ph38292222
1st to 4th May 09 The Queensland and Jondaryan Woolshed 150 Year Anniversary Touring Assembly – Albert Budworth. 33988527 or 0429780980
2nd/3rd May 09 Tweed Valley Restorers Club Rally Murwillumbah
2nd/3rd May 09 Bundaberg Canefields Rally
2/3/4th May 09 BVAC 40th Anniversary Rally 5498 3827
16th & 17th May 09 Heritage Truck Show Beenleigh
16th & 17th May 09 40th SCACC Motorkana ph 54411048
17th May 09 National Motoring Heritage Day, various events
17th May 09 NHMD LAMA Swap Gatton
17th May 09 NMHD Run arranged by Bayside VRC
17th May 09 Blind Driving Day Lakeside ph 38221366
6th to 8th June 09 RACQ Combined Council Rally at Bribie Island – QVVA ph 32061812 or 38416373
28th June 09 RACQ Motorfest Eagle Farm Contact Albert Budworth. 33988527
8th & 9th Aug 09 LAMA Tractor Trek Email sec.lama@hotmail.com
22nd & 23rd Aug 09 Historic Commercial Truck Show Cleveland S/ground.
22nd & 23rd Aug 09 Qld Omnibus & Coach Show Cleveland S/ground.

SWAPS

- 6th / 7th Feb 09 Toowoomba Swap Showgrounds 0400 345 564 for bookings (a few sites left)
Any one arriving in an Vintage, Veteran, Post Vintage or Historic vehicle will get free entry and be able to park on the oval.
29th March 09 BVRC Swap Ormiston State School - gates open 6.00am Ph Margaret 32863424.
26th April 09 Cleveland Autospectacular Swap Brian ph38292222
17th May 09 LAMA Swap Gatton Showgrounds This event is part of National Motoring Heritage Day – Drive your Vintage, Veteran, Post Vintage or Historic vehicle to the event and enjoy free morning tea and display you vehicle.
31st May 09 QVVA Swap Cyril 0428 971 434 Frank 04120076 846
21st June 09 GCAAC 2009 Original GC Swap Mudgeeraba S/grounds
Ph 07 55241338 Email gcaac@yahoo.com.au
25th July 09 SCACC Nambour Swap S/Gounds Ph 54768388

Any other Rallies or Swaps please advise Tom Lewis

Provide details of event, location, date, ensuring you include contact person/s and phone number/s.

Phone 07 3814 0077 after 7.00pm or 5 Kentucky St Redbank Plains 4301 Email: thomasdlew@optusnet.com.au

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Chapter 11 QHMC OVERALL MANAGEMENT TIMETABLE

1. Overview

Each year the QHMC management committee need to undertake a number of regular tasks or activities to ensure the smooth running of the council. There are also a number of major events coordinated by the QHMC that are dependant on activities occurring at pre determined times of the year. This section of the handbook identifies the timelines for these activities.

1. The following table details the timing of the QHMC Management tasks and activities regularly undertaken

Month	Timing / who	Activity
Every Month	Within 2 weeks of Meeting - Secretary	Publish Meeting Minutes
Every Month	Monthly Concurrent with Meeting Minutes - Secretary	Publish Council News
Every Month	At least one day before the meeting - Treasurer	Provide Secretary with monthly financial report
Every Month	At least once a month for news Minutes and articles Event Calendars ➤ New Events within one week of advice of new event. ➤ Delete within 1 week of event conclusion. - Webmaster	Update Web site
Every Month	Within 3 days of advise and at receipt of annual affiliation form. - Secretary	Update Club Email addresses
Every Month	At least one week before meeting. President & DTMR Leiasion	Develop agenda for DTMR meeting
Every Month	Every 2 weeks.	Clear Mail box
Every Month	Within 2 days of receipt by webmaster	Forward New Web membership applications/inquires to the Secretary
Every Month	Within 3 days of receipt by the Secretary.	Respond to New member application inquiries
Every Month	Each meeting or committee meeting.	Approve Expenditure
January	4 th Thursday of every odd numbered month	Conduct General Meetings
January	Every six months (\$250)	Pay honorarium to Secretary
January	At Meeting	Call for nominations for AHMF Delegates
January	By January	Receive details of NMHD from clubs
February	Every 3 Months (2 nd week Feb, May, Aug, Nov.)	Meet with DTMR
February	February Meeting & Minutes. Clubs to submit by 2 nd week of May	Call for Robert Shannon Trust Grants

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February	4 th Thursday of every even numbered month	Conduct Committee meetings
February	February (Magazines)	Publicise NMHD Club events
March	4 th Thursday of every odd numbered month	Conduct General Meetings
March	At Meeting	Select Delegates for the AHMF AGM
March	At meeting Report Progress in minutes	Review & report on AHMF Mid year review
March	Sec or Insurance officer	Gather info / Research PLI options
April	Discuss at April Mgmt Meeting confirm at May General Meeting	Set Affiliation Fees for the next year
April	With the April Committee meeting minutes.	Distribute Committee Nomination forms
April	4 th Thursday of every even numbered month	Conduct Committee meetings
April	if cheap flights avail.	Book Flights to AHMF AGM
April	Committee Meeting.	Review potential PLI policies
April	April (News Papers)	Publicise NMHD Club events
May	Every 3 Months (2 nd week Feb, May, Aug, Nov.)	Meet with DTMR
May	May meeting & with Minutes	Publish Notice of AGM
May		Receive Robert Shannon Trust Grants applications
May	4 th Thursday of every odd numbered month	Conduct General Meetings
May	By Meeting	Finalise AGM Agenda Items
May	Meeting	Provide Grant to club hosting the following year's QHMC Rally
May	At Meeting	Collect QHMC perpetual trophies
June	1 st week in June each year.	Distribute Affiliation invoices
June	June Committee meeting	Develop AGM Agenda
June	At June Mgmt meeting	Access Endorse & Post Robert Shannon Trust Grants
June	4 th Thursday of every even numbered month	Conduct Committee meetings
June	Each Committee member year.	Review Handbook
June	President	Develop Presidents Report
June	Committee Meeting	Recommend PLI company
June	Management meeting.	Record winners of the QHMC trophies
June	Before the start of the rally.	Deliver QHMC Trophies
June	On the Monday of the Rally.	Present the QHMC Rally Trophies
June	Committee Meeting	Develop next year's recommended action plan
July	Fill in forms at AGM and submit with Minutes within 3 weeks of AGM.	Change Bank Signatories
July	At conclusion of July Meeting	Conduct AGM

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July	4 th Thursday of every odd numbered month	Conduct General Meetings
July	Every six months (\$250).	Pay honorarium to Secretary
August	Every 3 Months (2 nd week Feb, May, Aug, Nov.)	Meet with DTMR
August	By September	Submit Office of Fair Trading Return
August	4 th Thursday of every even numbered month	Conduct Committee meetings
September	4 th Thursday of every odd numbered month	Conduct General Meetings
September	Assess value of AHMF	Pay AHMF affiliation
October	4 th Thursday of every even numbered month	Conduct Committee meetings
November	Every 3 Months (2 nd week Feb, May, Aug, Nov.)	Meet with DTMR
November	4 th Thursday of every odd numbered month	Conduct General Meetings
November	NMHD	Publicize NMHD to Clubs and ask for details of planned events

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Chapter 12 RISK MANAGEMENT POLICY

1. POLICY

This Policy has been prepared to —

- (a) comply with the Queensland Workplace Health and Safety Act 1995 as amended and other statutory requirements; and
- (b) reduce potential risk of injury to members and visitors while participating in activities of the club.

Disclaimer:

While every effort has been made to identify risk management issues, members of the club do not accept any responsibility for any errors, omissions or inaccuracies in this document. **Members and visitors are responsible for assessing their own physical capacity when choosing to participate in any arranged activities.**

2. PROCEDURES

To minimise potential risk of injury to members and visitors, the Management Committee will ensure that the following procedures are observed —

(A) Activities (General and Sub-Group Meetings, Tours, Visits)

1. Maintain a record of all persons attending.
2. Good food hygiene is practiced.
3. Compile as required an objective incident/injury report for submission to the subsequent meeting of the Management Committee.
4. Report incidents/accidents/injuries to the Austnet Group where insurance claims are likely.

(B) Meeting Venues

1. When required, the venue is certified or licensed as an approved meeting place.
2. Locations of exits, emergency evacuation procedures and assembly points are made known to all present.
3. Power leads and microphone cables are properly secured and covered, providing clear, safe walkways, and all equipment is secured.

(C) Activities/Tours

1. All activities and tours are approved beforehand by the Management Committee.
2. A member is appointed to co-ordinate each activity.
3. Duty-of-care is undertaken in selecting transport of a type and standard suitable for the duration and needs of participants. Public transport providers shall be licensed and explain the procedures to be taken in case of emergency.
4. All vehicle used are registered for the proposed use
5. Prior to any activity, full details of special requirements, e.g. suitable and/or protective clothing, protective eyewear, headgear and/or footwear, degree of difficulty, and special access arrangements are to be made known.

3. OTHER ISSUES

1. The club will comply with privacy legislation.
2. Future issues related to hazard identification, risk assessment and risk management will be addressed as they arise.
3. This policy will be reviewed at least once a year at 1st meeting after the AGM and other times are the management committee considers fit.

N.B. This Policy was adopted by the Management Committee on 27/8/2009

David James
President 2008/9

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Chapter 13 WEB MANAGEMENT

The QHMC will maintain a presents on the internet. The QHMC will maintain an current website that will be updated with current information and news at least once a month. The QHMC will use the Domain Name “qhmc.org.au” The domain name is currently registered through Australian Websites. Australian Websites. also host the QHMC website. Contact with Australian Websites can be made by email :- info@australianwebsites.com.

The overall website can be managed from the web address <http://qhmc.org.au/cpanel> The current QHMC webmaster controls the login in username and password. The Website is built and managed & published using Microsoft’s Frontpage 2003 software. A copy of the published Website is to be maintained on the Webmasters PC.

While the Webmaster is responsible for ensuring the web presence is available and is kept up to date it is the management committee’s responsibility and role to provide the information to the Webmaster to publish.

The management committee will decide what information is to be published on the website, they will provide the information and proposed layout & navigation to the webmaster together with a date by which the information is to be published. The Webmaster will publish and test access to the data and advise the management committee when published. The responsible person on the management committee will then access the website to ensure the published information is correct. And will then advise the webmaster that the new information is acceptable or not.

QHMC Email Accounts. The QHMC will maintain a number of qhmc.org.au mail accounts the Webmaster will set these accounts up and manage passwords, hover it is the responsibility of them members of the management committee to manage the mail sent to and from these accounts.

Currently the only qhmc.org.au mail accounts are:

secretary@qhmc.org.au
webmaster@qhmc.org.au

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Chapter 14 QLD TRANSPORT SPECIAL INTEREST VEHICLE REQUIREMENTS.

Special conditions apply when these vehicles have been registered on a SIVS concession. Registered operators must meet specific requirements to be eligible for the concession. The registered operator must then continue to comply with the conditions when using their vehicle. These conditions are:

Club Membership: Registered operators are expected to retain current membership of an incorporated car club. Evidence of current membership with the club or association must be provided at the time of application for a concession. Where a genuine reason is provided for not meeting this condition, it may be waived by Queensland Transport.

Dating Certificate: The vehicle will need to be inspected by a club official of an incorporated car club to certify that the vehicle was manufactured not less than 30 years ago. This certificate, which must be on club letterhead or other official club documentation, will need to be presented when applying for a registration concession.

Lighting: If the vehicle does not have permanent lighting, then the registered operator must carry a removable lighting system with the vehicle at all times and use that system whenever lighting would normally be required. Carbide lights are acceptable where that type of light was originally fitted.

Restricted vehicle use: Vehicles registered under the Special Interest Vehicle Scheme have certain limitations placed on their use. Registered operators must agree that they will confine their vehicle's use to:-

- Participating in rallies organised by properly incorporated car clubs;
- Participating in processions for which a Special Event Permit has been issued under the *Transport Operations (Road Use Management) Regulation 1995*;
- Exhibiting the vehicle in displays, fetes or similar functions conducted for religious, charitable or educational purposes;
- Use for ceremonial purposes involving immediate family members, for example weddings or school formals (immediate family for this scheme means parents or carers and their dependents grandparents, grandsons and granddaughters and generally does not refer to extended family relationships such as nephews and nieces), provided this is not done for a fee or reward;
- Preparing for, proceeding to, and returning from the above activities;
- Travel in order to have the vehicle repaired. There is no distance restriction in these circumstances however such travel must be reasonable and openly justified by the vehicle owner;
- Road testing within a 15 kilometre radius from the place where the vehicle is garaged after repair or restoration work has been performed;
- Heavy vehicles over 4.5 tonnes gross vehicle mass (GVM) registered under the Special Interest Vehicle Scheme are permitted to carry a load provided the loaded GVM or gross combination mass (GCM) does not exceed 50% of the maximum permitted mass for the vehicle configuration. This mass is based on the lesser of:
 - 1 Individual Axle ratings;
 - 2 Tyre Manufacturers limits;
 - 3 Manufacturers GVM or GCM;
 - 4 Regulation Mass Limits.

The load carried must be in relation to or part of the reason for the vehicles use under the Special Interest Vehicle Scheme.

- Buses registered under the scheme are permitted to carry non-paying passengers for journeys (joy-rides) from an event (e.g. fete) and return provided the length of the journey does not exceed 5 kilometres. Payment of any kind cannot be made for these journeys.

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Chapter 15 **REGISTERING VEHICLE UNDER THE SIVS CONCESSION**

There are two normal processes to be followed depending on if the vehicle is currently registered in Queensland or not. Process 3 in this section describes the steps one should take when registering a vehicle that has not been registered for several years and the previous registration details may not be known.

Process 1 - Converting an existing registered vehicle to SIVS

The steps are:

1. Obtain a club dating certificate from the club's dating officer confirming the vehicle is 30 years or older
2. Complete form F3937 "Concessional Registration Application"
3. Complete form F3540 "Standard Number Plates Replacement Application" or if existing personalised plates are to be attached complete form F2964 "Remove and/or Attach Personalised Number Plates Application"
4. Lodge both forms and dating certificate with Queensland Transport (QT)
5. Request that QT change the compulsory third party insurance to class 5
6. Pay the plate fee for the new plates (unless existing personalised number plates are to be attached)
7. Attach the registration label to the vehicle the day it is received.
8. Attach the number plates to the vehicle (The number plates must be attached within 1 day of receiving them. Existing personalised plates must be attached within 1 day of receiving the Registration Certificate showing the personalised plate as the registration number for the vehicle).

Process 2 - Registering an un-registered vehicle under the SIVS

The steps are:

1. Obtain a club dating certificate from the club's dating officer confirming the vehicle is 30 years or older.
2. Gather any evidence of the vehicles previous registration in Australia or the date it was imported into Australia if never registered here.
3. Ensure you have a receipt showing the purchase price of a valuation certificate you will need to advise QT of the value of the vehicle for Stamp Duty purposes.

Before you can move your vehicle from its place of purchase or from where it is currently garaged, you must:

1. Complete a Vehicle Registration Application form (F3518). This form is also available at your local Queensland Transport customer service centre.
2. Organise a compulsory third party insurance certificate for the vehicle through a licensed insurer.
3. If your vehicle was registered interstate and registration has expired, remove the plates and complete the above.
4. If your vehicle was registered interstate and registration is still current, complete the vehicle registration application form. You can nominate your compulsory third party insurer on your application form. When registration fees are paid, this will include the compulsory third party premium.

Note: The registered operator of an interstate vehicle is responsible for contacting the relevant interstate authority for any refund and cancellation requirements.

Once you have done the above, you can legally drive your unregistered vehicle directly to an approved inspection station to obtain a Safety Certificate.

1. Complete a "Concessional Registration Application" form F3937
2. if existing personalised plates are to be attached complete form F2964 "Remove and/or Attach Personalised Number Plates Application"
3. Lodge all forms, Safety Certificate and the club issued Dating Certificate, together with evidence of your vehicle's CTP insurance with Queensland Transport (QT). Note this must be done the same day as the CTP insurance is obtained or you will need to purchase extra CTP cover to insure both the registration and CTP expirer on the same day
4. Provide QT with evidence of the vehicle's origin—old registration papers, previous registration number
5. If the vehicle has not been previously registered in your name, provide QT with a purchase receipt or valuation certificate for the vehicle so that stamp duty can be charged.

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6. Provide QT with evidence of vehicle's garage address—current Queensland driver licence, property rates notice, gas, phone or electricity bill or the club-dating certificate.
7. Provide QT with evidence of personal identification, such as a current Queensland driver licence.
8. Request that QT record the compulsory third party insurance as class 5
9. Pay all the fees charged by QT. (Registration, Road Improvement Number plates, stamp duty etc.)
10. Pay the plate fee for the new plates (unless existing personalised number plates are to be attached)
11. Attach the registration label to the vehicle the day it is received.
12. Attach the number plates to the vehicle (The number plates must be attached within 1 day of receiving them. Existing personalised plates must be attached within 1 day of receiving the Registration Certificate showing the personalised plate as the registration number for the vehicle).

Process 3 - Registering a long term un-registered vehicle,

Prepared by Rod Graydon – QT Liaison QHMC August 2009

The registration of a historic vehicle is often an easy task if processes 1 or two are followed, however occasions do arise where the lack of previous registration information gives rise to the Department of Transport and Main Roads (DTMR), previously known as Queensland Transport, rejecting a vehicle until sufficient proof of identity and or origin is obtained.

This is particularly relative to a vehicle that has been stored and not registered for many years, particularly so if the vehicle is from interstate and or its an imported vehicle. Department of Transport and Main Roads data includes engine and chassis prefixes so ensure your information is accurate and all ID numbers are clean and legible, i.e a “**B**” may be mistaken for an “**8**” and not accepted into the system as “**8**” may be the prefix already recorded for that model of vehicle.

IMPORTANTLY ALL NUMBERS ASSOCIATED WITH A VEHICLE SHOULD BE RECORDED AT DATE OF PURCHASE.

DTMR did not commence recording chassis numbers until 1988 so all engine numbers should be recorded even if motor is seized and may be dumped.

Note that even the proof of previous registration is not enough if the vehicle does not comply with standards set for vehicles of the particular era. Most such information is available via searches on the internet. Vary your searches until you find the information you need or consult either your car club or one that fosters membership of your type of vehicle.

This guide is by no means complete but may assist in the registration process being straightforward and stress-free. The more you can qualify your statements the less chance you will have of the vehicle being denied registration. One way of compiling documents is a plastic sleeved folder where all receipts and documents may be stored and easily accessed and read when required.

1. Collate pertinent information as to the vehicle’s original identification. This includes the identification numbers and location of same. If you are unsure of locations then check a workshop manual and consult other car club members. Ensure the numbers you record are the actual identification numbers.
2. Obtain all documentation from previous owners including details of when vehicle was imported into Australia even if it just shows “Prior to 1988” and any signed and dated receipts.
3. If there are no or limited documents available ask the previous owner if they have old photographs of the vehicle that also depict the registration number. These may be the key to proving previous registration- particularly interstate. Most photo shops can copy old photos which means the original owner can retain his photo after you have scanned a copy. Mark on back of the copy. “Copied from original photograph obtained from....?”
4. Detail the work you have put into restoring the vehicle including if possible photos of the vehicle prior to, during and after the restoration.
5. If the vehicle was last registered many years ago, if at all then a time log may be pertinent to proving the history of the vehicle. Below is a sample.

1/2/1998

Blue 1968 Mustang GT purchased from Jim Smith of 28 Sease Drive, Timbucktoo.

Engine number FC23459 Chassis Number MU289GTA Not Registered

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Photo of car with NSW rego MGA68 and previous registration from 1975 collated with other documents.

February 2000 Engine dumped

March 2000 302 Windsor V8 purchased James Ray Nogo St, Tambo.

Engine Number JG34FC81868K

February 2000 to March 2009

Restoration project involved new front guards, new boot and interior. Repainted Monza Red.

6. It is important to note that chassis numbers and identification plates cannot be transferred between vehicles even if both vehicles are identical and owned by the same person. If a vehicle is devoid of identification plates and or numbers then it should be presented to your local Queensland Police station to have a surrogate chassis/vin or engine number issued. An inspection of the vehicle identification is required here and you should have all pertinent information concerning the vehicle history available when applying at the police station. Note it may take a few days for a number to be issued as the information will be validated by Department of Transport and Main Roads.

In short remember the following.

- . Identification to be clear and legible.
- . All pertinent registration documents and any photos showing the vehicle as registered.
- . Photographs of the vehicle before and after restoration.
- . Receipts for purchase
- . Proof of importation date.

If you are seeking to register your vehicle with the SIVs (Special Interest Vehicle) registration aka “concessional registration” your vehicle must be inspected by a “Dating officer” of an incorporated car club who will issue you with a “Dating Certificate” to prove the vehicle is over 30 years of age.

If you still experience difficulties in registering a vehicle then contact your car club who may seek assistance from the Queensland Historic Motoring Council.

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Chapter 16 SECURITY OF HISTORIC VEHICLES

This section provides advice on how to ensure the security of historic vehicles

As the historic vehicle movement grows in Australia so does the value of historic vehicles and parts which in turns makes them an attractive commodity for criminal activity. Whilst we may spend many dollars and hours of hard work on restoring a historic vehicle to original condition we must remember that original condition security systems on vehicles of old were often limited to the locks on the doors and possibly the ignition switch.

Listed below are suggestions of how the security of historic vehicle may be improved from budget measures to the fitment of expensive electronic security systems.

This guide is not complete and will be updated when new information becomes available. This guide should however gives indications on what security measures may be appropriate for various situation.

When purchasing any security system from steering wheel lock to immobiliser devices it is important to note the quality of the system you are purchasing and ensure any electronic systems are installed by a qualified person.

If you note any attempt on unlawful entry to your vehicle notify your local police immediately as your information, as minuscule as it seems may in fact be pertinent to identifying persons targeting certain areas or vehicles.

DISCLAIMER

This document is simply a guide to improving the security of historic motor vehicles to thwart or reduce the chances of theft of your vehicle and or property within your vehicle.

The supply, installation and activation of any security measure is the responsibility of the owner of the vehicle and as a result the author of this document and or other persons associated with the Queensland Historic Motoring Council offer no guarantee and or liability for damage caused to a vehicle by the application of a security device and or the theft of any vehicle and or property from therein even if techniques sourced from this guide are implemented on a vehicle.

1. VISUAL DETERENT

SECURITY STICKERS / FLASHING LIGHTS

The display of security stickers on a vehicle (Generally "Alarm Fitted") can be a deterrent to would be offenders. Stickers can be placed on the following locations

- . On the window glass directly in front of the door button.
- . On quarter glass windows near the locking mechanism.
- . On a vehicle with other locks.

On the window glass directly up from the external door lock

FLASHING LIGHT

A small led flashing light can run for weeks on end without draining too much current from your battery and offer a real deterrent to an aspiring thief. The led diode light is small enough to mount many places but often have a small circuit panel a few centimetres along the wires from the light. These are available from places like Dick Smith Electronics and Jaycar Electronics as well as some auto parts stores.

There are 2 ways of wiring these.

- . 1 to your ignition wiring so that the light is activated when the ignition is turned off. (not a good idea for open car displays or if you are one to sit in the car at night with the ignition off) or
- . 2. Wiring to a small switch linked to constant current source (the clock or radio memory wires are sufficient as this is a really low current draw)

STEERING WHEEL LOCKS

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Only use a good quality steering wheel lock. Avoid early "Club" brand locks with the flat key and other cheapies. Not suitable for deep dish sports steering wheels.

HANDBRAKE LOCKS

Attaches to centre style handbrake lever to prevent the release button being depressed.

QUARTERGLASS LOCKS

Used to be sold for early Holdens but not readily available nowadays. A clip could be modified to suit or a small occy strap from the latch to a window winder etc.

DOOR BUTTONS / DOOR LOCKS

DOOR BUTTONS

Early mushroom head door buttons are easy to hook with wire or packing tape. Replace with XF Falcon straight buttons or similar..

DOOR LOCKS

It is possible to purchase after market key locks for your doors with a deadlock position. Unfortunately these may spoil your "Original Equipment" look as they replace the standard external key lock.

WHEEL CLAMPS

Wheel Clamp devices secure around the tyre and some with a centre plate prevent the wheel nuts from being undone. Normally used only on trailers these can also be used on cars etc. **These will stop your vehicle being pushed or towed away.

LOCK NUTS FOR WHEELS

Old school wheels and tyres may be targeted for theft so locking wheel nuts can be a good accessory to safeguard these items.

"IMPORTANT" Do not discard the label on the packaging as it contains a code of the key nut and the contact details of the company should you lose the key. Ensure your mechanic or tyre fitter never uses a rattle gun to tighten lock nuts.

BONNET LOCKS

Some older cars have an external bonnet release which can allow access to the mechanical components and battery. You can obtain generic bonnet cable kits from auto accessory stores to ensure the bonnet can only be opened from inside the vehicle.

FUEL CAPS

Yes people still steal fuel and or fuel caps from older cars.

Caps:- If you have a unique fuel cap such as the Falcon GT / Mustang or even a Hillman Hunter "GT" cap it would be advise able to obtain a locking fuel cap to use when the vehicle is not on display at specific events.

Fuel:- A locking fuel cap or fuel tank spring that fits inside the filler neck to prevent a hose being pushed through into the tank are good deterrents to the theft of fuel from your vehicle.

2 NON VISUAL DETERRENTS

2.1 ALARMS

Audible – A siren or horn activate

Inaudible but visual - Hazard or other lights activate

(These two alerts are often combined on good security systems)

There are a variety of audible alarms on the market but if you value the sleep of yourself and your neighbours it is best to fit a recognised brand so that false alarms are not that common.

Vehicle alarms offer a choice of activation sensors to trigger the alarms.

Voltage drop – Opening of the door triggers the interior light which inturns activates the alarm. A separate switch is used here so that the alarm may be set .

Voltage on – Activates the alarm when the ignition is turned on.

Movement sensor – Activates when the vehicle is moved in any direction etc.

Motion Sensor – Detects movement inside the car. With these it is best to have tinted windows to ensure outside reflections do not trigger the alarm.

Pressure switch – Activates when the pressure switch is released by the door opening. Pressure switches can also be fitted to the boot lid, bonnet etc so that when these are opened the alarm is activated.

Wiring:- Apart from the ignition Voltage On system these alarms need to be connected to "constant" power. The control box may be mounded in various hidden locations of the car from under the bonnet, under the dash , under the seat or in the boot. Ensure it is in a location where it will not suffer from excess heat, exposure to the weather or may be kicked, prodded or hit during normal operation of the vehicle.

Alert Device :-

Alarms that activate a loud noise are a good deterrent to theft as attention is drawn to a crime in progress thus deterring the offender from staying around any longer than absolutely necessary.

Siren- A compact speaker siren that emits a loud siren wail and should be mounted in the engine compartment out of the way of other components but high enough so that the wires cannot be disconnected from under the car.

Mini Piezo – Emits a single pitch loud sound (very cheap unit to buy)

Horn- Usually connected to the main horns in the engine bay on the vehicles BUT check to make sure they are working. Again you should ensure that the wires to the horns are not accessible from under the vehicle. Some of the horn style alarm kits come with an actual horn. If you use the original horns of the vehicle you may wire in another line to the new horn and mount it under the dash near the radio. This ensures anyone diving under the dash to remove the radio gets a loud blast from the extra horn which makes it near impossible to stay in the vehicle.

ACTIVATION

Remote activation

Most alarms are activated by remote button or switch so that you can switch the alarm on or off at distances up to 10 metres away from the vehicle. Some alarms can also be connected to the hazard light circuit and central locking of a vehicle. In older vehicles it is recommended the alarm be connected to the indicators via the cars hazard light circuitry or by installing a hidden hazard light switch and circuit. This allows immediate identification of a vehicle that may be amongst many others in a car park etc so that immediate attention may be drawn to any persons in or near the vehicle.

Delay switch

Some of the less complicated alarms utilising the voltage drop system have a delay sensor so that you have several seconds from entering the vehicle to turn off a hard wired switch that may be hidden inside the vehicle. Switch may be hidden under the dash, seat or on the dash and labelling it under spot lights or other accessory. Ensure you can get to it quickly when you open the door.

Hard switch

This is for the most simple voltage drop system where a siren is wired to the interior light wiring and a separate switch is mounted outside the vehicle. The switch may be hidden in various places such as under the mudguards, behind the bumper bar etc. If you don't have a pressure switch on the boot lid then mounting the switch inside the boot compartment is the best location.

NOTE:- For these applications purchase a quality metal toggle switch from an electronics store. It will be worth the few extra dollars.

2.2 ENGINE IMMOBILISERS

An engine immobiliser is an electronic device that interrupts the power supply to two or more systems required to start a vehicle's engine, that is the fuel pump, starter motor or ignition Unless the correct electronic signal is provided to the system by the ignition key, or a unique transponder or coded plug, the vehicle will not start. The system is de-activated by a constantly changing signal that is virtually impossible to 'crack'.

Engine immobilisers are a good way of stopping your vehicle from being driven away. There are various techniques to immobilising the engine as listed below.

- . Cuts main power from the ignition.
- . Cuts power to an electric fuel pump

Activation of these systems can be by the following

- . Unique Remote transponder (key ring style remote)
- . Coded key (has an electronic chip in the key)
- . Coded plug (must touch this on dash before ignition will activate)
- . Hard wired hidden switch (hidden under dash or under seat etc)
- . Hard wired race key (removable large red key)
- . Hardwired electronic key pad code
- . Touch tech where the operator needs to touch a particular metal fitting in the car when turning the ignition. i.e a screw in the dash or console etc.

There are various models of immobilisers on the market offering different features so shop around and choose the one that suits your vehicle best. If you are restoring your vehicle on a budget then consider installing a hidden switch that interrupts the main ignition wire. For extra security with this system run an

extra thick cable from under the dash back under the carpet to a switch hidden in the boot. This gives extra security for the switch and the thicker cable less voltage drop over the distance of the wire.

On the higher side of vehicle security is electronic tracking which can track the movement of your vehicle if stolen BUT it is better to prevent than chase.

Be pro-active rather than re-active. Organised vehicle theft groups have been known to use tow trucks and trailers to steal collectable vehicles that may be fitted with an immobiliser. Whilst the vehicle as a whole may be difficult for them to on-sell, there is a huge market for NOS (new old stock) or OE (original equipment) parts that are virtually untraceable.

The motivation of car thieves is simply financial so they have no qualms in dumping a rare body shell and engine block bearing identification numbers after stripping everything else from the vehicle.

If your vehicle is collectable then "Alarm It".

The installation of many security systems is a relatively easy task for most people who have a basic mechanical understanding. If you are in any doubt what-so-ever about the task at hand seek the advice and assistance of a qualified auto electrician. Remember that most vehicle fires are caused by electrical malfunctions.

"If your wiring isn't flash it may turn your car into ash !"

2.3 PARTS IDENTIFICATION

The main two unique identification numbers on a vehicle are

- . engine number
- . chassis number (post 1989 vehicles use a 17 digit VIN number)

This means that most of the other parts on a vehicle do not have a recorded serial number. Whilst marking extra parts of the vehicle can assist in identification of them if the vehicle is stolen advertising the fact they are marked by way of a window sticker etc also alerts offenders that they may have trouble disposing of the identified parts thus lessening their interest in your vehicle.

Window Etching.

- . Etching an identification number into the glass windows.
- . Data Dot also known as Micro Dots. This is amazing technology where micro liquid dots containing a specific number are sprayed onto both interior and exterior parts of the vehicle. These dots are virtually invisible yet can be seen en masse with an ultra violet light and the number read with a dot reader. Some used parts companies are now spraying dots onto parts they sell so if a part is returned as being faulty they can verify that it is a part they have sold.

Companies providing data dot and micro dot services also provide discreet but visible stickers advising of this theft deterrent system and it is best to apply at least two of these stickers to the side glass of the vehicle.

NOTE RE NUMBERS APPLIED TO VEHICLES.

The only numbers that should be etched in the glass or otherwise applied to the vehicle should be parts of the chassis or Vin number, i.e Full chassis number is JG33AY12345K. The number should be at minimum 12345. This means police can directly check any part they may come across on the DTMR /Police database. Data and Micro dot companies manufacture the security dots with your chassis/vin number or part thereof impregnated in every dot.

2.4 OTHER SECURITY MEASURES

A very simple way of immobilising an engine is to remove the rotor button from the distributor when leaving the vehicle parked or stored.

3 SECURITY OF VEHICLES WHEN STORED

Collectable vehicles have been targeted at home addresses but installing extra security around your home may not only protect your vehicle from theft but also potentially save you money on your insurance premiums.

- . Lock your vehicle even if stored in a garage
- . Secure your keys away from the vehicle, preferably in a home safe.
- . Activate the alarm/immobiliser or fit a steering wheel lock.
- . If no alarm etc remove the distributor rotor button.

3.1 SECURING THE GARAGE

Some extra security of your garage is also advisable.

- . Ensure the garage is securely locked
- . On roller doors fit an extra slide bolt and padlock

- . On tilta-doors at least fit a small steel bar into the internal latches to prevent the door being opened from outside.

- . On other styles of door fit an extra latch and padlock

- . Fit security lights near entrance points.

4 SECURITY OF PROPERTY IN VEHICLES

The ever growing historic vehicle movement has fostered a greater number of events for such vehicles including state and national rallies and major events such as Powercruise and Wintersun. Historic vehicles are travelling further distances from home which means we as owners naturally carry more personal property in the vehicle including cameras, radios, lap tops, GPS etc. These items become vulnerable on trips, especially when staying overnight at motels and caravan parks etc. A few tips for security of property in the vehicle include.

- . Hide the items

- . Lock the glove box

- . Lock property in boot

- . Fit a Safe or Security drawer in the boot. (available in small sizes from Bunnings and Auto accessories stores)

5 SECURITY OF TRAILERS

Trailers are often an item we overlook for security but consider the fact that getting a good box or car trailer is often hard and expensive which means offenders have a good market to turn stolen trailers into cash as most trailers are poorly identified.

The Chassis or VIN number of the trailer is often located on the draw bar at the front of the trailer in various forms

- . Stamped into the chassis

- . Stamped or engraved into a Manufacturers or Transport department plate

- . A weld is made in the shape of the numbers on the draw bar.

Security Hints

- . Stamp, engrave or weld the chassis/vin number or the serial number part thereof into several other parts of the trailer, especially underneath.

- . Photograph trailer from all angles + the areas you have applied extra numbers.

- . Apply Data Dots to panels and beams under the trailer.

5.1 TRAILER LOCKS

There are a variety of trailer locks around but the most popular over the years have been “hitch locks” which prevent the trailer from being hitched onto a tow ball. These are good as a first line of defence BUT a trailer can still be tightly chained to a tow bar and dragged away with the lock to be removed later.

- . Ball lock – Inserts inside hitch to prevent the trailer being hooked to a towball.

- . Hitch lock- Available in several forms but best are the two position type that allow a trailer to be secured off the car and on the car. (great at boat ramps where a boat trailer and car are left unattended BUT do not reverse with these locks fitted. The main versions of these are a “U” shaped bracket with a flat bar that slides through to secure the bracket over the trailer hitch. A padlock is then attached at the end of the flat bar in a covered position. Note it is wise here to spend a few extra dollars to purchase a quality lock where the pin pushes completely back into the lock itself when secure. This prevents the use of bolt cutters which can break normal style padlocks.

- . Wheel Clamp- Costing between \$40 and \$100 these have a folding bracket that opens up to go over the front part of the trailer wheel. A sliding bar is inserted from the rear part of the wheel and a locking button is depressed. The design of this prevents the trailer from being moved from it’s position BUT be sure to really push the locking bar into position so that the clamp lock cannot be shuffled off the wheel.

6. SUMMARY

Anything is better than nothing but it is wise to think clearly about where your vehicle will be parked at home or during events. If you are intending to travel and stay overnight at motels/caravan parks etc then you need to seriously consider the security of your vehicle and what contents may be inside at all times. Taking photographs of your vehicle can be a pleasurable reminder of your pride and joy but a detailed photographic history of your vehicle can also assist if the vehicle is damaged or stolen at a later date. It is wise to photograph your vehicle from all angles, exterior and interior as well as specific identification points

Never assume, “ It won’t happen to me “

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An insurance payout for a stolen vehicle will never cover the time and satisfaction of searching for or restoring your dream car whereas for a few dollars and a bit of thought the security of your vehicle can be increased greatly giving you piece of mind to enjoy your pride and joy much longer.

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Chapter 17 DATING CERTIFICATE

The QHMC has discussed the below dating certificate and both parties have agreed to use the recommends club-dating certificate shown below.

Club Letter Head



DATING CERTIFICATE & MEMBER DECLARATION

I, **Dating Officer Name** Dating Officer for the **Club** hereby declare that I have inspected the vehicle described in the table below and certify that it was manufactured in the year **Year**

VEHICLE DETAILS:-

Make:	<i>Make</i>
Series/Model:	<i>Model</i>
Body Style:	Body Style
Year of manufacture:	<i>Year</i>
VIN/Chassis Number:	<i>AA12345677890</i>
Current Or Previous Registration Number⁺	<i>PWR 123</i>

⁺ If registered or known

I further wish to confirm that **Name** is a current member of this incorporated car club and has agreed to remain a current member of an incorporated vehicle club or association and abide by the SIV guidelines set by the Department of Transport and Main Roads while this vehicle is registered with a Special Interest Vehicle registration concession.

Signature (Dating Officer)**Date:**
...../...../.....

Dating Officer Name Daytime Phone: **PH No**

Signature (Registered Operator):

Name: Name **Date:**/...../...

Letterhead



Affiliated with
the QHMC

AGREEMENT TO ABIDE BY THE SPECIAL INTEREST VEHICLE SCHEME GUIDELINES **

This form is a commitment to abide by the SIVS guidelines while operating (*Year, Make Model Vin No.*) for which **Name** has requested a club dating certificate.

I **Name** will remain a current member/ of **Club** or another incorporated vehicle club or association whilst operating this vehicle under the SIV registration concession.

I have read and understood the current guidelines as listed below.

I will abide by the guidelines of the scheme. I will endeavour to keep abreast of any future amendments to the SIVS guidelines

Signature**Date:**/...../.....
Name

Witnessed by**Date:**/...../.....
Dating Officer

Your vehicle is restricted to the following uses while on SIVS Registration:

- ✓ Participating in rallies organised by incorporated car clubs;
- ✓ Participating in processions for which a Special Events Permit has been issued under the *Transport Operations (Road Use Management –Accreditation and Other Provisions) Regulation 2005*.
- ✓ Exhibiting the vehicle in displays, fetes or similar functions conducted for religious, charitable or educational purposes.
- ✓ Ceremonial purposes (weddings, formals) involving immediate family members provided this is not done for fee or reward. Immediate family means parents, grandparents, sons, daughters, grandchildren but not extended family relationships such as nephews and nieces etc
- ✓ Preparing for, proceeding to, and returning from the above activities.
- ✓ Travel in order to have the vehicle repaired. There is no distance restriction in these circumstances however such travel must be reasonable and openly justified by the vehicle operator.
- ✓ Road testing within a 15 kilometre radius from the place where the vehicle is garaged. The purpose of the travel must be to road test the vehicle following repair or restoration and not for any other purpose. The vehicle cannot also be used as a means of transport.
- ✓ Buses are permitted to carry non-fare paying passengers for journeys (joy-rides) from an event (e.g. fete) and return provided the length of the journey does not exceed 5 kilometres. Payment of any kind cannot be made for these journeys.
- ✓ Heavy vehicles over 4.5 tonnes gross vehicle mass (GVM) are permitted to carry a load provided the loaded GVM or gross combination mass (GCM) does not exceed 50% of the maximum permitted mass for the vehicle configuration. This mass is based on the lesser of:

- | | |
|-----------------------------|------------------------------|
| 1 Individual Axle ratings; | 2 Tyre Manufacturers limits; |
| 3 Manufacturers GVM or GCM; | 4 Regulation Mass Limits |

The load carried must be in relation to or part of the reason for the vehicle's use under the scheme.

The full text of the guidelines is available on Queensland Transport's website at www.transport.qld.com.au or at a Queensland Transport Customer Service Centre.

**This form will be retained by the Club

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Chapter 18 DATING OFFICER

The QHMC does not have a dating officer. The dating officer role is performed at a club level. Each club should appoint as many dating officers as required to cover the club's geographical area.

Dating Officers

Dating Officers should be experienced club members with a good general knowledge of the historic vehicle movement. They should fully understand the SIVS guidelines and the procedures for registering a vehicle. Ideally a Dating Officer should be able to identify the build year of any vehicle eligible for club membership. For single make or model clubs Dating Officers would normally know this type of information, however, for multi make vehicle clubs dating officers are not expected to be immediately able to identify the year of manufacture of all vehicles. Dating Officers for multi make clubs will be expected to be able to research on the internet or library or by contacting club members familiar with the particular model vehicle to be dated. He or she would then confirm the year of manufacture.

Dating Certification Process

The Dating Officer should confirm that the person requesting a dating certificate is a current financial member of the club.

The Dating Officer should then arrange to inspect the vehicle at a mutually suitable location and time.

Once the Dating Officer is confident of the year of manufacture of the vehicle, for which he or she has been asked to provide a dating certificate, then Dating Officer will check the vehicle to ensure that it generally conforms to the manufacturer's specifications (ie is not an old body placed on new running gear or hasn't been "hotrodded" etc). The dating officer should be satisfied that the vehicle generally conforms to the manufacturer's specifications and that any obvious modifications are either blue plated or were carried out over 30 years ago.

The Dating Officer should inspect the VIN / chassis and or engine numbers of the vehicle for which the certificate is being issued to ensure that the Dating Officer is inspecting and certifying the correct vehicle.

The Dating Officer can then enter all the details on all pages of the dating certificate (sample included in this handbook). The Dating Officer must get the applicant to sign both the page to be submitted to DTMR and the club retained member commitment page. The Dating Officer should ensure that the applicant understands the rules for vehicle usage and club membership requirements of the SIVS concessional registration scheme..

General issues

Dating Certificates should not be issued based on photographs of the vehicle; a physical inspection of the vehicle must be performed.

It is not unreasonable for the club to recover all out of pocket expenses involved in issuing dating certificates, however clubs should not charge (with a view to making a profit) for issuing a dating certificate

The QHMC recommends that clubs do not issue dating certificates to new members on the day that the new member joins the club. The QHMC view is that clubs should try to encourage

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members to be part of the old vehicle movement and not use the movement just as a means for enabling people to obtain cheap registration (SIVS) for vehicles over 30 years old.

Below are typical responsibilities for a club dating officer to be included in a club “handbook”

Chapter 19 VEHICLE DATING OFFICER'S RESPONSIBILITIES

INTRODUCTION

The Vehicle Dating Officer of the Club is responsible to certify the date of manufacture of the Club member’s vehicles for registration under the Queensland Transport SIVS rules.

The Vehicle Dating Officer/s is/are appointed by the Committee. Normally all or any of the President, Vice President, Secretary, and Treasurer are appointed as the Vehicle Dating Officers. There is no limit to the number and duration of the appointment/s of the position but it would normally be reviewed annually.

DUTIES

1. Inspect member’s vehicles to insure that they are substantially standard.
2. Inspect member’s vehicles to identify the date of manufacture.
3. Issue club Dating Certificates.
4. Maintain a log of Dating Certificates issued.
5. Liaise with the club membership secretary to ensure that letters are sent to any member who has not renewed membership, informing the person of the requirement to remain a member of an affiliated club while operating a SIV registered vehicle.
6. Advise the Committee on attempts to circumvent the SIVS dating rules.

TIME REQUIRED

Typically the Dating Officer will spend less than one hour per month certifying the age of vehicles.

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Chapter 20 MAJOR RALLY ORGANISATION

While the QHMC does not directly organise any rallies it does award the **QHMC Rally** to an affiliated club to organise each year. The QHMC Rally has the official endorsement of the QHMC and therefore has to conform to certain standards. Any club that hosts the (Q) HMC (old CC Rally) is encouraged to adapt the rally for local needs and expand on the minimum requirements for the rallies organisation and timetable.

QHMC Rally Requirements:

Timing:

- The Rally will normally be held over the Queen's Birthday long weekend in June.
- It will normally start before lunchtime on the Saturday and conclude after lunch on the Monday. The Organising Club can arrange welcoming activities on the Friday afternoon if it wishes.

Sponsorship

- The QHMC will provide a cash subsidy to the Organising club (currently \$700) to assist with early organisation costs (QHMC funds available 12 months before the event)
- QHMC will attempt to arrange a Naming rights sponsor, however organising clubs are free to arrange their own major Naming Rights and other sponsors.
- Naming Rights Sponsors interests should be preserved (ie Minor sponsors products and business should not clash with the interests of any Naming Rights Sponsor.)
- Sponsorship or advertising displayed by rally entrants must not be at odds with the Naming rights sponsor.
- Ensure major sponsors are onboard early so that they get value for money for their sponsorship.
- It is normal for the host club to enter a formal contract with the naming rights sponsor which will generally specify how the rally should be named and what other advertising requirements will be required by the sponsor.
- The normal naming convention for Naming Rights Sponsor is to have the rally called "Year (20XX) Sponsors Name Initials (RACQ) then HMC Rally. Eg "20XX RACQ HMC Rally"
- The QHMC must be consulted regarding any organising club's arranged Naming Rights Sponsor.
- The QHMC will retain Veto rights over the appointment of a Naming Rights Sponsor for the (Q) HMC Rally to ensure that any naming rights sponsorship portrays the QHMC and its Rally in a manner in keeping with the aims and goals of the QHMC

Activities:

- Some driving / rally type runs should be conducted on each of the three days over the weekend.
- Accurate printed instructions outlining the expected routes must be produced.
- Navigational questions or checkpoints should be included to help ensure that the entrants are following the correct route.
- Routes should be devised to suite the vehicles expected to take part this may require different routes for faster and slower vehicles.
- Routes chosen should also take into account the normal traffic on the roads and where possible should not cause undue disruption to the normal traffic.
- Ample time should be allowed for vehicles to complete the runs.
- Morning/ afternoon teas and lunch should be included to facilitate socialising.
- A least one themed Rally Dinner should be included in the rally program.

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- Rally activities should be held on the Saturday, Sunday & Monday of the Queens Birthday weekend.

Entry

- Entry should be open to all registered vehicles eligible for membership of clubs affiliated with the QHMC.
- Entry forms should be produced and made available to all clubs affiliated with the QHMC as early as reasonable possible but at least 5 months prior to the event start date.
- Clubs should consider getting an expression of interest forms
- Entry should be open to at least 100 vehicles.
- Entry details (Name & Address) of all entrants will be provided to the QHMC
- The QHMC will provide the club organising the event the entry details of all entrants in the previous year's event.
- The entry fee for the rally (not including food or accommodation) should be under \$50 per vehicle.
- Entry fees should be set as low as possible but high enough to ensure the event is economically viable.

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Trophies

- The organising club can present as many trophies/prizes as it wants.
- The QHMC will provide the following trophies
 - A perpetual and replica QHMC trophy will be awarded to the club (other than the host club) with the most entrants
 - A perpetual and replica QHMC trophy will be awarded to the Overall Rally Winner (the organising club is to determine and publish how the overall winner is to be decided)
 - A perpetual and replica QHMC trophy will be awarded to the club organising the rally each year.

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Helpful Tips on Organising a Major Rally

1. Aim Develop a High level over view of the rally
2. Form a Rally Committee of 4-6 People and give them the authority to plan and run the rally
3. Identify / appoint a Rally Director
4. Consider if you need a Rally Secretary and or Rally Treasurer.
5. The Rally committee should develop very high level plans and a rally budget and get it approved by the Club (Management Committee or Members)
6. Decide on an general Location for the rally. Consider – Roads that can be used for runs; Facilities for M/tea a, lunch & afternoon tea; potential sponsors;
7. Accommodation issues. Check the location and accommodation availability of all the Motels, Hotels, Caravan parks over the proposed weekend of the rally
 - a. Consider using club members houses as Billets
8. Very early in the Rally planning try to work out the overall cost for people to take part in the rally. aim for an affordable cost consider package or charging for activities & meals separatly.
9. Develop a Rally budget and get it approved by the club
10. Think about a Rally Theme / Overall program
 - a. What type of entrants do you want (All vehicles just some types/makes)
 - b. How many entrants are you aiming for.
11. Meals
 - a. How many
 - b. Type
 - c. Cost /quality
12. Venue / requirements (size facilities)
 - a. Registration
 - b. Sat Lunch
 - c. Sat Dinner
 - d. Sun Lunch / Dinner
 - e. Morning/afternoon teas
 - f. Other venues
13. Runs
 - a. How many?
 - b. How long?
 - c. Where to Start / stop places to visit, Consider facilities at stops?
 - d. Who will map them out
 - e. Who will check them.
 - f. All instruction points should be on the left hand side of the road
 - g. Consider traffic flow Think about all Turns – Are they safe? Try to avoid Right turns off main roads
 - h. Give entrants plenty of warning of turns off the road they are on.
 - i. Will the runs suite the vehicles you expect will you need different runs for different vehicles.
 - j. Will you try and arrange a Break down service
 - k. Tail end Charlie?
14. Other activities?
 - a. Tours/ visits
 - b. Quizzes?
 - c. Transport to & from Dinners
 - d. Dinners
 - e. Informal welcome?
15. Entertainment?

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- a. At Dinners
- b. At other times/ locations
16. Support/sponsorship
 - a. who will be approached
 - b. how much/what
 - c. Organiser
17. Entry Forms.
 - a. What should they say
 - b. Who will check them
 - c. When will they be ready
 - d. Who will record entries
 - e. Will you advise entrants of “entry received”
18. Budget Keep Checking Planned and actual expenditure and income. Adjust as required
19. Workers during the rally
 - a. Number?
 - b. Identify who is good at what.
 - c. Identify the must do and the nice to do things
20. Advertising consider
 - a. To whom & how
 - b. What
 - c. When
21. Timetable.
 - a. For planning the event
 - b. For Running the event.
22. what if any Rally packs.
 - a. How will you let people know what happens over the weekend
 - b. Do you need a PA
 - c. Who will be MC
23. Prizes ? for what?

Potential Timetable for Organising a Major Rally

Add potential timetable here as it is developed.

Between 2 years and 18months before the rally

1. Form a Rally Committee of 4-6 People and give them the authority to plan and run the rally
2. Decide on an general Location for the rally. Consider – Roads that can be used for runs; Facilities for M/tea a, lunch & afternoon tea; consider potential sponsors;
3. Identify potential venues for rally dinners etc
4. Identify / appoint / elect a **Rally Director**
5. Consider if you need a Rally Secretary and or Rally Treasurer.
6. The Rally committee should develop very high level plans and a rally budget and get it approved by the Club (Management Committee or Members)
7. Very early in the Rally planning try to work out the overall cost for people to take part in the rally. aim for an affordable cost consider package or charging for activities & meals separately.
8. Accommodation issues. Check the location and accommodation availability of all the Motels, Hotels, Caravan parks over the proposed weekend of the rally
 - a. Consider using club members houses as Billets
 - b. Consider block bookings of accommodation
 - c. Talk to local Tourist Info office.
9. Try to get Councils on board. Explain potential benefits (financial) to Council.

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10. Try to get Chamber of Commerce on board
11. Conduct meetings every few months

Between 18months and 1 year before the rally

1. Firm up rally budget
2. Set entry fees
3. Actively Chase Sponsors
4. Develop Rally Plans and Rally theme
5. Start Promoting the rally
6. Work out general runs and M/T lunch locations
7. Start to Firm up plans for Catering
8. Book Venues
9. Consider Entertainment options

By 1 year before the rally

1. Consider early entry discount
2. Develop and print early Entry forms
3. Develop and print Flyers
4. Sign up smaller sponsors.
5. Establish team leaders
6. Start recruiting club members as rally workers.
7. Assign specific Jobs to team leaders.

By 1 Month before the rally

- 1) Print Program
- 2) Finalise Rally runs, Quizzes, Entertainment.

Organising a Swap Meet

Add tips here when developed.

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Chapter 21 QMHC COMMITTEE MEMBERS

1. President:
2. Vice President:
3. Secretary
4. Treasurer
5. Assist Secretary & Treasure
6. Qld Transport Liaison Officer
7. Assist. Qld Transport Liaison
8. Publicity Officer
9. Web Master
10. AHMF delegates (Non Voting)
11. Tea Person

The description and the role of each of these positions is set out below

Chapter 22 MANAGEMENT COMMITTEE MEMBERS

The constitution makes the following positions automatically members of the QHMC Management Committee

- 1. President**
- 2. Vice President**
- 3. Secretary**
- 4. Treasurer**

The constitution also states that the membership can appoint additional delegates to the Management Committee members. This had book recommends that the following positions be added to the management committee Assistant Sec./Treasurer & Queensland Transport Liaison Officer. AHMF delegates can attend Management meetings as no voting participants.

By law one places a 4 consecutive year limit on a delegate holding the same position on the management committee.

At the general meeting held on the 23/7/09 it was moved and past “That in future, QHMC pay the Secretary \$500 (five hundred dollars) p.a. to partially compensate for out-of-pocket expenses. To be paid half yearly at \$250 each six months. Proposed: Christine Stevens (Morgan Owners). Seconded: Doug Beaton (VVCAA). Carried: unanimously.”

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Chapter 23 PRESIDENT'S RESPONSIBILITIES

INTRODUCTION

The President of the association is the "Spiritual Leader" of the member clubs and is essentially required to ensure that the association continues to function and advance to the benefit of all member clubs.

The President is an elected officer of the association and chair of the Management Committee..

DUTIES

1. Chair General Meetings
2. Chair Committee Meetings
3. Assign tasks to other Committee Members and other members.
4. Liaise with like associations within the state and in other states to establish rapport and agree on joint principles of operation. For example, joint sharing of information, joint submissions to state and national bodies where appropriate, collaboration on promotional activities or purchasing arrangements.
5. Represent the association on formal occasions such as meetings with Government Authorities, Companies, Commercial organizations, media or other official bodies.
6. Plan and develop the programme of activities of the association. Using this handbook and the calendar herein, ensure that the entire committee performs their duties as required and on time.
7. Be the "public face" of the association at major events organised by the association

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Chapter 24 VICE PRESIDENT'S RESPONSIBILITIES

INTRODUCTION

The Vice-President of the Association should be considered to be the relief President. The Vice President should be completely familiar with the operation of the Association. To ensure continuity in the operation of the Association it might be found useful for the Vice President position to be filled by a previous President.

The Vice President is an elected officer of the association and a member of the Management Committee.

DUTIES

1. Relieve the President as required in all aspects of the association including the chairing of meetings and representing the association on formal occasions.
2. Arrange the venues of all General Meetings including the Annual General Meeting.
3. Arrange for guest speakers or activities for the General Meetings.
4. The Vice President will chair the election of officers during the AGM and will hand over chairmanship to the new president and the conclusion of the voting.

VENUES

General

Venues should be selected to ensure adequate seating, lighting, heating and cooling for the expected number of participants. If the room is large or the acoustics are poor then the use of a public address system should be considered. White or blackboards together with projection facilities may be useful for presentations.

General Meetings and AGM

The Vice President should liaise with the venue operator / owner and negotiate the conditions of the use. This may require some degree of negotiating skills but these are considered consistent with the role of Vice President in managing meetings and the general operation of the Association. General Meeting Venue hire payments should be arranged by the Treasurer.

Committee Meetings

The venue for successive Committee Meetings is at the discretion of the Committee. Typically the venue may be at a set location each month or rotated amongst other venues as to spread travel distances amongst Committee members. The reasonable costs incurred for Committee Meetings eg. supper expenses, will be funded by the association.

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Chapter 25 SECRETARY'S RESPONSIBILITIES

INTRODUCTION

The Incorporation Act and the QHMC Constitution require the association to operate under a defined set of rules and regulations. The Secretary performs or supervises most of those tasks necessary to meet these obligations. The Secretary is the focus through which all the business enters and leaves the association except as delegated by the Committee. To operate effectively, the Secretary must be aware of the duties and tasks assigned to all other Committee Members.

The Secretary is an elected officer of the association and a member of the Management Committee.

DUTIES

1. Maintain knowledge of the Constitution and By-Laws.
2. Manage the QHMC Office functions and arrange attendance.
3. Handle all correspondence Inwards, Outwards and generally within the association and among Committee.
4. Prepare Minutes of Committee, General Monthly and Annual General Meetings.
5. Arrange regular and timely clearance of the QHMC mail box.
6. Maintain the Membership Register.

CORRESPONDENCE PROCEDURES

All correspondence into and out of the association is to be made through the Secretary, or as decided by the Committee on specific items. The Secretary is to respond to or initiate correspondence on behalf of the Committee / association.

All correspondence into and out of the association shall be recorded and/or filed such that at any meeting the Secretary shall be able to report on the receipt, despatch or status of correspondence. A copy of all outgoing correspondence is to be retained on file. Items of an advertising nature need not be retained. The summary of the correspondence in and out since the previous Committee & General Meeting is to be made available, by the Secretary, to committee members at Committee Meetings, and members at General Meetings. Records of inward and outward correspondence can be filed electronically.

Generally the Secretary shall decide what incoming correspondence should be passed to other members of the Committee for consideration and what action is to be taken. Given that some correspondence may have critical timing significance or involve the receipt of funds or payment of accounts, it shall be passed as swiftly as possible to the other members of the Committee as required and a note made of who might then be holding it and as to when a reply or other action is due.

The Secretary shall arrange for the association mail box to be cleared regularly at a frequency of approximately once per week.

The Secretary shall act on behalf of the association and use the association letterhead for all formal correspondence and shall sign as the Secretary, or on behalf of the Committee, if the Committee has duly authorised the correspondence. The Secretary may sign other correspondence on behalf of other officers of the association or other members of the Committee if so authorised.

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Chapter 26 TREASURER'S RESPONSIBILITIES

INTRODUCTION

The Incorporation Act requires the Association to submit a report on its financial affairs over the past year to the Registrar. The QHMC Constitution also requires the Treasurer to produce a financial report at the end of the financial year and that the Treasurer be able to provide a statement at any time - hence the need for a monthly statement.

The Treasurer is an elected Officer of the association and a member of the Management Committee.

DUTIES

1. Manage the financial affairs of the association in an orderly, professional and timely manner to ensure that the Association is able to meet its financial obligations as and when they fall due.
2. Control and operate all bank accounts of the association. Arrange transfers between accounts when necessary.
3. Advise and recommend to the members on the financial issues of the association.
4. Advise the Committee or special events co-ordinators on matters relating to the financial affairs of the association if required.
5. Ensure that the association complies with all the legal, statutory and other regulations of the day relating to its financial affairs.
6. Participate in sub-committees established to organise and run special events.
7. Organise the preparation a financial statement at the conclusion of special events and ensure its accuracy,

FINANCIAL PROCEDURES

The QHMC operates its financial accounts on a modified cash book basis with known contingent liabilities identified. The procedures and records may be maintained using a Computer software package. Currently the QHMC uses a specially developed Microsoft Excel work book to record financial details

Records to be Maintained

1. Cash receipts book, supporting vouchers and summary of deposits to the bank account.
2. Banking Pay-In book.
3. Summary of monthly receipts.
4. Cash payment book, payment voucher file and cheque books.
5. Bank statements for all the Associations accounts.
6. Monthly bank reconciliations for all accounts.
7. Cheque signatory register.
8. Fixed assets register
9. Annual Return - Department of Fair Trading
10. Currently the QHMCV operates the following bank accounts:-

Queensland Historic Motoring Council

- a) General Account at the Bank of Queensland
- b) Bank of Queensland Term Deposit Account

Treasurer's Specific Tasks

1. Prepare an operating and cash flow budget annually for the financial year - 1st July to 30th June.
2. Review the accounting system, policies and procedures from time to time, to ensure that they meet the needs of the Association and to recommend changes where appropriate.
3. Accept monies due to the Association, prepare banking documentation and bank monies promptly.
4. Maintain a record of all bankings. Summarise details into accounting codes and file records in a systematic order.
5. Maintain a cash receipts book.
6. Pay accounts owing by the association within seven days of receipt. Ensure that the nature of the payment is relevant to the activities of the association and that all supporting documentation is present and approved by the person responsible for the activity.
7. Ensure that all payment vouchers are filed systematically in cheque number order.
8. Enter all cheques / payments in a cash payment book and summarise all transactions monthly.
9. Prepare monthly bank reconciliation for all active bank accounts.
10. Maintain a petty cash float of up to \$150 to pay in cash for small items typically under \$100 or when immediate payment is required.
11. Prepare a monthly Treasurer's report including a summary of receipts and payments, cash position, estimate of unpaid commitments and net funds position for use by the Committee.
12. Provide the Management Committee with a list of all payments made in the previous month, showing cheque number, payee amount and nature of the payment. The Committee must formally approve these payments.
13. Provide the Management Committee, monthly, with a report of all items of income and expenditure actuals versus budget and an analysis of variances and recommendations to correct unfavourable variances.
14. Recommend annually to the Management Committee a membership fee structure.
15. Prepare annual accounts of the association and present a report to members at the Annual General Meeting.
16. If under the terms of the incorporations act the Association is a class 1 or 2 association (turnover or liquid assets >\$20,000), recommend the appointment of the Auditor to the Committee. With the Committee's approval, the Treasurer will recommend the Auditor's appointment at the AGM. The Auditor must not be a member of the Association.
17. Prepare and submit a Tax Return each year if required by law.
18. Prepare and submit an Income Activity Statement each year if required by law.
19. Ensure that appropriate insurance policies for the Association have been effected each year.
20. Conduct, in association with the Vice President, a physical stocktake of fixed assets & all regalia on hand at 30th June each year, and at other times if required, and provide a written

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listing to the Treasurer. All stock is to be valued at the lower of cost or net realisable value for inclusion in the Balance Sheet.

Authorities

1. To sign cheques and other banking instruments and authorisations jointly with either the President or Secretary. All authorisations require the signatures of any two of the President, Secretary and Treasurer.
2. All cheques must be formally approved by the Committee or members at the first available meeting after preparation of the cheque.
3. Monthly Treasurer's reports must be approved at the next General Meeting of members.

Requirements For Annual Financial Return

Requirements for annual financial return to Dept of Fair Trading is a tiered reporting system based on total revenue or assets of the Association:

1. Level 1 associations, with at least total revenue or current assets of more than \$100,000, will continue to be fully audited.
2. Level 2 associations are those which do not fall into either Level 1 or Level 3. They will not be required to provide fully audited statements but must instead have a registered accountant confirm that the books of the association have been kept in a manner consistent with good accounting practice.
3. Level 3 associations are those with total revenue of \$20,000 or less and current assets of \$20,000 or less. These associations will only be required to lodge a statement by the association's President or Treasurer, that they have kept accurate books of account.

The lesser requirements for full financial Audits for Level 2 and Level 3 associations is expected to make completing a financial return more simple for smaller clubs

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Chapter 27 PUBLICITY OFFICER'S RESPONSIBILITIES

INTRODUCTION

The role of this position is to ensure that the QHMC receives positive publicity for all its activities.

The Publicity Officer is an elected Officer of the association and is a member of the Committee.

DUTIES

1. Advise the Management Committee on the most appropriate method to promote the objectives of the association.
2. Arrange publicity in the media to enhance the awareness of the old vehicle movement and our associations objectives among members of the public.
3. Arrange publicity in the media of past and forthcoming events.
4. Ensure that the association's major events get adequate publicity.
5. Participate in interviews with the media.
6. Provide feedback to the Committee on comments and questions asked by member clubs.

SKILLS

The duties to be performed by the Publicity Officer require basic skills generally acquired in the course of many personal and business duties. This document recognises that not all QHMC delegates would necessarily hold these skills.

1. A good knowledge of the operation of the association, its objectives, achievements and resources.
2. An ability to speak, with confidence, to the media.
3. An ability to speak clearly and with confidence on the telephone.
4. An ability to prepare Press Release style notices.
5. Knowledge of the club movement and the SIVS.

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Chapter 28 WEB MASTER'S RESPONSIBILITIES

INTRODUCTION

The QHMC operates an Internet web site. This international facility represents a “cyberspace ” window to the association.

The Webmaster is appointed by and reports to the Management Committee. There is no limit to the duration of the appointment of this position appointment but would normally be reviewed annually. The Webmaster need not be a member of the Committee.

DUTIES

1. Update the club's web site and Webpages as required.
2. Update at least monthly, the QHMC Web Calendar to show events.
3. Upload relevant reports of activities, eg. Minutes of Meetings.
4. Remove old or outdated material.
5. Pass on any Email queries to the appropriate QHMC officer.
6. Provide regular reports to the Management Committee on the status of the Web Site.
7. Download items of the association's interest from the Internet and, report to the General Meetings

INTERNET PAGE CONTENT

The Website must be truthful, polished and not liable to legal challenge on matters of fact or copyright. For privacy reasons, it is essential that the personal details of delegate members (eg. address, vehicles owned, etc.) do not appear on any material accessible by the public via the Internet. Therefore any reports, etc. should be edited to remove specific personal references but still enable the reader to understand the report in context.

Minutes of Meetings and other reports should be in a form that is easily downloadable and readable.

TIME REQUIRED

The Internet Webmaster could be expected to spent about 1-2 hours a month keeping the web site current.

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Chapter 29 QUEENSLAND TRANSPORT LIAISON OFFICER'S RESPONSIBILITIES

INTRODUCTION

The QHMC regularly liaises with Queensland Transport the role of this position is to be the QHMC lead representative on all discussion. This role is not to set or agree on policy but just to act as a conduit for face to face communication with QT.

The QT Liaison Officer is an elected Officer of the association and is a member of the Committee.

DUTIES

- Attend bi-monthly QHMC general & committee meetings as well as quarterly meetings with Queensland Transport (QT)
- Advise the QHMC meeting of Issues raised by QT at the quarterly meetings.
- Convey the QHMC proposals and views to QT at the quarterly meetings.
- Seek the QHMC's positions on issues flagged to be discussed at these meetings.
- Keep the Management Committee informed of issues raised at QT meetings.
- Report to General Meetings of issues discussed of potential issues to be raised at the meetings with QT.
- Be the QHMC's point of contact for Queensland Transport staff.
- The QT Liaison Officer is not authorised to make any agreements with representatives of QT unless specifically authorised to agree to a proposal approved by a general meeting of the QHMC

REQUIRED ABILITIES

The ability to communicate information from the QT to the QHMC and from the QHMC to QT.

TIME REQUIRED

11 monthly meetings per annum (3rd Thursday Nights) & 4 meeting with QT and the time required to collate information from these meetings and deliver the information to the meetings. And to assist the Management Committee in the preparation of proposals to QT.

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Chapter 30 ASSISTANT QLD. TRANSPORT LIAISON OFFICER'S RESPONSIBILITIES

The Assistant QT Liaison Officer is an elected Officer of the association and is a member of the General Committee.

The Assistant QT Liaison Officer will, under direction of the QT Liaison Officer, assist the QT Liaison Officer to perform any of the QT Liaison Officer's duties

The Assistant QT Liaison Officer will be expected to attend meetings with Queensland Transport to provide support to the QT Liaison Officer

REQUIRED ABILITIES

The ability to communicate information from the QT to the QHMC and from the QHMC to QT.

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Chapter 31 ASSISTANT SECRETARY / TREASURER RESPONSIBILITIES

The Assistant Sec/Treasurer is an elected Officer of the association and is a member of the General Committee.

The Assistant Secretary / Treasurer will, under direction of the Secretary, assist the Secretary to perform any of the Secretary's duties

The Assistant Secretary will act as the secretary in the absence of the Secretary

The Assistant Treasurer will, under direction of the Treasurer, assist the Treasurer to perform any of the Treasurer's duties

The Assistant Treasurer will act as the treasurer in the absence of the Treasurer.

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Chapter 32 MEMBER CLUB DELEGATE'S RESPONSIBILITIES

DUTIES

- Attend bi-monthly QHMC meetings and represent the views of the member club they represent.
- Advise the QHMC meeting of their clubs position in items raised at QHMC meetings
- Seek advice from the club they represent with regard to the items to be raised at the qhmc meetings meeting.
- Seek their club's positions on issues flagged to be discussed at these meetings.
- Keep the their club's Management Committee informed of issues raised at QHMC meetings.
- Advise the general membership of the club they represent of issues raised at the QHMC meetings. *Reporting can be done verbally at member club meetings but it is preferred that in addition such information be included in the affiliated club magazine*
- Provide information to the Club Newsletter Editor relating to important items arising from discussions at QHMC meetings that would be of interest to the wider club membership.

WHO SHOULD BE A CLUB DELEGATE ?

- An active member of the club with a strong interest in the historic vehicle movement.
- A regular attendee at club meetings.
- A member of the club committee (a good option).

REQUIRED ABILITIES

The ability to communicate information from the Member Club to the QHMC and from the QHMC to their club members.

TIME REQUIRED

6 meetings per annum (3rd Thursday Nights of odd numbered months) and the time required to collate information from these meetings and deliver the information to their club members at meetings and in their club magazine.

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Chapter 33 AHMF DELEGATE'S RESPONSIBILITIES

The AHMF delegates are elected Officers of the association and are non voting member of the General Committee.

At the March general meeting each year the affiliated clubs through their delegates will elect two (2) delegates to the AHMF who represent the QHMC at AHMF meetings.

DUTIES

- Attend AHMF Annual meetings and represent the views of the QHMC.
- Present and support QHMC agreed AHMF agenda items to the AHMF meetings.
- Seek advice from the from the QHMC meetings and Management committee with regard to the items raised by the AHMF management committee.
- Correspond with the AHMF Management Committee on national matters raised at QHMC meetings
- Keep the QHMC management & delegates informed of national issues advised by the AHMF
- Seek their club's positions on issues flagged to be discussed at these meetings.
- Keep the QHMC Management Committee and general meetings attendees informed of issues raised either at AHMF meetings or through the AHMF management committee..

WHO SHOULD BE A AHMF DELEGATE ?

- An active QHMC club Delegate or a member of the QHMC management committee with a strong interest in the historic vehicle movement.
- A regular attendee at QHMC meetings.

REQUIRED ABILITIES

The ability to communicate information to the AHMF from the QHMC and from the AHMF to the QHMC .

TIME REQUIRED

The AHMF delegates 11 QHMC Management & General meetings per annum (4th Thursday Nights each month except December) Attendance at the AHMF 2-3 day AGM and the time required to collate information from these meetings and deliver the information to the AHMF & QHMC meetings.

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Chapter 34 ADDITIONAL QHMC POSITION RESPONSIBILITIES

TEA PERSON

1. Purchase Tea, Coffee, Milk and Biscuits to ensure sufficient supply for monthly meetings.
2. Make tea & coffee at monthly meetings
3. Clean up tea and coffee cups etc. after meeting

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RALLY DIRECTOR'S RESPONSIBILITIES

INTRODUCTION

The QHMC does not run the rallies and the description of this position is only included to guide clubs on the Roles and Responsibilities expected of a Rally Director

Generally planning for the major rallies should be undertaken at least 1 year in advance. The Rally Director is usually appointed by the Club Committee to undertake, with the assistance of a Rally sub-committee, all aspects of the running of the rally according to the broad directives of the club's Management Committee. The Rally Director is required to ensure that the quality and integrity of the event is not compromised and that the event is run to the benefit of members and all entrants. It is usual for a club to call for expressions of interest from members to identify the field from which to form a subcommittee to assist in the running of the Rally.

The Rally Director is not normally a member of the management Committee. But is appointed by the Management Committee. There is no limit to the duration of the appointment of this position but would normally be reviewed annually.

DUTIES

1. Work with the management committee to select members on the Rally Sub-Committee.
2. Convene and chair Rally sub-committee.
3. Develop and present for approval of club's management committee a Rally Budget
4. Ensure the budget of projected income and expenditure is kept up to date. Any significant (+/-10%) budget changes must be presented for approval, to the management committee.
5. Delegate tasks to other Rally sub-committee members to ensure the smooth running of the event.
6. Appoint a rally minutes secretary who must maintain minutes of meetings held, including a record of tasks delegated, decisions made, bookings placed, progress on all aspects of the event, venue, list of rally entrants, date and time of next meeting, etc.
7. Maintain an overall perspective of the Rally so as to ensure that the best possible aspects of the movement are presented to the public and that the event undergoes continual improvement.
8. Ensure that the economic viability of the event is maintained; that the sponsorship packages offered are within reason and that the expectations of the sponsors are achievable and acceptable to all concerned.
9. Report to general club meeting on aspects of the Rallies planning progress.
10. Ensure that other clubs are informed regularly through *QHMC & direct Mail Out to other clubs* and other bulletins as necessary on the progress of development of the Rally and of any changes which may occur
11. Ensure that rosters have been prepared and agreed upon by all those rostered for the roles of Marshalls, Caterers, Master of Ceremonies, Gate Keepers and Club Representatives during the rally.
12. Be available at all times on the day of the Rally in order to arbitrate on any matter that may arise with respect to the running of the Rally.
13. Announce the placings and winners of each category in the rally and present the trophies, with the assistance of any sponsors.

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14. Report to the Management Committee on the conduct of the rally, the financial aspects and placings and winners of each category.
15. Ensure venue hire conditions are met, eg. condition of site after event.
16. Ensure adequate public safety standards are observed.

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Chapter 35 OPERATIONS HANDBOOK MAINTENANCE

INTRODUCTION

This QHMC Inc. Operations Handbook is a *living document*. It is intended to be used primarily by the Committee as it details the responsibilities of each Committee position and provides access to the Club's Constitution, By-laws and other relevant information.

CONTENTS AND CONTROL

The responsibility of the contents of the Operations Handbook rests with the Committee and all changes require the approval of the Committee. All Committee members should be given a copy. A up to date copy of the handbook (both printed and a CD disk version (Word and Adobe Format) must be kept in the club Library. All perspective (nominated) committee members should have read and understood the responsibilities of the position for which they accept nomination.

MAINTENANCE

The controller of the Operations Handbook should have a thorough knowledge of the contents of the Handbook, as changes to one section may affect other sections. The controller should be computer literate as a working knowledge of Microsoft Windows and Microsoft Word is required. Most text is in Times New Roman font. Most forms follow this format to maintain a standard presentation.

Each year, prior to the Annual General Meeting, a review of the running of the Association should be done by the "out-going" Committee. Any changes should be minuted and passed to the controller for incorporation into the Handbook. The Constitution may be altered only as per the Constitution, however, other changes only require the approval of the Management Committee, although the membership is usually consulted on significant changes.

Changes should first be made to a copy of the file. A record must be made on the "Change management" page (i) noting the date, page number(s) and revision(s) made. The "Contents" page (ii) may also require attention. The "footer", which contains the set date of the revision, must be changed.

A hard copy of all changed pages is presented to the Management Committee. Once approval of all changes is granted, a Master print is made from which copies are made for distribution. The Master set and Master files on diskettes are then up-dated. The obsolete pages from the Master set, with changes marked, are retained in the back of the Master set for future reference. Access to a copier capable of double-sided copying is preferred, as copies issued are double-sided. Distribution will require the collection of all copies issued and affected pages replaced with new, updated pages. The "back-up" copies of the files on diskettes, retained in the Secretary's copy of the Handbook, are updated at this time.

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Chapter 37 APPENDICES

Chapter 38

APPENDIX 1 SAMPLE AGENDA - GENERAL MEETING

Introduction and Welcome (Chairman - President)

Apologies

Welcome to New delegates, Visitors and perspective new Member clubs

Confirmation of Minutes of Previous General Meeting

(Secretary to read the minutes or refer to a printed version if available)

Business Arising (Secretary)

Inward Correspondence

Outward Correspondence

Adopt Inward endorse Outward

Moved

Seconded

Carried

Reports - Committee

Treasurer - Report on Finances

Expenditure of (approval for all expenditure)

Adopt report & approve expenditure

Moved

Seconded

Carried

Events Calendar

QT liaison

AHMF

Publicity Officer Reports

Other Reports

General Business

Break (optional)

Guest Speaker or Activity

Closure - Confirm Next Meeting Date and Venue

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APPENDIX 2 SAMPLE AGENDA - ANNUAL GENERAL MEETING

Introduction and Welcome (Chairman - President)

Apologies

Confirmation of Minutes of Previous Annual General Meeting
(Secretary to read the minutes or refer to a printed version if available)

Business Arising (Secretary)

Reports - Committee (Officers of the Club)

President - Significant Events Past and Future

Secretary - Correspondence, other items

Treasurer - Report on Finances and present Annual (Audited) Financial Report

Other Reports (if required)

General Business:-

Election Of Officers

Stand in Chair takes control

All Position of the Association are declared vacant

Nominations read - Nominees confirm Acceptance

Nominations sought for any positions were there are no nominations

If required appoint tellers, check Proxies, hand out ballots (Fin members only)

Voting for each (Commencing with President)

Count votes

Declare each position

New President assumes control of the meeting

Appointment of Auditor

Any Other Business

Closure

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APPENDIX 3 SAMPLE AGENDA - MANAGEMENT COMMITTEE MEETING

Introduction and Welcome (Chairman - President)

Apologies

Visitors

Confirmation of Minutes of Previous Committee General Meeting
(Secretary to read the minutes or refer to a printed version if available)

Business Arising (Secretary)

Reports - Committee

 President - Significant Events Past and Future

 Vice President

 Secretary - Correspondence In/Out, other items

 Treasurer - Report on Finances

 Publicity Officer Reports

Other Reports

General Business

Close - Confirm Next Meeting Date and Venue

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APPENDIX 4 SAMPLE MEMBERSHIP INQUIREY LETTER

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APPENDIX 5 SAMPLE - APPLICATION FOR MEMBERSHIP

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APPENDIX 6 SAMPLE COMMITTEE NOMINATION

Form for xxx/xxx Year

PRESIDENT:
Name of NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

VICE PRESIDENT:
Name of NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

SECRETARY:
Name of NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

ASSISTANT SECRETARY:
Name of NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

TREASURER:
NAME OF NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

ASSISTANT TREASURER:
NAME OF NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

QT LIAISON:
NAME OF NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

ASSISTANT QT LIAISON:
NAME OF NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

PUBLICITY OFFICER:
NAME OF NOMINEE (Print)

PROPOSED BY:

NOMINEES ACCEPTANCE:DATE... /.../0X

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This nomination form must be lodged with, or posted to The Secretary, QHMC, 1376 Old Cleveland Rd Carindale 4152, by xxx/xxx/ xxxx

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APPENDIX 7 EXAMPLE LAYOUT OF FINANCIAL REPORT

QHMC GENERAL ACCOUNT

APRIL 2001

RECEIPTS		EXPENDITURE	
Membership Subscriptions	1250.00	Printing	200.00
Donations	50.00	Postage	120.00
		Advertising	282.00
		Legal fees	275.00
		Bank Charges	8.19
TOTAL: 1300.00		TOTAL: xxxx.19	

BANK RECONCILIATION

Opening Cash Book Balance 1.04.06		7007.33	
Plus Receipts			<u>6645.00</u>
			13652.33
Less Expenses			<u>3610.19</u>
Closing Cash Book Balance 30.04.01			<u>10042.14</u>
Plus unrepresented cheques			
474 Sound Hire	600.00		
477 Audit Fees	<u>200.00</u>		
	800.00		
Balance as per bank statement No.51 of 30.4.06			800.00
			\$10842.14
			=====

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Queensland Historic Motoring Council

APPENDIX 8 FINANCIAL REPORT

April 20xx

Draft example

Receipts		Expenditure	
Membership fees	\$25.00	Hall Hire	-\$ 22.00
Joining fees	\$35.00	printing	-\$ 198.00
Clothing sales	\$20.00	Postage	-\$ 110.00
Bank interest	\$ 1.48	supper	-\$ 10.00
Total Income	\$XXX.48	Total Expenses	-\$ XXX.00

BANK RECONCILIATION

Opening cash book balance / /	\$ 500.00		
Plus receipts			\$ 121.48
			\$ 621.48
less Expenses			-\$ 340.00
Closing cash book balance			\$ 281.48
Plus unpresented cheques			
001 hall hire	\$ 22.00		
	\$22.00		\$ 22.00
Balance as per Bank statement No. 101 of 30 th April 2010			\$ 303.48
Petty Cash			\$ 54.45
General account as per cash book			\$281.48
Term Deposits			
Suncorp	\$ 7,554.62		
Bank of Queensland	\$ 5,554.98		
Total Term Deposits	\$13,109.60		\$13,109.60
Total Current Assets			\$ 13,445.53
Expenses for approval			
Hall hire - month of			
supper -			
Total			

Prepared by: _____ Date: _____

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