



### Hillman Owners Club of Australia Inc (1993).

**CLUB RULES. June 2001.**  
(MODEL RULES of ASSOCIATION.)  
plus amendments to 18<sup>th</sup> May 2005

#### DEFINITIONS

(1) In these Rules:

“**ordinary member**” means a member of the committee who is not an office-bearer of the Club, as referred to in rule 19 (2);

“**secretary**” means:

- (a) the person holding office under the rules as secretary of the Club; or
- (b) if no person holds that office – the public officer of the Club;

“**special general meeting**” means a general meeting of the Club other than a normal monthly general meeting or an annual general meeting;

“**the Act**” means the Associations Incorporation Act 1984;

“**the Regulation**” means the Associations Incorporation Regulation 1994.

(2) In these rules

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an Instrument made under the Act.

#### 1. TITLE

For simplicity the association hereinafter is referred to as the **Hillman Owners Club** or “**CLUB**”

- (1) No member shall take any public action, or make any public announcement in the name of the Club, or otherwise do anything directly or indirectly to represent that any proposal, action, or statement is approved by the Club.
- (2) The name of the Club shall not be used by any member for any trade, advertising, or business purpose, or in connection with any legal proceedings, for the purpose of personal or business gain.

#### 2. OBJECTS

- a. To maintain a record of all existing examples of the Hillman motor vehicle from 1907 to 1940 inclusive and of all member owned vehicles thereafter.
- b. To encourage the restoration and preservation of such vehicles, and to foster interest in the Hillman, Commer, Karrier, Tilling Stevens and Vulcan marques.
- c. To provide facilities for contacts between members for the purpose of mutual aid, advice, and discussion, as well as social and other activities.
- d. To assist members in obtaining spare parts for their Hillman, Commer, Karrier, Tilling Stevens or Vulcan vehicles.
- e. To promote and/or hold alone or jointly with other clubs, associates or persons, social events which shall be conducted in accordance with any relevant regulations.

#### 3. MEETINGS OF THE CLUB

- a. Club General Meetings shall be held at such times and places as the Club may decide. (Third Wednesday of each month.)

#### ANNUAL GENERAL MEETINGS -CALLING OF AND BUSINESS AT

4. (1) The annual general meeting of the Club is, subject to the Act, to be convened on such date and at such place and time as the committee thinks fit.  
Each October, every year. (16/11/94)
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
  - (b) To receive from the committee reports on the activities of the Club during the last preceding financial year.
  - (c) To elect office-bearers of the Club and ordinary members of the committee.
  - (d) To receive and consider the statement which is required to be submitted to members under section 26 (6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

**SPECIAL GENERAL MEETINGS****-CALLING OF**

5. (1) The committee may, whenever it thinks fit, convene a special general meeting of the association/club.
- (2) The committee must, on the requisition in writing of at least 5 per cent (5%) of the total number of members, convene a special general meeting of the Club.
- (3) A requisition of members for a special general meeting;
  - (a) must state the purpose of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the secretary, any members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

**NOTICE**

6. (1) Except if the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Club, the secretary must, at least 14 days before the date fixed for the holding of the *special* general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the special general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a special general meeting is to

be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 4.(2).

- (4) A member desiring to bring any business before a special general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a special general meeting given after receipt of the notice from the member.

**PROCEDURE**

7. (1) No item of business is to be transacted at a special general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering the item.
- (2) Ten percent (10%) of financial members present, in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a special general meeting.
- (3) If within half an hour after the appointed time for the commencement of a special general meeting a quorum is not present, the meeting;
  - (a) if convened on the requisition of members, is to be dissolved; and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned at the same place.
  - (c) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum to abort that meeting.

**PRESIDING MEMBER**

8. (1) The president or, in the president's absence, the vice-president, is to preside as chairman at all general meetings of the Club.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at that meeting.

**ADJOURNMENT**

9. (1) The chairperson of a special general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an

adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- (2) If a special/ general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the club stating the place, date and time of the reconvened meeting and the nature of the business to be transacted at the meeting. (carried over, unfinished business only.)
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a special general meeting or of the business to be transacted at a reconvened meeting is not required to be given.

#### MAKING OF DECISIONS

10. (1) A question arising at a general meeting of the club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken;
  - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is to be taken to be the resolution on that matter.

#### SPECIAL RESOLUTION

11. A resolution of the Club is a special resolution;
  - (a) if it is passed by a majority which comprises at least three quarters of such members of the club as, being entitled under these rules so to do, vote in person or by proxy at a special general meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
  - (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be

passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

#### VOTING

12. (1) On any question arising at a general meeting of the Club a member has one vote only.
  - (1A) Family membership in the Club register denotes two votes.
  - (1B) Junior member-No Vote.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

#### APPOINTMENT OF PROXIES

13. (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 3 to these rules.

#### 14. COMMITTEE

##### POWERS OF THE COMMITTEE

The committee is to be called the committee of management of the Club and, subject to the Act, the Regulations and these rules and to any resolution passed by the Club in general meeting.

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

#### MEETINGS AND QUORUM

15. (1) The committee must meet at least *three* (3) times in each period of *twelve* 12 months at such place and time as the committee may determine.

- (2) Additional meetings of the committee may be convened by the president or by any member of the committee in consultation with other committee members.
- (2A) Committee meetings could be convened at **events** and it was agreed and understood that all committee members are to be prepared for a committee meeting at a convenient time at any event. (GM December 18<sup>th</sup> 2001)
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each of the committee at least 7 days (or such period as may be unanimously agreed on by members of the committee) before the time appointed for the holding of the meeting.
- (4) Any *three* (3) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (5) No business is to be transacted by the committee unless a quorum is present and if within half an hour of the time for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the day in the following week.
- (6) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (7) At a meeting of the committee:
- (a) the president or, in the president's absence, the vice-president is to preside; or
  - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

#### **DELEGATION BY COMMITTEE TO SUB-COMMITTEE**

16. (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such members or members of the Club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
- (a) this power of delegation; and
  - (b) a function which is a duty imposed on the committee by the Act or any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains un-revoked,

be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of the delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

#### **VOTING AND DECISIONS**

17. (1) Questions arising at a meeting of the committee or any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second casting vote.
  - (3) Subject to rule 15 (3), the committee may act despite any vacancy on the committee.
  - (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

#### **CASUAL VACANCIES**

18. For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies; or
  - (b) ceases to be a member of the Club; or
  - (c) becomes an insolvent under administration within the meaning of the Corporations Law; or

- (d) resigns office by notice in writing given to the secretary; or
- (e) is removed from office under rule 21; or
- (f) becomes a mentally incapacitated person; or
- (g) is absent without consent of the committee from all meetings of the committee held during a period of (*six*) 6 months.

#### CONSTITUTION and MEMBERSHIP (Committee)

19. (1) Subject in the case of the *first members* of the committee to section 21 of the Act, the committee is to consist of:
- (a) the office-bearers of the Club; and
  - (b) *Three* (3) ordinary members, each of whom is to be elected at the annual general meeting of the Club under rule 20.
  - (c) When and when ever the Committee sees a need can invite any Office Bearer to a nominated committee meeting. Similarly any Member being financial can approach the Committee in writing, giving the Normal Notice, to attend a nominated committee meeting. (20<sup>th</sup> February 2002)
- (2) The office-bearers (*first members*) of the (*committee*) of the Club are to be:
- (a) the president (*or vice-president in the absence of the president*)
  - (b) the vice-president
  - (c) the treasurer and
  - (d) the secretary.
  - (e) Club Plate Registrar. (20-02-2002).
- (3) Each member of the committee (*first and ordinary*) is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election (*to the committee*) but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

#### ELECTION OF MEMBERS

20. 1) Nominations of candidates for election as office-bearers of the Club or as ordinary members of the

committee:

- (a) must be made in writing, signed by *two* (2) members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), refer Addendum II and
  - (d) must be delivered to the secretary of the Club at least *seven* (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies (*at the annual general meeting, or*) on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining (*at the annual general meeting, or*) on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) An Auditor may be appointed annually.

#### REMOVAL OF MEMBER

21. (1) The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a (*proposed*) resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

**22. MEMBERSHIP**

- a. There shall be *four* classes of membership: full, associate, family and junior.
- (i) Full members shall own one (or more) Hillman, Commer, Karrier or Vulcan motor vehicles, or with the consent of the owner, have a Hillman, Commer, Karrier or Vulcan in their possession for an indefinite period.
  - (ii) Associate members shall be those not being owners of a Hillman, Commer, Karrier or Vulcan motor vehicle, who by reason of their interest in, and enthusiasm for the marque, are considered to be worthy of such admission.
  - (iii) Family Membership: husband and wife (spouse) and children up to 17 years of age.
  - (iv) *Junior membership @ half fees.*
- (iii) and (iv) meeting criteria as in (I) Full member.*

**23. MEMBERSHIP QUALIFICATIONS**

- (1) A person qualified to be a member of the Club if but only if;
  - (a) the person is a person referred to in section 15 (1) (a), (b) or (c) of the Act and has not ceased to be a member of the Club at any time after incorporation of the Club under the Act, or
  - (b) the person is a natural person being the minimum, *seventeen* years of age;
  - (c) who has been nominated for membership of the Club as provided by rule 24 and
  - (d) who has been approved for membership of the Club by the committee of the Club.

**23A. MEMBERSHIP OFFICER:**

The membership officer ensures that forms for membership application and general Club information are sent to individuals seeking/making enquiries on Club membership. (ENQ-FORM, INFOSHEET, APP-MEM, NEWSLETTER) COPY OF 'Club Rules') By normal mail methods.

- (i) Advises the Secretary at general meetings of any enquiries mailed out with details of each possible new member.
- (ii) Allocates, with committee, the next number for/to the new member from the membership register.
- (iii) Ensures rejoining members use previously issued membership number from the membership register with an added letter denoting rejoin status.
- (iv) Maintains membership register of financial members in parallel to the public officer's register with updates from the treasurer on payment dates, or compiled from annual renewal forms.

(Refer Rule 27 (1))

**NOMINATION FOR MEMBERSHIP**

24. (1) A nomination of a person for membership of the Club:
- (a) must be made by a member of the Club in writing in the form set out in appendix 2 to these rules; and
  - (b) be provided with a set of 'Club Rules' that are binding on membership approval.
  - (c) must be lodged with the secretary of the Club.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) If the committee determines to approve a nomination for membership, the secretary must, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as *entrance* fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter the nominee's name (and details) in the register of members and, on the name being so entered, the nominee becomes a member of the Club.
- (5) The Secretary, at Committee, issues the next available number from the membership register to this new nominee/member, subsequently advising the membership officer so that this membership detail can be recorded and the new member cordially advised by mailed receipt and 'Welcome' letter.

**25. CESSATION OF MEMBERSHIP**

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

- (a) dies; or
- (b) resigns membership; or
- (c) is expelled from the Club.
- (d) Fails to pay his/her membership fee within *three* months of a notification requiring payment of fees, his/her membership will be terminated.

## 26. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

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

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

## 26A . MEMBERSHIP RENEWALS:

Renewal form: Addendum 1

## 27. REGISTER OF MEMBERS

- (1) The public officer (and or Secretary. .May 05) of the Club must establish and maintain a register of *financial* members of the Club specifying the name and address of each member together with the date on which the person became a member, plus dates of subsequent membership renewals and values.
- (2) The register of members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.

## 28. RESIGNATION OF MEMBERSHIP

- (1) A member of the Club is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the Club who has paid all amounts payable by the member to the Club in respect of the member's membership may resign from membership of the Club by first giving to the secretary written notice of at least one month (or such period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member of the Club ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- (4) A resigned member as in Rule 28.(2) forfeits all fees and contributions paid to the Club and can't be re-instated.
- (5) To re-join, for membership, after any (self) resignation, the correct method is to follow Rule 24 with all relevant fees being applicable.

## 29. FINANCE

The Bankers for the Club shall be such bank as the Committee shall decide, and ratified by Members at the next possible General Meeting of the Club.

### TREASURER

- 30. It is the duty of the treasurer of the Club to ensure:
  - (a) that all money (monies) due to the Club are collected and received and that all payments authorised by the Club are made; and
  - (b) that correct books and accounts are kept showing the financial affairs of the Club, including details of all receipts and expenditure connected with the activities of the Club.
  - (c) monthly, the treasurer will present an income/expenditure statement to the Club, including any sub-committee Funds for confirmation and acceptance by the members.
  - (d) The Treasurer shall present a financial statement at the Annual General Meeting.

### FUNDS-SOURCE

- 31. (1) The funds of the Club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- (2) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (3) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

### FUNDS-MANAGEMENT

- 32. (1) Subject to any resolution passed by the association in general meeting, the funds of the Club/association are to be used in pursuance of the objects of the Club in such manner as the committee may determine.
- (2) All cheques, drafts, bills of exchange, promisory notes and other negotiable instruments must be signed by *two* (2) established/authorised signatories, members of the committee.
- (3) Raffles: Funds derived from any raffle for whatever is banked in Club funds. Where the Raffle is for a sub-committee the residual funds over the cost of the raffle prize purchase is then allocated to the sub-committee. (May 05.)

**DUTIES OF THE SECRETARY****SECRETARY**

33. (1) The secretary of the Club must, as soon as practicable after appointment, lodge notice with the Club of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
- (a) all appointments of office-bearers and (*ordinary*) members of the committee;
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings, *special general meetings*, general meetings and annual general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

**FEES AND SUBSCRIPTIONS**

- 34 (1) A member of the association must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the association must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the committee, that other amount
- (a) Committee determines lesser fees for part of any year where membership is affected after a period of six or nine months.

**35. MEMBERS LIABILITIES**

The liability of a member of the Club to contribute towards payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by rule 34.

**Sub-Committees:****36. CLUB REGISTRAR:****49 PUBLIC OFFICER:****NATIONAL RALLY COMMITTEE:****44A (Imp Register Australia):****37 PARTS OFFICERS:****39 REGALIA:****40 LIBRARIAN:****41 EVENTS:****43 EDITOR****45 WEBMASTER****37. PARTS (sub-committee):**

Parts officers are authorised to set the value of any of the Club's parts sold (second hand or new old stock) or to be sold from the Club's stored stock of parts.

Funds raised from parts sales are held in the Parts Officers 'Parts Fund' and is to be reported at general meetings as part of the treasurer's report, being Club funds/assets.

- (1) In the case of a sub-committee the parts officers of that sub-committee report monthly on movement of funds and monthly balances for treasury purposes.
- (2) If the parts officers activities are delegated to be a sub-committee then and only then will those sub-committee members determine any retrieval reimbursement costs ( Rule 38) and Sale funds but still have to provide a monthly finance report as in (1).

**38. PARTS RETRIEVAL:**

Where parts of relative value when offered free or the Club agrees to buy that offered the costs of any collection/retrieval of those parts shall be reimbursed to the member that actually picks the items up and delivery to the Club is verified.

- (1) Parts can cover single part items, literature, batch quantities, and or vehicles or parts vehicle.
- (2) Without given/written approval by the parts officer(s) or the committee there will be no reimbursement made or considered.
- (3) Reasonable costs are to be considered and an estimate of costs is to be given prior to any or when the Club's written authority is provided. (We have to be realistic in what we retrieve in the way of vehicles and costs involved.)

**39. REGALIA OFFICER:**

Operates in the same manner as Parts Officer (Rule 37) for Sales and Purchases but as a singular entity (sub-committee with delegated powers).

Parts Officers, Regalia Officer or sub-committee (Rules 37, 39, 40) must produce a list of available stock and the Sale value of those stock items for valuing assets and for insertion and distribution in the Newsletter as saleable items.)

(Serves as a means to assess HOCA assets values.)

**40. Librarian (sub-committee):**

A Librarian may be appointed as custodian of any printed matter owned by the Club and which is pertinent to the objects of the Club as stated in Rule 2 'Objects'.

**41. EVENTS (sub-committee):**

Determines the Club's events calendar by arranging, organising events for the benefit and enjoyment of the Members.



It is encouraged that invites from other clubs are included in our events calendar.

The events sub-committee has the delegated power to arrange or organise events for and on behalf of the Club which may involve the hiring of premises or parks etc for events.

- (i) A list of event dates is to be provided with at least four months of the calendar being filled, in advance, at all times.
  - (ii) Events detail for Hillman Owners Club and invite runs, that are minuted and listed in events calendar have to be fully detailed for the Newsletter. The events calendar is to be expanded to provide enough detail for a member to attend such event/invite run. (Providing a return phone number for members to contact is not acceptable.) (May 05).
  - (iii) Any finance or treasury needs by the events director, for any event/run has to have the proposed expenditure approved firstly by the club management committee. (May 05).
  - (iv) In the event of a combined event between (any) two Clubs both events directors must work in unison to provide sufficient information for all members to access via the Newsletter or Magazine. This event/run is then recognised by both as a Primary Club event/run, for the sake of HCRS vehicles. (May 05).
- (ii) & (iv) Become Club organized events and all effort is to be expended in promoting these invites or combined events/runs for the benefit of all members (all Clubs) (Jan 05).

#### 42. Affiliated Clubs/Associations:

The Club is a member of CVVTMC or CMC as it is known today, so theoretically HOCA members are entitled to attend, take part in, any or all of CMC's listed or organised events.

- (i) These events should be listed in the Club's calendar to cater for those Club Licenced vehicles.
- (ii) An invitation for attendance at any of the Club's events can be issued to other Car Clubs at the discretion of the Events director or the Club Committee.

#### 43. EDITOR:

Produces the Club's Newsletter and Flyer for distribution by mail to financial Club Members and associated Car Clubs and Club advertisers.

Data and detail is provided to him/her by the Committee with other information and or data/details from other sources for print purposes.

- (i) The editor is not to edit detail given by *Events Director or Committee*.
- (ii) Office bearers, members submitting detail, other than articles, for print have to have that detail approved by committee and the editor is not to use this material until given authority by the committee by signing or initialing the copy for print.
- (iii) Where items are printed, photographs used (captioned) or copied from other sources the editor has to acknowledge that source, if or where possible litigation may be apparent.
- (iv) For Sales should have as much detail as possible for each For Sale placed and must include a registration, engine, vin or chassis number. (May 05.)
- (v) All assistance possible should be afforded to the editor to ensure understanding and use of electronic means to assist in producing the Newsletter/Flyer but excludes Email and internet activities.
- (vi) Mailing list is to be checked each month/issue to ensure copies are mailed to current financial members. Mail list from the Secretary. (May 05).

Cost of producing the newsletter has to be kept to a minimum (May 05), mailing and other costs for the Newsletter/Flyer will be reimbursed by the Club when receipts are produced as proof of payment.

"Disclaimer": The opinions, ideas or views expressed in the HOCA Inc Newsletter/Magazine are not necessarily those representative or views of the Hillman Owners Club of Australia Inc. it's officer bearers, members or it's management committee. (May 05.)

#### 44. TELEPHONE listing:

A phone number of a Member, Office bearer, past committee member, or Parts Officer for non members to contact the Club is permitted to be listed in the White pages phone book as 'Hillman Owners Club' (no address) with the contact phone number.

- (i) Diverting calls when committee changes annually from an individual's number is impractical. It is agreed that only the phone number of a respected member of the Club is to be considered for phone book listing.
- (ii) Others not using this service can use any phone number of a member of committee or any Office bearer from our listed block of elected personnel.
- (iii) Costs of phone book listing in the White pages phone book shall be met by the Club or re-paid to the member on presentation of paid receipts.

#### 44A. IMP Register:

**45. WEBMASTER: (May 05)**

1. *The main function of the Webmaster is to maintain the HOCA Inc web site. These duties shall include updating the Events page and all other pages as required and to pass on any Emails collected from the HOCA Inc mailbox.*
2. *The nominated Webmaster has full access and authority to adjust data in the Domain address <http://www.hillman.org.au> and no one else. Confirmation of authority changes have to be advised to the provider by faxed letterhead instruction from the Secretary.*

**46. INSURANCE**

- (1) The Club must effect and maintain insurance under section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the Club may effect and maintain other insurance.

**47. ALTERATION OF OBJECTS AND RULES**

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

**48. SERVICE OF NOTICE**

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Club on any member either personally or by sending it by post/electronic transfer (May 05) to the member's address shown in the register of members.
- (2) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter (*envelope*) containing the document, the document is, unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time the letter (*envelope*) would have been delivered in the ordinary course of post or receipted electronic transfer (May 05).

**49. CUSTODY OF BOOKS**

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club. (excludes magazines, periodicals etc.)

**50. INSPECTION OF BOOKS**

The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

**51. RESOLUTION OF INTERNAL DISPUTES**

Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to a community justice centre for

mediation in accordance with the Community Justices Centres Act 1983.

**52. DISCIPLINING OF MEMBERS**

- (1) A complaint may be made by any member of the Club that some other member of the Club:
  - (a) has persistently refused or neglected to comply with a provision of these rules.
  - (b) has persistently and willfully acted in a manner prejudicial to the interests of the Club.
- (2) On receiving such a complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned; and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if; after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 53.
- (5) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
  - (b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under rule 52 (4), whichever is the later.

**53. RIGHT OF APPEAL OF DISCIPLINED MEMBER**

- (1) A member may appeal to the Club in general meeting against a resolution of the committee under rule 52, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee, which is to convene a special general meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a special general meeting of the Club convened under clause (3):
  - (a) no business other than the question of the appeal is to be transacted: and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the special general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

54.

#### 55. DISPOSAL OF SPARES AND ARCHIVES

In the event of dissolution of the Club, all spares and archive material shall be disposed of by tender to the membership of the Club firstly, thereafter to outside tender. Thence all assets of the Club shall be divided equally amongst the financial members.

#### 56. REMUNERATION

No Member shall receive any remuneration of any kind for any service(s) rendered to the Club under any circumstances whatsoever, except by the way of reimbursement for reasonable (and agreed ) out of pocket expenses (receipted) incurred by him/her, arising from such service(s) rendered.

#### 57. BY LAWS

All-Any By-laws of the Club are an extension of the Rules contained herein. By-laws must comply with the Rules and Objects of the Club, and not conflict with the Laws of Australia nor the State of New South Wales.

#### Office Bearers

**President** (Webmaster)  
**Vice President**  
**Secretary**  
**Treasurer**  
**Registrar**

Others:

**Events Director(s)**  
**Editor**  
**Public Officer** (archivist)  
**Membership Officer**  
**Parts Officer(s)**  
**Librarian**  
**Imp Register**  
**Club Regalia**  
**CMC (CVVTMC) delegate**

**Web Page:** <http://www.hillman.org.au>

**Committee:** First members of committee are; President, (Vice president,) Secretary, Treasurer and Club Registrar.  
 Plus **Three** ordinary members of committee that are elected at each Annual General Meeting.

**Address: The Secretary**

**Hillman Owners Club of Australia. Inc**  
**PO BOX 2847 Carlingford Court. NSW**  
**2118**

#### Attachments:

Appendix 1-05. Sponsorship for Registration.  
 Appendix 2. Application for Membership.  
 Appendix 3. Appointment of Proxy.  
                   Membership Renewal Form.  
 Addendum II Nomination Form.

**'Club Rules':** Total 15 pages

