

# QHMC

## Queensland Historic Motoring Council Inc.

### Operations Handbook



*Queensland Historic  
Motoring Council Inc*

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Approved by Management Committee



# Queensland Historic Motoring Council

## OPERATIONS HANDBOOK

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## **Chapter 1 HISTORY OF QUEENSLAND HISTORIC MOTORING COUNCIL INC. (QHMC)**

Queensland Combined Council of Historic Vehicle Clubs Inc. (QCCHVC) was formed in 1968 and, in 2009, underwent a name change to Queensland Historic Motoring Council Inc. (QHMC).

The first meeting of Queensland Combined Council of Historic Vehicle Clubs Inc. (QCCHVC) was held at Toowong in 1968. QCCHVC moved to our current location, the Veteran Car Club Rooms Carindale, once they were constructed in November 1993.

Membership of QHMC open to all historic motor vehicle clubs, supporting vehicles more than 30 years old. Our membership does not include hot-rod clubs or street-rod clubs as these are catered for under their own organisations.

Queensland Historic Motoring Council Inc. is the peak representative body for Historic Vehicle Clubs in Queensland and represents its member 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

### **What is the purpose of QHMC?**

Queensland Historic Motoring 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.

We hold regular meetings with Department of transport and Main Roads. We raise and discuss, at a top level, issues and questions with TMR.

### **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.

***“QHMC working for the Historic Motoring Enthusiast”***

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## **Chapter 2 CONSTITUTION**

**Note: This 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 cooperate 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;

## Queensland Historic Motoring Council

- 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.

# Queensland Historic Motoring Council

## **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 an 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 candidate's 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 association's 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.

## Queensland Historic Motoring Council

### **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.

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- 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.

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### 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.

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### **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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## **Chapter 3 BY-LAWS**

### **BY-LAW 1      MANAGEMENT COMMITTEE MEMBERSHIP**

(Amended 28/6/09 2 years changed to 4) There is no limit as to how many years a delegate may serve as a member of the Management Committee, save that no delegate shall hold the same committee position for more than four (4) years in a row.

### **BY LAW 2      VEHICLE CLASSES**

(Ex AGM 23.8.2006) The Association will adopt the following naming conventions for classes of historic vehicles Classes are:

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

### **BY-LAW 3      COMMITTEE**

(Ex GM 22/1/09) The association shall from time to time appoint such committees as it finds desirable, and shall outline the duties of such committees and their responsibilities.

### **BY-LAW 4      HANDBOOK**

(Ex GM 22/1/09) The association's management committee will develop, adopt and maintain a *Council Handbook* which will be used as a resource to help manage and guide the association's Management Committee in the ongoing management of the association. Should the *Council Handbook* be inconsistent with any part of the Incorporations Act 1981 as amended, the association's Constitution, or the association's by-laws, the said Act, constitution and by-laws will prevail.

### **BY-LAW 5      PUBLIC LIABILITY INSURANCE**

(Ex GM 22/1/09) The Management Committee will ensure that the club continues to have an appropriate level of Public Liability Insurance.

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## **Chapter 4 QHMC COMMITTEE MEMBERS**

1. President:
2. Vice President:
3. Secretary
4. Treasurer
5. Past-President
6. Assistant Secretary
7. Management Secretary
8. TMR (Transport Main Roads) Liaison Officer
9. Assistant TMR (Transport Main Roads) Liaison Officer
10. Webmaster
11. AHMF delegates (2 or 3)

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

## **Chapter 5 QHMC 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
5. Past President
6. Assistant Secretary
7. Management Secretary

The constitution also states, the membership can appoint additional delegates to the Management Committee members.

This hand book recommends that the following positions be added to the management committee Assistant Secretary/Treasurer &TMR Liaison Officer.

AHMF delegates can attend Management meetings as no voting participants.

Bylaw 1 places a 4 consecutive year limit on a delegate holding the same position on the Management Committee.

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## **Chapter 6 PRESIDENT'S RESPONSIBILITIES**

### **INTRODUCTION**

The President of the association is the "Manager" of the member clubs and is 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. Arrange the venues of all General Meetings including the Annual General Meeting.
5. Liaise with like associations within the state to establish rapport and agree on joint principles of operation.
6. Represent the association on formal occasions such as meetings with State Government Authorities, Companies, Commercial organizations, media or other official state bodies.
7. Plan and develop the programme of activities of the association.
8. Ensure the entire committee performs their duties as required and on time.
9. Be the "public face" of the association at major events organised by the association
10. Arrange State / QHMC publicity in the media to enhance the awareness of the old vehicle movement and our association's objectives among members of the public.
11. Arrange State / QHMC publicity in the media of past and forthcoming events.
12. Ensure that the association's major events receives adequate publicity.
13. Participate in interviews with the media, as authorised by the Management Committee.

### **SKILLS**

The duties to be performed by the President require basic skills generally acquired in the course of many personal and business duties.

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

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## **Chapter 7 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 for guest speakers or activities for the General Meetings.
3. 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.

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## **Chapter 8 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 & 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. Complete and Submit Annual Return – Department of Fair Trading
4. Handle and record all correspondence Inwards, Outwards within the association and among Committee.
5. Prepare Meeting agendas (General and Committee meetings) in consultation with the President.
6. Prepare Minutes of Committee, General Monthly and Annual General Meetings.
7. Arrange regular and timely clearance of the QHMC mail box.
8. Ensure the Membership Register is maintained (*Note – this task has been allocated to Assistant Secretary/Treasurer – though still the responsibility of the secretary to ensure it is completed.*).
9. Ensure that appropriate insurance policies for the Association have been effected each year.
10. Conduct, in association with the Treasurer, a physical stocktake of fixed assets on hand at 30<sup>th</sup> June each year, and at other times if required, and provide a written listing.

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

### **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.

## Queensland Historic Motoring Council

Generally, the Secretary shall decide what incoming correspondence should be allocated 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 on promptly, 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 9 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. Organise the preparation a financial statement at the conclusion of special events and ensure its accuracy,
7. Conduct, in association with the Secretary, a physical stocktake of fixed assets on hand at 30<sup>th</sup> June each year, and at other times if required, and provide a written listing.

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

### **FINANCIAL PROCEDURES**

QHMC operates its financial accounts on a cash book basis. The procedures and records may be maintained using a Computer software package.

#### **Records to be maintained**

1. Cash receipts book, supporting vouchers and summary of deposits to the bank account.
2. Bank Deposit 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. Fixed assets register
8. Currently the QHMC operates the following bank accounts:-
  - a) General Account with Bank of Queensland
  - b) Events Account with Bank of Queensland
  - c) Bank of Queensland Term Deposit Account
  - d) Bank of Queensland Term Deposit Account

# Queensland Historic Motoring Council

## **Treasurer's Specific Tasks**

1. Prepare an operating and cash flow budget annually for the financial year - 1<sup>st</sup> July to 30<sup>th</sup> June.
2. Accept monies due to the Association, prepare banking documentation and deposit monies promptly.
3. Maintain a record of all deposits.
4. Maintain a cash receipts book.
5. Pay accounts owing by the association in a timely manner. 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.
6. Ensure that all payment vouchers are filed systematically in cheque number order.
7. Enter all cheques / payments in a cash payment book (or Spreadsheet) and summarise all transactions monthly.
8. Prepare bank reconciliation for all active bank accounts prior to each meeting (General and Committee meeting).
9. Prepare a monthly Treasurer's report including a summary of receipts and payments, cash position, estimate of unpaid commitments and net funds position.
10. 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.
11. Recommend annually to the Management Committee a membership fee structure.
12. Prepare annual accounts of the association and present a report to members at the Annual General Meeting.
13. 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.
14. Prepare and submit a Tax Return each year if required by law.

## **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 Department 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



## Queensland Historic Motoring Council

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 10 ASSISTANT SECRETARIES RESPONSIBILITIES**

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

### **DUTIES**

1. Under direction of the Secretary, assist the Secretary to perform any of the Secretary's duties
2. Act as the Secretary in the absence of the Secretary
3. Under direction of the Treasurer, assist the Treasurer to perform any of the Treasurer's duties

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## **Chapter 11 MEMBERSHIP SECRETARY RESPONSIBILITIES**

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

1. Maintain the Membership Register and, email updated spreadsheet to Secretary on a regular basis.
2. Under direction of the Treasurer, assist the Treasurer to perform any of the Treasurer's duties

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## **WEBMASTER'S RESPONSIBILITIES**

### **INTRODUCTION**

QHMC operates an Internet web site – [www.qhmc.org.au](http://www.qhmc.org.au)

The QHMC Events calendar is to include events of QHMC Member clubs only – unless otherwise authorised by the QHMC Committee. (An example of an event on the calendar and not organised by a QHMC member club is RACQ Motorfest.)

The Webmaster is an elected Officer of the association.  
There is no limit to the duration of the appointment of this position appointment.  
The Webmaster need not be a member of the Committee.

### **DUTIES**

1. Update the QHMC website and Webpages as required, within 1 weeks of receipt.
2. Update the QHMC Event Calendar to show events, within 1 weeks of receipt
3. Past events to be deleted from the QHMC Event Calendar with 1 month of event conclusion.
4. Obtain the details of Events raised at General and Committee meetings, and add to the QHMC Event Calendar, within 1 week of the meeting.
5. Upload relevant reports of activities, e.g. Minutes of Meetings.
6. Minutes of the meeting are to be loaded onto website with 2 weeks of the meeting.
7. Remove all old or outdated material.
8. Pass on any Email queries to the appropriate QHMC committee member.
9. Provide regular reports to the Management Committee on the status of the Website.

### **INTERNET PAGE CONTENT**

The Website must be truthful, polished and not liable to legal challenge on matters of fact or copyright.

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 spend approximately 1 to 2 hours a month maintaining the web site.

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## **Chapter 13 TMR (Transport & Main Roads) LIAISON OFFICER'S RESPONSIBILITIES**

### **INTRODUCTION**

QHMC regularly liaises with TMR. The role of this position is to be QHMC's 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 TMR.

The TMR Liaison Officer is an elected Officer of the association and is a member of the Committee (not a member of the Management Committee)

### **DUTIES**

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

### **REQUIRED ABILITIES**

The ability to communicate information from TMR to QHMC and from QHMC to TMR.

### **TIME REQUIRED**

11 monthly meetings per annum (4<sup>th</sup> Thursday night of the month, excluding December) & 4 meeting with TMR and the time required to collate information from these meetings and deliver the information to the meetings. Assist member clubs with enquiries throughout the month. Assist the Management Committee in the preparation of proposals to TMR.

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## **Chapter 14 ASSISTANT TMR (Transport and Main Roads) LIAISON OFFICER'S RESPONSIBILITIES**

The Assistant TMR Liaison Officer is an elected Officer of the association and is a member of the Committee (not Management Committee).

### **DUTIES**

- Attend bi-monthly QHMC general & committee meetings as well as quarterly meetings with TMR.
- Advise QHMC meeting of issues raised by TMR and other motoring organisations at the MOCC Meetings.
- If TMR Liaison Officer is not available, convey QHMC proposals and views to TMR at the MOCC meetings.
- If TMR Liaison Officer is not available, seek QHMC's positions on issues flagged to be discussed at these meetings.
- If TMR Liaison Officer is not available, keep the Management Committee informed of issues raised at MOCC meetings.
- If TMR Liaison Officer is not available, report to General Meetings of issues discussed of potential issues to be raised at the meetings with TMR.
- If TMR Liaison Officer is not available, be QHMC's point of contact for Department of Transport and Main Roads staff.
- The Assistant TMR Liaison Officer is not authorised to make any agreements with representatives of TMR unless specifically authorised to agree to a proposal approved by a general meeting of the QHMC

### **REQUIRED ABILITIES**

The ability to communicate information from TMR to QHMC and from QHMC to TMR.

### **TIME REQUIRED**

11 monthly meetings per annum (4<sup>th</sup> Thursday night of the month, excluding December) & 4 meeting with TMR and the time required to collate information from these meetings and deliver the information to the meetings. Assist member clubs with enquiries throughout the month. Assist the Management Committee in the preparation of proposals to TMR.

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## **Chapter 15 MEMBER CLUB DELEGATE'S RESPONSIBILITIES**

### **DUTIES**

- Attend bi-monthly QHMC meetings and represent the views of the member club they represent.
- Advise 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.
- Seek their club's positions on issues flagged to be discussed at these meetings.
- Keep 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 QHMC meetings.
- 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

### **REQUIRED ABILITIES**

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

### **TIME REQUIRED**

6 meetings per annum (4<sup>th</sup> 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 16 AHMF DELEGATE'S RESPONSIBILITIES**

AHMF delegates are elected Officers of the association and are members of the Committee (not Management Committee).

QHMC is entitled to 3 AHMF Delegates to AHMF AGM and Conference.

### **DUTIES**

- Attend AHMF Annual General Meeting and Conference and represent the views of QHMC.
- Attend AHMF Teleconferences
- Present and support QHMC agreed items for the AHMF agenda to the AHMF meetings.
- Seek advice from QHMC meetings and Management committee with regard to the items raised by the AHMF management committee.
- 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.
- Correspond with the AHMF Management Committee on national matters raised at QHMC meetings
- Keep QHMC Management Committee and general meetings attendees informed of issues raised either at AHMF meetings or through the AHMF management committee.
- Provide a Quarterly Report to AHMF – due 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December annually.

### **WHO SHOULD BE AN AHMF DELEGATE?**

- An active QHMC club Delegate with a strong interest in the National historic vehicle movement.
- A regular attendee at QHMC meetings.

### **REQUIRED ABILITIES**

The ability to communicate information to the AHMF from 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.

### **AHMF COMMITTEE POSITIONS**

Should a QHMC Delegate be elected to an AHMF Committee position, they are to be retained as Delegate for QHMC to enable them to continue in their important national role.

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**Chapter 17 ADDITIONAL QHMC POSITION RESPONSIBILITIES**

**TEA PERSON**

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

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## **Chapter 18 MEETING PROCEDURES**

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

#### **AGENDA**

An agenda is to be prepared in consultation with the Chairman of the meeting.

#### **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 are to be published on the associations Website within 2 weeks of the meeting 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 Website. Minutes of all meetings shall be retained in a minute book dedicated for that purpose. If the minutes have been made on separate sheets, 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.

To assist in the minute taking it is most useful for speakers to identify themselves by, giving their name and the club they represent.

#### **AGENDA ITEMS**

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.

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.

#### **GUEST SPEAKERS**

Where a guest speaker is available, he/she is to be advised of the time that he is expected to begin and the time available for him to speak. On the day, it may be expedient to defer non-essential items until after the guest has spoken.

Refer to appendices for Sample Agenda and Forms:

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## **Chapter 19 EVENT CALENDAR**

QHMC coordinates, by way of calendar of events on the QHMC website, 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 Secretary, in writing, of proposed event and dates
3. Secretary ensures the event does not clash with and adversely affect an existing event on the Calendar. The Secretary then passes events of affiliated clubs on to Webmaster to enter onto website.
4. Should event information be forwarded direct to the Webmaster, the Webmaster is to ensures the event does not clash with and adversely affect an existing event on the Calendar

## **Chapter 20 QHMC OVERALL MANAGEMENT TIMETABLE**

### **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 dependent on activities occurring at pre-determined times of the year.

This section of the handbook identifies the timelines for these activities.

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

<b>Month</b>	<b>Activity</b>	<b>Timing / who</b>
Weekly	Clear Mail box – and distribute as applicable	Secretary (or allocated committee person)
Weekly	Update Club Email addresses & Members list	Within 1 week of advice and at receipt of annual affiliation form – Assistant Secretary/Treasurer
Weekly	Forward New Web membership applications/inquires to the Secretary	Within 1 week of receipt – Webmaster
Weekly	Update Website for news Minutes and articles	Within 1 week of receipt / maximum 2 weeks after meeting – Webmaster
Weekly	Event Calendars <ul style="list-style-type: none"> <li>• Ensure new events do NOT clash with or adversely affect existing events on the QHMC Calendar.</li> <li>• New Events within one week of advice of new event.</li> <li>• Delete within 1 month of event conclusion.</li> </ul>	Within 1 week of receipt – Webmaster
Weekly	Respond to New member application inquiries	Within 1 week of receipt – Secretary
Monthly ( <i>except December</i> )	Provide Secretary with monthly financial report	Preferably 1 day prior to meeting – Treasurer
Bi-monthly	Conduct General Meetings	4 <sup>th</sup> Thursday of every odd numbered month (January, March, May, July, September, November)
Bi-monthly	Publish General Meeting Minutes	Within 2 weeks of General Meeting – Secretary
Bi-monthly	Update Website with General Meeting Minutes	Within 2 weeks of General Meeting – Webmaster
Bi-monthly	Publish “From the President’s Desk”	Concurrent with General Meeting Minutes – President
Bi-monthly	Update Website with “From the President’s Desk”	Within 1 week of receipt – Webmaster
Bi-monthly	Conduct Committee meetings	4 <sup>th</sup> Thursday of every even numbered month (February, April, June, August, October). An additional committee meeting is recommended on 2 <sup>nd</sup> Thursday of January.

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Month	Activity	Timing / who
Bi-monthly	Publish Committee Meeting Minutes	Within 2 weeks of Committee Meeting – Secretary
Quarterly	Develop agenda items for MOCC meeting	4 weeks prior to MOCC meeting – President & TMR Liaison Officer
Quarterly	MOCC Meeting – with TMR	March, June, September & December – TMR Liaison Officer and Assistant TMR Liaison Officer
Quarterly	Report to AHMF Management committee and Delegates	31 <sup>st</sup> March; 30 <sup>th</sup> June; 30 <sup>th</sup> September; 31 <sup>st</sup> December – AHMF Delegates
January	Prepare National Motoring Heritage Day – <i>Picnic in the Park</i> Flyer	QHMC Committee - or person elected by QHMC Committee
January	Request details of National Motoring Heritage Day events from clubs	At January General meeting – President
January	Update website with National Motoring Heritage Day events	Within 1 week of receipt – Webmaster
January	Call for Robert Shannon Trust Grant Applications	January General Meeting & Minutes ( <i>Clubs to submit by 1<sup>st</sup> May</i> ) – AHMF Delegates
January onward	Book flights for AHMF AGM	Book flights once cheap fares available – AHMF Delegates
March	Call for Robert Shannon Foundation Trust Grants	February Meeting & Minutes ( <i>Clubs to submit by 1<sup>st</sup> May</i> ) – AHMF Delegates
March	Call for return of all SQ QHMC perpetual trophies	Trophies to be brought to May General Meeting – Secretary
March/April	Deliver NQ QHMC Trophies to host club	Before the start of the rally – Secretary
March/April	Present NQ QHMC Rally Trophies	Sunday evening at NQ QHMC Rally – President (or committee member or Host President)
March/April	Launch NQ QHMC Rally for following year	At NQ QHMC Rally – President (or committee member or Host President)
March/April	Approve Grant to club hosting the following year's NQ QHMC Rallies	Acknowledge receipt of expression of interest with 1 week of receipt – Secretary Within 1 week of Committee approval – Secretary to write and confirm
March/April	Ensure QHMC Committee holds a record of winners of the NQ RACQ QHMC trophies	Follow up with Host club & record at April Management meeting – Secretary
April	Access, Endorse and Post Robert Shannon Foundation Trust Grants	April Committee meeting – Management Committee Note – If applications received after meeting and before 1 <sup>st</sup> May a special committee meeting will be required
April	Produce Media releases for National Motoring Heritage Day Events	President
May/June	Deliver SQ QHMC Trophies to host club	Before the start of the rally – Secretary
1 <sup>st</sup> June	Robert Shannon Foundation Trust Grants to be received by the Trust for assessment	Management Committee to ensure applications are with trustees PRIOR to 1 <sup>st</sup> June
June	Distribute notice of QHMC AGM	In May General meeting minutes – Secretary

## Queensland Historic Motoring Council

Month	Activity	Timing / who
June	Distribute position Nomination forms	With May General meeting minutes – Secretary
2 <sup>nd</sup> weekend June	Present the SQ QHMC Rally Trophies	Final function of the SQ QHMC Rally – President (or other delegated committee member or Host President)
2 <sup>nd</sup> weekend June	Launch next SQ QHMC Rally	At SQ QHMC Rally – President (or other delegated committee member or Host President)
June	Approve Grant to club hosting the following year's SQ QHMC Rallies	Acknowledge receipt of expression of interest with 1 week of receipt – Secretary Within 1 week of Committee approval – Secretary to write and confirm
June	Record winners of the SQ RACQ QHMC trophies	Management meeting
June	Develop draft budget (required prior to setting affiliation fees)	June Management Meeting – Treasurer
June	Set Affiliation Fees for next financial year	June Management Meeting <i>(Confirm at July General Meeting)</i>
June	Develop next year's recommended action plan	Management Meeting
June	Finalise AHMF Agenda submission – closing date approx. 1 <sup>st</sup> July	Management Meeting
July	Arrange Audit of the QHMC Accounts	Treasurer
July	Confirm Affiliation Fees for next financial year	July General Meeting
July	Conduct AGM	After July General Meeting
July	Change Bank Signatories Fill in Bank forms at AGM and submit with Minutes within 3 weeks of AGM.	After AGM – New Committee
July	Prepare Affiliation invoices	Prior to AGM (before handing over to new secretary) – Secretary
August	Distribute Affiliation invoices	Email to all Club secretaries – Secretary
August	Fill in & submit Office Fair Trading affiliation return.	New Committee / Secretary
August	Review draft budget	Treasurer
September	Pay AHMF affiliation	September General Meeting – Treasurer
September	Public Liability Insurance	Details to be provided to all Management committee members – Secretary
October	Public Liability Insurance – agree on company – payment required	Agree on Insurer – Management Committee; Renewal to be completed – Secretary; Payment – Treasurer
November	Publicise National Motoring Heritage Day to Clubs and ask for details of planned events	General Meeting & Minutes
Early December	QHMC Affiliation reminders to be sent to all overdue clubs (Due 30 <sup>th</sup> Sept. – Unfinancial 30 <sup>th</sup> Nov)	Email relevant Club secretaries & presidents & treasurers – Assistant Secretary/Treasurer

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## **Chapter 21 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 QHMC Insurance provider 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 1<sup>st</sup> meeting after the AGM and other times are the management committee considers fit.

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## **Chapter 22 WEB MANAGEMENT**

QHMC will maintain a presence on the internet. QHMC will maintain a current website that will be updated with current information and news at least once per month.

QHMC will use the Domain Name “qhmc.org.au”. The domain name is currently registered through Australian Websites. Contact with Australian Websites can be made by email: - [info@australianwebsites.com](mailto:info@australianwebsites.com).

Godaddy host the QHMC website – URL = <http://godaddy.com.au/>

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.

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**

QHMC will maintain a number of qhmc.org.au mail accounts. The Webmaster will set these accounts up and manage passwords, however it is the responsibility of the members of the Management Committee to manage the mail sent to and from these accounts.

Currently the qhmc.org.au mail accounts are:

[president@qhmc.org.au](mailto:president@qhmc.org.au)

[tmr@qhmc.org.au](mailto:tmr@qhmc.org.au)

[secretary@qhmc.org.au](mailto:secretary@qhmc.org.au)

[assistantdtmr@qhmc.org.au](mailto:assistantdtmr@qhmc.org.au)

[treasurer@qhmc.org.au](mailto:treasurer@qhmc.org.au)

[publicity@qhmc.org.au](mailto:publicity@qhmc.org.au)

[membership@qhmc.org.au](mailto:membership@qhmc.org.au)

[webmaster@qhmc.org.au](mailto:webmaster@qhmc.org.au)

[dtmr@qhmc.org.au](mailto:dtmr@qhmc.org.au)

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## Chapter 23 SPECIAL INTEREST VEHICLE SCHEME

A concession is available if you are registering a classic or vintage car, a street rod or a historic vehicle. This concession is based on the vehicle having a very strict and limited road use.

### Eligible vehicles

This concession is available for the following vehicles:

- Historic vehicles:
  - Vehicles (light or heavy) that are at least 30 years old
- Historic ambulances and fire-fighting equipment vehicles:
  - Retired ambulances and fire-fighting equipment vehicles (no age restriction) that are now used for display
- Street rods and hot rods:
  - Vehicles modified for safe road use and have a body and frame built before 1949
  - Replicas of a vehicle that has a body and frame built before 1949

Left hand drive vehicles may be registered under the scheme if they are:

- A Light vehicle (GVM not over 4.5t) and at least 30 years old or a
- A Heavy vehicle (GVM over 4.5t) at least 30 years old and has been issued with a left hand drive Exemption Permit by the [National Heavy Vehicle Regulator](https://www.nhvr.gov.au/) ( <https://www.nhvr.gov.au/> )

In the case of historic ambulances and fire-fighting equipment vehicles less than 30 years old, the vehicle must be converted to right hand drive.

### Conditions and restrictions

You and anyone driving your special interest vehicle must only use the vehicle for:

- Participating in rallies organised by incorporated vehicle clubs—a rally is a social event whereby a parade of special interest vehicles travel together for competition or to meet at an agreed location. Rallies are usually listed in a incorporated club newsletter or on the incorporated club's website or social media page.
- Participating in processions for which a Special Events Permit has been issued under the *Transport Operations (Road Use Management –Accreditation and Other Provisions) Regulation 2015*
- Exhibiting the vehicle in displays, fetes or similar functions conducted for religious, charitable or educational purposes
- Ceremonial purposes (such as weddings, formals, funerals) involving immediate and de facto family members, or as part of a sanctioned incorporated club event, provided this is not done for fee or reward. Immediate and de facto family means parents, grandparents, sons, daughters, grandchildren, adopted children and adopted grandchildren, but not extended family members such as aunts, uncles, nephews and nieces
- Events sanctioned by the Australian Street Rod Federation (ASRF)—street rods and hot rods only
- Preparing for, proceeding to, and returning from the above activities
- Direct travel to and from an approved inspection station to get a safety certificate or certificate of inspection before offering the vehicle for sale



## Queensland Historic Motoring Council

- Travel in order to have the vehicle repaired. There is no distance restriction, however such travel must be reasonable and justifiable by the vehicle operator
- Road testing within a 15km radius from the place where the vehicle is garaged or is being repaired. The purpose of the travel must be to road test the vehicle following repair or restoration, or for general vehicle maintenance and not for any other purpose. This does not include use as an everyday means of transport. A passenger may travel in your vehicle to assist with road testing—only if your vehicle can legally carry passengers.

Buses are permitted to carry non-fare paying passengers for journeys (joy-rides) from an event (for example, a fete) and return provided the length of the journey does not exceed 5km. Payment of any kind cannot be received for these journeys.

Heavy vehicles over 4.5t 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:

- Individual axle ratings
- Tyre manufacturer's limits
- Manufacturer's GVM or GCM
- Regulation mass limits.

If your special interest vehicle does not have permanent lighting, you 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.

### What to carry in your vehicle

We recommend you carry paperwork that supports your reason for travel. This could include:

- club newsletter
- club calendar of events.

If your vehicle is being used and displayed for a funeral event, we understand there may not be enough time to include this as an event on an official club newsletter or calendar of events. In this instance, a funeral notice or an order of service would be suitable to support your reason for travel.

### Penalties

If you use your vehicle outside of the conditions of the special interest vehicle concession, you may face a fine or risk having your concession revoked.

You may also risk serious insurance implications if your vehicle is involved in a crash whilst being used contrary to the conditions of the concession scheme. If there is damage to your vehicle, yourself or others your compulsory third party insurance and comprehensive insurance may become null and void.

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## **Chapter 24 REGISTERING A VEHICLE UNDER THE SIVS CONCESSION**

Complete the registration concession application [F3937] ( <https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3937> ) and take it to TMR service centre.

You will also need to bring proof of eligibility – refer to the relevant vehicle type below for proof of eligibility requirements.

### **Historic vehicles — Proof of eligibility**

**Club membership** - You require evidence, at the time of application, of current membership with a Queensland incorporated vehicle club or incorporated association to be eligible for this concession. This membership should be maintained while the vehicle is registered under the scheme. Your incorporated club can provide evidence of your current membership, which needs to:

- be on club letterhead
- include details of your vehicle (make, model, year and chassis number)
- be signed by an incorporated club official.

Vehicles other than historic ambulances and fire-fighting equipment vehicles must be registered in the name of the incorporated club member (individuals only). However, the Department of Transport and Main Roads may also approve incorporated historical societies with a recognised interest in vehicle heritage to register eligible vehicles under the scheme. Such applications are considered on a case-by-case basis. Contact your nearest transport and motoring customer service centre ( <https://www.qld.gov.au/transport/contacts/centres/index.html> ) or QGAP office ( <http://www.qld.gov.au/about/contact-government/contacts/government-service-offices/> ), Magistrates Court ( <http://www.qld.gov.au/law/court/courts/courthouse-locations/> ) or local police station ( [http://www.police.qld.gov.au/station-locator/station\\_locator.asp](http://www.police.qld.gov.au/station-locator/station_locator.asp) ) that provides vehicle registration services for more information.

**Dating certificate (if applicable)** - A dating certificate is only required if the Department of Transport and Main Roads cannot verify the date of manufacture for your vehicle (from an existing or previous vehicle record, import papers, or from the identification or manufacturer's plate). If a dating certificate is required, a dating officer (or incorporated club official) from a Queensland incorporated vehicle club or incorporated association will need to certify the vehicle's authenticity and year of manufacture. This must be on incorporated club letterhead or other official incorporated club documentation and include details of the vehicle (make, model, year and chassis number).

### **Historic Dating & Membership Certificate**

Proof Club membership and Dating Certificate have been combined into the one form - Refer QHMC website - [www.qhmc.org](http://www.qhmc.org) - under Library

### **Historic ambulances and fire-fighting equipment vehicles (no age limit) —proof of eligibility**

There is no age restriction for historic ambulances and fire-fighting equipment vehicles.

To be eligible for registration under the Special Interest Vehicle Registration Concession Scheme, historic ambulances and fire-fighting equipment vehicles must be registered in the name of one of the following:

## Queensland Historic Motoring Council

- An incorporated fire brigade
- An incorporated ambulance service
- A current member of an incorporated ambulance historical society or fire brigade historical society (proof of this membership is required on letterhead or other official documentation).
- A current member of an incorporated vehicle club if vehicle is 30 years of age or more (proof of this membership is required on letterhead or other official documentation).

### Club membership exemptions

If you live in a remote area you may be eligible for an exemption from the incorporated club membership requirement. All exemptions will be considered on a case-by-case basis. Contact your nearest transport and motoring customer service centre ( <https://www.qld.gov.au/transport/contacts/centres/index.html> ) or QGAP office ( <http://www.qld.gov.au/about/contact-government/contacts/government-service-offices/> ), Magistrates Court ( <http://www.qld.gov.au/law/court/courts/courthouse-locations/> ) or local police station ( [http://www.police.qld.gov.au/station-locator/station\\_locator.asp](http://www.police.qld.gov.au/station-locator/station_locator.asp) ) that provides vehicle registration services for more information.

### **IMPORTANT – All numbers associated with a vehicle should be recorded at time of purchase.**

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

Note that even the proof of previous registration is not sufficient 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 require or consult either your car club or one that fosters membership of your type of vehicle.

This guide is not complete through it may assist in the registration process. The more you qualify your statements and the more information you can supply, the less chance you will have of the vehicle being denied registration.

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 few or no 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. Mark on back of the copy. *"Copied from original photograph obtained from....."* If you have access to a JP, you could also have the JP certify, *"This is to certify this is a true copy of an original which I have sighted"*.
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.

1/1/2016

## Queensland Historic Motoring Council

Blue 1968 Mustang GT purchased from John Smith of 1 Smith Street, Smithville. Engine number FC23459 Chassis Number MU289GTA Not Registered Photo of car with NSW rego MGA68 and previous registration from 1975 collated with other documents.

January 2013 Disposed of Engine

January 2013 302 Windsor V8 purchased Jim Bob, Bob Street, Bobtown Engine Number JG34FC81868K

February 2013 to December 2016

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

6. Note – 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.

### **Important Note**

- 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 Scheme) registration (concessional registration), your vehicle must be inspected by a “Dating Officer” of an incorporated car club who will issue you with a “Historic Dating & Membership Certificate” to prove the vehicle is over 30 years of age and you are a member of the club.

If you still experience difficulties in registering a vehicle then contact your car club who may seek assistance from Queensland Historic Motoring Council – [tmr@qhmc.org.au](mailto:tmr@qhmc.org.au)

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**Queensland Historic Motoring Council**

**Chapter 25 HISTORIC DATING & MEMBERSHIP CERTIFICATE**

The QHMC has discussed the below dating certificate and both parties have agreed to use the recommends the Historic Dating and Membership Certificate below.

**Qld Club  
Letterhead**

**Queensland Special Interest Vehicle Scheme  
(SIVS)  
HISTORIC DATING AND MEMBERSHIP  
CERTIFICATE**



**Registered Operator's details**

Name/s .....

Address .....

.....Postcode .....

**Vehicle details**

Make .....Series / Model .....

Body style .....Year of manufacture (if known) .....

VIN/Chassis No.....Engine No.....

Registration Number (if registered or previous number if known) .....

**Club details**

Club name .....

Membership/Receipt no.....Club Address.....

.....

**Declaration**

I .....certify that the above information is correct, that I am, and will remain, a member of a historic vehicle club incorporated in Queensland while this vehicle is registered under the Queensland Special Interest Vehicle Scheme (SIVS) concession. I also agree to abide by the current Special Interest Vehicle Scheme (SIVS) registration guidelines as set out on the QLD

Department of Transport and Main Roads website (as updated from time to time. [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au))

Registered Operator's Signature ..... Date .....

Signature of Witness ..... Date .....

Name of Witness .....

**Dating Officer's Declaration**

I, ....., as a Dating Officer appointed by (club name) ..... certify that the above vehicle meets the registration requirements of the Queensland Special Interest Vehicle Scheme as set out on the Department of Transport and Main Roads website at this date.

Vehicle inspected:- In person                       Photograph and Documentation

I have confirmed/sighted proof of current financial membership.

Dating Officer's signature .....Date .....

Dating Officer's contact number .....

DATINGCERT\_REV20092015

**Qld Club  
Letterhead**



**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, Mode VIN No.)** ..... for which .....**(Name)**..... has requested a club Historic Dating and Membership Certificate

I .....**(Name)**..... will remain a current member ..... **Name of Qld incorporated club)** ..... or another Queensland incorporated vehicle club or association whilst operating this vehicle under the SIVS registration concession.

I have received a copy of the Department of Transport & Main Roads Special Interest Vehicle Scheme Guide

I have read and understood the current guidelines

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** .....

**\*\*This form will be retained by** ..... **Name of Qld incorporated club)** .....

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## **Chapter 26 DATING OFFICER**

QHMC does not have a Dating Officer. Each club should appoint as many Dating Officer 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 Historic Dating and Membership Certificate, then Dating Officer will check the vehicle to ensure that it generally conforms to the manufacturer's specifications (i.e. is not an old body placed on new running gear or hasn't been "hot-rodded" etc.).

The Dating Officer must 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 Historic Dating and Membership Certificate (*sample included in this handbook*). The Dating Officer must get the applicant to sign both the page to be submitted to Department of Transport and Main Roads and the club retained member commitment page.

It is recommended, the Dating Officer provides the vehicle owner with a current copy of the SIVS Document.

The Dating Officer is to ensure that the applicant understands the rules for vehicle usage and club membership requirements of the SIVS concessional registration scheme.

### **General issues**

The Historic Dating and Membership Certificate should only be issued based of photographs of the vehicle; a physical inspection of the vehicle must be performed if the vehicle belongs to a remote club member.

It is not unreasonable for the club to recover all out of pocket expenses involved in issuing Historic Dating and Membership Certificates, however clubs should not charge (with a view to making a profit) for issuing a Historic Dating and Membership Certificate.

The QHMC recommends that clubs do not issue Historic Dating and Membership Certificate to new members on the day that the new member joins the club. The QHMC view is that clubs should try to encourage 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.

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## **Chapter 27 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 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 SIVS 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 28 MAJOR RALLY ORGANISATION**

While QHMC generally does not directly organise any rallies it does award 2 **QHMC Rallies** to affiliated clubs to organise annually – one in Southern Queensland (South of the Tropic of Capricorn) and one in North Queensland (North of the Tropic of Capricorn).

The QHMC Rally has the official endorsement of the QHMC and is therefore required to conform to certain standards. Any club that hosts the QHMC 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 of the Southern Queensland QHMC Rally:

- The QHMC Rally will be held on the 2<sup>nd</sup> weekend in June – with the core of the rally being Saturday and Sunday
- Clubs may choose to start the rally Friday and it is recommended this be more casual days so those attending the core of the rally don't miss out of major activities.
- The "Core of the Rally" will normally start Saturday morning with registration. A possible scenario may be as follows:

Friday	After lunch – Early Registration Driving Tour of the Area
Friday evening	Casual Dinner – possibly "at entrants own cost", though ensuring there is an appropriate venue available and large enough to serve dinner
Saturday morning	Registration & morning tea Depart after morning tea for a driving tour with lunch enroute
Saturday evening	Rally Dinner
Sunday	Driving tour with morning tea Return for Presentation lunch and farewells

Timing of the Northern Queensland QHMC Rally

- The Northern Queensland QHMC Rally will normally be held over the Easter Weekend.
- The Rally will normally start Friday afternoon with registration and finalise with an optional breakfast Monday morning. A possible scenario may be as follows:

Friday	Afternoon – Registration at rally headquarters Evening – Casual Meet and Greet / dinner at rally headquarters
Saturday	Morning – Gymkhana After lunch – Drive of the area Evening – Casual Dinner at rally headquarters
Sunday	Morning – Static Display After lunch – Drive of the area Evening – Presentation dinner
Monday	Morning – Optional farewell breakfast

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### Sponsorship

- QHMC will provide a sponsorship to the Organising club (currently \$700 to each QHMC Rally) to assist costs associated with the event. (QHMC funds available after the AGM and 6 months prior to the QHMC Rally)
- 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 (i.e. Minor sponsors products and business should not clash with the interests of any Naming Rights Sponsor.)
- Sponsorship or advertising displayed by rally entrants are not be major opposition with the Naming rights sponsor.
- Ensure major sponsors are on board 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 QHMC Rally. E.g. "20XX RACQ QHMC Rally"

### Activities:

- Some driving / rally type runs should be conducted on each of the days over the weekend.
- Accurate printed instructions outlining the expected routes are to 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.
- It is recommended, at least one themed Rally Dinner be included in the rally program.

### Entry

- Entry should be open to all registered vehicles eligible for membership of clubs affiliated with 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 may consider getting an expression of interest forms
- Entry should be open to at least 100 vehicles.
- Upon completion of the event, entry details (Name & Address) of all entrants is be provided to QHMC
- QHMC will provide the club organising the event the entry details of all entrants in the previous year's event.

## Queensland Historic Motoring Council

### Trophies

- The organising club may present as many trophies/prizes as it chooses
- QHMC will provide the following trophies
  - A perpetual and replica QHMC trophy for the “*Best Attended Club*” to be awarded to the club (other than the host club) with the most entrants
  - A perpetual and replica QHMC trophy for the “*Overall Rally Winner*” with the organising club is to determine how the overall winner is to be decided.
  - A perpetual and replica QHMC trophy for the “*Host Club*” to be awarded to the club organising the rally each year.

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## Helpful Tips on Organising a Major Rally

1. Develop a High level overview of the rally
2. Form a Rally Committee of proactive people and give them the authority to plan and run the rally
3. Appoint a Rally Director / Coordinator
4. Consider if you need a Rally Secretary and or Rally Treasurer and if a separate bank account is required
5. The Rally committee should develop a rally budget and adjust whenever necessary.
6. Decide on a 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 – Check the location and accommodation availability of all the Motels, Hotels, Caravan parks over the proposed weekend of the rally
8. Very early in the Rally planning estimate the overall cost for people to take part in the rally. Aim for an affordable cost consider package – or charging for activities & meals separately.
9. Consider a Rally Theme / Overall program
  - a. What type of entrants do you want to encourage?
  - b. How many entrants are you aiming for?
10. Meals
  - a. How many
  - b. Type
  - c. Cost / quality
11. Venue / requirements (size facilities)
  - a. Registration
  - b. Sat Lunch
  - c. Sat Dinner
  - d. Sun Lunch / Dinner
  - e. Morning/afternoon teas
  - f. Other venues
12. 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. Consider traffic flow Think about all Turns – Are they safe?
  - g. Give entrants plenty of warning of turns off the road they are on.
  - h. Will the runs suit the vehicles you expect? Will you need different runs for different vehicles?
  - i. Will you try and arrange a Break down service – RACQ or Tail end Charlie?

## Queensland Historic Motoring Council

13. Other activities?
  - a. Tours / visits
  - b. Quizzes and competitions?
  - c. Dinners
  - d. Informal welcome?
14. Entertainment?
  - a. At Dinners
  - b. At other times and locations
15. Sponsorship
  - a. Who will be approached
  - b. How much sponsorship do you need – and from whom?
  - c. Organiser
16. 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”?
17. Budget – Keep Checking Planned and actual expenditure and income. Adjust as required
18. Workers during the rally
  - a. Number?
  - b. Identify who is good at what.
  - c. Identify the must do and the nice to do things
19. Advertising consider
  - a. To whom & how?
  - b. What?
  - c. When?
20. Timetable.
  - a. For planning the event
  - b. For running the event.
21. What do you want in the Rally Packs (if you are having 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?
22. Prizes
  - a. Who will obtain prizes?
  - b. What are prizes needed for?

## Potential Timetable for Organising a Major Rally

*Add potential timetable here as it is developed.*

### Between 2 years and 18 months 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 a general Location for the rally. Consider – Roads that can be used for runs; Facilities for Morning tea, 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.
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

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### **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.

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## **Chapter 29 RALLY DIRECTOR'S RESPONSIBILITIES**

### **INTRODUCTION**

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 may or may not be a member of the Management Committee, though they are 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.



## Queensland Historic Motoring Council

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, e.g. condition of site after event.
16. Ensure adequate public safety standards are observed.

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## **Chapter 30 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. An 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.

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**Chapter 32 APPENDICES**

**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 INQUIRY LETTER**

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**APPENDIX 5 SAMPLE - APPLICATION FOR MEMBERSHIP**

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# Queensland Historic Motoring Council

## APPENDIX 6 SAMPLE COMMITTEE NOMINATION

Form for xxx/xxx Year

PRESIDENT: .....  
Name of NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: .....DATE... /.../0X

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VICE PRESIDENT: .....  
Name of NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: .....DATE... /.../0X

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SECRETARY: .....  
Name of NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: .....DATE... /.../0X

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TREASURER: .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: .....DATE... /.../0X

---

ASSISTANT SECRETARY: .....  
Name of NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: .....DATE... /.../0X

---

MEMBERSHIP SECRETARY: .....  
Name of NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: .....DATE... /.../0X

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# Queensland Historic Motoring Council

TMR LIAISON OFFICER: .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: ..... DATE... /.../0X

---

ASSISTANT TMR LIAISON OFFICER: .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: ..... DATE... /.../0X

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WEBMASTER: .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: ..... DATE... /.../0X

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AHMF DELEGATE (1): .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: ..... DATE... /.../0X

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AHMF DELEGATE (2): .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED BY: .....  
NOMINEES ACCEPTANCE: ..... DATE... /.../0X

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TEAPERSON: .....  
NAME OF NOMINEE (Print)  
PROPOSED BY: .....  
SECONDED 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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<b>Queensland Historic Motoring Council</b>
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**APPENDIX 7 EXAMPLE LAYOUT OF FINANCIAL REPORT**

**QHMC GENERAL ACCOUNT**

APRIL 2001

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

**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 unpresented 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
	<b>\$10842.14</b>
	=====

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# Queensland Historic Motoring Council

## APPENDIX 8 FINANCIAL REPORT

April 20xx

Draft example

<b>Receipts</b>		<b>Expenditure</b>	
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
<b>Total Income</b>	<b>\$XXX.48</b>	<b>Total Expenses</b>	<b>-\$ XXX.00</b>

### 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 <sup>th</sup> April 2010			\$ 303.48
Petty Cash			\$ 54.45
General account as per cash book			\$281.48
<b>Term Deposits</b>			
Suncorp	\$ 7,554.62		
Bank of Queensland	\$ 5,554.98		
<b>Total Term Deposits</b>	\$13,109.60		\$13,109.60
 <b>Total Current Assets</b>			 <b>\$ 13,445.53</b>
 <b>Expenses for approval</b>			
Hall hire - month of			
supper -			
Total			

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

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