

**REGULATIONS**  
of  
The Chrysler Car Club of South Australia Incorporated



January 2019

## **1. MEMBERSHIP**

- (a) Membership shall commence on receipt of both the completed membership form AND the membership fee. A membership card shall be issued at that time.
- (b) Membership fees shall be determined by the Committee and presented for ratification by the Members at each May general meeting.
- (c) Membership shall be \$50 per annum per member. Membership can be paid one (1), two (2) or three (3) years in advance, provided that, if the member has a vehicle on the scheme, the membership expiry date also aligns with the expiry of a member's Club Registration log book. Any membership fees paid are non-refundable.
- (d) Members joining at or after the Adelaide Chrysler Festival shall be granted membership through to the end of the following financial year.
- (e) There shall be no pro-rata membership granted, other than as defined in clause (d) above.
- (f) Members are considered active if they have contact with the club in a twelve (12) month period. Contact can include attendance at meetings, events, payment of membership fees or correspondence with the Committee. Inactive members may, at the Committee's discretion, have their membership suspended.

## **2. MEETINGS**

- (a) There shall be a minimum of ten (10) General Meetings per year, held monthly at a regular time, day and place as determined by the Committee.
- (b) Unless otherwise advised, meetings will be held on the first (1st) Tuesday of each month, commencing at 7:30pm, at the West Adelaide Football Club function rooms.
- (c) Changes of dates, times and venue will be advised at the proceeding meeting unless the change is due to circumstances beyond the control of the committee, in which event, advise will be provided to members as soon as possible.
- (d) The committee may set aside the business of a General meeting, provided notice that this will occur is given at the preceding general meeting and on the club web site.
- (e) The order of business for all general meetings shall be as follows
  - (i) Call to order
  - (ii) Apologies
  - (iii) Reading and approval of previous minutes
  - (iv) Business arising from previous minutes
  - (v) Secretaries report and correspondence
  - (vi) Treasurers report
  - (vii) Club Vehicle Registration Report
  - (viii) Past and Future events Report
  - (ix) Presentations and guest speakers
  - (x) General business
  - (xi) Buy, sell, swap
  - (xii) Close meeting and thanks.

## **3. COMMITTEE POSITIONS**

Committee members are elected as per the rules of the Club.

### **3.1 President**

The President shall act as chairman at all meetings of the club. In his absence or unwillingness to act, the chair shall be taken by the Vice President.

The President shall be the Public Officer as required by the Act.

### **3.2 Vice President**

In the absence or unwillingness to act of the President the Vice President shall assume the duties of the President in all matters. In the absence of both the President and Vice President any other member may be elected by persons present at the meeting to stand in for them.

### **3.3 Secretary**

The duties of the Secretary shall be to

- (a) Conduct the correspondence of the club.
- (b) Have the custody of all documents belonging to the club except those delegated under section 3.4 to the Treasurer.
- (c) Keep full and correct records of all resolutions and proceedings of all meetings of the club.
- (d) Do such things as may be directed by the club or the committee.

### **3.4 Treasurer**

The duties of the Treasurer shall be to

- (a) Receive all monies payable to the club and account for the same and his receipt shall be sufficient discharge in respect of any payment made to the club.
- (b) Deposit all monies received into such bank account or other form of investment or safe keeping as the club shall from time to time determine.
- (c) Make all payments authorised by the club or committee.
- (d) Keep an account of all monies received and disbursed in a book to be open to inspection by the committee at any committee meeting and each month prepare a statement showing the progress and financial condition of the club.
- (e) Prepare for presentation at each annual general meeting accounts to the thirtieth (30th) day of June which gives a true and fair view of the receipts and payments and state of affairs of the club for the financial year.
- (f) Do such other things as may be directed by the club or the committee.

### **3.5 Magazine Editor**

The duties of the Magazine Editor shall be:

- (a) To publish the official club magazine at regular intervals which shall be determined by the committee.
- (b) To include in the magazine a list of current office bearers, reports from relevant office bearers, notifications of upcoming club events (deadlines permitting), reports on recent events (club or otherwise), trade advertisements, articles of news or interest to the members, a 'Buy, sell, swap' section and any other reports or articles as shall be necessary to be published as deemed by the committee.
- (c) Reports from the relevant office bearers shall be forwarded to the Magazine Editor at such times as requested by the Editor so publication deadlines are not compromised.

### **3.6 Marketing and Sponsorship**

The duties of the Marketing and Sponsorship Officer shall be to:

- (a) Liaise with existing Sponsors to ensure that they receive full value from their sponsorship support of the Club.
- (b) Approach new Sponsors.

- (c) Co-ordinate the agreements with Sponsors and ensure payments are collected, or that services in kind are recorded for those sponsors.
- (d) Keep a record of the Club Sponsors, their sponsorship level and contacts.

### **3.7 Events Co-ordinator**

The duties of the Events Co-ordinator shall be to:

- (a) Organise suitable Club Functions for the Members' participation.
- (b) These Club Functions may be organised in the name of the Club or may be events organised by other clubs or organisations that the Members may wish to participate in.
- (c) The Events Co-ordinator may call on other Members for assistance in organising Club Functions. Members will be expected to extend as much assistance as possible when called upon to do so.
- (d) Any reasonable costs incurred during the organisation of these events will be met from the club finances if agreed to by the majority of the Committee members.

### **3.8 Club Registrar**

The duties of the Club Registrar shall be:

- (a) To keep the appropriate records of members and their vehicles which are on club registration, in accordance with the requirements of both the Motor Registration Branch of the South Australian Department of Transport and the Federation of Historic Motoring Clubs of South Australia Inc.
- (b) The Club Registrar is responsible for the issue of approved Log Books to members with vehicles on Club Registration and the endorsement of these books with the Club stamp upon the member renewing his/her membership when necessary.
- (c) The Club Registrar will ensure that any vehicles belonging to members applying for Club Registration are eligible for such registration.
- (d) The Club Registrar shall also have the responsibility of being the club's delegate for the Federation of Historic Motor Vehicles and the Club Registration contact for the Department of Transport S.A.
- (e) The Club Registrar shall perform any other duties as indicated by the Motor Registration Branch.
- (f) The Club may appoint other officers to assist the Club Registrar in all aspects if one is deemed to be insufficient to efficiently carry out the duties outlined above. The Club Registrar may delegate any or all of the above duties to the appointed officers as required.

## **4. OTHER OFFICIALS**

The Committee may invite nominated members to undertake specific roles for the club as outlined in this clause. Members undertaking these roles are not considered members of the general committee. These ex-officio roles are listed below:

### **4.1 Club Librarian**

The duties of the Club Librarian shall be to:

- (a) Manage the literary assets of the club including vehicle manuals, brochures and other items of interest.
- (b) Keep a record of the assets and their locations.
- (c) Provide access to those assets by Members who wish to use them

## **4.2 Website Administrator**

The duties of the Website Administrator shall be to:

- (a) Maintain the Club's online presence on both the website and in social media