

**WESTERN DISTRICT HISTORIC VEHICLE CLUB**  
**INCORPORATED**

**BY-LAWS**

(Amended 14<sup>th</sup> May 2013)

**1. SECRETARY**

The Secretary shall carry out all the duties set out in Clause 14.03 of the Constitution and in addition

- (a) To make or cause to be made minutes of all meetings of the Club and the Committee and to ensure the preservation of such minutes as a permanent record. Such minutes when adopted by the next succeeding meeting of the Club or Committee shall be prima facie proof of the proceedings of the meeting to which they refer.
- (b) To record the apologies at meetings.
- (c) To send out previous minutes with notice of the next meeting.
- (d) To prepare an annual report of the Club's progress and activities for presentation at the Annual General Meeting.
- (e) To be responsible for all stationery etc, and to see that appropriate forms, papers etc, are in the hands of those who require them.
- (f) To have authority without prior reference to the Committee to expend sums not exceeding an amount from time to time determined by the Committee, such expenditure(s) being subject to subsequent ratification
- (g) To carry out the orders and instructions of the Committee, and to perform the duties assigned to him by the Committee, and to bring under the notice of the Committee any matter affecting the welfare of the Club.
- (h) To maintain a complete Register of Club Permit Vehicles.

**2. TREASURER**

The Treasurer shall carry out all the duties of Treasurer set out in Clause 14.04 of the Constitution. In addition the Treasurer shall at each Ordinary General Meeting or Committee Meeting

- (a) Present a report of the balance of the Club funds on hand
- (b) Present a summary of the Club's financial transactions since the last report
- (c) Present any unpaid accounts for approval by the meeting

**3. LIBRARIAN**

The Committee of the Club shall appoint a Librarian.

- (a) The Librarian:
  - (i) shall be responsible for the books, technical literature and other articles owned by the Club.
  - (ii) shall be responsible to the Club for the purchase and care of such publications required by the Club.
  - (iii) shall endeavour to ensure that the library is available to all members of the Club at all reasonable times and will purchase from the Club funds publications, in accordance with Committee instructions.
  - (iv) shall maintain a continuous file of the Club's monthly newsletter.

- (b) The borrower of any literature contained in the Club library shall accept full responsibility for the care of the article so borrowed from the time he signs the loan book to be kept by the Librarian until he returns the said article.
- (c) In the event of loss or damage to an article borrowed by a member of the Club that borrower shall pay to the Club the cost of replacing or repairing the article.
- (d) The Librarian shall maintain an up-to-date catalogue of all Club literature and shall maintain such accounts as are required.

#### **4. EDITOR**

- (a) The Committee shall appoint from one of their number or from financial members of the Club, an Editor who shall be responsible for the preparation of a monthly newsletter to contain items of interest to all Club members which shall include Minutes of all General Meetings of the Club.
- (b) The Editor shall have the right to accept or reject in his own discretion any articles, letters or advertisements submitted to him for publication in the newsletter.
- (c) The views expressed in the newsletter are not necessarily representative of the views of the Club, Committee or members.
- (d) To produce a newsletter, which is expressed, in keeping with the family spirit of the Club.

#### **5. RALLY DIRECTOR**

Responsible for:

- (a) Scheduling and organising of intra and inter Club events.
- (b) Ensuring along with other Committee members that Rally Protocol and etiquette is followed whilst participating on Club events.

#### **6. PROGRAMME DIRECTOR**

Responsible for:

- (a) Organising and arranging the programme following each monthly general meeting.
- (b) Other social events from time to time.

#### **7. PUBLICITY OFFICER**

Responsible for promoting and publicising the Club and the Club's activities via media, inter-club association, community groups etc.

#### **8. PRESIDENT'S TERM OF OFFICE**

Where practicable the tenure of the club President be held for a maximum of 2 years consecutively and may not nominate again for the ensuing 2 years.

Item 21 inserted at the 507<sup>th</sup> General Meeting held on 10<sup>th</sup> April 2012

#### **9. CARETAKER**

Responsible for:

- (a) The general upkeep and cleanliness of the Clubrooms.
- (b) Arrangement of the Clubrooms including seating for general meetings.

**10. PROPERTY STEWARD**

Responsible for:

- (a) The security and upkeep of club equipment,
- (b) Maintaining a register of equipment.

**11. CLUB VEHICLE BADGES**

- (a) The sale of the Club vehicle badges to be the responsibility of the Treasurer or other member appointed by and acting under the direction of the Committee
- (b) Club vehicle badges are to be sold to financial Club members for display on their historic vehicle which are eligible to be listed in the Club Register.
- (c) Club badges may also be sold to acknowledged collectors for inclusion in a badge collection, or such other purchasers of whom the Committee may approve.
- (d) The sale price of badges to be determined by the Committee.
- (e) The member appointed under paragraph (a) may also offer for sale other items of regalia and/or merchandise carrying Club badge or other club identification

**12. SALE OF MEMBERS VEHICLES**

The member of the Club shall be encouraged to offer his vehicle for sale through the Club newsletter.

**13. REGISTRAR**

- (a) The register of members and vehicles is to be available at general meetings for perusal by Club members upon request.
- (b) A complete register may be kept of eligible vehicles which are in the possession of Club members. The register may contain details of all roadworthy vehicles, vehicles being restored and incomplete vehicles.

**14. MEMBERSHIP SUBSCRIPTIONS**

Proportional Subscriptions:

- (a) A membership subscription paid up to and including the December of the current Club financial year provides a membership for the current Club year.
- (b) A membership subscription paid between the January and March (inclusive) preceding the next financial year entitles full membership of the next full financial year.

**15. ROADWORTHY VEHICLES**

- (a) All members operating club vehicles on the club permit system shall comply with government rules and regulations concerning the use of such vehicles at all times.
- (b) Any member seeking to operate a vehicle under the club permit system for the first time under ownership by the member must, before a club permit is endorsed by the club, supply the club with a current Safety Certificate as

per Federation Inspection Sheet signed by a certified Roadworthiness Inspector or VicRoads Certificate of Roadworthiness.

(c) The committee or an authorised delegate of the committee may at any time refuse the issue or renewal of a club permit to a member if in its opinion a member is in breach of clauses 15(a), (b) or (d).

(d) A member who owns a motor vehicle which is neither registered nor has a current permit for use shall not drive such vehicle under its own power or allow such vehicle to be driven during any event organised or sanctioned by the club.

## 16. CLUB EVENTS

(a) Members must conduct themselves at Club events in a manner not detrimental to the Club's name nor to the safety or enjoyment of other Club members or other participants.

(b) The Club reserves the right to request entrants to submit an official entry form containing an indemnity disclaimer as deemed appropriate for specified event.

## 17. RALLY PROTOCOL

For the safety of all road users drivers must obey all road traffic laws while participating in Club events.

(a) Rally Methods

The following rally protocol methods are listed in the interests of safety and enjoyable rallying:

- (i) All vehicles start together in convoy, and travel at the slowest vehicle speed, hence arriving together; or
- (ii) All vehicles start in any order, and travel at their own speed, arriving intermittently; or
- (iii) All the slower vehicles start, and allowing time (depending on length of run) before starting the faster vehicles.

NB: This can cause problems when the faster cars catch up to and start passing the slower cars; or

(iv) Have all faster vehicles start, followed by the slower vehicles. This will keep the faster vehicles well in front, and avoid bottlenecks and hazardous situations.

Each of the above methods have some merit but it will depend on the Rally Director and the nature of the particular rally as to which method should be used. Generally, method at (i) is the most desirable with everyone starting together and travelling in convoy which is a more relaxed way of travelling.

(b) Distance Apart

The further the better, but as a rule of thumb, 300 metres is plenty close enough on busy highways and if you are going through a town or city with which you are familiar, close ranks, and then spread out again the other side of town.

When someone insists on tailgating your vehicle (old or modern vehicle), pull over, if safe, and let them pass.

(c) Speed

Generally, the speed of the convoy should always be that of the slowest vehicle which may be too slow for some. If you wish to pass, by all means go ahead but the Rally Director must know what you are doing (unless he states otherwise).

(d) Mirrors

There is no need to drive close together for fear of a breakdown, but keep a constant vigil on the vehicle behind, through your rear view mirror. If that vehicle slows down - you slow down, if that vehicle stops - you stop, wait a while and, if necessary, go back and assist. If everyone is watching their rear view mirrors, the convoy will eventually stop. By keeping the vehicle behind in sight, no driver should have to worry about being left behind, particularly in heavy city traffic.

(e) Speed and Mirrors

The speed of the convoy, as mentioned earlier, is governed by the “Slowest Vehicle” at its cruising speed. If that vehicle is at the front, then all vehicles behind must keep a safe distance apart. If that vehicle is in the middle of the convoy, then the vehicle behind must drive at a safe distance, and any vehicles in front must adjust their speed by keeping the vehicle behind them at a safe distance by looking in the rear view mirror.

If that vehicle is at the rear of the convoy, all vehicles in front must adjust their speed accordingly by keeping the vehicle behind them at a safe distance, using their rear view mirror.

NOTE: Always drive at a speed which is comfortable for both you and your vehicle. If others wish to pass “let them go”.

#### (f) Turn-Offs and Doubtful Intersections

If there is any doubt at all about a turn-off, wait in a safe, visible place where the following vehicle can see where you have turned off, then proceed.

#### (g) Breakdowns

In the event of a breakdown, the tendency has been for everyone to stop and help. This only causes traffic hazards, and there is a limit to how many “budding motor mechanics” you can get around one vehicle. Generally, two assistants are plenty, so the rest should continue on.

#### (h) Vehicle Speedos

Vehicle speedos need to be checked from time to time to determine their accuracy.

## 18. GUIDELINES FOR RALLY ORGANISERS

### (a) General Rallies

The person appointed to co-ordinate the day’s activities shall be known as the Rally Director.

This person shall be responsible to outline the itinerary arrangements for the day and provide appropriate information for participants.

As a general rule, the Rally Director assumes the role (with the assistance of the Rally Committee) of ensuring that everyone gets to the arranged destination.

Rally participants wishing to break away from the designated rally should notify the Rally Director of their intention. The participant must also ensure that other participants are not deviated from the designated rally.

### (b) Night Rallies

~~It is recommended that:~~

- ~~• Observation components be avoided. It is considered potentially dangerous for both ourselves and other users of the road for participants to be required to answer observation type questions while on a rally;~~
- ~~• The appropriate style of a night rally should be a “navigation” type rally, preferably with frequent check points;~~
- ~~• Rallies be conducted on quiet roads;~~
- ~~• There be a transport stage at the beginning of the rally and from the end of rally back to the Geelong clubrooms;~~
- ~~• There be minimum use of bad roads;~~
- ~~• All vehicles participating in a night rally have good lighting, particularly tail lights.~~

(b) Observation Rallies

It is recommended that:

- Observation rallies be held during daylight hours only;
- Observation points should only be in safe areas such as wayside stops, parks or public car parks;
- The type of questions should be those which require participants to answer questions only when the vehicles are stopped in safe areas. It is suggested that any further questions such as general observation questions be asked at the end of the rally.
- It be optional for winners of such rallies to organise the following year's event. If necessary, the assistance of the Rally Director or Rally Committee may be called upon for guidance.

## 19. FUNERAL PROTOCOL AND PROCEDURES

Where it is requested by family or where it is considered by the President and the Secretary that it is appropriate to offer to the next of kin (or where appropriate the immediate family), for Club members to attend the funeral in Club vehicles, then the President should make arrangements either:

- directly with the next of kin; or
- via the Funeral Director.

Club members are expected to contact either of the above mentioned office bearers to obtain details regarding arrangements ~~and verbal confirmation for a special use permit if required.~~

~~(The President and Secretary shall have joint authority to issue a special use permit for vehicles in attendance.)~~

The President should contact the Funeral Director to make arrangements about the parking of Club vehicles. Care should be taken to ensure that the Club's presence does not unduly intrude.

It is suggested that after the service, Club members should stand as a guard of honour near their vehicles. Then (if appropriate) these vehicles shall join on the end of the cortege, unless the next of kin specifically requests the Club to take a more prominent position.

The President and Secretary shall also be responsible to decide if it is appropriate for a wreath to be sent and/or a notice to be inserted in the newspaper.

## ~~19. GUIDELINES FOR ISSUE OF SPECIAL USE AUTHORISATION PERMITS~~

### ~~Eligibility~~

- ~~(a) The vehicle must be on a current "Permit for Use" (Vic Roads).~~

~~The Special Use Authorisation Permit is to be used for events other than those described on the Permit for Use.~~

### ~~Uses~~

- ~~(a) Events not listed in the current issue of *Backfire*.~~

- ~~(b) Advertised events inviting the WDHVC and events held by other clubs (including other Historical Vehicle Clubs).~~

- ~~(c) Extended duration of an official outing for a limited period.~~

- ~~(d) Attendance at special functions e.g. parades, filming weddings (generally family only) without reward.~~

~~An application must be made in writing to a Committee meeting preceding the event. In some circumstances, the Secretary in association with either the President or Treasurer may approve an application. The Secretary shall be the Club's authorisation officer. The Special Use Authorisation Permit must be carried in the vehicle for the period of that permit.~~

~~Item 20 deleted at the 507<sup>th</sup> General Meeting held on 10<sup>th</sup> April 2012~~

~~20.~~ **PRESIDENT**

~~Where practicable the tenure of the club President be held for a maximum of 2 years consecutively and may not nominate again for the ensuing 2 years.~~

~~Item 21 inserted at the 507<sup>th</sup> General Meeting held on 10<sup>th</sup> April 2012 Moved to Item 8 of the By-Laws March 2014~~

**21. ALTERATION TO THE BY-LAWS**

Alteration to the By-Laws may be made at an Annual, Special or General meeting by a simple majority vote of the financial members of the Club actually present.