



## WESTERN DISTRICT CAR CLUB (INCORPORATED)

### Revision History

Special Meeting Date	Section	Changes
29 Nov 2007	Complete Document	Created WDCC specific document based upon the 'Model rules'
27 march 2008	9.7	Added as advised by Department of Justice
26 October 2013	Complete Document	Replaced Him and His with non gender based wording
	6	Updated to state memberships are by financial year
	11.1	Membership officer /treasure joined, Secretary/Public officer joined. Office terms 2 yearly
	6	Membership changed from calendar year to financial year

## RULES AND BY-LAWS

# TABLE OF CONTENTS

<b>1</b>	<b>STATEMENT OF PURPOSE</b> .....	<b>4</b>
1.1	TO PROMOTE, ENCOURAGE AND SUPPORT MEMBERS PARTICIPATE IN ALL FACETS OF MOTORSPORT.....	4
1.2	PROMOTE THE USE OF THE 'GEELONG MOTOR SPORT COMPLEX'.....	4
1.3	TO COLLECT MOTOR SPORT INFORMATION AND TO DISSEMINATE SUCH TO MEMBERS.....	4
1.4	TO ARRANGE EVENT / FUNCTIONS FOR MEMBERS.....	4
1.5	TO RAISE MONEY FOR THE ADVANCEMENT OF THE ASSOCIATION AND TO PROVIDED BETTER AND FURTHER FACILITIES FOR MEMBERS. ....	4
1.6	TO DO SUCH THINGS AS ARE INCIDENTAL OR CONDUCIVE TO THE ATTAINMENT OF THE ABOVE OBJECTS AND THE EXERCISE OF THE POWERS OF THE ASSOCIATION. .	4
<b>2</b>	<b>NAME</b> .....	<b>5</b>
<b>3</b>	<b>DEFINITIONS</b> .....	<b>5</b>
3.1	INTERPRETATIONS.....	5
<b>4</b>	<b>MEMBERSHIPS</b> .....	<b>5</b>
4.1	CLASSES OF MEMBERSHIP: .....	5
4.2	HONORARY MEMBERSHIP .....	5
4.3	LIFE MEMBERSHIP .....	5
<b>5</b>	<b>APPLICATION FOR MEMBERSHIP</b> .....	<b>6</b>
5.1	ELIGIBILITY .....	6
5.2	NOMINATION.....	6
5.3	PROCESSING.....	6
<b>6</b>	<b>MEMBERSHIP SUBSCRIPTIONS</b> .....	<b>6</b>
<b>7</b>	<b>REGISTER OF MEMBERS</b> .....	<b>7</b>
<b>8</b>	<b>CEASING MEMBERSHIP</b> .....	<b>7</b>
8.1	RESIGNATION.....	7
8.2	TERMINATION.....	7
<b>9</b>	<b>DISCIPLINE, SUSPENSION AND EXPLUSION OF MEMBERS</b> .....	<b>7</b>
9.1	COMMITTEE DECISION.....	7
9.2	NOTICE TO MEMBER .....	7
9.3	TAKING EFFECT .....	7
9.4	APPEAL TO THE ASSOCIATION .....	8
9.5	VOTING.....	8
9.6	REMOVAL OF A MEMBER OF COMMITTEE .....	8
<b>10</b>	<b>ANNUAL GENERAL MEETING</b> .....	<b>9</b>
<b>11</b>	<b>OFFICERS OF THE ASSOCIATION</b> .....	<b>9</b>
11.1	MINIMUM POSITIONS .....	9
11.2	ELECTION OF OFFICERS OF THE ASSOCIATION.....	10
11.3	VACANCY OF OFFICE .....	10
11.4	GENERAL POSITIONS.....	10

<b>12</b>	<b>SPECIAL GENERAL MEETING</b> .....	<b>11</b>
<b>13</b>	<b>NOTICE OF MEETINGS</b> .....	<b>11</b>
	13.1 SPECIAL GENERAL MEETINGS.....	11
	13.2 ANNUAL GENERAL MEETINGS .....	11
	13.3 GENERAL MEETINGS.....	11
<b>14</b>	<b>MEETING RECORDS</b> .....	<b>11</b>
	14.1 MEETING PROCEDURES .....	11
	14.2 CUSTODY OF RECORDS .....	12
<b>15</b>	<b>MEETING PROCEDURES</b> .....	<b>12</b>
	15.1 QUORUM .....	12
	15.2 POWER TO VOTE .....	12
	15.3 VOTING.....	12
	15.4 PROXY <sup>13</sup>	
<b>16</b>	<b>ADJOURNMENT OF MEETINGS</b> .....	<b>13</b>
<b>17</b>	<b>THE COMMITTEE OF MANAGEMENT</b> .....	<b>13</b>
	17.1 THE COMMITTEE: -.....	13
	17.2 COMMITTEE STRUCTURE -.....	13
	17.3 PROCEEDINGS OF THE COMMITTEE.....	14
	17.4 MEETINGS OF THE COMMITTEE: - .....	14
<b>18</b>	<b>PRESIDENT / VICE PRESIDENT</b> .....	<b>14</b>
<b>19</b>	<b>SECRETARY</b> .....	<b>14</b>
<b>20</b>	<b>TREASURER</b> .....	<b>14</b>
	20.1 THE TREASURER OF THE ASSOCIATION: -.....	14
	20.2 CHEQUES.....	15
	20.3 RECEIPTS.....	15
<b>21</b>	<b>PUBLIC OFFICER</b> .....	<b>15</b>
<b>22</b>	<b>SEAL</b> .....	<b>16</b>
<b>23</b>	<b>ALTERATION OF RULES AND STATEMENT OF PURPOSES</b> .....	<b>16</b>
<b>24</b>	<b>WINDING UP OR CANCELLATION</b> .....	<b>16</b>
<b>25</b>	<b>MEMBERSHIP FORM</b> .....	<b>16</b>
<b>26</b>	<b>APPENDIX 1</b> .....	<b>17</b>

---

## **1 STATEMENT OF PURPOSE**

**The purposes of the Western District Car Club Incorporated are: -**

- 1.1 To promote, encourage and support members participate in all facets of motor sport**
- 1.2 Promote the use of the 'Geelong Motor Sport Complex'**
- 1.3 To collect motor sport information and to disseminate such to members.**
- 1.4 To arrange event / functions for members.**
- 1.5 To raise money for the advancement of the Association and to provided better and further facilities for members.**
- 1.6 To do such things as are incidental or conducive to the attainment of the above objects and the exercise of the powers of the Association.**

---

## 2 NAME

The name of the incorporated association is the Western District Car Club Incorporated. (in these rules called "the Association").

Address: PO Box 399 – Geelong, 3220

---

## 3 DEFINITIONS

### 3.1 Interpretations

Committee	means the Committee of Management of the Association.
Financial Year	shall mean the period in respect of which the accounts are kept and shall be the period from the 1st day of July of any calendar year, to the 30th day of June in the next calendar year.
Special General Meeting	means a meeting of members convened in accordance with rule 12 and 13
Annual General Meeting	means a meeting of members convened in accordance with rule 9
Member	means a financial and/or life member of the Association.
Ordinary Member of the Committee	means a member of the committee who is not an officer of the association under rule 17
Act	"The Act" means the Associations Incorporation Act 1981.
Regulations	means regulations under the act.

---

## 4 MEMBERSHIPS

### 4.1 Classes of membership:

- (a) Junior Membership (under 18 years of age)
- (b) Single Membership (aged 18 years or over)
- (c) Family Membership (father and/or mother and any number of children under 18 years of age)
- (e) Honorary Membership
- (f) Life Membership

### 4.2 Honorary Membership

The committee may appoint Honorary Members. Honorary Members shall not be required to pay annual subscriptions and shall have no power to vote. The committee shall have the power to cancel the membership of any Honorary Member without notice and without assigning any reason therefore

### 4.3 Life Membership

On the recommendation of the committee, any past / present member of the Association may, in consideration of valuable special services rendered to the Association, be appointed as a Life Member of the Association without any payment for such Life Membership.

Every Life Member shall be entitled to all the privileges of a full single member of the Association during the Member's lifetime without any further payment of subscription, levy, special fee or otherwise, save for the exception of any fees required by CAMS (e.g. licences).

Such members may hold any office in the Association.

---

## **5 APPLICATION FOR MEMBERSHIP**

### **5.1 Eligibility**

A natural person who is approved for membership as provided in these rules is eligible to be a member of the association upon payment of fee/s payable under these rules.

### **5.2 Nomination**

A nomination of a person for membership of the Association:

- (a) Shall be made on the Associations membership form
- (b) Shall be lodged with the Membership officer of the Association.

### **5.3 Processing**

- (1) As soon as in practicable after the receipt of a nomination, the Membership Officer shall refer the nomination to the Committee.
- (2) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or reject the nomination.
- (3) Upon a nomination being approved by the Committee, the Membership Officer shall notify the nominee that they are approved for membership of the Association and request payment within one (1) calendar month of the sum payable under these rules.
- (4) The Membership Officer shall, upon receipt of the amounts referred to above shall enter the nominee's name in the register of members. Upon the name being so entered, the nominee becomes a member of the Association.
- (5) A right, privilege, or obligation of a person by reason of his membership of the Association;-
  - (a) is not capable of being transferred or transmitted to another person;
  - (b) terminates upon the cessation of his membership whether by death, resignation or otherwise.

---

## **6 MEMBERSHIP SUBSCRIPTIONS**

The membership fee and/or annual subscriptions for the next financial year shall be set by the Committee as requirements dictate.

The annual subscription is due and payable in advance. All membership are due at the end of the financial year being June 30<sup>th</sup>, regardless of subscription date. New members only are entitled to a discounted fee from January 1<sup>st</sup> set by the committee, also due June 30<sup>th</sup> to bring them into line with the regular membership time.

---

## 7 REGISTER OF MEMBERS

The Membership Officer shall keep and maintain a register of members in which shall be entered at minimum, the name, address, date of entry and expiry date of each member and the register shall be available for inspection by members at the address of the Public Officer.

Copies of the membership register will not be made available for copy other than to the committee to perform their duties.

The Membership Officer shall maintain (keep up to date) the register of members showing any changes in details recorded.

---

## 8 CEASING MEMBERSHIP

### 8.1 Resignation

A member of the Association who has paid all moneys due and payable to the Association may resign from the Association by first giving 1 calendar month notice in writing to the Membership Officer of their intention to resign and expiration of that period of notice, the member shall cease to be a member.

### 8.2 Termination

If the subscription of a member shall remain unpaid for a period of three calendar months after it becomes due then the member may, after notice of the default has been sent to them by the committee, be debarred from all privileges of membership.

The Committee may reinstate the member on payment of all arrears if the Committee thinks fit to do so.

---

## 9 DISCIPLINE, SUSPENSION AND EXPLUSION OF MEMBERS

### 9.1 Committee Decision

Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution--

- fine that member an amount not exceeding \$500; or
- suspend that member from membership of the Association for a specified period; or
- expel that member from the Association.

### 9.2 Notice to Member

Where the Committee passes a resolution under paragraph 8.1, the Secretary shall, as soon as practicable, serve upon any member electronically or by post to the member at the address/s shown in the Register of Members.

Where a written document is properly addressed and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

### 9.3 Taking effect

The Committee shall:

- give the member an opportunity to be heard

- give due consideration to any written statement submitted by the member; and
- by resolution determine whether to confirm or revoke the resolution
- 

A resolution of the committee under paragraph 8.1,

- does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than one (1) calendar month after the service on the member of a notice confirms the resolution in accordance with this clause; and
- where the member exercises a right of appeal to the Association under this clause, it does not take effect unless the Association confirms the resolution in accordance with this clause.

#### **9.4 Appeal to the Association**

If an appeal is requested, then the Committee shall convene a special meeting of the Association to be held within one (1) calendar month.

- No business other than the question of the appeal shall be transacted,
- The Committee shall place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution,
- The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

Where the member to whom a proposed resolution makes representations in writing to the Secretary or President of the association (not exceeding a reasonable length) and requests that such be notified to the members of the Association, the Secretary or President may send a copy of the representations to each member of the Association or, if they are not sent, the member may require that they be read out at the meeting.

#### **9.5 Voting**

See Section 15.3

#### **9.6 Removal of a Member of Committee**

The Association in a general meeting may by resolution remove any member of the Committee before the expiration of their term of office and appoint another member in their stead to hold office the expiration of the term of the first-mentioned member.

#### **9.7 Disputes and mediation**

The grievance procedure set out in this rule applies to disputes under these Rules between-

- a member and another member; or
- a member and the Association.

The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 14 days, hold a meeting in the presence of a mediator.

The mediator must be-

- a person chosen by agreement between the parties; or
- in the absence of agreement-
  - in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or



- in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

A member of the Association can be a mediator

The mediator cannot be a member who is a party to the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must--

- give the parties to the mediation process every opportunity to be heard; and
- allow due consideration by all parties of any written statement submitted by any party; and
- ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

---

## **10 ANNUAL GENERAL MEETING**

The Association shall in each calendar year convene an annual general meeting of its members.

The annual general meeting shall be held on such day as the Committee determines, but shall be no later than February 28 following the end of the financial year.

The annual general meeting may transact special business of which notice is given in accordance with these rules.

The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

The ordinary business of the annual general meeting shall be:-

- to confirm the minutes of the last preceding annual general meeting
- to receive from the committee, reports upon the transactions of the association during the last preceding financial year
- to elect officers of the Association, ordinary members of the Committee and any general positions that may from time to time be advantageous to the Association

---

## **11 OFFICERS OF THE ASSOCIATION**

### **11.1 Minimum Positions**

- A President
- A Vice-President
- A Treasurer / Membership Officer
- A Secretary / Public Officer

Each officer of the Association shall hold office for an alternating 2 year period until the annual general meeting 2 years after the date of their election and be at least 18 years old. An officer is eligible for re-election. The following positions are to be elected in alternate terms.

Odd years, President and Treasurer / Membership Officer

Even years, Vice-President and Secretary / Public Officer

However that period may be extended by an additional 24 months if there are no nominations received from the membership to fill the vacating office

In the event of a casual vacancy occurring, the Committee may appoint one of its members to fill the vacancy and the member so appointed may continue in office, subject to these rules, up to and including the conclusion of the next annual general meeting following the date of their appointment.

Officers of the Association may hold dual positions.

## **11.2 Election of Officers of the Association**

Nominations of candidates for officers of the Association and/or ordinary members of Committee : -

- (a) Shall be made on the appropriate form and signed by the nominee and one financial member of the Association
- (b) Shall be delivered to the Secretary of the Association before the election of that position.

If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

## **11.3 Vacancy of Office**

For the purposes of these rules, the position of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member: -

- Ceases to be a member of the Association;
- Becomes an insolvent under Administration within the meaning of the Companies (Victoria) Code; or
- Resigns their office by notice in writing given to the Secretary.

## **11.4 General Positions**

The following positions (not members of the Committee of Management) that maybe allocated /volunteered from the general membership in order to assist the Association provide service to its members could be:

- Scorer
- State Council Delegate
- VCRS Delegate
- Newsletter Editor
- CH Permits Officer

- Complex Committee (2)
- AutoCross Committee (2)

---

## **12 SPECIAL GENERAL MEETING**

The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.

The Committee shall, on the request in writing of members representing not less than 10% of the total number of members of the Association, convene a special general meeting of the Association.

The request for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Association. All / any associated documents shall be signed by one or more of the members making the requisition.

If the Committee does not cause a special general meeting to be held within one calendar month after the date on which the requisition is sent to the address of the Association, the members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.

A special general meeting convened by the members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings convened by the Committee.

---

## **13 NOTICE OF MEETINGS**

### **13.1 Special General Meetings**

The committee shall send to every member, notice of the date, place, time and the nature of the business to be transacted at the special general meeting not less than 21 days prior to the date of the meeting.

### **13.2 Annual General Meetings**

The committee shall send to every member, notice of the date, place, time and the nature of the business to be transacted at the Annual general meeting not less than 14 days prior to the date of the meeting.

### **13.3 General Meetings**

The committee shall set the date, place and time of the regular General meetings

A member may bring any business before the meeting, by giving notice of that business to the Secretary, who shall include that business in the meeting's agenda.

---

## **14 MEETING RECORDS**

### **14.1 Meeting Procedures**

The Secretary of the Association shall keep minutes of the resolutions and proceedings of each meeting of the Association and together with the names of persons present.

## **14.2 Custody of Records**

Except as provided otherwise in these rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Association.

---

## **15 MEETING PROCEDURES**

No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

### **15.1 Quorum**

Any five (5) members of the Association personally present shall constitute a quorum for the transaction of business of a General/ Annual / Special meeting.

If a quorum is not present, the meeting shall be dissolved until a time and place as determined by the Chairman.

### **15.2 Power to Vote**

Any financial member (Family memberships shall only have 1 vote) and Life Members shall have the power to vote.

All votes shall be given personally or by proxy.

### **15.3 Voting**

If at a meeting a vote on any question is demanded by not less than three(3) members, it shall be taken at that meeting in such a manner as the Chairman may direct and the resolution of the vote shall be deemed to be a resolution of the meeting on that question.

A vote that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a vote that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

Issues arising at a general meeting of the Association shall be determined as a simple majority on a show of hands and unless a poll is demanded before hand.

In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

If at other than a general meeting: -

- Two-thirds of the members who vote in person or by proxy are in favour of the resolution, then the resolution is confirmed.
- In any other case, the resolution is revoked.

The Chairman shall declare that a resolution has, been carried, carried unanimously or lost.

An entry to that effect as above shall be made in the records of the Association.

## **15.4 Proxy**

Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than before the start time of the meeting in respect of which the proxy is appointed.

The notice appointing a proxy shall be in the form set out in Appendix 1.

---

## **16 ADJOURNMENT OF MEETINGS**

The Chairman of a meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.

Except as provided in the above paragraphs it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

---

## **17 THE COMMITTEE OF MANAGEMENT**

### **17.1 The Committee: -**

- Shall control and manage the business and affairs of the Association.
- May, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by meetings of the members of the Association.
- Subject to these rules, the regulations and the Act, has the power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- Each member of the Committee shall, subject to these rules, hold office until the conclusion of the annual general meeting next after the date of the election but is eligible for re-election.
- In the event of a casual vacancy occurring for a position of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

### **17.2 Committee Structure -**

- The Officers of the Association; and
- Up to four (4) ordinary members - each of whom shall be elected at the annual general meeting of the Association in each year.

### **17.3 Proceedings of the Committee**

- The Committee shall meet at least 3 times in each year.
- Meeting place and times shall be as the Committee determines.
- Meetings of the Committee may be convened by the President or by any two (2) members of the Committee.
- Notice shall be given to members of the Committee of any meeting specifying the general nature of the business to be transacted.
- Any four (4) members of the Committee constitute a quorum.
- No business shall be transacted unless a quorum is present.

### **17.4 Meetings of the Committee: -**

- The President or in their absence the Vice-President shall preside; or
- If the President and Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- Issues arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a poll taken in such a manner as the meeting may determine.
- Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

---

## **18 PRESIDENT / VICE PRESIDENT**

The President, or in their absence, the Vice-President, shall preside as Chairman at each meeting of the Association.

If the President and Vice-President are absent from a meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

---

## **19 SECRETARY**

In these rules, a reference to the Secretary of the Association is a reference:-

- a) the person who holds the office under these rules as Secretary of the Association; and
- b) in any other case, to the Public Officer of the association.

Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretations of Legislation Act 1984 as in force from time to time.

**Also Refer to 21. Public Officer**

---

## **20 TREASURER**

### **20.1 The Treasurer of the Association: -**

- Shall collect and receive all moneys due to the Association and make all payments authorised by the Association.

- Shall keep correct accounts showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- Shall present financial statements at all meetings
- The accounts shall be available for inspection by members.

The funds of the Association shall be derived from subscriptions, donations and such other sources as the Committee determines.

## 20.2 Cheques

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by at least two members of the Committee and as determined by the banking requirements.

## 20.3 Receipts

Receipts shall be issued for all monies received.

---

## 21 PUBLIC OFFICER

The Public Officer must be at least 18 years old and reside in the State of Victoria. The Public Officer may hold any other office in the Association.

Upon vacating the position, the Public Officer should pass on all information held on behalf of the association to their successor.

This role requires the incumbent at minimum to:

- Notify the Registrar of Consumer Affairs of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a *Change of Association Details* form. No fee is required.
- Notify the Registrar of Consumer Affairs of a change of the Association's registered address within 14 days of the change by lodging a *Change of Association Details form*. No fee is required.
- Within one month **after** the annual general meeting, lodge with the Registrar of Consumer Affairs an *Annual Statement by Public Officer* and other required financial documents with the prescribed fee.
- Within 14 days of the association becoming trustee of a trust, lodge with the Registrar of Consumer Affairs the particulars of the trust and a copy of any relevant documents. No fee is required.
- Apply to the Registrar of Consumer Affairs for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- Apply to the Registrar of Consumer Affairs for approval of a change of name within one month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee.
- Notify the Registrar of Consumer Affairs of special resolution relating to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.
- Cheques must be made payable to Consumer Affairs Victoria. Receipts will only be issued upon request.

Contact details and fees are described at the Consumer Affairs web site

---

## **22 SEAL**

- The Common Seal of the Association shall be kept in the custody of the Secretary.
- The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

---

## **23 ALTERATION OF RULES AND STATEMENT OF PURPOSES**

These rules of the Association shall not be altered except at an annual general or a special general meeting, at which notice is given and convened in accordance with these rules.

At such a meeting, a majority of not less than 75% of those members entitled to vote under these rules, voting in person or by proxy must resolve to amend the rules as set out in the notice.

---

## **24 WINDING UP OR CANCELLATION**

- The Association shall be wound up voluntarily if, at a special general meeting convened in accordance with these rules, a majority of not less than 75% of the members entitled to under these rules, voting in person or by proxy so resolve.
- If upon a winding up or dissolution of the Association, there remains after the satisfaction of all it's debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the association but shall be given or transferred to some other institution or institutions having objects similar to objects of the Association.

---

## **25 MEMBERSHIP FORM**

Application for membership of the *Western District Car Club Incorporated*, shall be made on the appropriate form, as decided by the Committee of the Association from time to time.



**FORM OF APPOINTMENT OF PROXY**

I, ..... being a financial member of the WESTERN DISTRICT CAR CLUB INCORPORATED,

Membership Number .....

hereby appoint

Name .....

Membership Number .....

Also being a financial member of the Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the

..... day of ..... 20....

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

Non Return / Reply of this PROXY form shall be deemed as transferring the members vote to the President ( Chairman) of the association.

Signed .....

The.....day of .....20.....