



**The Constitution
of the
Mitsubishi 4WD Club SA Inc.**

As passed at the 2019 March 26 AGM

Constitution of the Mitsubishi 4WD Club SA Inc.

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A. THE NAME OF THE CLUB

The incorporated name of the Club is:

Mitsubishi 4WD Club SA Inc. and it shall be referred to in this document as “the Club”.

B. DEFINITIONS

B.1. Constitution

The purpose of the Constitution of the Club (referred to in this document as “the Constitution) is to:

- a. Define the principal issues and purpose of the operation of the Club; and
- b. Describe the methods of administration of the Club; and
- c. Provide guidance to the Committee by providing the correct process to be followed to support the current interpretation and implementation of the Constitution.

B.2. Members Manual

- a. A comprehensive manual containing advice, and policy on a wide range of general 4WD and some Club Specific topics, To be maintained for the day-to-day guidance in the administration of the Club and to advise members on participating in most activities associated with being a Club Member.
- b. The Members Manual shall not form part of the Constitution of the Club and in the event of any conflict, the Constitution shall take precedence over the Members Manual.

B.3. Colloquial Names

- a. In the Constitution, and in the activities of the Club, the term “four wheel drive”, or “4WD”, implying vehicles with modes of transmission specially intended to provide greater traction, safety and security compared to normal vehicles, shall not be taken to exclude vehicles with more than four wheels driven, or vehicles with or without variable modes of transmission, but shall exclude vehicles not designed with an off-road capability, or which have inadequate ground clearance.

B.4. Code of Conduct

- a. A Code of Conduct shall be included in the Members Manual. Member activities may be measured against the Code of Conduct and serious or reoccurring breaches can result in dismissal from the Club

B.5. Communications (Administrative)

- a. In this context Communications refers to notices generally to or from the Committee, advising of meetings, giving notice of events, activities or changes to any of the above. Communication delivery systems may include The Club Magazine, Email, SMS the Club Website, or hard post.

C. MISSION, OBJECTIVES AND POWERS

C.1. Mission

The mission of the Club shall be to encourage family oriented recreational four wheel drive activities, in particular with owners of Mitsubishi four wheel drive vehicles.

C.2. Objectives

- a. To display and promote environmentally sustainable four wheel drive use.
- b. To provide education and training in four wheel drive use.
- c. To promote conservation and minimum impact on the natural environment.
- d. To foster rapport with relevant groups to maintain and improve vehicular access.
- e. To foster a rapport between Members of the Club.
- f. To conduct and encourage activities that are consistent with the Club's objectives.
- g. To encourage a rapport with Aboriginal Communities.
- h. To promote trips and social activities between Club members.

C.3. Powers

For the purpose of carrying out its objectives the Club may, subject to its rules and the Associations Incorporation Act:

- a. Acquire, hold, deal with, and dispose of, any real or personal property.
- b. Administer any property on trust.
- c. Open and operate ADI (Authorised Deposit Taking Institution) accounts.
- d. Invest its moneys:
 - i. In any security in which trust moneys may, by Act of Parliament, be invested.
 - ii. In any other manner authorised by the rules of the Club.
- e. Borrow money upon such terms and conditions as the Club thinks fit.
- f. Give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- g. Appoint agents to transact any business of the Club on its behalf.
- h. Enter into any other contract it considers necessary or desirable.

D. MEMBERSHIP

D.1. Membership Types

Types of Membership that may be granted at the discretion of the Committee shall be defined in the Constitution, and shall include Full Membership, Life Membership, Honorary Membership, Reciprocal Membership and Concessional Membership.

a. Full Membership

Full Membership shall attract such Membership benefits as may be available from time to time, and shall normally include receipt of the regular Club newsletter or magazine.

b. Life Membership

- ii. Life Membership to be for exceptional service to the Club.
- iii. To be nominated and seconded by financial members for due consideration by the Committee.
- iv. Life Membership shall be conferred by a three-quarters majority of the eligible Members voting at a Special General or the Annual General Meeting.

c. Other Memberships

Honorary, Reciprocal and Concessional Memberships may be considered for any person or organisation for reasons consistent with the Mission and Objectives of the Club and the recommendations of the Members Manual.

- i. Honorary Membership** shall be recommended by the Committee for a specific period of time in recognition of services rendered by any person or organisation in the furtherance of the Mission and Objectives of the Club. A notice shall be published with the notice for a Special Meeting, and Honorary Membership shall be conferred by a three-quarters majority of the eligible Members voting at the Special Meeting.
- ii. Reciprocal Membership**, at the discretion of the Committee, shall be extended for a limited period of time to any member of an inter-state or overseas four wheel drive club that has a similar mission and objectives as the Club.
- iii. Concessional Membership** shall be available to those persons who are a member of any four wheel drive club that is a member of the South Australian Association of Four Wheel Drive Clubs.

D.2. Entitlement to Membership

- a.** Membership of the Club shall be open to persons who are actively interested in the furtherance of the Objectives of the Club but acceptance shall at all times be at the discretion of the Committee, and subject to any limits on Membership numbers that may be in force.
- b.** All applications for Membership shall be submitted to the Committee together with any required declaration or statement, on the required Club form.
- c.** Membership of the Club shall be granted for the period of Membership as defined in the Constitution to accepted applicants upon the payment of the appropriate Joining fee and Membership fee.
- d.** Persons granted and maintaining Membership of the Club are referred to in this document as Members.
- e.** As an aid to the administration of the Club, and to enhance the ability to provide services to the Members, a limit on the numbers of Members may be imposed from time to time as determined by the Committee.

D.3. Scope of Membership

- a.** The intention of the Club in granting Membership is to base the Membership upon a single four wheel drive vehicle, and to include all persons in the family group having the authorised and regular use of that vehicle.
- b.** The scope of the family group, for the purpose of a single Club Membership shall be interpreted as widely as may be considered reasonable at the discretion of the Committee, but shall include both parents and children who normally reside together, and those persons who wish to share the benefits of a single Membership whether co-resident or not.
- c.** All those persons covered by any one Membership shall be referred to in this document collectively as the “Member of the Club” or “Member”.
- d.** Invitations to join in activities may be made to visitors or guests, of persons in an extended family group, or friends using the vehicle of a Member, on infrequent occasions, when the activity or trip so permits.

D.4. Voting rights of Members

- a. Full, Concessional and Life Members shall be eligible to vote if they are present at Social Meetings at which business is conducted to be taken to a Committee Meeting, Special Meetings, and the Annual General Meeting.
- b. The payment of one Membership fee shall entitle a Member to one vote irrespective of the number of persons covered by the Membership.
- c. Life Members and Concessional Members shall be entitled to vote at Meetings according to the Constitution, but Honorary Members and Reciprocal Members shall not be entitled to vote.

D.5. Membership Period

- a. Memberships, with the exception of Life Memberships and Honorary Memberships of a specific period, shall expire on the last day of December each year.
- b. A Member may resign from the Club during the Membership period by giving written notice to the Secretary, but shall remain liable for any outstanding fees or charges incurred. No reimbursement of any fees paid shall apply.

D.6. Lapse of Membership

- a. Existing Full and Concessional Memberships may be renewed at the end of the membership period by payment of the appropriate Membership fee within the prescribed time, and submission of any required completed form, declaration or statement.
- b. Any Membership not renewed by the end of the second month following expiry shall automatically lapse unless a written notice of absence has been accepted by the Committee.
- c. A new application for Membership may be required, at the discretion of the Committee, and subject to payment of a further joining fee before a lapsed Membership can be renewed.
- d. Such an application may be placed on the waiting list if a Membership limit is in force.

D.7. Members Responsibility

- a. All Members, especially where the use of a four wheel drive vehicle is concerned, will be expected to uphold the Code of Conduct as defined in the Members Manual at all times and during any activity with which the Club or its Objectives may be associated.
- b. All Members will maintain insurance on their vehicles at all times during Club activities as required in this Constitution, and as stated in the Members Manual.
- c. All Members shall read the Club's environmental Policy, as defined in the Members Manual, and shall endeavour at all times to comply with that Policy.

D.8. Misconduct of Members

- a. If the Committee determines that the conduct of any Member is or has been detrimental to the welfare of the Club or in contravention of the Code of Conduct, the Member may be called upon to be present at a nominated Committee Meeting and/or provide a written account to justify their conduct.

- b. If the majority of Members present at that Committee meeting consider the conduct of the member to be contrary to the welfare of the Club, the Committee may caution, suspend or expel such Member, which action shall be confirmed in writing to the Member concerned. If the Member resigns no further action need be taken, failing that, the Committee shall notify Members of the decision, by notice delivered by any means as defined in Para B.5. Clause a. and by announcement at the next Social Meeting.
- c. Any Member expelled for inappropriate conduct shall have the right to appeal to a Special Meeting. A three-quarters majority of those eligible Members present shall be required to confirm the expulsion. If the expulsion is not confirmed at that Special Meeting, the Member shall be reinstated.

E. JOINING FEES AND MEMBERSHIP FEES

E.1. Joining Fee

- a. The purpose of the Joining Fee is to Act as a contribution towards both the costs of the assets and the store of knowledge and experience of the Club to which a new Member immediately gains access.
- b. Exemption to the Joining Fee is granted to:
 - i. Reciprocal Members at the discretion of the Committee.
 - ii. Honorary Members
- c. All Joining Fees are due on granting of an application for Membership.

E.2. Membership Fee

- a. The purpose of the Membership Fee is to cover the costs of:
 - i. The on-going administration and functions of the Club.
 - ii. The regular newsletter or magazine of the Club.
 - iii. Club activities.
 - iv. Appropriate liability insurance to the Club, Officers and Members.
 - v. Subscriptions to those State and National bodies to which the Club is affiliated or a member.
- b. All Membership Fees are due on granting of an application and subsequently on the first day following the expiry of the Membership period.
- c. In the event of a new Membership application being accepted during the club's Membership year then the Membership Fee, less any component of the fee that is non adjustable, shall be reduced on the basis of the time remaining in the membership year.
- d. Exemptions to the Membership Fees are granted to:
 - i. Life Members.
 - ii. Honorary Members.
- e. Fees for Reciprocal Membership shall be charged at the discretion of the Committee to cover insurance liabilities, Association subscriptions and provision of the Club Magazine or newsletter as appropriate.
- f. Upon presentation of adequate proof in support of a claim for a Concession, at the discretion of the Committee the Fee for Concessional Members shall be as the Full Member Membership Fee less any portion of State and National Association subscriptions included in this Membership Fee that may be rebated by those Associations, and less any common insurance premium that has been paid through membership of another club.

E.3. Determination of Fee

- a. The Membership Fees and Joining Fees for each Membership period shall be recommended by the Committee after approval of a budget and proposal from the Treasurer.
- b. The Membership Fees and Joining Fees for the coming Membership period shall be determined at the Annual General Meeting by being put as a motion and passed by a majority of the eligible Members voting.
- c. On determination of the Membership Fees and Joining Fees for each year, they shall be recorded in the minutes of the Annual General Meeting and published by any means as defined in Para B.5. Clause a.
- d. The Membership Fees and Joining Fees agreed at the Annual General Meeting may be varied by a three-quarters majority of the eligible Members voting at a Special Meeting.

F. MEETINGS OF THE CLUB:

F.1. Committee Meetings of the Club

- a. The business of the Club shall be conducted at the meetings of the Committee.
- b. Minutes of the Committee meetings shall be kept, according to the general rules for meetings, and distributed to the attendees and others as required, and shall be made available to members of the Club upon request.
- c. The Committee meetings shall be held at a regular time and place each month as shall be determined and reported in the Minutes, and notice of Committee Meetings not so held shall be delivered by any means as defined in Para B.5. Clause a.
- d. At all Committee Meetings the President shall chair the Meeting, or in the absence of the President, the Vice President, or in the absence of the Vice President, such other Committee member nominated by the President, or appointed by a majority of Members present, subject to Quorum stipulations in clause G1.
- e. The chair of the Committee Meeting shall have a vote and if the votes cast are equal the chair then shall have a single casting vote.
- f. Eligibility to vote at the Committee Meetings shall include the elected members of the Committee and members temporarily appointed by the committee.
- g. The members of sub-committees, other Members, or any other persons who the Committee believe may be of benefit to the Committee, may observe Committee Meetings on request or invitation.
- h. Each Committee Member shall have only one vote at Committee Meetings irrespective of the number of Committee positions held.

F.2. Annual General Meeting

- a. The Annual General Meeting shall be held within ninety days of the end of the financial year, subject to a quorum as defined in Section G2 of the Constitution
- b. At least twenty one days notice, stating the time and place of the Annual General Meeting and the business to be transacted, shall be given by publishing the proposed date, time, place, agenda and business, and delivered by any means defined in Para B,5. Clause a.

c. Conduct of the Annual General Meeting.

- i. The President shall chair the Meeting or, in the absence of the President, the Vice President, or in the absence of the Vice President, such other Committee member as appointed by a majority of Members present.
- ii. Minutes of the proceedings shall be kept and shall be open for inspection to Members. These minutes shall be submitted for acceptance at the first Committee Meeting subsequent to the Annual General Meeting, and after acceptance shall be published, and delivered by any means as defined in Para B.5. Clause a.
- iii. The President shall submit a written report of the activities of the Club during the previous financial year.
- iv. The Treasurer shall submit a duly audited financial statement and balance sheet as at the end of the financial year.
- v. A Returning Officer, appointed by the Committee shall conduct the election for the Committee positions.
- vi. The Joining Fee for new Members and annual Membership fees shall be determined.
- vii. Entitlement to vote at the Annual General Meeting shall be as defined in the Constitution and shall be by a show of hands, or if requested by any Member, by ballot.
- viii. In the event of an equality of votes, a second vote shall be held. If the second vote also results in an equality of votes, then the person conducting the meeting shall have a second and casting vote.

F.3. Social Meetings of Members

- a. Social Meetings of Members (referred to in this document as “Social Meetings”) will normally be held monthly at a regular time and place, as advertised by any means, as defined in Para B.5. Clause a.
- b. Social Meetings shall be conducted in an informal manner, and minutes shall not be required to be recorded.
- c. If any matter is of significant importance to the Membership, it may be brought forward as business at a Social Meeting and then shall be reported and minuted at the next Committee Meeting.
- d. All Members, their families, guests and visitors are welcome at Social Meetings.
- e. Social Meetings shall be chaired by the President, Vice President or other Committee member as appointed by the Committee or the Members present.
- f. **The normal format for Social Meetings is:**
 - i. Welcome new Members, guests and visitors.
 - ii. A report on recent activities.
 - iii. An introduction of the calendar of events.
 - iv. Reporting of information of general or specific interest.
 - v. A presentation by a guest speaker.
- g. After the close of the Social Meeting, time shall be allowed for informal discussion.
- h. The format of Social Meetings is intended to be informal, the chair of the Meeting shall endeavour to ensure that the business and speakers are closed at approximately nine thirty p.m. to allow time for informal discussion.

F.4. Special Meetings

- a. Special Meetings shall be convened at any time by the Secretary upon being requested to do so by the Committee or in writing by at least five Members of the Club. Special Meetings normally will be held in conjunction with a Social Meeting.
- b. At least twenty one days notice of Special Meetings stating the time, place and nature of the business to be transacted shall be given to all Members, delivered by any means as defined in Para B.5. Clause a..
- c. The proceedings of Special Meetings shall be conducted as defined in the Constitution.
- d. Minutes of Special Meetings shall be kept and presented to the next Committee Meeting to be recorded and the actions accepted.
- e. **Conduct of Special Meetings**
 - i. At all Special Meetings the President shall conduct the Meeting, or in the absence of the President, then the Vice President or in the absence of the President and the Vice President then such person as is appointed by agreement of the Members present.
 - ii. Entitlement to vote at Special Meetings shall be as defined in the Constitution and shall be by a show of hands, or if requested by any Member, by ballot.
 - iii. In the event of an equality of votes, a second vote shall be held. If the second vote also results in an equality of votes, then the person conducting the meeting shall have a second and casting vote.

G. QUORUM AT MEETINGS

G.1. At Committee Meetings a quorum shall be one half of the elected Committee size and always not less than five Committee members and shall always require to include at least one of, the President, Vice President, Secretary, or Treasurer. Or in the absence of the President, Vice President, Secretary and Treasurer, then the appointed Acting President

G.2. At Special Meetings and the Annual General Meeting a quorum shall be two of the Committee and also at least 15 percent of the Members of the Club.

G.3. If within thirty minutes from the time appointed for any Meeting a quorum is not present, such Meeting may be adjourned for the purpose of obtaining a quorum by agreement of those in attendance for a period of no more than thirty minutes from the time the absence of quorum is moved, or such Meeting shall stand adjourned for the lack of quorum.

G.4. The Members present at any Special or Annual General Meeting that is to be adjourned for the lack of quorum shall determine the place and date of the Meeting to be re-convened, and the Meeting shall be adjourned until appropriate notice has been given in terms of this Constitution.

G.5. Requirement for quorum of a re-convened Meeting shall be as for the original Meeting.

H. COMMITTEE

H.1. Purpose

- a. The management of the affairs of the Club shall be vested in the Committee which shall have full power to act in the name of the Club and shall have control of the assets of the Club according to the Constitution.

- b. At all times, the actions of the Committee on behalf of the Club shall be in support of the Mission and to further the Objectives and shall be restricted to that which is in accordance with the Constitution.
- c. The affairs of the Club are conducted by the Committee, generally without referral to the Members, in order to enable the Members to meet in order to share experience and information without the burden of administrative matters.
- d. It is the duty of the President to ensure that any matter of specific interest to the Members is brought before a Social Meeting, or a Special Meeting.
- e. Any matters arising which are not provided for in the Constitution shall be determined by the Committee.
- f. All Committee members shall act in an honorary capacity.
- g. The retention of the position of any member of the Committee shall be subject to the discretion of the Club as determined by the Constitution.
- h. All members of the Committee shall recognise the Code of Conduct for Members as defined in the Guide-lines for Club Activities in the Members Manual, and are expected to follow it at all times whether directly involved in the affairs of the Club or not.
- i. Due consideration shall be taken at all times that there is no conflict between the actions of a member of the Committee and any personally related business interests.
- j. Interpretation of this conflict of interest rule shall not prevent a suitably qualified or experienced person from assisting in Club matters, but it is intended that there should be able to be no perception that an ulterior motive exists for the actions.

H.2. Structure and Selection of Committee

- a. The Committee shall consist of a minimum of 8 and a maximum of 13 elected positions:
 - i. President.
 - ii. Vice President
 - iii. Secretary.
 - iv. Treasurer..
 - v. Up to nine ordinary committee members to take on duties such as training, membership, organising trips, organising social functions etc.
 - vi. The President, Vice President, Secretary and Treasurer shall be the Executive Members as referred to in this document.
 - vii. Position Titles for the 'ordinary committee members' are at the discretion of the Committee and should reflect the responsibilities of the member
- b. In addition to the elected committee there may be a number of other positions appointed by the elected committee to take on particular functions to meet the Objectives of the Club.
- c. At the time of calling for nominations the Committee will publish a list of positions and associated duties both for the elected committee and any other appointed positions so that individuals wishing to nominate for positions may indicate their area of interest on the nomination form.
- d. Elections for Committee positions shall be held at the Annual General Meeting, for which notice of elections has been given and such elections shall be conducted according to the Constitution.

- e. Should a permanent vacancy occur on the Committee between Annual Meetings, the Committee may appoint a replacement to fill that vacancy. That appointment will remain in force until the next AGM.
- f. Should a temporary vacancy occur on Committee for a period exceeding 1 month for any reason, the Committee may appoint a temporary replacement to fill the vacancy for that period.
- g. Members appointed (in accordance with clauses H.2.f. & g. above) to Executive or other Committee positions shall have all the powers, authority and responsibilities that are normally given to the elected holder of the position they have been appointed to.
- h. No person shall be elected to, appointed to, or shall remain on the Committee unless they are a Member of the Club and over the age of eighteen years.

H.3. Committee Period of Tenure

- a. The President shall be elected for a period of two years to expire at the second Annual General Meeting after election, and shall be eligible to stand for re-election unless, according to the provisions of the Constitution, is removed from or ceases to hold that position prior to the election.
- b. The remainder of the members of the Committee shall retire at each Annual General Meeting and shall be eligible to stand for re-election unless, according to the provisions of the Constitution, the member of the Committee is removed from or ceases to hold that position prior to the election.
- c. Any member of the Committee may choose to resign their position during the term by submission of a written resignation to the President or the Secretary.
- d. Any early resignation from the Committee shall be debated or mediated by the Committee, if so desired, prior to acceptance by the Committee at the next Committee Meeting and notification of the resignation to the Members at the following Social Meeting.

H.4. Committee Member Functions

- a. The duties of all functional positions in the administration of the Club shall be fulfilled by, or under the supervision of, the members of the Committee.
- b. Committee members shall be responsible for the management of specific areas of the activities of the Club and shall have the primary responsibilities and duties as set out in the Committee positions and duties statement.
- c. Each of the Committee members, with approval of the Committee, may appoint a sub-committee to assist with the conduct of the activities for which they are responsible.
- d. Any such sub-committee shall submit a report on its activities and plans through its Committee member at each Committee meeting.

H.5. Procedure for the Election of Committee Members:

- a. Forms for the nomination of candidates for the positions on the Committee shall be prepared by the Committee and shall contain provision for:
 - i. Position
 - ii. Name, Membership Number and Signature of:
 - iii. the Candidate.
 - iv. the Member Proposing.
 - v. the Member Seconding.

- b. The list of the positions on the Committee to become vacant and the duty statements for these positions shall be published with nomination forms, two months prior to the Annual General Meeting and delivered by any means as defined in Para B.5. Clauses a.
- c. All written nominations shall be signed by the proposer and seconder and endorsed by the candidate with consent to act if elected and forwarded to the Secretary in time to be displayed at the Social Meeting one month prior to the Annual General Meeting.
- d. The nomination shall specify the position for which the candidate is nominated.
- e. In the event that no written nomination for a position has been received as required, the returning officer at the Annual General Meeting shall accept verbal nominations from the floor of the Annual General Meeting for the vacant position, provided that each nomination is supported by a proposer, seconder and the affirmation of the candidate to act if elected.
- f. In the event of only one nomination being received for a position, the returning officer shall declare the nominee elected.
- g. If more than one nomination is received for any position a ballot shall be held to count the vote or, if so moved and passed, by a show of hands.

H.6. Discharge of Members of the Committee:

- a. If the Committee determines that the conduct of any member of the Committee is or has been detrimental to the welfare of the Club or in contravention of the Code of Conduct or of this Constitution, then that Committee member may be called upon to be present at a nominated Committee Meeting to justify their conduct.
- b. If the majority of Committee members present at that Committee Meeting consider the conduct of the Committee member to be contrary to the welfare of the Club, the Committee may caution, suspend or discharge the Committee member, which action shall be confirmed in writing to the Committee member concerned.
- c. The Committee shall notify Members present at the following Social Meeting of the decision.
- d. Any Committee member suspended or discharged for inappropriate conduct shall have the right to appeal to a Special Meeting when a three quarters majority of those eligible Members present shall be required to confirm the Suspension or discharge.
- e. If the discharge is not confirmed, the Committee Member shall be reinstated.
- f. Any member of the Committee failing to attend three consecutive Committee Meetings shall at the discretion of the Committee cease to be a member of the Committee

H.7. Appointment of Sub-Committees:

- a. Sub-committees may be formed or Officers appointed at the discretion of the Committee to assist with the conduct of specific activities according to guide-lines agreed by the Committee.
- b. The activities of each Sub-committee or appointed Officer shall be reported to the Committee at each Committee Meeting.
- c. Sub-committees or appointments may be for a limited duration or may be permanent, according to the nature of activity.
- d. Appointed Officers shall be Members of the Club.
- e. At the discretion of the Committee any person, including non-members of the Club, who may be of assistance in any manner, may be invited to participate in a Sub-committee.

- f. Guide-lines for the functions of Sub-committees and appointed Officers shall include adequate control of any expenditure including the provision of budgets and authorisation requirements for any expenditure.
- g. The Committee, at any time, may discharge any appointed Officer, member of a Sub-committee, or disband any Sub-committee, or alter the guide-lines under which a Sub-committee or appointed Officer functions

I. FINANCIAL YEAR OF THE CLUB

The financial year of the Club shall commence on the first day of January and conclude on the last day of December each year.

J. INCOME AND PROPERTY OF THE CLUB

- J.1.** The assets and income of the Club shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to its Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.
- J.2.** No Member ceasing for any reason to be a Member of the Club shall be entitled to have any claim upon any portion whatsoever of the property or funds of the Club, whether as a refund of fees paid, services rendered, or assets shared.
- J.3.** The funds of the Club shall be banked in the name of the Club and the account(s) operated by the Treasurer and one other Elected Member of the Committee. In cases where the Treasurer is unavailable, his role may be fulfilled by the Acting Treasurer, the President, Vice President, Secretary or Acting President.
- J.4.** Records shall be kept of all financial transactions according to generally accepted accounting practices and shall be available for inspection by Members.
- J.5.** An audit shall be conducted at the end of each financial year.
- J.6.** Intellectual and Information Property Rights:
Any information or material however stored, retained, presented or prepared that has been requested, directed or contracted for any purpose or by any means by the Club, the Committee, any Subcommittee of the Club, or any Member of the Club on behalf of the Club, shall become and remain the sole property of the Club unless otherwise contracted.

K. AMENDMENT OF THE CONSTITUTION OF THE CLUB

- K.1.** The Constitution may be amended at any Special Meeting or Annual General Meeting for which at least twenty one days notice in writing specifying the proposed amendments has been sent to each Member and delivered by any means as defined in Para B.5. Clause a.
- K.2.** To pass a motion to amend the Constitution, a three quarter majority vote of the eligible Members voting at the Meeting shall be required.

L. DISSOLUTION OF THE CLUB

- L.1.** The Club shall be dissolved in the event of the Membership being less than twelve Members or upon a three quarters majority of the eligible Members voting at a Special Meeting convened to consider such question.

- L.2.** Upon dissolution, the assets and funds on hand after payment of all expenses and liabilities shall be handed over to such other club or similar association being a non-profit organisation, and having objects similar to those stated in the Constitution or such registered charity, being a non-profit organisation, as a majority of the Members present at the Special Meeting may decide.

M. PUBLIC STATEMENTS ON BEHALF OF THE CLUB

- M.1. Public Statements** on behalf of the Club shall be issued only by the President, Secretary or other person authorised by the Committee specifically to make such statements.
- M.2.** Public Statements on behalf of the Club may include any statement implying the opinion of the Club, or describing its activities, purpose or objectives, whether in print, reported or broadcast.

N. INSURANCE

- N.1.** The Club shall maintain insurance such as Directors and Officers Insurance appropriate to the operation of Associations and Clubs to protect the Officers and members of the Committee acting in good faith.
- N.2.** The Club shall maintain Public Liability Insurance appropriate to the operation and activities of the Club to protect the Officers, members of the Committee and Members acting in good faith and in accordance with the Objectives of the Club.
- N.3.** The Club shall not conduct activities at which the standard Compulsory Third Party Bodily Injury Insurance becomes invalidated by the nature of the activity unless alternative Liability Insurance is in force.
- N.4.** Members shall maintain a minimum of Third Party Bodily Injury Insurance and Third Party Property Insurance on their vehicles at all club activities with due regard to anyone who may drive that vehicle.

O. THE PUBLIC OFFICER OF THE CLUB

- O.1.** The Club shall appoint a Public Officer as required by the relevant legislation.
- O.2.** The Public Officer shall not be required to be a Member of the Club.
- O.3.** The Public Officer by virtue of position shall be entitled to attend all Meetings of the Committee of the Club but shall not, by virtue of position, be eligible to vote at any Meeting.