



## **FPV TICKFORD OWNERS CLUB OF WA Inc. By-laws and Rules**

This document is complimentary to the Constitution of the Club. If a conflict arises between these By-laws and Rules and the Constitution of the Club then the Constitution shall prevail.

These Bylaws and Rules may be altered, deleted or added to by unanimous agreement of Committee Members. When a change is made that change must be made available to all Members by the Committee together with an explanation of the reason for the change and seeking feedback from Members. If 10 or more Members oppose the change within 30 days of its publication then the Committee shall call a Club Meeting to discuss the change and resolve the issue with Members. A two thirds majority of those Members who attend the meeting at a vote on a resolution shall be final.

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## Access to Club Records

(To be read in conjunction with Article 25 of the Club's Constitution.)

Any financial member may inspect the Club Records in accordance with the following procedure and guidelines.

1. Member must forward a written request to the Secretary containing the type of Club Records they wish to inspect.
2. The written request is presented to the committee.
3. The secretary will arrange a date, time and place for the member to view the requested Club Records.
4. The member may view the club records and copy any details; however he/she may not remove the Club Records.
5. The Secretary or a proxy plus one other committee member that may have an interest in the Club Records being viewed to be available to answer any questions the member may have.

Any financial member may request a copy of the clubs general and committee minutes in accordance with 1 and 2 above. The requested minutes will be forwarded to the member as a secured view only PDF copy via email.

A record to be kept with the written request minuting the viewing of the club records including the Members name, date, time and place and any questions from the member and response from the committee members present at the viewing.

## Alcohol

The consumption of alcohol is not permitted at General meetings, or any event deemed non-alcohol club event. E.g. Driver training days.

## Club Logo

The complete Club Logo as watermarked and shown on top of page one (1) is the property of the FPV Tickford Owners Club of WA and any and all subsequent Logo's as approved by Committee from time to time shall be the property of the Club. The Committee shall determine how the Club may use the Club Logo. The logo is the property of Ford motor Company and Prodrive.



## Club Magazine

The Club Magazine shall be known as FPV Tickford 'Xtra'.

The content of the Club magazine is and shall remain the property of the FPV Tickford Owners Club of WA. The Committee of the Club and thence the Editor of our newsletter shall publish a minimum of six (6) issues of the Magazine in each calendar year. All members shall receive each edition of the magazine provided that they are fully paid up financial Members at the time of publication. Honorary and Life Members shall also be provided with each edition of the magazine. The Editor and subsequently the Committee shall have the power of veto with respect to content, tone and subject matter submitted for publication. Unless specific arrangements have been made, the Club shall withdraw advertising from the Club Magazine where the advertiser has an outstanding debt with the Club, defined as unpaid 90 days after date of invoice. Should the debt continue to remain outstanding, the Treasurer shall use all reasonable means to recover such debt and once recovered any future advertising by the same advertiser shall be on a paid in advance basis. The content of the Club Magazine shall provide Members with articles, photographs, future events, new Member details, for sale items, advertising, editorial, and any and all topics related to the Club and / or the Ford marquee.

## Club Runs

These are defined as Member activities in common where Members use their club registered cars in a social setting on a pre-determined date and time. The basis of Club Runs shall include touring, cruises, and travel to motoring events and display days. Club Runs shall **not** include, speed trials, drag racing, driver training days, rallies, hill climbs, timed events, endurance trials, or any official competitive event.

The appointed Social Director shall be responsible for all Club Runs, and such runs shall be consistent with the needs and nature of purpose of both the Club as a body and the Members. Non-members are permitted to participate by invitation of a club member, non-members are required to complete a Day membership form and pay \$5.00 for insurance.

## Club Events

These are defined as Member activities in common where Members attend club events in a social setting on a pre-determined date and time. The basis of Club Events shall include General Meetings, Club Quiz Night, Club Xmas Party, attendance at the FPV Open Day and other similar social events as determined by the Club.

The appointed Social Director shall be responsible for all Club Events, and such events shall be consistent with the needs and nature of purpose of both the Club as a body and the Members. Non-members are permitted to participate by invitation of the club.

## Club Driving Events

These are defined as Member activities in common where Members use their club registered cars in club events on a predetermined date and time not included in Club Runs. These can include Drag Racing, Driver Training Days, Hill Climbs, Rallies, Timed events, Endurance Trials, Speed Trials or any official club competitive event.

The appointed Social Director shall be responsible for all Club Events, and such events shall be consistent with the needs and nature of purpose of both the Club as a body and the Members. Non-members are permitted to participate by invitation of the Club.

## Club Points

Members are able to receive club points for attendance and participation at club sanctioned Runs/Events/Driving Events. At the end of each year Club Points are used in awarding first, second and third placed Club points Champions. Points awarded are:

Club Runs	-	2 points
Club Events	-	2 points
Driving Event Participant	-	3 points (club registered car)
Driving Event Participant	-	2 points (non-club registered car)
Driving Event Spectator	-	2 points
Club Shirts	-	1 point

It is the member's sole responsibility for the signing of Club Run/Club Event/Club Driving Events attendance register.

## Annual Club Awards

The Club awards shall consist of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place as per the Club points system, as well as the Best Clubperson award decided upon by the Committee. All members are eligible.

## Code of Conduct for all Members

Upon applying for and being accepted as a Member of the Club, all Members shall unconditionally agree to the following Code of Conduct:

### *OVERVIEW*

The club wishes to foster a responsible, community minded mentality, and as such requires that its members behave in a suitable manner, abiding by all relevant laws and legislation especially when participating in official club events, or whilst displaying official club merchandise. Failure to act in accordance with club's code of conduct can and will result in sanctions being imposed against individuals where appropriate.

1. A Full Member undertakes to be financial at all times.
2. Any Member shall not behave in a manner that is prejudicial to the image and integrity of the Club.
3. All Members shall accept and abide by all directives and requirements of the club Committee as amended from time to time.
4. A Member shall unconditionally respect all fellow Members and in so doing shall not act in a threatening manner be it physical, verbally and/or otherwise including any and all litigation.
5. A Member unconditionally agrees to support the “Objectives of the Club” as set out in Article 1 of the Club’s Constitution and shall not act in any way that is or could be seen to be in conflict with this rule.
6. A Member shall not financially benefit from his or her Membership of the Club save and accept where such business enterprise is known and made known to the Committee at the time of the Members application for Membership or thereafter.
7. A Member from time to time may be contracted to provide specific services to the Club by the Committee and such services shall be provided on the basis of normal commercial terms save and accept where there is a specific agreement in writing between the Member and the concerned official parties prior to the execution of such service.
8. A Member by virtue of his or her Membership acceptance agrees to act as an ambassador of the Club and in the best interests of the Club at all times.
9. A Member shall not make representations for and on behalf of the Club without prior consent from the Committee.
10. Membership of the Club is conditional upon each Member being held accountable for their actions where such actions are found to be in contravention of any and/or all of the above stated requirements.
11. Where a guest is found to behave in a manner that is unacceptable, then the introducing Member shall immediately remove the guest without question from the function. All invited guests must abide by and advocate the rules of the Club at all times.
12. A Member shall drive at all times within the confines of the law at all Club activities.

## **Code of Conduct for Committee Members**

1. Members of Committee shall not financially and/or materially gain from their Membership of the Committee.
2. Subject to Bylaw “Approval of expenditure of Club funds by the Committee”, Members of Committee shall not commit the Club to any expenditure and/or financial liability without first obtaining a minute in writing authorising them to do so unless it is clearly included in an annual Club budget previously approved by Committee.

3. Members of Committee shall not enter into any arrangement wherein a creditor of the Club shall be discharged from their financial obligation no matter what the circumstance may be.
4. Members of Committee shall not speak on behalf of the whole Committee as a governing body without first obtaining a minute in writing authorising them to do so. This includes passing judgments on an issue, passing comments, offering opinions where such acts can and could constitute a representation on behalf of the Committee.
5. Members of Committee's first obligation are to all Members of the Club. Where a Member has an issue that needs to be dealt with, such issue shall be referred to the Committee for further guidance and action. Where such issue is very urgent and/or of a very sensitive nature, such referral shall be to the President in the first instance.
6. Members of Committee shall be issued with written documents including emails originating from Committee. Unless agreed otherwise, such documents are "privileged" and shall remain in the care of the Committee recipient. Unless agreed otherwise such documents shall not be photocopied, duplicated, transmitted electronically, and/or otherwise passed to any other
7. Member or third party without the expressed permission of the Committee by way of written minute.
8. Members of Committee shall be privy to matters and issues that are otherwise not available to other Members and/or the "public domain". Unless agreed otherwise such information shall remain confidential and shall not be discussed with any party outside the Committee structure.
9. Members of Committee shall take care when entering into debate, fostering debate, or soliciting opinions from the Membership not to express opinions which the Committee Member knows to be in conflict with the Committee's position.
10. Members of Committee are expected to represent the Club and to be the Ambassadors of the Club.
11. Members of Committee shall foster a safe and happy environment for the benefit of all Members of the Club.
12. Members of Committee shall not be part of and/or act in a manner that could discredit the Club, any other Committee Person, and/or the Committee as a management body.
13. The President, Vice President, Club Secretary and Treasurer shall have limited authority to act for and on behalf of the Club, as and when necessary. Limits to this authority to act shall be determined by majority vote of the Committee.

### **Deposits (Club Events/Driving Events)**

Deposits paid for Motoring Events are non-refundable as all Events are capped at a pre-determined number of entrants, unless of course the event is cancelled.

Members may find replacement members to fill their position in the Event, and upon receipt of payment from this member, a refund will be made.

Any member may apply in writing to the Committee, outlining exceptional circumstances as to why a deposit should be refunded if no other entrant can be found.

## **Discipline of Members**

(See Clause 27 in the Club's Constitution)

### *DISCIPLINE*

The Committee shall have the power to expel any Club member who, in the opinion of not less than 2/3rds of the Committee members has been considered as having brought the club into disrepute, or constantly fails to abide by the constitution or by-laws, protocols set down by this club. Members who act or who have acted in a manner that is inconsistent with the Club's Constitution and/or these Bylaws and Rules, and/or have through their direct control acted to discredit and/or harm and/or inflict harm verbally or in writing, shall be the subject of disciplinary action from the Committee for and on behalf of the Members of the Club.

Where the Membership Secretary or any committee member receives a formal complaint that clearly sets out the nature, time and parties to the complaint it shall be immediately passed to the President and tabled at the next Committee meeting. The President shall determine if the matter should be dealt with immediately, or referred to the Committee for further investigation and recommendations.

Based on the above provisions, the President and/or Committee by majority vote shall instruct the Club Secretary to issue a formal letter or email to the defendant of the complaint to "show cause" as to why disciplinary action should not be applied. The defendant has 7 days from the date of the notice to attend at the next Committee meeting. Upon acknowledgement of attendance of the defendant, the Membership Secretary shall place the matter on the agenda of the next Committee meeting.

The defendant is entitled to present to the Committee any material or person in support of his or her position. Should the defendant choose not to attend the next Committee meeting, and/or the defendant does not acknowledge the Club Secretary's letter then the Committee shall preside over the matter, on the basis that the defendant attends the Committee meeting, the matter shall be either upheld, or dismissed.

The defendant, should the complaint be dismissed, agrees that no further action shall take place between the defendant and the complainant, the defendant and the Committee, and the defendant and the Club, either by civil action, breaches of discrimination and the like, or any other form of litigation whatsoever. On the basis that the complaint is upheld, the Committee shall preside over a suitable disciplinary action consistent with the nature of the complaint, including a fine,



temporary suspension of Membership, and/or expulsion as it sees fit given the circumstances.

The action imposed by the Committee shall be presented to the defendant in writing by the Membership Secretary and shall be in effect from the date detailed in the letter.

The defendant has 30 days to lodge an appeal to the imposition by way of notice to the Club Secretary calling for an extra ordinary meeting. Upon receipt of such notice, the Membership Secretary shall advise all Committee Members in writing of the extra ordinary meeting, giving the committee Members a minimum of 21 clear days' notice of the meeting.

The meeting shall be chaired by the President and only the topic of appeal shall be put to the Members at the meeting.

The meeting shall be conducted as follows:

1. The Club Secretary shall table the original complaint.
2. The defendant shall address the complaint.
3. The President shall set before the meeting the basis of the disciplinary imposition.
4. Members shall vote to uphold or dismiss the appeal by way of majority vote. These are the only matters that shall be discussed at this extra ordinary meeting and there shall be no questions from the floor including cross examination of President, Committee, and / or the Committee Members.

The defendant shall comply with the "no further claims provision" as set out above.

In the case of member complaints from other Club members a special meeting of the committee will be called if and only when the complaint is received within 7 days of the stated offence. It is then the prerogative of the committee to validate the offence or deem that it is fictitious and false. The Committee shall preside over a suitable disciplinary action consistent with the nature of the complaint and/or the provocation of submitting misleading information.

## **Internet Rules**

The Club utilises a sub forum in the Ford Forums, namely <http://www.fordforums.com.au/forumdisplay.php?f=368>. All posting on Ford Forums is subject to the Fords Forum posting rules: <http://www.fordforums.com.au/announcement.php?f=2&a=2>.

The objective of our forum is;

1. To promote, foster and conduct the sport of automobiles and motor sport generally in all of its branches.

2. To promote friendship and courtesy on the road and in competition between members of the club.
3. To promote and engender social activities.
4. To conduct meetings and classes whereby members of the public may obtain knowledge enabling them to become better drivers and to maintain their vehicles in a high standard of efficiency.
5. To promote the benefits of owning, driving, restoring and the preserving of their Ford vehicles modified by Tickford Engineering along with all Falcon based XR model vehicles produced by Ford from the BA onwards as well as all vehicles built by Ford Performance Vehicles.
6. By agreeing to these rules, you warrant that you will not post any messages that are obscene, vulgar, sexually-orientated, hateful, threatening, or otherwise violative of any laws.

The moderators of the Forums reserve the right to remove, edit, move or close any thread for any reason or suspend forum members as determined by the moderator and endorsed by the committee.

### *General Rules*

1. While debating and discussion is fine, we will not tolerate rudeness, insulting posts, personal attacks or purposeless inflammatory posts. Our decision is final in these matters.
2. The Forums are open public record and as such, criticism, abuse, inflammatory posts in relation to Club activities or members will not be tolerated. (Monthly general meetings are held to resolve internal issues)
3. Please refrain from posting meaningless threads, one word (or short) non-sense posts, or such.
4. Multiple or repeated posting in order to increase your post count is not allowed.
5. Discussions of illegal activities are not allowed.
6. Each member is allowed one login account. Registering with multiple accounts is not allowed.
7. While we are quite happy to have constructive comparative conversations about competitor's products, we will not tolerate blatant adverts or the sort of 'ooh look, yet another bulletin board' threads. Also, we would appreciate it if you refrain from blatant bashing of other boards.
8. We reserve the right to remove offensive posts without notice.
9. Also while these rules cover most common situations, they cannot anticipate everything. Consequently we reserve the right to take any actions we deem appropriate to ensure these forums are not disrupted or abused in any way. We also reserve the right to ban anyone who wilfully violates the forum rules, as access to our support forums are a privilege and not a right.
10. You may not post on behalf of any banned member in any public manner. This includes all forums, private messages, signatures, and e-mail features.

11. Public posts debating these rules and/or moderators' enforcement of such, will be removed without comment.

### *Facebook & other Social Media Platforms*

1. This is a moderated site, which means that there are a few simple rules in place to ensure that everyone is free to enjoy the community here without fear or favour.
2. Bullying of another member (defined as torment, threats, harassment, humiliation, embarrassment or otherwise targeting by another member) will not be tolerated. Any member engaging in this sort of behaviour will be removed from the platform without further recourse.
3. The site is provided mainly for the benefit of those wishing to discuss vehicle related matters (not exclusively Ford ones) This is NOT a free for all area and posts that either don't meet the criteria listed below or which are deemed to be unduly trivial in nature may be removed at the discretion of the moderation team.
4. In short, the following things are not permitted:
  - a. Posts about or containing references to: religion, race, politics, sensitive or controversial subjects except at the discretion of the admin team.
  - b. Posts that are (or could reasonably be considered to be): defamatory, threatening, invasive of privacy, or which otherwise violate any law applicable within Australia.
  - c. Posts that are disrespectful or insulting to another forum member. Remember that everyone is entitled to their opinion as long as it is expressed in a reasoned manner.
  - d. Posts containing advertising material in any form except those posted by or on behalf of supporting site sponsors. This includes private 'For Sale' posts except those posted within the specifically provided For Sale areas and in accordance with the T&C of that area.
  - e. Posts that are deliberately argumentative or which fail to respect the opinion of another member.
  - f. SMS style posts - the odd generally accepted abbreviation is fine but posts full of SMS messaging text will be deleted.
  - g. Continual posts containing negative comments about the Ford Motor Company, Ford related product or the Club community. This does not mean that you can't raise a legitimate issue or make the occasional negative comment but consistent bashing won't be tolerated.
  - h. Posts containing contents of a Private Message (PM). The PM system is for one to one personal communication and public posting of those messages is a breach of the Privacy Act.
5. Posts which breach any of the points above will be removed at the absolute discretion of the administration team.

6. Posts which breach any of the points above may also result in a warning being issued to the offender. These warnings can result in temporary (or permanent) removal of access to the forum and if sufficient warnings are given to an individual then that ban will become permanent.
7. If you feel that a post has been removed or a warning issued incorrectly then please use the Private Messaging system or email to [webmaster@fpvtickfordclubwa.com.au](mailto:webmaster@fpvtickfordclubwa.com.au) to discuss the issue with a member of the admin team rather than discuss the issue publicly.

## Guests

All Members are encouraged to introduce their guests at all Club functions, events, sporting activities and the like. Guests attending such functions are the responsibility of the introducing Member and shall act in a manner consistent with the rights and privileges of Membership of the Club. This rule is provided for the compliance and safety of all Members and guests during all Club activities.

## Membership (Discount members)

To be read in conjunction with Article 2 of the Club's Constitution.

Discounted membership is a Club membership where the discounted member is the partner of a full paying financial member of the FPV Tickford Owners Club of WA.

This permits the partner to participate in all Club events utilising there nominated Club vehicle.

1. A discounted member has full voting rights.
2. A discounted member is *not* entitled to a new member starter pack.
3. A discounted member is *not* entitled to the yearly produced Club DVD.
4. A discounted member will *not* receive the bi monthly edition of the Club Magazine "Xtra".

Should the full club membership associated with the discounted members membership become expired, or the full member be expelled from the Club the discounted membership shall remain in force until the expiry of that yearly membership.

## Membership (Life members)

To be read in conjunction with Article 2.2 of the Club's Constitution.

For a club member to be eligible for nomination the following conditions must be applied:

1. Associate members are not eligible
2. Member must have minimum of 10 years full involvement in the club
3. member must have held a committee position for 5 years

## **Membership (Day)**

Non-Members wishing to participate in a Club Activity that is covered by a CAMS Permit are required to complete a Day Membership Form and pay a nominated fee.

## **Name of Club**

1. The Club shall be known as the FPV Tickford Owners Club of WA Inc.
2. The name as above is intended to be symbolic and shall not be altered from the Intention of the Objectives of the Club as set out in the Constitution, save and except for any ASIC, and/or statutory requirements with respect to corporate compliance.
3. Should the nature of the Club change significantly from the intended purpose, the Ordinary Members through a Special General Meeting may vote for a name change.
4. All Members are to be advised in writing of both the Special General Meeting and the proposal to change the name of the Club.
5. For a name change to take full and final effect the vote can only be carried by a majority of 75% of the total voting Members at that meeting.
6. Where a name change has full and final effect the Club Secretary shall advised all Members of the name change in writing within 14 days of the change taking effect.
7. The Club Secretary shall as soon as practicable advise the Club's bankers, Solicitors, committee and/or Trustees, insurers, Register Secretaries and ASIC of the name change.

## **Outstanding Monies**

The Club does not provide Members with Credit Accounts.

1. Any Member who fails to pay their annual subscriptions by the 30<sup>th</sup> March in each year shall be deemed to be unfinancial.
2. Members who are deemed to be unfinancial shall have all rights and privileges suspended until payment in full is received.
3. Full Members and sponsors who contract with the Club for the purposes of commercial advertising and the like are expected to settle such obligations within 30 days from the date appearing on the commercial invoice as issued by the Club.

4. Should the debt to the Club, as described in 4 above, remain outstanding for a total of 60 days from the date invoiced, then the parties shall be considered to be unfinancial.
5. Should a commercial debt remain outstanding beyond 90 days from the date invoiced, the parties shall be suspended from Membership until payment in full is received and the Club may take appropriate action to recover such debt.

## Penalties

Penalties for breaches of the By-laws will range from a formal written caution to expulsion from the Club involving a 75% vote by the Committee.

## Privacy Policy - Preamble

The Club values the importance of maintaining the confidentiality and privacy of its Members and suppliers. The Committee shall adhere to the Privacy Act 1988 and subsequent amendments. Our Privacy Policy sets out to outline in plain English:

1. The collection of your personal information;
2. How we use and disclosure your personal information;
3. The quality of your personal information;
4. How you can access your personal information;
5. Security of your personal information; and
6. How to contact us.
7. What we collect and how we collect it

We generally collect personal information directly from you, for example, when you deal with us in person, mail, over the telephone or via our web site. The nature of personal information collected and maintained by us generally comprises information such as your name and address, your contact details (telephone and e-mail address) and Ford vehicle details.

Financial information is held and recorded only to the extent that we require to process your financial transactions with us.

The only purpose that we have in collecting or holding this information is the efficient management of the Club in accordance with the Club's Constitution.

The Club will only record your e-mail address if you send us a message. Your e-mail address will only be used or disclosed for the purpose for which you have provided it and it will not be added to a mailing list or used or disclosed for any other purpose without your consent.

Users are advised that there are inherent risks transmitting information across the Internet. What do we use it for? Information is collected for the purposes of establishing and maintaining the data records that allow for the efficient management of the Club and its activities.

We only use your personal information for internal administration and to assist us to identify and inform you of activities conducted by us that may be of interest to you.

We will use reasonable endeavours to prevent the disclosure of your personal information except to the extent:

1. Indicated at the time you supply the information to us or expressly permitted under any agreement with you;
2. Required for performance by us of our activities for you;
3. Required under compulsion of law or provided in cooperation with any government authority or The Associations Incorporate Act 1987;
4. Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.
5. We undertake not to sell, rent or trade your personal information.
6. Selected personal information may be shared among the Members of the Club unless you notify us otherwise.

### *ACCURACY AND QUALITY OF INFORMATION*

We will use reasonable endeavours to ensure that the information held is accurate and will update our records at the earliest opportunity following notification of any errors or changes.

What information does the Club have on me?

On request, you may access personal information collected and held by us. Further, if you believe that your personal information is not accurate, or incomplete, you may request that we make necessary corrections, additions or deletions. In order to do so, we ask that you put your request in writing.

Who uses it and is it secure your personal information will be held in a responsible manner, with access limited to those with a legitimate "need to know", bona fide officers of the Club or those in the Club with the delegated authority of the Committee.

Any questions, Should you wish to discuss any aspect of this privacy statement, or would like more information on our approach to privacy, please do not hesitate to contact us.

### **Prohibition of use of Club name and address**

The Club name, FPV Tickford Owners Club of WA, is and remains the property of the Club and its Members.

1. Members are not entitled to use the Club name without prior written authorisation from the Committee.
2. The Committee shall, from time to time and in the course of carrying out its responsibilities, use the name provided always that no individual Member shall personally gain materially and/or financially by the use of such Club name.
3. The Committee shall not unreasonably withhold the authorisation to use the Club name to a Member where such use is determined to be in the best interests of the Club.
4. The Committee in all instances acts as Trustee of the Club name and shall use all reasonable endeavours to apply the name legally and responsibly in carrying out of the Club's general activities.
5. These provisions exclude purchased car stickers, clothing, regalia and publications such as the newsletter, that are by virtue of prior consent already in the public domain.

## Regalia

The Club may from time to time offer Members merchandise that includes the Club Logo. The provision of such merchandise is made on the following basis:

1. The Member shall not take possession of such merchandise until fully paid for.
2. The Member shall not pass the merchandise to any persons other than to other Members on a non-profit basis.
3. The Merchandising Officer shall be responsible for the following:
  - a. The provision of merchandise to Members.
  - b. The design, development and purchasing of such merchandise.
  - c. The control of merchandise that may be authorised to be on "consignment" to authorised re-sellers that have prior approval from the Committee.
  - d. A regular stock valuation submitted to the Treasurer on a quarterly basis.
  - e. The reconciliation of purchases, sales, and stock holding on a quarterly basis.
  - f. The development of a marketing plan that provides for seasonal items, disposal sales, special offers, and promotional events such as the All Ford Day.
  - g. The safe keeping of all working stocks.
4. Merchandise samples remain the property of the FPV Tickford Owners Club of WA.



## Register of Member's Vehicles

The Club shall keep and maintain a computer based Register of all club eligible cars that are owned and / or in the authorised control of all Members. FPV Tickford Owners Club of WA members shall respect and show diligence to other clubs and manufacturers.

1. The Secretary shall develop and maintain a Register as described above.
2. The details of this Register shall not be disclosed to any third party excepting for the use by the Club in the management of the Club's activities.
3. All Members have a responsibility to advise the Secretary of any changes they have to the ownership of their cars.
4. All Members accept that their car details shall be made available to the Secretaries, as and when required.
5. Where the Club needs to satisfy a request for the provision of a particular model car, commercially or otherwise, the Member may be approached by the Secretary and the Member has the right to decline such request of use.

## Sub-Committees

The Committee from time to time may form special sub-Committees to assist the Committee in the management and further development of the Club. Sub-Committees shall be formed and managed on the following basis:

1. The Committee shall vote by majority to the forming of a specific sub-Committee.
2. The sub-Committee shall have a Committee Member as its chair.
3. The sub-Committee shall enter into a minute book all business and actions agreed and such minutes shall be submitted to the Club Secretary for tabling at a Committee meeting.

Sub-Committees shall provide management assistance of Club business matters such as, but not limited to, sporting events, car shows, finance, Membership, social activities.

## Voting - Absentee

(To be read in conjunction with Article 20 of the Club's Constitution.)

Absentee voting is where a member who wishes to vote at any EGM or AGM of the incorporated association and is unable to attend meeting.

1. Member request to Secretary that you intend to submit absentee vote.
2. Secretary to confirm member is financial.

3. Secretary to register the request in Absentee Voting Register.
4. Secretary forward to Member:
  - a. Self Addressed Envelope to Returning Officer.
  - b. Voting Form.
5. Member to complete voting form and add member details to the back of the self-addressed envelope, sign and date.
6. Returning Officer to update the Absentee Voting Register that Voting form has been returned.
7. Returning Officer to confirm that member is Financial.
8. Hand voting form to those tallying votes.

## **By Law and Rules AMENDMENTS** (As Approved by the Committee)

<b>Date</b>	<b>Items Number</b>	<b>Change</b>
02/02/08	Added	Membership (Discounted member)
02/02/08	Added	Proxy Voting
02/02/08	Amend	Change 10 days to 30 days in Discipline
02/02/08	Amend	Colour change to Club logo
11/08/09	Added	Access to Club Records
11/08/09	Amend	Forum Rules
11/08/09	Amend	Proxy Absentee Voting
11/08/09	Amend	Privacy Policy
11/03/11	Added	Membership (Life member)
13/05/11	Amend	Club Runs
13/05/11	Added	Club Events
13/05/11	Added	Club Driving Events
13/05/11	Amend	Club Points
13/05/11	Amend	Deposits
17/06/11	Added	Membership (Day)
21/08/11	Amend	Forum Rules
01/12/12	Amend	Access to Club Records
12/01/13	Added	Annual Club Awards
11/04/14	Deleted	Forum Rules
11/04/14	Added	Internet Rules