

Californian Cruisin Inc

BY-LAWS

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1. Preliminary

- 1.1 These By-Laws are established by the Committee of Californian Cruisin Inc. pursuant to the power conferred upon the Committee by Section 3.1 of the Constitution.
- 1.2 In these By-Laws, the expression “the Club” means the incorporated club known as Californian Cruisin Inc.
- 1.3 These By-Laws shall come into force and be duly operative upon posting on the Website and then at the next general meeting of the Club.
- 1.4 These By-Laws are to be read subject to the Constitution and Rules of the Club and in the event of any inconsistency, the Constitution and Rules shall prevail.
- 1.5 These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed his/her name thereto.
- 1.6 The Committee may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.7 A copy of the Constitution and Rules of the Club are available for perusal on the club website.

2. Executive

The Executive of the club shall be voted in from and Annual or Special General meeting of the club and shall be comprised of:

- 2.1 President
- 2.2 Vice President
- 2.3 Treasurer
- 2.4 Secretary

2.1 President

- 2.1.1 The responsibility of the Club President is to overview the management and administrative operation of the club and to provide leadership and support to all its members. The President may achieve this through effective communication and responsible overview.
- 2.1.2 The President shall officiate in all meetings of the Executive, Committee and the Club meetings. The President shall at all times act in a manner that shows no bias towards members.
- 2.1.3 The President will be the Public Officer and attend to all matters dealing with the Department of Fair Trading and maintain all records both electronic and paper documents in files.
- 2.1.4 The President will be 1 of 3 Controlling Officer signatories for all financial dealings.

2.2 Vice President

- 2.2.1 The Vice President is to assist the president and other club officers in completing their duties. It is also the vice president's responsibility to effectively contribute to the club's operations. To do this effectively, The Vice President must be involved with the work and understand the policies of the club.

2.3 Treasurer

- 2.3.1 The Treasurer is in control of the club's money, its collection, and disbursement. The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested.
- 2.3.2 The Treasurer will report each month's financial position of the club to the members at a monthly general meeting.
- 2.3.3 The Treasurer will be 1 of 3 Controlling Officer signatories for all financial dealings.

2.4 Secretary

- 2.4.1 The role of the Secretary is to support the President in ensuring the smooth functioning of the Management Committee.
- 2.4.2 The Secretary is responsible for ensuring meetings are effectively organised and minuted, maintaining effective records and administration.
- 2.4.3 The Secretary will be 1 of 3 Controlling Officer signatories for all financial dealings.

3. Committee

- 3.1 The Committee members of the club shall be voted in from an Annual or Special General meeting of the club and shall be comprised of: no more than five (5) full members who are financial members of the club.
- 3.2 The members of the committee will help the Executive in the running of the club's affairs. They shall attend meetings and assist the President in helping make valued decisions about the running of the club.
- 3.3 Members of the committee will help in organising and running of events and outings for the benefit of the club members.

4. Auxiliary Officers

The Executive shall appoint the following Auxiliary Officers:

- 4.1 Plate Registrar
- 4.2 Public Officer
- 4.3 Events Organiser
- 4.4 Web Master
- 4.5 Property Officer
- 4.6 Special Event Co-Ordinator

4.1 Plate Registrar

- 4.1.1 The Plate Registrar will be responsible for maintaining a full and complete registrar of members of the club who have a vehicle registered with the NSW RMS in the 60 Day Historic and Classic Registration Scheme.
- 4.1.2 The Plate Registrar will compile all documents that are required to be kept for the club as per "The Constitution", "Conditional Historic/Classic Registration Scheme".
- 4.1.3 The Plate Registrar in assessing a member's vehicle for inclusion in the Scheme shall utilise forms;
 - (1) Californian Cruisin Inc. Registrar Inspection Check List
 - (2) Californian Cruisin Inc. Club Members Vehicle Declaration
 - (3) RMS form 1246 Application for Conditional Registration
 - (4) RMS form 1259 Historic Vehicle Declaration
 - (5) RMS form 1835 Classic Vehicle Declaration

4.2 Public Officer

4.2.1 The Public Officer is both the official point of contact for an incorporated association and one of the authorised signatories. The public officer is automatically one of the authorised signatories for the association. However, the public officer is not automatically a signatory to the association's bank account.

4.2.2 Every association must have an official address. The official address must be a physical address in NSW where the public officer can generally be found. It must be the premises where documents can be received by post.

4.2.3 The public officer is responsible for:

- notifying Fair Trading of any change in the association's official address within 28 days
- collecting all association documents from former committee members and delivering the documents to the new committee member
- returning all association documents to a committee member within 14 days, upon vacating office
- acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
- custody of any documents as required by the constitution.
- Notify Dept Fair Trading after an AGM with A12-T2 form re Financial Affairs

4.2.4 The committee must fill any vacancy in the position of public officer within 28 days.

4.2.3 A public officer will vacate the position if he or she:

- dies
- resigns in writing to the committee
- is removed from office by the passing of a resolution at a general meeting
- becomes bankrupt
- becomes a mentally incapacitated person
- ceases to be a resident of New South Wales, or
- meets any circumstances as provided for in the constitution.
- The new public officer must notify Fair Trading within 28 days of the new appointment. Notification must be in the approved form [Notice of appointment of public officer and notice of change of association address](#) (form A9).

4.3 Events Organiser

4.3.1 The Events Organiser will work in with the President to organise club runs and search for events that the members may wish to attend.

4.3.2 The Events Organiser will work in with the Webmaster to ensure all events are included on the Club website.

4.3.3 The committee may appoint more than one (1) Events Organiser

4.3.4 If there are more than 1 Events Organisers then one will be elected as the Chair of the committee.

4.4 Web Master

4.4.1 The Webmaster will work with the President and the committee in maintaining a website for the club.

4.4.2 The Webmaster will as far as practicable ensure that the information on the website is as up to date as possible.

4.2.3 The Webmaster will ensure that payments for upkeep of the website are managed promptly.

4.5 Property Officer

4.5.1 The Property Officer will manage all the property belonging to the club.

4.5.2 The Property Officer will order such merchandise as required and sell and distribute such items to the members.

4.2.3 The Property Officer will liase with the President and the Chromefest Co-Ordinator to order and control such items of merchandise for the event.

4.2.4 The Property Officer will conduct a stocktake of property and present it at each Annual General Meeting.

5. Amendments to the By Laws

5.1 By Laws may be amended by the Committee as and when required

5.2 A By Law will need a two thirds majority of the Committee members vote to be accepted.

5.3 When a By law is changed the members will be notified by email and then again at the next general meeting of the club.

5.4 Nonprofit corporations are required to write and keep a record of their bylaws, but do not have to file them with a state office. Thus, unlike amendments to the articles of incorporation i.e. the Constitution, bylaws may be changed without officially filing amendments.