



MANUAL
(By-Laws)
of the
NSW Torana Club Incorporated

Approved at the Annual General Meeting of 17th March 2018



Steven Hennessy
President
17th March 2018

Rosemary Scheibel
Secretary
17th March 2018

Table of Contents

1. Code of Conduct - General.....	1
2. Code of Conduct - Right of Appeal of Disciplined Member.....	1
3. Code of Conduct - Runs	2
4. Historic and Classic Vehicle Registration Schemes.....	3
5. Club Information.....	3
6. Committee.....	3
(3) President.....	3
(4) Vice President (floating).....	4
(5) Secretary.	4
(6) Treasurer.	4
(7) Run Coordinator.....	5
(8) Membership Officer.....	5
(9) Webmaster.	5
7. Life Membership	6
8. Club Fees and Ancillary Costs	6
(1) Membership:	6
(2) Merchandise:	6
(3) Documents:.....	6
9. Colours/Emblem	6
10. Motto	6
11. Regalia.....	6
(3) Shirt, Polo.....	7
(4) Shirt, Dress.	7
(5) Jacket, Winter.	7
(6) Cap.	7
12. Privacy Policy	7
Information Collection and Use	7
Security.....	7
Changes to this Privacy Policy.....	7
13. Documents Suite.....	8
Emblem.....	9
Motto.....	13
Membership Application Form.....	14



CLUB MANUAL (By-Laws)

This Manual will be updated on an ongoing basis by resolution of the committee.

Review

- Reviewed by the Committee, 24th December 2017.
- Next review date: 30th October 2019. Earlier if required.

1. Code of Conduct - General

(1) Members and Associates must:

- (a) Treat other people as they would want to be treated themselves.
- (b) Be familiar with the Club Rules contained within this Club Manual and this Code of Conduct.
- (c) Obey the road rules as prescribed.
- (d) Take responsibility for their own actions. The Club will not accept responsibility for the negligence or actions of any person or persons whatsoever.
- (e) Ensure that motor vehicles on Club runs are registered, roadworthy and have third-party property insurance as a minimum.
- (f) Make any complaints or suggestions about Club service or quality to the Committee via the Secretary in writing.
- (g) Advise the Secretary of any changes to contact details.
- (h) Advise the Membership Officer of any status change in driver's licence or Torana ownership or insurance.

(2) Penalties can include reprimand, run exclusion, suspension or expulsion from the Club.

2. Code of Conduct - Right of Appeal of Disciplined Member

(1) No right of appeal is provided for a member or associate who is expelled for misconduct. Such misdemeanours include:

- (a) conduct and/or behaviour prejudicial to the good name of the Club, and
- (b) criminal activities including:
 - (i) illegal drug use;
 - (ii) intoxication;
 - (iii) theft;
 - (iv) malicious damage;
 - (v) sexual harassment;
 - (vi) lewd actions;
 - (vii) intimidation;

- (viii) fighting;
- (ix) criminal convictions; or
- (x) cyber bullying.

3. Code of Conduct - Runs

- (1) On Club runs, participants are:
 - (a) Encouraged to purchase and use a Global Positioning System (GPS). Mobile phones are also useful; however, their use must comply with the law. As, quite often, participants become separated from the run group due to traffic lights, dense traffic, etc., and therefore it may become difficult should the member become unsure of how to get to the nominated destination. The run leader, in partnership with a designated 'rover' and/or a 'tail-end-Charlie', will endeavour to maintain smooth group flow.
 - (b) To ensure that their vehicle has adequate fuel to reach the destination or the next planned fuel stop. Refuelling the vehicle should be done before refuelling yourself and not at the last minute before the run commences. Runs will not be delayed for those vehicles needing last minute fuel particularly when there has been an ample opportunity to fill beforehand.
 - (c) Urged to keep together wherever possible particularly in built-up areas for this will minimise the necessity of continually stopping to regroup. It is realised that keeping together in built-up areas can be difficult, but often those caught at lights will catch-up to those in front as they themselves are slowed by lights.
 - (d) Not permitted to overtake the designated run leader, however participants may move about within the group, overtaking when safe and legal.
 - (e) Encouraged to remain with the group until the agreed dispersal point at the end of the event. This also applies to static events such as car shows and displays.
 - (f) Where a member is a nominated run leader, to drive at the speed limit whenever possible. In some instances, the run leader may need to pull the group over to allow those left behind to re-join. Driving below the speed limit can cause frustration to other motorists and driving over the limit is illegal.
 - (g) Requested to pull over safely if mechanical problems cause their car to break-down. Other participants of the run should also pull over. The run leader, if unaware of what has occurred, should be advised of the situation by mobile phone who should then pull-over where safe and legal. The run leader should bring all the other participants back to the break-down, and remain there until a plan-of-action has been agreed upon. The broken-down member shall not be left stranded.
 - (h) Asked to assist the run leader by acting as 'tail-end-charlie'. The member acting in this capacity will drive with lights on to indicate where the last car in the convoy is. Similarly, a 'rover' may be required if the volume of participants calls for it.

- (i) Are advised that a run is defined to be the journey and the destination as predetermined by the run coordinator as the primary venue.
- (j) To be aware that the Club is on public display, and therefore driving behaviour, if inconsiderate, as well as loud music, dogs and drones may be upsetting to others. This could be in contravention of the Club's Code of Conduct.

4. Historic and Classic Vehicle Registration Schemes

- (1) The Club is approved by the NSW Roads and Marine Services to administer the Historic and Classic Vehicle Registration Schemes. To qualify to have a vehicle registered under such a scheme, the member must:
 - (a) be a financial member of the Club for a period of not less than twelve (12) months, and
 - (b) have attended a minimum of five (5) Club-sanctioned events within this period.
- (2) Policy and procedures for the Historic and Classic Vehicle Registration Schemes are outlined on the NSW Roads and Marine Services web site at <http://www.rms.nsw.gov.au/roads/registration/get-nsw-registration/historic-vehicles/>

5. Club Information

- (1) The following information is available to members and associates:
 - (a) Minutes of the annual general meeting.
 - (b) Minutes of any special general meeting.
 - (c) Inspection of books in accordance with Rule 44 of the Constitution.
 - (d) Treasurer's Report at the annual general meeting.

6. Committee

- (1) The committee will comprise the following positions:
 - (a) President.
 - (b) Vice President (floating).
 - (c) Secretary.
 - (d) Treasurer.
 - (e) Run Coordinator.
 - (f) Membership Officer.
 - (g) Webmaster.
- (2) The Committee is to:
 - (a) Maintain the confidentiality of committee business.
 - (b) Be signatories of the Club cheque book.
Fulfil *its* obligations to the Club as per the position descriptions.
 - (c) Act in a manner at all times that is representative and beneficial to the Club.
- (3) President. The President is to:
 - (a) Be the Public Officer and execute the role in accordance with the NSW Fair Trading guidelines including lodgement of forms and

- (b) documentation as and when required.
 - (b) Preside as chairperson at committee meetings and at the Annual general meeting.
 - (c) Assume overall responsibility for the efficient and effective running of the Club.
 - (d) Act as arbitrator and make the final decision in dispute resolution on Club matters.
 - (e) Prepare a report for the annual general meeting.
 - (f) Represent the Club at external events.
 - (g) Perform any other duties as may be required.
- (4) Vice President (floating). The Vice President is to:
- (a) Act as President when the President is absent, unwilling or incapable of fulfilling his/her duties.
 - (b) Maintain the Club's asset register or assign the maintenance of same to a selected Committee member.
 - (c) Perform any other duties as may be required.

Note: The NSW Torana Club does not have the formal position of Vice President, but one of a 'floating' Vice President. Upon election of a new committee, the six (6) incumbents collectively decide who will assume the position of Vice President. The occupant of this position may change from time-to-time depending upon committee member availability and requirements.

- (5) Secretary. The Secretary is to:
- (a) Prepare agendas for committee meetings and annual general meetings.
 - (b) Record the Minutes of Committee meetings and annual general meetings.
 - (c) Maintain incoming correspondence and ensure appropriate response if required.
 - (d) Provide notice to members of the annual general meeting and any special general meetings including any necessary documentation.
 - (e) Receive nominations for Committee positions and notify the President if a ballot is required.
 - (f) In the event of an electronic ballot at an annual general meeting, record the votes in confidence and present the results to the Chairperson.
 - (g) Prepare a report for the annual general meeting.
 - (h) Maintain custody of the Minutes of all Club meetings.
 - (i) Maintain custody of the up to date Committee Member Non-Disclosure agreements.
 - (j) Advise members and associates of Committee resolution changes to the Club Manual.
 - (k) Perform any other duties as may be required.
- (6) Treasurer. The Treasurer is to:
- (a) Maintain accurate books and accounts showing the financial affairs of the Club.
 - (b) Ensure payment of all Club-related costs in a timely and efficient manner.

- (c) Maintain custody of the Club cheque book.
 - (d) Issue receipts immediately upon receipt of any incoming monies in accordance with current Australian Consumer Law (ACL) requirements.
 - (e) Ensure banking of all incoming monies as soon as possible upon receipt.
 - (f) Prepare and present a detailed 'Financial Report' for all Committee meetings and the annual general meeting.
 - (g) Prepare a report for members and associates at the annual general meeting.
 - (h) Monitor whereabouts and keep records of all Club merchandise.
 - (i) Perform any other duties as may be required.
- (7) Run Coordinator. The Run Co-ordinator is to:
- (a) Plan and prepare, in advance and for a twelve (12) month period, a varied and flexible runs calendar of events and activities, which suits the interests, and desires of the general membership.
 - (b) Advance reconnoitre of each run regardless of whether the run has been undertaken previously.
 - (c) Send a reminder to members at least one (1) week prior to each run.
 - (d) Prepare and distribute detailed run sheets to the members prior to run commencement.
 - (e) Prepare a detailed run report following each run to be sent within five (5) days to the Webmaster, including photographs and a participation list.
 - (f) Lead all runs and appoint a 'tail-end-charlie', and a 'rover' (if required).
 - (g) Prepare a report for the annual general meeting.
 - (h) Perform any other duties as may be required.
- (8) Membership Officer. The Membership Officer is to:
- (a) Receive membership enquiries and respond in a timely manner.
 - (b) Receive new membership applications and present to the Committee.
 - (c) Advise applicants of Committee acceptance/rejection.
 - (d) Maintain an up-to-date membership register.
 - (e) Advise other committee members of new members, resigning members and enquiries.
 - (f) Present membership certificates to members upon completing twelve (12) months of tenure.
 - (g) Arrange for photos of new members' cars to be sent to the Webmaster for posting to the website.
 - (h) Send renewal notices to members as renewals fall due.
 - (i) Prepare a report for the annual general meeting.
 - (j) Perform any other duties as may be required.
- (9) Webmaster. The Webmaster is to:
- (a) Maintain, coordinate and update the Club's web site on a regular basis.
 - (b) Upload to the web site, run reports and photographs as received and

in a timely and efficient manner.

- (c) Prepare a report for the annual general meeting.
- (d) Perform any other duties as may be required.

7. Life Membership

- (1) There is no provision within the NSW Torana Club for the appointment of life memberships.

8. Club Fees and Ancillary Costs

- (1) Membership: Application for membership shall be made on the specified form. Refer Annex C. The following membership and ancillary fees apply:
 - (a) Application fee (Member) - \$100.00. Includes first year's membership, polo shirt, cap and two (2) decals.
 - (b) Annual fee - \$60.00 discounted to \$50.00 if payment by 30th June of year in which fee is due.
 - (c) Application fee (Associate) - \$70.00. Includes first year's membership, polo shirt, cap and two (2) decals.
 - (d) Annual Associate's fee - \$30.00 with discount to \$20.00 for payment by 30th June of year in which fee is due.
 - (e) Runs fee - Donation.
- (2) Merchandise:
 - (a) Cap - \$25.00.
 - (b) Shirt, Polo, Winter - \$40.00.
 - (c) Shirt Polo, Summer - \$40.00.
 - (d) Vest - TBA.
 - (e) Jacket, Fleecy - TBA.
 - (f) Jacket, Winter - \$90.00.
 - (g) Decal, Vehicle - Nil charge.
- (3) Documents:
 - (a) Copies as per Rule 11(2) of the Constitution - \$1.00 per page, plus postage if applicable.

9. Colours/Emblem

- (1) The Emblem of the Club is predominantly red and characterised in font 'Batman Forever'. Refer Annex A.

10. Motto

- (1) The Motto of the Club, 'Great Cars - Great Runs - Great People' is characterise in font 'Magneto'. Refer Annex B.

11. Regalia

- (1) Club regalia may be worn or displayed only when attending Club-sanctioned events or when representing the Club.

- (2) Additional items of regalia may be purchased by members to be worn by a spouse, partner, other family members, or themselves.
- (3) Shirt, Polo. Shirt colour is predominantly red and embossed, in white, with the Club emblem over the left breast and the member's given name over the right breast.
- (4) Shirt, Dress. Shirt colours are predominantly red/black and embossed, in white, with the Club emblem and the member's given name over the left breast.
- (5) Jacket, Winter. Jacket colours are predominantly red/black and embossed, in white, with the Club emblem and the member's given name over the left breast.
- (6) Cap. Cap colour is predominantly red with white piping and embossed with the Club emblem positioned at the front of the cap. Caps are a baseball cap style.

12. Privacy Policy

- (1) This policy outlines the Club's process regarding the collection, use and disclosure of members' personal information. This information is for record keeping purposes only and the Club reassures members that it complies with all applicable privacy laws.
- (2) Upon joining the club and providing personal details, members agree to the collection and use of such information in accordance with this policy.

Information Collection and Use

- (3) When joining the club, members are requested to provide certain personally identifiable information such as name, address, telephone number(s), date of birth, occupation and Torana vehicle ownership details.
- (4) It is customary at club events for photographs of groups and/or individuals to be taken with a view to sharing the occasion in the 'runs' section of the club website and/or on Facebook as record for history and prosperity as well as to share with those unable to attend the event.
- (5) If for any reason a member does not wish for an image to be taken of him/herself, family, and/or those for whom the member is responsible, the member should advise a committee member. In the event where an image has already been taken to which a member opposes, every reasonable effort will be made to exclude/delete the image/s from Club records.

Security

- (6) It is the Club's intention to keep all data for the information of the committee only. Individuals' data will not be passed onto a third party without the member's specific authorisation. It must be emphasised, however, that any data can be porous, and therefore, no absolute

guarantees are offered. Personal information which a member is uncomfortable in providing, may be withheld.

Changes to this Privacy Policy

- (7) This Privacy Policy is effective as of 1st February 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted onto the Club's website.
- (8) The Club reserves the right to update or to change its privacy policy at any time, and as such, members are urged to check it periodically. Members will be advised of changes by email and a notice will also be placed on the website.

13. Documents Suite

(1)	Constitution, NSWTC-01	01/01/2018
(2)	Club Manual, NSWTC-02	01/01/2018
(3)	Brochure, NSWTC-03	01/01/2018
(4)	Decals, NSWTC-04	01/01/2018
(5)	Membership Card, NSWTC-05.....	01/01/2018
(6)	Membership Application/Nomination Form, NSWTC-06	01/01/2018
(7)	Membership Welcome Letter, NSWTC-07	01/01/2018
(8)	Membership Renewal Form, NSWTC-08.....	01/01/2018
(9)	Membership Register, NSWTC-09	01/01/2018
(10)	Membership Certificate, NSWTC-10	01/01/2018
(11)	Nomination for Committee Form, NSWTC-11.....	01/01/2018
(12)	Committee Election Ballot Form, NSWTC-12	01/01/2018
(13)	Committee Election Ballot Instructions, NSWTC-13	01/01/2018
(14)	Committee Non-Disclosure Agreement, NSWTC-14.....	01/01/2018
(15)	General Voting Form, NSWTC-15	01/01/2018
(16)	Privacy Policy, NSWTC-16	01/01/2018
(17)	Merchandise and Assets Register, NSWTC-17	01/01/2018
(18)	Logo and Stationery Guidelines, NSWTC-18	01/01/2018
(19)	HCRS Guidelines for Applicants, NSWTC-19	01/01/2018
(20)	HCRS Application Form, NSWTC-20	01/01/2018
(21)	HCRS Scrutineer's Work Sheet, NSWTC-21	01/01/2018
(22)	HCRS Log Sheet, NSWTC-22	01/01/2018

Emblem

NSW
TORANA
CLUB

Annex B to
Club Manual of the
NSW Torana Club Inc
Dated: 17th March 2018

Motto

Great Cars - Great Runs - Great People



www.nswtoranaclub.com

APPLICATION FOR MEMBERSHIP

Great Cars ~ Great Runs ~ Great People

Please Tick

New Membership

Full Associate

Please print email address clearly

Email:

Name: Date of Birth:

Partner's Name (optional): Date of Birth:

Address: Post Code:

Phone (H): Work: Mobile:

Occupation: Gender: M F

Tell us a little about your Torrie ... Model: Type: Year:

Colour: Body Style: Engine Capacity: Rego No:

Anything else you would like to tell us:

.....

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I have read and understood the Club's Rules (Constitution) and Manual (By-Laws) and the Club's policy on Historic and Classic Registration. I understand that my/our membership may be revoked if these are not followed.

Signature: Date:

Proposed By: Signature: Membership No:

Seconded By: Signature: Membership No:

➤ **Application fee (Member): \$100.00.** Includes first year's membership, polo shirt, cap, and two (2) vehicle decals. Annual fee thereafter is \$60.00 p.a., payable on or before 30th June.

➤ **Application fee (Associate): \$70.00.** Includes first year's membership, polo shirt, cap and two (2) vehicle decals. Annual fee thereafter is \$30.00 p.a., payable on or before 30th June.

Approved President: Date:

Approved Membership Officer: Date:

Membership fee may be paid by electronic funds transfer. Please ensure that you identify (tag) your payment so that we know who made the transaction.

Account: NSW Torana Club Inc BSB: 062445 Account Number: 10651664 **Form NSWTC-06**
Revised 04 March 2018

The information you have provided to the NSW Torana Club Inc allows it to provide its members with the best possible membership services. This information is not made available to any other person or organisation and is used solely for purposes within the NSW Torana Club.