

# **BY-LAWS OF THE PONTIAC CAR CLUB OF AUSTRALIA (QLD CHAPTER) INC.**

## **1. General**

a. The Pontiac Car Club of Australia (QLD Chapter) Inc. is a Queensland Incorporated Association as governed by the Associations Incorporation Act 1981. The Office of Fair Trading (OFT) administers all Incorporated Associations (IAs) in Queensland. This club is registered as IA 30226 and its date of incorporation was 25 June 2001. Incorporation is a state-based concept and different versions exist in other states.

b. Every Incorporated Association is required to have a set of rules (Constitution) which governs its operations and forms a legal contract between its members and itself. A Constitution, dated 25 June 2001, was created for the QLD Chapter, based on the Model Rules as outlined under the Associations Incorporation Regulation 1999 (Schedule 4). The Model Rules are a standard set of rules provided by the Government ensuring full compliance with the Associations Incorporation Act. Only a small number of areas are allowed to be customised within the Model Rules to identify the body, its objects, classes of membership and end of financial year date. In general, there will be no reason to update the club's Constitution, which would also require a re-lodgement with the OFT. The file name for our constitution is 'PCCA-Q Rules v1.0 as at 250601'.

c. Section 42 of the Model Rules states that the Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association. Many areas of the club's operations are not covered under the Model Rules as they are not a requirement of an Incorporated Association under the Act. By-Laws can be altered as required through internal club processes.

d. This document comprises the By-Laws of the Pontiac Car Club of Australia (QLD Chapter) Inc.

## **2. Link to National Committee**

a. The National body of the Pontiac Car Club of Australia (PCCA) is an unincorporated Committee. It comprises a representative of each incorporated state body and the editor of the national magazine, Pontiac Torque.

b. The National Committee of the Pontiac Car Club of Australia is governed by the Guidelines for the PCCA National Committee.

c. The Pontiac Car Club of Australia (QLD Chapter) Inc. will participate in the National Committee of the PCCA and follow the Guidelines for the PCCA National Committee.

d. The Pontiac Car Club of Australia (QLD Chapter) Inc. will be represented by the President or a delegate, or in the case that neither are available, by another member nominated by the body.

## **3. Structure**

a. The Pontiac Car Club of Australia (QLD Chapter) Inc. will be governed by a Management Committee as covered under the Constitution.

b. The Management Committee of the Pontiac Car Club of Australia (QLD Chapter) Inc. comprises the President, Secretary/ Treasurer and Assistant Treasurer. The Position of Secretary/Treasurer should be held by a person that can demonstrate a previous working knowledge of finance and accounts.

- c. The Management Committee may create non-committee positions for the purposes of the operations of the club.
- d. An Activities Co-ordinator role has been created to manage the annual activities calendar.
- e. A Media Co-ordinator role has been created to manage the media activities of the club including Facebook, Website, Pontiac Torque Magazine contributions and the Club E News.
- f. Run Leaders will be created for individual club activities.
- g. The PCCA-Q Governance Manual contains the detailed list of duties in each position, as well as meeting procedures and other information.

#### **4. Meetings**

- a. Management Committee Meetings, Special General Meetings and the Annual General Meeting will be held in accordance with the Constitution.
- b. Member's social meetings will be held every three to four months, usually co-ordinated to follow a Management Committee Meeting. These will generally be held on a Saturday night at a hired venue.
- c. Meetings will be advertised to all members in advance via the Club E-News.

#### **5. Communications**

- a. The Club E-News is the primary connection source to the majority of members. Editions will be sent Blind Copy to protect member's email addresses. Generally, these are sent out weekly to advise of forthcoming events, or to report on the last event.
- b. The club's Facebook site ([www.facebook.com/qldpontiac](http://www.facebook.com/qldpontiac)) is the primary connection source to the general public. The Management Committee will authorise the members with admin rights to this site. Photo albums will be posted containing results of club activities.
- c. The club's Website ([www.qldpontiac.org.au](http://www.qldpontiac.org.au)) was created in early 2019 to support the club registration authorities process, and also contains club documentation. The Management Committee will authorise the members with admin rights to this site.
- d. The club's Website will contain the membership forms and copies of the Constitution (Model Rules), By-Laws, Certificate of Incorporation and Certificate of Public Liability Insurance. Other downloads include the 'Pontiac Car Club - Concessional 'Club' Registration' user's manual and the 'Directory of Pontiac Resources'. The membership forms will also appear on the [www.pcca.org.au](http://www.pcca.org.au) national website.
- e. A 'One-Drive' site was set up due to Facebook's inability to host pdf files back when we didn't have a website. As we now have one some content has been migrated off the one-drive site. (<https://onedrive.live.com/?id=74D5EDE246E6B813%21111&cid=74D5EDE246E6B813>) is the address. The Management Committee will authorise the members with admin rights to this site. It does have the advantage of a 15GB storage repository, while our website is very limited. Therefore, large items such as electronic versions of Torque should use the one-drive facility.
- f. Contact Cards have been organised to provide a means of communication to non-members. The most recent batch contain our facebook and national website links, as well as our bank account details for payments. A variety of suppliers can provide these, and we generally obtain 250. Officeworks supplied the latest stock in August 2018.

## **6. Property**

- a. The Management Committee will maintain a Club Gear Register listing and locating items of club property. These are not classed as assets for financial purposes, and costs involved have been expensed in the year of purchase. The Management Committee will authorise transfer of these items between members.
- b. The Management Committee will maintain a Club Library. This presently contains a collection of Pontiac Manuals (catalogued), High Performance Pontiac Magazines 2001-2014 (indexed) and a scanned set of Pontiac Torque Magazines from 1987 to present (indexed). Documentation will be placed on the club's website to enable member access.
- c. Archived Club Records and Historical Documents are contained in two storer boxes, currently with the President. These include minute books from the 1970's and other material relating to the original Pontiac Car Club of Queensland, as well as financial and secretarial records no longer required by the Secretary/ Treasurer.

## **7. Merchandise**

- a. The Management Committee will authorise the purchase and distribution of club merchandise. This comprises shirts, caps and other items bearing the national or state club logo.
- b. A merchandise co-ordinator will be appointed in times of sufficient demand to justify a position.

## **8. Membership Generally**

- a. Membership provisions are contained in the Constitution.
- b. In addition to, and not in conflict to these, the following provisions apply to the club.
- c. Membership covers the immediate family.
- d. Membership cards will be issued to all members on admission or on renewal. These will be in digital form, unless the member requests a hardcopy version. They are required to identify a member when applying for club registration at a Transport Department office.
- e. Multi-year memberships will not have a discount applied as they did under the previous national administration of membership.
- f. Pro-rata fees apply for applicants joining other than at the end of financial year.
- g. The membership renewal date is 30 June. Members may be paid-up to another date, but the preference is to align the two.
- h. Queensland Chapter membership forms encourage the use of either direct EFT or inter-bank transfer into our nominated account.
- i. The Management Committee will ensure that member's information will be kept secure and only accessed by authorised members. Please refer to our Privacy Policy for further information.
- j. The Management Committee may grant honorary life membership to any member in recognition of their outstanding service to the club. This is generally considered to be at least ten years holding a Committee position.

## **9. Club Registration**

- a. The Pontiac Car Club of Australia (QLD Chapter) Inc. is an authorised participant in Queensland Transport's Special Interest Vehicle (SIV) scheme.
- b. Members are able to apply to the Management Committee to have their qualifying vehicles placed onto the scheme. The Management Committee will authorise a member to undertake the task. Currently this is delegated to the Assistant Treasurer. They will maintain a register of Club Registrations issued.
- c. A fee of \$50 per vehicle will be payable to process a club registration. This includes a dating certificate identifying the member and the vehicle.
- d. The Club will maintain a Club Run Authorisation page on the website to enable members to self-authorise extension use from what is normally allowed under the scheme. The Management Committee will monitor the use of run authorities to ensure it is not excessive.
- e. The Club will maintain a 'Pontiac Car Club - Concessional 'Club' Registration' user's manual and make it available via the website.

## **10. Club Runs**

- a. The programme of club runs and other activities will be determined by the Activities Co-ordinator in conjunction with the President. It will seek to cover a range of South-East Queensland locations on rotation. For the full guidelines for the operation of Club Runs see the PCCA-Q Governance Manual under 'Run Leaders'.

## **11. Cruise Rules**

- a. A Cruise Rules document was issued on 7 June 2019 to formalise the expectations of member behaviour and operational aspects of our activities. It will be reviewed from time to time by the Management Committee.

## **12. Privacy Policy**

- a. The Management Committee will authorise the club's Privacy Policy to ensure the safeguarding of member information. The policy will be made available via the website.

## **13. Amendments to the By-Laws**

- a. The Management Committee will amend the By-Laws as required.
- b. If the proposed amendment is deemed to be of significance (e.g. a policy change or increase in fees), the membership will be consulted either via the E-News or at a Meeting to enable their feedback on the proposal.