



Port Stephens Classic Automobile Association Inc.

PO Box 130
Nelson Bay
NSW 2315

9 March 2017

(Addendum A Declaration Form modified May 2018)

CONSTITUTION

Made under *Associations Incorporation Act (NSW) 2009*

Definitions:

the 'Act' means:	<i>Associations Incorporations Act (NSW) 2009.</i>
'AGM' means:	Annual General Meeting.
'Association' means:	Port Stephens Classic Automobile Association Incorporated.
'Associate Member' means:	A Member who is sponsored by a Full Member. An Associate Member enjoys the same rights and privileges as a Full Member under this Constitution.
'Classic Vehicle' means:	A Vehicle manufactured at least 15 years prior to the current year, and that in the opinion of the Committee is a classic vehicle and/or motor bike, or a Vehicle less than 15 years old that in the opinion of the Committee, will become a classic vehicle and/or motor bike. In consideration of the eligibility of a classic vehicle for Membership, the Committee may reject a classic vehicle that has modifications which are not sympathetic to the essence of that particular model, and which deviate substantially from the original design or silhouette.
'Committee' means:	The management Committee of the Association comprising both Executive and Ordinary Members.
'Constitution' means:	The Constitution of the Port Stephens Classic Automobile Association Incorporated ('PSCAA').

'CRS' means:	Conditional Registration Scheme.
'EGM' means:	Extraordinary General Meeting.
'Financial Member' means:	A Member who is fully paid-up following the call for Annual Membership Fees, and is shown on the PSCAA Register as having been accepted by the Committee as a 'Financial Member'.
'Full Member' means:	A Member whose nomination has been accepted by the Committee and is fully financial. A Full Member has all rights and privileges enjoyed under this Constitution.
'Honorary Member' means:	An individual granted limited membership by the Committee in order to fulfil a task, or to provide professional advice, and which is limited to no longer than three (3) months duration. An Honorary Member has no voting rights.
'Life Member' means:	A Member of the Association, who through exemplary dedication and conduct to the Association, has been recognised by a majority of the Association's Members, at an AGM, as a 'Life Member'.
'Member' means:	Full Member, Associate Member, Life Member, or Un-sponsored Associate Member of the Association unless otherwise stated. (Also see Clause 2.0)
'Register' means:	The PSCAA Register showing all Members and Committee Members of the Association, who are financial.
'Un-sponsored Associate Member' means:	An Associate Member whose sponsor is no longer a Full Member of the Association and who, having declined Full Membership, wishes to continue with the Association. Un-sponsored Associate Members who own or control a classic vehicle/s may access the CRS.

Introduction:

This Association, formed under this Constitution and Incorporated under *Associations Incorporation Act (NSW) 2009* and registered with the NSW Department of Fair Trading is known as: 'The Port Stephens Classic Automobile Association Incorporated'.

1.0 Objectives of the Association:

1.1 The Objectives of the Association are:

- 1.1.1** To promote, foster and conduct events, activities and opportunities to enjoy the ownership of a classic vehicle/s, or motor bike/s.

- 1.1.2 To promote friendship and courtesy both on and off the road between Members of the Association.
- 1.1.3 To promote social activities amongst all Members.
- 1.1.4 To conduct meetings whereby Members may enjoy each other's fellowship and obtain knowledge on all facets of owning and maintaining a classic vehicle/ motor bike.
- 1.1.5 To foster safe and responsible driving, under the Australian Road Rules, by its Members.

2.0 Membership:

- 2.1 All Members must be natural persons and may be members of other similar Associations.
- 2.2 The Association has the following types of Membership:
 - 2.2.1 Full Membership.
 - 2.2.2 Associate Membership.
 - 2.2.3 Unsponsored Associate Membership.
 - 2.2.4 Honorary Membership.
 - 2.2.5 Life Membership.
- 2.3 Full Membership shall be open to any person who owns, or controls a classic vehicle as earlier defined.
- 2.4 All applications for membership must be in writing and shall be in such format as shown in the By-Laws (see Clause 2.5 and Addendum B).
- 2.5 All Applications for Membership, regardless of type, shall be approved by the Committee of the Association with the exception of 'Life Membership' which is to be approved by a majority of Members voting at an AGM.
- 2.6 A Full Member of the Association may sponsor one Associate Member. All Associate Members shall be approved by the Committee of the Association. An Associate Member should be married/in a relationship with/personally known to/related to, their sponsor. An Associate Member may occupy a position on the Committee. An Associate Member may also own a classic vehicle/ motor bike.
- 2.7 In the event of an Associate Member's sponsor no longer being a Member of the Association, the Associate Member may at the discretion of the Committee be asked to take up Full Membership, providing they own, or control a classic vehicle/bike. In the event that the Full Membership is not taken up they will become an Unsponsored Associate Member.

2.8 A Full Member who no longer owns or controls a classic vehicle, may continue to be a Member of the Association, and may continue to sponsor an Associate Member whilst they are considering the replacement of their classic vehicle/ motor bike.

2.9 Life Membership may be conferred on Full Members at the AGM. A Life Member, who through exemplary dedication and conduct to the Association, may be recognised and nominated by the Committee at an AGM, but must be voted in as a 'Life Member' by a majority of the Association's Members. Life Members may sponsor an Associate Member under the terms of this Constitution.

2.10 Honorary Membership may be conferred upon an individual by the Executive Committee, for a specific purpose, but such membership shall not exceed three (3) calendar months in duration.

2.11 Membership fees (in all categories) shall be determined by the Committee, but such fees must be ratified by a majority vote by Members at an AGM or EGM.

3.0 The Committee:

3.1 Management of the Association (Executive and Ordinary Committee), shall comprise:

3.1.1 The Executive Committee with the following Members, in order of seniority:

3.1.1.1 President.

3.1.1.2 Vice-President.

3.1.1.3 Secretary.

3.1.1.4 Treasurer.

3.1.2 The Ordinary Committee with not more than seven (7) Members. Who may be assigned specific duties by the Executive Committee. In such cases their title will be Committee Member followed by a description of their duty.

3.2 The office of President, Vice President, Treasurer and Secretary are exclusive in that no one Member of the Executive Committee shall hold more than one office in the Executive Committee at any one time. However, a Member of the Executive Committee may hold office as an Ordinary Member, but only one position as an Ordinary Member.

3.3 Both the Executive and Ordinary Committee Members shall be elected at the AGM and shall hold office for one calendar year (until the following AGM). At each AGM, both the Executive and Ordinary Committee shall retire their office. They shall then be eligible for re-election (see Clause 6.0).

3.4 The Committee is responsible to all Members of the Association in accordance with the *Associations Incorporations Act (NSW) 2009*.

3.5 The Association, at an EGM may decide, by a majority vote of no less than seventy-five (75) *per centum* (75%) of the Association to remove a Committee Member from the

Committee. Such removal does not expel the Member from the Association. The Member has a right of appeal as indicated at Clause 22.10.

3.6 The Committee may delegate a Sub-Committee to investigate, co-ordinate, arrange, or undertake a project on behalf of the Association. Sub-Committee Members have no voting rights in the Committee.

3.7 The Committee at its first meeting after the AGM shall appoint The Public Officer and where appropriate the Conditional Registration Scheme (CRS) Registrar.

3.7.1 The Public Officer must be a person who is aged 18 years or more and is ordinarily resident in New South Wales. He/ She may be an Executive Committee Member, Ordinary Committee Member or any other financial Member of the Association.

3.7.2 The Conditional Registration Scheme Registrar may be an Executive Committee Member, Ordinary Committee Member, or any other financial member of the Association.

4.0 Committee Meetings:

4.1 The Committee shall meet at least quarterly, and at such other times as decided upon by the Executive Committee.

4.2 The Committee shall also meet, upon a request from the majority of the Ordinary Committee giving seven (7) days' notice in writing to the Secretary.

4.3 The President shall be the Chairperson of all Committee Meetings except that in his/her absence, the Vice-President shall act as Chairperson. In the event of the absence of the Vice-President, the order of seniority of the Acting Chairman is given at Clause 3.1.1.

5.0 Failure to Attend Committee Meetings:

5.1 Any Committee Member who fails to attend any three (3) consecutive Committee Meetings, without a written apology, or just cause (to either the President, Vice-President, or Secretary), may be required to 'show cause' in writing to the Committee why they should not be expelled from his/her office.

5.2 Any decision in relation to Clause 5.1 must be taken at a Committee Meeting and the result advised to the Members of the Association at the next General meeting.

5.3 The Committee has the right to fill Casual Vacancies as they occur. (see Clause 7.0).

6.0 Election of Committee:

6.1 The election of the PSCAA Committee shall take place in the following manner:

6.1.1 The Secretary shall give written notice of the AGM and for the election of the PSCAA Committee (at least twenty-eight (28) calendar days prior to the AGM) to all Association Members.

6.1.2 Any two Members of the Association may nominate a Financial Member to serve on the Committee. Nominations must be in writing and forwarded to the Secretary at least twenty-one (21) calendar days prior to the AGM.

6.1.3 In the event of there being only one written nomination for a position, that member shall be automatically elected. For committee positions, where no written nominations have been received, nominations shall then be called from those Members present at the AGM to fill those vacancies.

6.1.4 A list of names of the nominations received for each Committee position, in alphabetical order, shall be forwarded to the Members of the Association at least fourteen (14) calendar days prior to the AGM. Ballot lists shall be prepared containing the names of the nominees, and each Member present (providing he/she is a Financial Member) at the AGM, shall be entitled to vote for any number of such nominations (not exceeding the number of vacancies).

6.1.5 If two or more nominees obtain an equal number of votes, a further ballot will be held restricted to such nominees. If after a further vote, the ballot is tied once again, then the position is to be drawn from 'a hat'.

6.1.6 Voting for nominees, when called upon, is to be by a 'show of hands'.

7.0 Casual Vacancies and Appointments:

7.1 In accordance with Clause 5.0, the Committee can fill Casual Vacancies as they occur.

7.2 A Casual Vacancy must be filled by a Financial Member of the Association, who must accept the position.

7.3 A Casual Vacancy appointed to the Committee shall retire at the next AGM despite his/her term served, but shall be eligible for re-election in accordance with Clauses 3.0 and 6.0.

8.0 Powers of the Committee:

8.1 The Committee has the power to invite any other Member (or individual) to attend Committee Meetings who may be of assistance to provide professional or skilled advice as required. Such individual (if not a Member), may be appointed as an Honorary

Member (in accordance with Clause 2.10) but shall not be entitled to vote at any Committee Meeting.

8.2 The Committee, in addition to the powers conferred upon them to properly carry out the objectives of the Association by this Constitution, also have legislative duties and responsibilities conferred upon them under Parts 4 and 5 of the *Associations Incorporations Act (NSW) 2009*.

9.0 By-Laws:

9.1 The Committee is empowered, for the purposes of efficient and effective management of the Association to make, repeal and amend By-Laws as they consider necessary.

9.2 The following By-Laws form part of this Constitution:

9.2.1 Addendum A -Registration and use of Motor Vehicles or Motor Cycles on the RMS Conditional Registration Scheme.

9.2.2 Addendum B - Application for Membership of the Association.

9.2.3 Addendum C - Duties of Office Bearers and Appointees.

10.0 Association Funds and Management:

10.1 Association Funds are to be derived from Annual Membership Fees, donations, sponsorship and, subject to any resolution passed by a majority vote at a General meeting, such other sources as the Committee determines, at the time, to be in the 'best interests' of the Association.

10.2 The Association's funds shall be banked in the name of the Association. The Association's bank account shall be operated with any two signatories from the Committee. This cannot be delegated without the majority approval of the Association at a General meeting.

10.3 The Association is prohibited from making any distribution to its Members (whether in money, property, or otherwise) of any assets whatsoever. This does not however prevent the payment, in good faith of remuneration, to any Committee member, or the re-imbursment of out-of-pocket expenses, or disbursements incurred in facilitating the objectives of the Association, provided such Member can produce a receipt to the Treasurer for such payment.

10.4 Members do not have the authority, at any time, to commit the Association in respect to any monetary or financial liability, unless especially directed to do so in writing, by the Executive Committee.

10.5 All accounts for payment shall be presented to the Executive Committee for consideration prior to passing for payment (also see Addendum C, clause C.4.1.8).

10.6 Association funds are to be used in pursuance of the objectives of the Association, but only in such a manner as approved by the majority of the Committee.

10.7 Any expense over the limit of \$1,000.00AUD is to be passed by a majority of Members at a General meeting.

10.8 The Treasurer must keep in his/her custody, and under his/her control, all Records of Account and upon vacating office hand such records to the Public Officer.

11.0 Audit of the Association's Financial Affairs:

11.1 An auditor, or auditors, shall be appointed by the Executive Committee (exempt the Treasurer) at least six (6) calendar weeks prior to the AGM.

11.2 The auditor/s is/are to be given the task/s to examine all records of account, and financial documents (including vouchers, receipt books, income statements, cheque books, and bank statements), etc.

11.3 An audited and typed Annual Statement of Accounts and the Association's Balance Sheet is to be furnished by the Treasurer to the Executive Committee at least seven (7) calendar days prior to the AGM for their agreement and signature. The approved and audited documents are to be made available to all Association Members at the AGM.

11.4 Audits shall be conducted at intervals of not more than thirteen (13) calendar months.

12.0 Association's Financial Year:

12.1 The Association's financial year shall be from the 1st November of one year until the 31st October of the following year.

12.2 The Treasurer is responsible to have all such records mentioned at Clause 11.2 available for audit at a date so agreed between the Committee and the Auditor appointed by the Committee.

13.0 Annual General Meeting (AGM):

13.1 The Association's AGM shall be held not later than the last day of November in each calendar year.

13.2 The Association's Annual Report, audited Records of Account, and any other reports that the Committee considers appropriate shall be presented at the AGM.

- 13.3** The Annual election of office bearers is to be conducted, by an impartial Member (i.e. one who is not a nominee for election), who is to oversee the election to ensure that it accords with the Act.
- 13.4** The election of office bearers is to be the last agenda item on the AGM Agenda.
- 13.5** Such election is to be by a 'show of hands', the outcome of which is to be advised by the impartial Member and recorded in the Minute Book.
- 13.6** Any notice of motion intended to be placed on the AGM's Agenda is to be served on the Secretary, in writing, not later than twenty one (21) days prior to the date fixed for the AGM.
- 13.7** The AGM Agenda shall be forwarded to all Members by the Secretary fourteen (14) days before the AGM.
- 14.0 Extraordinary General Meeting (EGM):**
- 14.1** The Committee may call an EGM by notifying all Members at least fourteen (14) calendar days in advance of the date intended for the EGM.
- 14.2** An EGM's Agenda is to be limited only to emergency or urgent items.
- 14.3** An EGM shall also be called when a request in writing and signed by at least five (5) *per centum* (5%) of the Association's Members, is served personally upon the President/Secretary, stating the specific purpose for such EGM.
- 14.4** An Association Member who has been expelled by the Committee may also appeal to an EGM by personally serving a notice, in writing, upon the President/Secretary (see Clause 25). The only Agenda item at this EGM is the appeal notice. The Appellant must state in full and in writing his/her grounds for the appeal.
- 15.0 Voting at AGM, EGM, Committee, or General Meetings – Quorum:**
- 15.1** All financial Full Members, Associate Members, Life Members and Un-sponsored Associate Members have only one (1) deliberative vote.
- 15.2** A majority vote, cast by a 'show of hands' must be carried at an AGM, EGM, or General meeting.
- 15.3** The Chairperson has a deliberative, but not a casting vote at an AGM, EGM, or General Meeting. Motions with equal voting 'for and against' shall be declared lost.
- 15.4** The Committee may hold a Postal Ballot to decide any resolution at an EGM except a resolution to reinstate a Member who has been expelled by the Committee and has duly given written notice to the Secretary of his/her desire to appeal his/her expulsion.

15.5 A quorum at AGM, EGM and General Meetings shall be no less ten (10) Members (but also see Clause 16.2).

15.6 A quorum at Committee Meeting shall be no less than five (5) Members.

15.7 Proxy votes shall not be accepted at any meeting of the Association.

16.0 Amendment of the Constitution:

16.1 The Association's Constitution may be amended by a resolution at an AGM, EGM, or General Meeting convened in accordance with this Constitution.

16.2 An amendment to the Constitution must be approved by no less that seventy-five (75) *per centum* (75%) of the total number of the Association's Members voting.

16.3 Any amendment to the Constitution, as far as it refers to the provisions set out in Clauses 10.0 and 11.0 (Funds) and 17.0 (Dissolution) must be passed by a quorum of no less that eighty-five (85) *per centum* (85%) of the total number of the Association's Members voting.

17.0 Dissolution of the Association:

17.1 The Association, in the event that it is to be wound-up, is responsible to conform with Part 6 of the Act.

17.2 If upon the Winding-up, or Dissolution of the Association there remains after satisfaction of all of the Association's debts and liabilities, any property whatsoever, this property must not be distributed amongst the Members, or former Members of the Association.

17.3 Such property, chattels, chose-in-action/possessions must be given, or transferred to another Association incorporated under the Act, which has similar objects to this Association, but which is not carried out for the purpose of profit, or gain to its Members.

18.0 Payment of Annual Membership Fees:

18.1 Members who have vehicles registered under the Conditional Registration Scheme (CRS), must have their membership fee paid by the commencement of the PSCAA financial year (1st November).

18.2 All other Members' Annual Membership Fee shall be payable on the First day of November of each calendar year.

18.3 Any Member whose membership fee remains unpaid following three (3) calendar months from the date that it fell due shall cease to be a Member and his/her name shall be expunged from the Registration of Members of the Association (see also Clauses 19.0 and 21.0).

18.4 Such cessation of membership may be reinstated by the Committee on the payment of all arrears.

19.0 Association Members' Register:

19.1 This Register must be kept in the State of New South Wales and is subject only to the laws of this State.

19.2 Every Member shall communicate his/her name and address to the Secretary at the time of seeking membership, or at the time of annual renewal.

19.3 Such details shall be inserted in the Members' Register.

19.4 It shall be the personal responsibility of all Members to notify the Secretary of any change of address and/or personal details.

20.0 Records of Account of the Association:

20.1 Except for CRS records and those held by the Treasurer (see also Clause 10.8) the Secretary must keep in his/her custody, or under his/her control, all records, books and other documents relating to the Association and upon vacating office hand such records to the Public Officer.

20.2 Any Association Member may inspect, by providing fourteen (14) days notice in writing to the Committee, the Association's Records of Account, and other records of the Association, at such time/s so arranged beforehand between the Treasurer/Secretary and the Member.

21.0 Resignation:

21.1 A Member may at any time by giving notice in writing to the Secretary at least twenty-eight (28) calendar days in advance, resign his/her membership of the Association (but shall continue to be liable for any annual fees, or subscription due and unpaid at the date of such resignation).

21.2 Any such Member having discharged all of his/her liabilities to the Association and wishing to re-join the Association may re-nominate for membership in accordance with this Constitution.

21.3 Any Member who has resigned (and that resignation has been accepted by the Committee), shall forfeit his/her rights to any entitlements which may arise as a result of his/her membership.

21.4 Once a Member's resignation has taken effect the Secretary is to expunge his/her name from the Association's Register (see Clause 19.0).

22.0 Complaints, Disputes and Expulsion of Members:

22.1 Any Member of the Association may make a complaint to the Committee, but such complaint must be in writing and addressed to the Secretary.

22.2 The Committee may deal with the complaint in accordance with this Constitution, or it may refuse to deal with the complaint, should the majority feel that it is trivial, vexatious, or not in the best interests of the Association to do so.

22.3 The Committee must notify the complainant in writing of the outcome of his/her complaint.

22.4 A dispute between a Member and another Member (in their capacity as Members) of the Association, or a dispute between a Member, or Members and the Association shall, in the first instance, be resolved through reasonable discussions between the Member/s and the Committee.

22.5 If in the event that a resolution cannot be found with the aforesaid, then a Mediator (acceptable to both parties) shall be appointed by the Committee who shall use his/her best endeavours to resolve the issue to hand.

22.6 If the dispute remains unresolved after a reasonable period of time, ie. no more than twenty-eight (28) calendar days, then the Committee shall call an EGM to put the matter to the Members of the Association.

22.7 If any Member shall refuse, or neglect to comply with this Constitution or By-Laws of the Association, or shall be guilty of conduct which, in the opinion of the Committee is likely to place the Association into disrepute, then the Committee may call upon such Member to make a full written explanation to the Committee concerning his/her alleged conduct.

22.8 In the event that the majority of the Committee is of the opinion that the allegations against the member have merit, then a majority of at least seventy five (75) *per centum* (75%) of the Committee may vote to expel the Member.

22.9 In the event that the Member is so expelled, the Committee is to advise the Member in writing of his/her expulsion.

22.10 A Member who has been expelled as aforesaid may, within Twenty Eight (28) calendar days thereafter, give notice in writing to the Secretary of his/her desire to appeal against the expulsion. In this case, the appeal must be put to an EGM, where the Members

may by a majority of at least seventy-five (75) *per centum* (75%) vote to uphold the expulsion, or to dismiss the expulsion of the Member as the case maybe.

22.11 The costs so arising as a result of a Complaint, Dispute, or Mediation shall be carried by each party.

23.0 Members' Liabilities:

23.1 The liability of any one Member of the Association to contribute towards the payment of the debts, or liabilities of the Association, or the costs, charges and expenses of the winding-up of the Association is limited to the amount, if any, unpaid by the Member in respect of his/her membership of the Association as required by Clause 18.0 of this Constitution.

24.0 Jurisdiction:

24.1 This Constitution remains within the jurisdiction of the State of New South Wales.

25.0 Contact Details:

25.1 All Association correspondence is to be addressed to:

The Secretary
PSCAA
PO Box 130
Nelson Bay NSW 2315

25.2 Service to/from the Association ('method of service') is accepted when served:

25.2.1 By personal service (and is considered as served at the time of personal service).

25.2.2 By Australia Post (but is not considered served until three [3] days following the date of posting).

25.2.3 By facsimile (and is considered served once sent and the date/time is printed on the facsimile).

25.3 While e-mail correspondence is an acceptable form of transmission, it is not a formal method of service.

Jurat:

This Constitution was passed
by resolution of the Members
of the Port Stephens Classic
Automobile Association
Incorporated, at its General Meeting
held on Thursday 9th March 2017
and is effective as from
10th March 2017.

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President

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Full Name

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Vice-President

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Full Name

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Secretary

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Full Name

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Treasurer

.....
Full Name

BY-LAWS OF THE ASSOCIATION

- ADDENDUM A** **Registration and use of Motor Vehicles or Motor Cycles on the RMS Conditional Registration Scheme.**
- ADDENDUM B** **Application for Membership.**
- ADDENDUM C** **Duties of the Office Bearers and Appointees.**

ADDENDUM A

Registration and use of Motor Vehicles or Motor Cycles on the RMS Conditional Registration Scheme

Definitions:

For the purposes of this addendum:

PSCAA	means:	Port Stephens Classic Automobile Association Incorporated.
RMS	means:	New South Wales Roads and Maritime Services.
CRS	means:	Conditional Registration Scheme including HVS and CVS
HVS	means:	Historic Vehicle Scheme.
CVS	means:	Classic Vehicle Scheme.
CTP	means:	Compulsory Third Party Scheme.
CRS Registrar	means	PSCAA Conditional Registration Scheme Registrar or a person seconded by them to act on their behalf.

Introduction:

- 1.0** This document is intended to be used in conjunction with, and is subservient to the current constitution of PSCAA and the NSW RMS rules for CRS Vehicles as amended from time to time.
- 2.0** The NSW RMS registers HVS and CVS vehicles under the CRS, which provides the vehicle with limited access to the road network and CTP insurance cover. At present CRS vehicles registered under this scheme are exempt from the payment of stamp duty, motor vehicle tax and national charges. This legislation provides a significant benefit to PSCAA members by reducing the cost of participation in Association activities. The Committee of the PSCAA requires all participating members to be familiar with the RMS CRS policies and any revisions to that policy that may occur from time to time. Members are also expected when making decisions about the use of their CRS vehicles to always act within the spirit of the legislation.
- 3.0** The PSCAA Committee will support a Member's application for CRS registration of a vehicle, provided the vehicle complies with the definition of a "Classic Vehicle" shown at the beginning of this Constitution. In particular, the Committee may not support an application for a classic vehicle that has modifications which are not sympathetic to the essence of that particular model, and which deviate substantially from the original design or silhouette.

Part 1

Eligibility

- 4.0 An applicant must be a financial Member of the PSCAA, and hold a current NSW Driver's Licence. The final arbitrator as to a vehicle's suitability to be included in the Association's CRS register will be the Committee of the PSCAA.
- 5.0 The vehicle must be a minimum of 30 years old. The onus of proof shall be with the Applicant, however the final arbitrator of the vehicle's age will be the NSW RMS.
- 6.0 The vehicle must be in good order and appearance with the body-work, paint and internal trim in good condition and be mechanically sound.
- 7.0 Vehicles approved by the PSCAA and the RMS to carry CRS Plates, will only remain in force whilst the owner continues to be a Financial Member of the PSCAA and the vehicle remains garaged within NSW.
- 8.0 Applicants must read and sign the attached Declaration Form before applying to the RMS for initial registration OR renewal of registration.

Part 2

Vehicle Roadworthiness:

- 9.0 The vehicle operating under this PSCAA Constitution Addendum must be declared roadworthy ANNUALLY via a Safety Inspection Report carried out by an Authorised Inspection Station Examiner.
- 10.0 A copy of the vehicle's current registration certificate must be provided to the CRS Registrar, if requested.
- 11.0 The vehicle must display the conditional registration number plates plus a current registration label affixed to the vehicle in the prescribed manner.

Part 3

Association Events & Vehicle Use:

- 12.0 CRS Vehicles may only be used under this scheme:
 - 12.1 For events organised by the PSCAA and assigned a run number.
 - 12.2 For events organised by another RMS-recognised car club or automotive association of which the registered operator is a financial member, and which is listed on the vehicle's *Certificate of Approved Operations* as a secondary club.
 - 12.3 For events organised by another car club or automotive association, or a recognised community organisation, where a specific or a general invitation has been received and accepted by the PSCAA Committee and the PSCAA has issued a run number.

- 12.4** Under a scheme operated by the RMS for allowed use of the vehicle.
- 12.5** For vehicle movements not covered Part 3 clauses 12.1 to 12.4 (above), clause 13.0 applies.
- 13.0** The vehicle may also be used on a road or road related area for the sole purpose of servicing, repair or inspection of the vehicle. Please note that all movements of CRS vehicles must be recorded in the official minutes or a day book held by the CRS Registrar.
- 14.0** The vehicle may be used for a family member's or friend's wedding, providing there is no gratuity, honorarium or payment in cash or kind.
- 14.1** Any Member wishing to use their vehicle for the carriage of persons to or from a wedding or reception should first check their legal obligation under the *Passenger Transport Act (NSW) 1990* with the Ministry of Transport's Manager Accreditation and Licensing on (02)9686 8829. The Association must also authorise the use of the vehicle for this purpose.
- 14.2** All applications for movements of the vehicle other than under the provisions set out in Part 3 clauses 12.1 to 12.4 (above) of this document must be submitted by email to the CRS Registrar who will grant approval by return email if appropriate.
- 15.0** Whilst in use the vehicle must carry a copy of the movement approval for that day.
- 16.0** The CRS Registrar will maintain written records of all vehicle movements that have been specifically approved.
- 17.0** If the CRS vehicle is used outside of the conditions set out in Part 3 of this document the vehicle may be deemed unregistered and uninsured.

Part 4

Responsibility of Conditional Registration Plate Holders

- 18.0** All enquiries for CRS registration must be directed in the first instance to the CRS Registrar for approval. After such approval is granted the vehicle owner is required to apply to RMS to establish the Conditional Registration and renewals.
- 19.0** Number plates issued to a member of the PSCAA by the RMS under the CRS are not transferable to another vehicle and must immediately be returned to the RMS in the event that:
- 19.1** The vehicle is sold.
- 19.2** The member holding the historic plates ceases to be a financial Member of the PSCAA.
- 19.4** The PSCAA Committee issues a written directive.

19.5 An Authorised Inspection Station Examiner considers the vehicle has become unsafe, or altered after CRS Plates were initially granted.

20.0 The PSCAA member who is the registered owner of the vehicle may permit other members, relatives, or friends to drive the vehicle at PSCAA events however it is the vehicle owner's responsibility to ensure that the driver holds a current driver's licence and fully understands, and is bound by, the rules set out in this Constitution addendum.

Part 5

Insurance:

21.0 The PSCAA advises that owners of CRS vehicles should have adequate insurance cover. Comprehensive insurance is recommended.

22.0 As part of the RMS Conditional Registration Scheme, CTP insurance is collected by the RMS on behalf of the Insurer when establishing or renewing Conditional Registration.



Declaration

for the registration and use of Motor Vehicles or Motor Cycles on
RMS Conditional Registration Scheme

Note: All personal details will remain confidential

I, _____
have read the PSCAA Constitution Addendum A for the use of CRS Vehicles and the RMS
policy (refer to the RMS website for latest information) on the Conditional Registration Scheme.

I fully understand my responsibilities and agree to abide by the rules set out in the PSCAA
Constitution Addendum A for the use of my Historic or Classic motor vehicle or motor cycle.

Signature _____ Date _____

Personal Details

Full Name _____

Address _____ Postcode _____

Mobile _____ E-Mail _____

Vehicle Details

Make	Model Details	Year	Current Rego#
------	---------------	------	---------------

Has the vehicle been modified from the
manufacturer's original specification?

YES NO

If "YES", list the modifications

(continue overleaf if insufficient space)

ADDENDUM B

PORT STEPHENS CLASSIC AUTOMOBILE ASSOCIATION APPLICATION FOR MEMBERSHIP

SURNAME:.....OTHER NAMES.....

PREFERRED NAME (for name badge):.....

ADDRESS:.....

PHONE:..... MOBILE:.....

EMAIL:..... **FEE: \$ 60.00**

Annual Membership Fee of \$40 Plus a Joining Fee of \$20
(NB: PLUS \$10 if you are sponsoring an Associate Member – see below)

I hereby apply to become a Member of the above named Association. In the event of my admission as a Member, I agree to be bound by the Constitution and By-Laws of the Association.

Please note: Your acceptance as a Member is subject to the approval of the Committee. The Association's financial year commences on 1 November of each year

Signature of Applicant..... Date.....

DO YOU WISH TO SPONSOR AN ASSOCIATE? YES/NO

Associate Members are usually the partners of Full Members. Associate Members have full voting rights and may serve on the Association's management Committee.

If **YES**, please fill in the Associate's details below::

SURNAME:.....OTHER NAMES.....

PREFERRED NAME (for name badge):.....

ADDRESS:.....

PHONE:..... MOBILE:.....

EMAIL:..... **FEE: \$ 10.00**

Does the Associate own a classic vehicle? YES / NO

Signature of Associate..... Date.....

**Please provide information about
your classic automobile
overleaf..... PTO**

Member: \$.....

Associate: \$.....

TOTAL FEE: \$.....

YOUR CLASSIC VEHICLE(S) INFORMATION

Type..... Type.....
 Model..... Model.....
 Year..... Registration No..... Year..... Registration No.....

Type..... Type.....
 Model..... Model.....
 Year..... Registration No..... Year..... Registration No.....

Please return this form to the PSCAA Secretary, PO Box 130, Nelson Bay, NSW, 2315, or hand it directly to a Committee member. Your application will be considered at the next Committee meeting.

Fees may be paid via CASH or CHEQUE or DIRECT EFT to:

PSCAA Bank Account, BSB 637-000 Acct 7810 24309

Notes:

1. By completing this Application for Membership of the Association, the nominee accepts that he/she shall waive any claim (in chose, or in equity), redress, right, demand, remedy, or cause-of-action that he/she may have now, or in the future, against the Association, or its Committee, or Members.
2. By completing this Application for Membership of the Association, the nominee accepts the requirements of the *Privacy and Personal Information Protection Act (NSW) 1998* as it applies to the Association and understands that the collection of personal information is strictly for Association purposes only and not for the distribution to third parties.

I..... being a Financial Member of the PSCAA, nominate the Applicant, who is personally known to me, for membership of the Association.

Signature.....Date.....

I..... being a Financial Member of the PSCAA, nominate the Applicant, who is personally known to me, for membership of the Association.

Signature.....Date.....

For PSCAA administration use only

Date application received Member number allocated

Date considered by Committee Payment received by Treasurer Yes / No

Result..... Accepted / Rejected Member database updated Yes / No

Date Secretary advised..... Regalia Officer notified for name badge(s) Yes / No

Welcome / Rejection letter sent Yes / No Committee emailed new Member details Yes / No

ADDENDUM C

DUTIES OF THE OFFICE BEARERS AND APPOINTEES

C.1 Duties of the President:

C.1.1 The President shall:

- C.1.1.1** Be responsible to the Members of the Association for all aspects of the Association as required by *Associations Incorporations Act (NSW) 2009*.
- C.1.1.2** Ensure the efficient, economic, competent and resourceful running of the Association.
- C.1.1.3** Oversee, monitor and supervise the Committee in all aspects of their duties and responsibilities.
- C.1.1.4** Seek and rely on the advice of the Committee in relation to their duties and responsibilities.
- C.1.1.5** Be responsive to the needs of the Association and its Members.
- C.1.1.6** Represent the Association as necessary.

C.2 Duties of the Vice-President:

C.2.1 The Vice-President shall:

- C.2.1.1** Understudy the President.
- C.2.1.2** Be prepared to act as President in his/her absence.
- C.2.1.3** Promote the objective of the Association.
- C.2.1.4** Represent the Association as directed.
- C.2.1.5** Other duties as directed.

C.3 Duties of the Secretary:

C.3.1 The Secretary shall:

- C.3.1.1** Represent the Committee on behalf of the Association in all matters concerning the public image of the Association.
- C.3.1.2** Accept all correspondence 'inwards' and register receipt of that correspondence.
- C.3.1.3** Prepare correspondence for Meetings.
- C.3.1.4** Prepare 'outwards' correspondence as directed.
- C.3.1.5** Prepare and maintain the minutes of all meetings.
- C.3.1.6** Direct the Public Officer as required in the performance of his/her duties.
- C.3.1.7** Prepare and deliver all documents and correspondence required for the AGM and EGM as required by this Constitution and as directed by the Executive Committee (exempt the Secretary).
- C.3.1.8** Other duties as directed.

C.4 Duties of Treasurer:

C.4.1 The Treasurer shall:

C.4.1.2 Keep the financial accounts of the Association in good order at all times.

C.4.1.3 Provide a monthly synopsis of the financial position of the Association to General meetings.

C.4.1.4 Prepare and table the Annual Statement of Accounts and Balance Sheet of the Association to the end of October in each financial year for the purpose of audit.

C.4.1.5 Prepare and table the audited and typed Annual Statement of Accounts and Balance Sheet of the Association to the AGM. Sufficient copies must be made available to each Member of the Association at the AGM.

C.4.1.6 Receive and provide Association receipts for all income.

C.4.1.7 Account for and bank all income within seven (7) days of receipt.

C.4.1.8 Prepare cheques (or other payment orders as directed) for payment as directed by the Executive Committee.

C4.1.9 Other duties as directed.

C.5 Duties of the CRS Registrar:

C.5.1 The CRS Registrar shall:

C.5.1.1 Be responsible to the Committee for the registration of Association Member's Vehicles and/ or Motor Bikes with the RMS Conditional Registration Scheme.

C.5.1.2 Liaise with the RMS in respect to CRS registration policy.

C.5.1.3 Keep records of vehicle movements in the official day book on request from Association Members.

C.5.1.4 Keep Members informed at General meetings in regard to CRS/ RMS information.

C.5.1.5 Other duties as directed.

C.6 Duties of the Public Officer:

C.6.1 The Public officer is responsible for:

C.6.1.1 Notifying NSW Fair Trading of any change in the Association's official address within 28 days.

C.6.1.2 Collecting all Association documents from the former Committee /s and delivering the documents to the new Committee member/s.

C.6.1.3 Returning all Association documents to a Committee member within 14 days, upon vacating office.

C.6.1.4 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 possible.

C.6.1.5 Custody of any documents as required by the Constitution.

C.6.5.6 Other duties as directed.