

# COUNCIL OF HERITAGE MOTOR CLUBS NSW INC.

## HANDBOOK

*This online version of the CHMC Handbook is an abridged edition for general information only, some sections from the Handbook as supplied to affiliated clubs have been omitted.*

### Part 1 of 3 Online Version – June 2015

## CONTENTS

#### Part 1 Online version

- **Introduction**
- **Want to get Involved?**
- **Management Committee**
- **Position Profiles**
- **Publications Policy - Web & Bush Telegraph**

#### Part 2 Online version

- **Hosting a Half-Yearly Meeting**
- **Hosting Council's Annual Rally**
- **Council's Perpetual Trophies**
- **Mal Mason Shield - Background & Guidelines**
- **Concours d'Elegance - Guidelines**
- **Australian Motorlife Museum Trophy - Guidelines**
- **Other Perpetual Trophies - Guidelines**
- **Council's Judging Team**
- **Endorsement of Events**

#### Part 3 Online version

- **Privacy Laws, the Council and Member Clubs**
- **Clubs that have hosted an Annual Rally**
- **Clubs that have won the Mal Mason Shield**

# **INTRODUCTION**

The Council of Heritage Motor Clubs NSW is an Incorporated Association with Objects dedicated to the heritage vehicle movement enshrined in its Constitution. It is a Member-based organization formed to cater for the needs at State and National level of antique and heritage motor clubs in New South Wales. It is a Member in its own right of the National body, the Australian Historic Motoring Federation.

The goals of this Council have always focused on the Member Clubs being in control of their own internal affairs, and on providing a forum for discussion which can – and mostly does – further the aims and goals of the Clubs, of the movement and the Council as a whole.

There have been several name changes since Council's foundations in 1970, but it is usually known affectionately by the nickname "Bush Council", catering as it does for the needs of even the smallest of Clubs, sometimes in isolated circumstances.

When the Council was formed, following a meeting in late 1969, the Foundation Members were, as far as can be ascertained;

- Antique Car Club of Albury & Wodonga
- Canberra Antique & Classic Motor Club
- Deniliquin & District Veteran & Vintage Car Club
- Western Districts Antique Automobile Club (at Dubbo)
- Veteran & Vintage Car Club of Goulburn
- Antique & Classic Motor Club, Cooma Branch
- MIA Veteran, Vintage & Classic Car Club (at Griffith)
- Wagga Wagga Veteran & Vintage Motor Club

With the growth in numbers of Clubs catering for heritage motor vehicles, Council membership has grown in recent years. A list of current Members forms part of this Handbook.

Council meets twice yearly. Whilst the Annual General Meeting held during the course of the Annual Rally limits itself to agenda items and is conducted in an evening time slot, the Half-Yearly Meeting, held the last full weekend in October, expects to deal with any matter raised beyond the agenda, and runs for most of the day (a Saturday) with a break for lunch.

Member Clubs know to choose their Delegates wisely, expecting to be represented by delegates who can confidently speak on topics raised at the meeting because they are familiar with the views of their own club's Membership. Some particular business items are notified in plenty of time for a club to advise its Delegate/s how to vote.

A recent development is a commitment by Council's office-bearers to meet when there may be specific matters which require discussion before being put to a General Meeting.

Council's Traveller's Pack is a part of this Handbook and is intended to be reprinted by clubs for distribution to their Members. It has been compiled to assist travellers who may experience the odd mechanical malfunction when far from home, and is a very useful accessory for the glove box.

\*\*\*\*\*

## WANT TO GET INVOLVED?

The strength of Council comes from its members who bring a wide range of talents, skills and a broad depth of knowledge and experience in heritage vehicle preservation and heritage vehicle clubs.

Involvement with Council starts at club level. Member input is the life blood of Council's activities. A well informed delegate participating in Council's general meetings is a vital contribution. Discussion of Council's agenda items at club meetings provides a comprehensive briefing to the club delegate and builds confidence that the club is prepared and willing to contribute their views to discussions for the greater good of Council, its members and the heritage vehicle movement generally.

Council functions on the goodwill and enthusiasm of individuals from member clubs who volunteer to take up a role in **Council's Management Committee** or club committees involved in **Hosting Council's General Meetings** or **Annual Rally**.

\*\*\*\*\*

## THE MANAGEMENT COMMITTEE

Is where Members can make the greatest contribution to the work of Council for its membership and the wider heritage vehicle movement. There are currently eleven office-bearers who form the committee of management. (Refer to the list of Office-Bearers included elsewhere in this Handbook.)

Many individuals feel daunted when considering service as an office-bearer. Committee members work as a team to support each other in successfully executing the role of office. All that is required is a willingness to have a go, to learn, to work towards a vision – not necessarily yours - and to appreciate change as it happens. Most of us have these attributes and could take a role in committee.

Many ask “what do I have to do on committee”? Simply, the committee manages the business of Council. The Position Profiles for office-bearers, included in the next few pages of this handbook, outline the basic activities undertaken in each role.

Individual committee members have responsibility for ensuring that business associated with their office-bearer role is appropriately dealt with by committee. Collectively, all committee members share responsibility for all decisions made by Council, its records of business and its reporting of business to Council Members.

\*\*\*\*\*

# **POSITION PROFILES - CHMC Office Bearers**

*Version: April 2015*

## **President:**

- Chair all Council Meetings.
- Provide leadership to the committee and members. Provide co-ordination and advice re committee duties.
- Be responsible to members for the overall running of all meetings.
- Be the official representative of the Council in all public matters.
- Ensure that all matters regarding the requirements of Council's constitution and N.S.W. Fair Trading are competently carried out.
- Present a written President's Report at the AGM.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

## **Vice-President:**

- Assume the role of President in the President's absence.
- Provide assistance to the President, as requested, in carrying out his/her duties.

## **Secretary:**

- Will be the Public Officer of the Council.
- Will submit all forms and statements required by N.S.W. Fair Trading in a timely manner.
- Establish a postal and e-mail address for Council's business and notify Member Clubs of that address.
- Collect, record and action Council's postal, e-mail and phone messages regularly. Where appropriate distribute to another committee member for action.
- Maintain a register of members.
- Keep a current Member List updated, with postal address, office bearers and e-mail contact.
- Maintain a record and file for the official master copy of Council's Constitution and of all logos, letterheads, forms, documents, registers, certificates etc. used by the Council.
- Advise Member Clubs by written notice of the date, place, time, venue and nature of business (agenda) of a Council meeting between twelve and six weeks prior to the meeting.
- All mail-outs to be sent to Council's Officers.
- Present a written Secretary's Report at the AGM.
- Record the minutes of Council's meetings and circularize a signed copy to each Member as soon as practicable but no later than six weeks prior to the next meeting.
- Minutes of meetings to be filed in chronological order and archived when seven years old.
- Maintain a register of office-bearers (committee) and the term of office for each appointment.
- Record the names of members of the committee present at a committee or general meeting.
- Send an Affiliation Notice to Member Clubs in February each year. Affiliation fees are due on the day of the following AGM and payable within sixty (60) days thereafter.
- Ensure the Treasurer sends a reminder notice to those Member Clubs that have not paid affiliation fees by the due date.
- Maintain a file of all Council correspondence.
- It has been usual practice for the Secretary to prepare a business paper for a Council meeting to be distributed at and prior to the meeting together with a list of all of Council's correspondence (In & Out, including e-mails) received and sent since the last meeting. A Financial Report should also be distributed at and prior to the meeting. The more detailed the business paper the more ease the President and Secretary has of conducting the meeting and recording the minutes.

## **Treasurer:**

- Establish a bank account convenient to the needs of the Treasurer.
- Receive and receipt affiliation fees. Liaise with the Secretary on recovery of overdue fees.
- Ensure that all payments to be made on behalf of Council are completed in a timely manner.
- Keep a record of Council's finances and present a Financial Report and budget at the AGM.

*Treasurer continued*

- Have an audit conducted for the Financial Year preceding the AGM. Present the Auditor's Report to the AGM.
- Prepare and table a completed N.S.W. Fair Trading Form A12 at the AGM.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

**Assistant Secretary:**

- Assist the Secretary in his/her duties as much as possible.
- Assume the role of the Secretary in the Secretary's absence.

**Editor: (Bush Telegraph)**

- Compile a newsletter of relevant information to be sent to Member Clubs on a regular basis, say four issues per year.
- Actively seek informative articles from members, and supporters, suitable to promote the aims and objectives of Council.
- Ensure content of published newsletters conforms to Council's publications policy.
- Liaise with committee on periodic review of Council's publications policy.
- Arrange the best possible price for printing and posting. Monitor costs versus budget. Report variances.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

**Webmaster:**

- Ensure content published on Council's website conforms to Council's publications policy.
- Liaise with committee on periodic review of Council's publications policy.
- Arrange the best possible price for hosting the website. Monitor costs versus budget. Report variances.
- Ensure security of the access code and password to Council's website is maintained.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

**RMS Liaison Officer:**

- Maintain a contact with the RMS concerning HCRS matters.
- Contact the RMS on matters relevant to the HCRS that are of concern to Member Clubs, as they arise.
- Inform Member Clubs (through the Bush Telegraph, Website or Meeting Reports) of developments relating to the HCRS and of RMS concerns regarding the HCRS.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

**Registrar:**

- Receive and action all applications for affiliation.
- Maintain a register of Council's perpetual trophies.
- Liaise with the trophy sponsors re sponsorship and shadow trophies.
- Liaise with Host Clubs on matters related to applying to host, organizing and running Council's Annual Rally.
- Maintain a register of Council's assets.
- Manage procurement and distribution of Council shirts. Establish and manage a clothing pool to receive and re-allocate shirts wherever possible at the change-over of office bearers.
- Arrange the best possible price for purchase and embroidery of Council shirts. Monitor costs versus budget. Report variances.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

**AHMF Delegate(s):**

- Represent the CHMC at AHMF Meetings.
- Liaise with Member councils on AHMF matters.
- Inform Member Clubs through the Bush telegraph, Website, or Meeting Reports of national matters that relate to our Council.
- Provide the Secretary with file copies of all correspondence sent/received on behalf of Council.

**ALL:**

- Remain fully conversant with the requirements of Council's constitution, by-laws and policies.

## **OFFICER REGALIA:**

- Council shirts are worn by office bearers to promote recognition of the C.H.M.C. as a well-organized, well-disciplined, professional organization.
- All office bearers should be offered a Council shirt and encouraged to wear it. No officer should be compelled to wear a Council shirt.
- Council shirts are only to be worn on occasions when the officer is officially representing C.H.M.C. Official occasions include C.H.M.C. general meetings.
- Shirts are to be embroidered with a C.H.M.C. logo and moniker. No personal names are to be embroidered on the shirt.
- Shirts are to be returned to Council when the officer ceases to hold office
- Wearing a Council shirt is limited to office bearers of C.H.M.C.

\*\*\*\*\*

## **CHMC PUBLICATIONS POLICY**

*Version: February 2014*

This policy applies to all CHMC Officers and all others involved in producing and publishing Council related material.

For the purposes of this policy, a publication is any published work that has been produced by and/or for the CHMC for distribution to Members and/or other organisations through print or electronic media.

### **Objectives:**

- Publications produced by the CHMC contribute to and affirm the Council's Objects of protecting, promoting and furthering the interests of Members;
- Publications of the CHMC must conform to all the norms expected of, and applied to, any document distributed on behalf of the Council;
- Publications of the CHMC must at all times represent the objectives, aims and values of the Council and be in accordance with approved process, procedures and policies.

### **Types of Publications:**

The Council produces both promotional and administrative publications to keep Members, other organisations and agencies and the public informed and updated on the Council's activities.

Administrative publishing includes all Council correspondence, emails, minutes, reports, submissions, policies, procedures and guidelines in printed or electronic formats.

Promotional publishing includes all Council informational or promotional material in printed or electronic formats and includes the Bush Telegraph, the CHMC website and brochures and pamphlets. Promotional publications will aim to promote and raise awareness of the Council's role, its services, initiatives and the activities of affiliated Members.

### **General Procedures:**

- Only those publications approved by the CHMC Committee will be produced;
- All publications will reflect and comply with Council policies, positions and recommendations;
- All publications are to include the Council's logo and reflect the organisation's colours and branding;
- Where appropriate, publications will be available electronically, through Council's website;
- Council's publications will comply with the relevant Copyright, Moral Rights and Privacy legislation;

- All publications will be non-political, and refrain from using derogative, offensive, culturally sensitive or discriminatory language.

**Content:**

CHMC promotional publications will have content that:

- is aimed at a wide audience, from those involved in the heritage vehicle movement to the general public;
- is effective in informing the reader about the Council's activities;
- is effective in informing the reader about Member club's activities;
- is relevant, accurate and up-to-date;
- is grammatically correct and free of spelling or punctuation errors;
- is concise;
- uses appropriate terminology and writing style/genre to communicate effectively with Council's Members and wider audiences.

The CHMC and the Editor and Webmaster do not guarantee nor are under any obligation to publish any article or images submitted for publishing. The Editor or the webmaster must inform the Council President of any rejected articles, images or advertisements submitted by any club or person authorised to do so. Any questionable content submitted will be referred to the Council Committee for review and/or approval.

\*\*\*\*\*