

## **PART I – PRELIMINARY**

### **NAME**

1. The name of the organisation shall be the Clubman Tourers Motorcycle Club Inc.

### **OBJECTS**

2. The association is formed for the purpose of advancing the interests of motorcycle owners, riders and those interested in motorcycles and for this purpose may:
  - (a) initiate, manage, operate and promote motorcycle rallies on and off public roadways; and
  - (b) promote the safe use of motorcycles; and
  - (c) encourage motorcycle owners and users to share in activities associated with the use and enjoyment of motorcycles.

### **DEFINITIONS**

3. (1) In these rules:

**“ordinary member”** means a member of the organization who is not an office-bearer of the association, as referred to in rule 17 (2);

**“Committee”** means the Management Committee of the Association;

**“President”** means the President elected by the members;

**“Secretary”** means:

  - (a) the person holding office under these rules as secretary of the association; or
  - (b) if no such person holds that office – the any member of the association as nominated by the committee;

**“Treasurer”** means the Treasurer elected by the members;

**“Runs Co-ordinator”** means the Runs Co-ordinator elected by the members;

**“Newsletter Editor”** means the Newsletter Editor elected by the members.

**“special general meeting”** means a general meeting of the association other than an annual general meeting;

**“the Act”** means the Associations Incorporation Act 1984;

**“the Regulation”** means the Associations Incorporation Regulation 1994.

- (2) In these rules:
  - (a) a reference to a function includes a reference to a power, authority and duty; and
  - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART II – MEMBERSHIP**

### **MEMBERSHIP QUALIFICATIONS**

4. A person is qualified to be a member of the association if, but only if:
  - (a) the person is a person referred to in section 15 (1) (a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
  - (b) the person is a natural person:
    - (i) who has been nominated for membership of the association as provided by rule 5; and
    - (ii) who has been approved for membership of the association by the committee of the association.
- (c) the person has attained the age of sixteen (16) years and who has an interest in motorcycling.

## **NOMINATION FOR MEMBERSHIP**

5. (1) A nomination of a person for membership of the association:
- (a) must be made by completing a Membership Form as set out in Appendix I of these rules; and
  - (b) lodged with the Secretary of the association; and
  - (c) must be accompanied by the nominee's initial membership fees.
- (2) As soon as practicable after receiving a nomination for membership, a committee member is to determine whether to approve or to reject the nomination and indicate such approval by signing the Membership Form.
- (3) If the committee determines to approve a nomination for membership, the secretary must, as soon as practicable after that determination, notify the nominee of that approval by the acceptance of membership fees and the issuing of a receipt.
- (4) The secretary must, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, Advise the Public Officer to enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

## **LIFE MEMBERSHIP**

6. The association may bestow by resolution life membership at a general meeting provided that :
- (a) the person has been a financial member of the association for least seven (7) consecutive years;
  - (b) the nomination has been in writing by at least three members of the association given to the secretary at least twenty one (21) days prior to the general meeting; and
  - (c) the resolution is passed **unanimously** by the Committee.

## **CESSATION OF MEMBERSHIP**

7. A person ceases to be a member of the association if the person:
- (a) dies; or
  - (b) resigns membership; or
  - (c) fails to pay the annual subscription within thirty (30) days of receipt of due notice and upon a resolution of the Committee; or
  - (d) is expelled from the association.

## **MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

8. A right, privilege or obligation which a person has by reason of being a member of the association:
- (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates on cessation of the person's membership.

## **RESIGNATION OF MEMBERSHIP**

9. (1) A member of the association is not entitled to resign that membership except in accordance with this rule.
- (2) A member who continues to be un-financial after being issued with written notice from the committee in accordance with rule 7 (c).
- (3) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (4) If a member of the association ceases to be a member under clause (3), and in every other case where a member ceases to hold membership, the Public Officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

## **REGISTER OF MEMBERS**

10. (1) The Secretary of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member. The Public Officer will retain copies of such register and relevant details.
- (2) The register of members must be kept at the principal place of administration of the association, usually with the Public Officer and must be open for inspection, free of charge, by any member of the association at any reasonable hour.

## **FEEs AND SUBSCRIPTIONS**

12. A member of the association must pay to the association an annual membership fee of \$25 or, if some other amount is determined by the committee, that other amount which will be due on the anniversary date of the members acceptance into the association.

## **MEMBERS' LIABILITIES**

13. The liability of a member of the association to contribute towards the payment of the debts and 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 membership of the association as required by rule 12.

## **DISCIPLINING OF MEMBERS**

14. (1) A complaint may be made by any member of the association that some other member of the association:
  - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.

- (2) On receiving such a complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned; and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to be committee in connection with the complaint; and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that actions and of the member's right of appeal under rule 15.
- (5) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 15 (4), whichever is the later.

## **RIGHT OF APPEAL OF DISCIPLINED MEMBER**

15. (1) A member may appeal to the association in general meeting against a resolution of the committee under rule 14, within 7 days after

notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a special general meeting of the association convened:
  - (a) no business other than the question of the appeal is to be transacted; and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

### **PART III – THE COMMITTEE**

#### **POWERS OF THE COMMITTEE**

16. The committee is to be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association at general meeting:
  - (a) is to control and manage the affairs of the association; and
  - (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be

exercised by a general meeting of members of the association; and

- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

#### **CONSTITUTION AND MEMBERSHIP**

17. (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of the office-bearers of the association, each of whom is to be elected at the annual general meeting of the association under rule 18.
  - (2) The office-bearers of the association are to be:
    - (a) the president;
    - (b) the treasurer;
    - (c) the secretary;
    - (d) the runs co-ordinator; and
    - (e) the newsletter editor.
  - (3) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
  - (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.
  - (5) No member of the committee shall be appointed to any salaried office of the association or any office of the association paid by fees and no remuneration or other benefit in money or moneys worth shall be given by the association to any member of the committee except repayment of out-of-pocket expenses; interest at a rate not exceeding interest at the rate for the time being charged by bankers in

Sydney on money lent to the association, proper professional fees for services provided to the association and reasonable and proper rent for premises let to the association.

### **ELECTION OF MEMBERS**

18. (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee:
  - (a) must be made in writing, signed by 1 member of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
  - (b) must be delivered to the secretary of the association at least 30 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

### **SECRETARY**

19. (1) The secretary of the association must, as soon as practicable after

being appointed as secretary, lodge notice with the association of his or her address.

- (2) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the committee;
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **TREASURER**

20. It is the duty of the treasurer of the association to ensure:
  - (a) that all money due to the association is collected and received and that all payments authorised by the association are made; and
  - (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

### **CASUAL VACANCIES**

21. For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
  - (a) dies; or
  - (b) becomes mentally ill or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
  - (c) ceases to be a member of the association; or
  - (d) becomes an insolvent under administrations within the meaning of the Corporations Law; or
  - (e) resigns office by notice in writing given to the secretary; or
  - (f) is removed from office under rule 22; or

- (g) holds any office of profit under the association; or
- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

### **REMOVAL OF MEMBER**

22. (1) The association in general meeting may by resolution being passed by a two-thirds majority of members present, remove any member of the committee from the office of member before the expiration of the member's term of office may be resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

appointed for the holding of the meeting.

- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president is to preside; or
  - (b) if the president is absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

### **MEETINGS AND QUORUM**

23. (1) the committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time

### **DELEGATION BY COMMITTEE TO SUB-COMMITTEE**

24. (1) The committee may delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified, other than:
- (a) this power of delegation; and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee

under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

#### **VOTING AND DECISIONS**

25. (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 22 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any

member of the committee or sub-committee.

#### **PART IV – GENERAL MEETINGS**

##### **ANNUAL GENERAL MEETINGS – HOLDING OF**

26. (1) With the exception of the first annual general meeting of the association, the association must, at least once in **each calendar year and within the period of 3 months after the expiration of each financial year of the association**, convene an annual general meeting of its members.
- (2) The association must hold its first annual general meeting:
  - (a) within the period of 18 months after its incorporation under the Act; and
  - (b) within the period of 6 months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26 (3) of the Act.

##### **ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT**

27. (1) The annual general meeting of the association is, subject to the Act and to rule 25, to be convened by the Public Officer on such date and at such place and time and the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting the business of an annual general meeting is to include the following:
  - (a) to receive from the committee reports on the activities of the association during the last preceding financial year;
  - (b) to elect office-bearers of the association;
  - (c) to receive and consider the statement which is required to be submitted to members under section 26 (6) of the Act.

- (3) An annual general meeting must be specified as such in the notice convening it.

### **SPECIAL GENERAL MEETINGS – CALLING OF**

28. (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 20 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 2 months after than date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expense is entitled to be reimbursed by the association for any expense so incurred.

### **NOTICE**

29. (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution

of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 26 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### **PROCEDURE**

30. (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) **nine members present in person (being members entitled under these rules to vote at a general meeting).**
- (3) If within half an hour after the appointed time for the



commencement of a general meeting a quorum is not present, the meeting:

- (a) if convened on the requisition of members, is to be dissolved; and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

#### **PRESIDING MEMBER**

31. (1) The president or, in the president's absence, a committee member, is to preside as chairperson at each general meeting of the association.
- (2) If the president or committee member is absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

#### **ADJOURNMENT**

32. (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 30 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the

nature of the business to be transacted at the meeting.

- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

#### **MAKING OF DECISIONS**

33. (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person at the meeting.

(3) If a poll is demanded at a general meeting, the poll must be taken:

(a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or

(b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,

and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

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33 (3) (b) -- 34 (A)

## **SPECIAL RESOLUTION**

34. A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least two-thirds of such members of the association as, being entitled under these rules so to do, vote in person at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

## **VOTING**

35. (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) Proxy votes shall not be allowed to be cast at any meeting.**
- (5) Absentee votes shall only be allowed to be cast at the annual general meeting.**

## **PART V – MISCELLANEOUS**

### **INSURANCE**

36. (1) the association must effect and maintain insurance under section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the association may effect and maintain other insurance.

## **FUNDS – SOURCE**

37. (1) The funds of the association are to be derived from annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

## **FUNDS – MANAGEMENT**

38. (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All payments in excess of \$50.00, or amount agreed upon by the Committee, made by the association shall be paid by Direct Bank Transfer, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments and if the Creditor / Debtor is a new account, the transfer of funds must be acknowledged / signed by any 2 members of the committee or public officer of the association, being members authorised to do so by the committee.
- (3) All accounts shall be presented to and passed for payment at a committee meeting and such approvals shall be recorded in the minutes of meeting as required by the Auditors for the association.

## **AUDIT**

39. (1) The Auditor shall be appointed two months before the Annual General Meeting, to examine all accounts, vouchers, receipts, books, etc and furnish a report thereof to the members at the Annual General

Meeting. Audits shall be conducted at regular intervals of not more than twelve months.

- (2) An Auditor shall not be a member of the Committee or closely related to a member of the Committee.

#### **ALTERATION OF OBJECTS AND RULES**

40. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

#### **DISSOLUTION OF THE ASSOCIATION**

41. (1) The association shall be dissolved in the event that its membership falls below 5 persons or upon a vote in favour of resolution by at least three quarters of the members present at a special General Meeting convened to consider such question.
- (2) Upon a resolution being passed in accordance with clause (1) of this rule, all assets and funds of the association on hand shall, after the payment of all expenses and liabilities, be handed over to such association which as a simple majority of the members at the Special General Meeting so convened, or at a subsequent Special General Meeting, may decide provided that association has similar objects and purposes to this Association.

#### **COMMON SEAL**

42. (1) The common seal of the association must be kept in the custody of the public officer.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

#### **CUSTODY OF BOOKS**

43. Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

#### **INSPECTION OF BOOKS**

44. The records, books and other documents of the association must be open to inspections, free of charge, by a member of the association at any reasonable hour.

#### **SERVICE OF NOTICES**

45. (1) For the purpose of these rules, a notice may be served by or on behalf of the association on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is, unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

#### **FINANCIAL YEAR**

46. The financial year of the association shall conclude on 30<sup>th</sup> June in each and every year.

#### **CONSTITUTION**

47. This Constitution was adopted by a general meeting of the members of the association on *8<sup>th</sup> May 1984* and amended and approved by the members on *17 March 1998* and again amended and approved by members in accordance with incorporation of the association on *Tuesday, 18 September 2012.*

APPENDIX 1  
(Rule 5 (1))



*Clubman Tourers Motorcycle Club Incorporated*  
Membership Application      *Date .. /.. / ....*

NAME

.....  
.....

ADDRESS .. .....Post Code.....

PHONE: ..... EMAIL (Optional ).....

Mobile.....NOK In case of Emergency (Optional).....

**\*\*\* I Do NOT wish the following information to be made available to Regular Club Members \*\*\***

**BY SIGNING THIS DOCUMENT YOU ARE DECLARING THAT YOU HAVE READ AND UNDERSTOOD THE IMPLICATIONS OF EACH CLAUSE IN THIS DOCUMENT.**

**Members' Responsibilities**

I acknowledge that motorbike riding is a dangerous activity and accept these risks and dangers  
. I unconditionally agree to accept the consequences and take full responsibility for the risks and Dangers that may arise

I unconditionally agree that I will not be protected by Clubman Tourers MCC Inc. against any Damage or injury that might occurred whilst riding a motorcycle

I unconditionally agree that Clubman Tourers Motorcycle Club Inc. or its Members & Associates Cannot be held liable for any losses, damage or injury incurred whilst riding a motorcycle or attending a Club function.

I unconditionally agree to indemnify the Clubman Tourers Motorcycle Club Inc, its Members and Associates, against any claim for loss, damage or injury.

I agree that it is my responsibility to ensure I wear appropriate safety equipment at all times.

**Privacy Rights:**

Information collected from members which maybe considered "Private" may be used by the Club Committee for Club matters. Said Information may also be placed on the Club website and only viewable to other financial Members of Clubman Tourers MCC Inc.

If you do not wish part or all of your details to made available to other members within the club, please indicate what information you DO NOT WANT listed.

Clubman TMCC will not accept responsibility for any information distributed beyond the Club.  
E-Mail addresses are requested for efficiency and economy: It is a not mandatory requirement.

All persons participating in club runs and activities should be aware that they do so entirely at their own risk. It is a matter for each individual participating in a run to assess for themselves whether the route taken and road conditions are suitable for their level of riding ability and the prevailing conditions. Each person participating is fully and solely responsible for their riding decisions and on-road behaviour including the speed at which they travel, rest stops, distance travelled, etc.

*Clubman Tourers does not endorse riding in a manner that is contrary to the road rules.*

Sign .....Print Name ..... Date .....

RECEIVED DATE .....RECEIPT NUMBER ..... WEB UPDATED .....BY.....