



**AUSTRALIAN HISTORIC MOTORING FEDERATION Inc.**

Tel / Fax (08) 8268 4946

## **CONSTITUTION**

# 1 Contents

1.	NAME	3
2.	DEFINITIONS	3
3.	AIMS	3
4.	POWERS OF THE ASSOCIATION	4
5.	MEMBERSHIP	4
6.	OFFICERS	5
7.	COMMITTEES	5
8.	MEETINGS	5
8.1.	Special Meetings	6
8.2.	Conduct of Meetings	6
9.	DELEGATES	7
10.	FINANCES	7
11.	PATRON	8
12.	CONSTITUTION	8
13.	APPROVAL	8

## 1. NAME

The name of the organisation is the ***Australian Historic Motoring Federation Inc.***

## 2. DEFINITIONS

In this Constitution:

“**Act**” shall mean the South Australian Associations Incorporation Act 1985.

“**Delegate**” shall mean those persons authorised by a *Member* to act as their representative.

“**Electronic media**” shall mean telephone services, video conferencing, internet media or other similar means of electronic methods of communications.

“**Federation**” shall mean the *Australian Historic Motoring Federation Inc.*

“**Meeting**” shall mean the Annual General Meeting (AGM) of the AHMF. This meeting should generally be conducted as a face-to face meeting, but may be conducted using electronic media if appropriate.

“**Member**” shall mean an organisation representing the historic vehicle movement's clubs of a State or Territory of Australia.

“**Officers**” shall mean those Delegates elected during the AGM to manage the Federation for their elected term.

“**Special Meeting**” shall mean an additional meeting necessary to conduct AHMF business. This meeting may be conducted using electronic media as required.

## 3. AIMS

Without restricting thereby any of the objects of the Federation, the aims include:

a) To promote and support those organisations whose aims are the preservation, restoration and use of the vehicles in the following categories:

- Veteran Built before the 31/12/1918
- Vintage Built between 1/1/1919 and 31/12/1930
- Post Vintage Built between 1/1/1931 and 31/12/1949.
- Historic vehicles then continuing by decade a date 25 years prior to 31<sup>st</sup> December of the current year, i.e. Historic 50's, Historic 60's.

b) To promote and support the preservation of items associated with historic vehicles and machinery.

c) To collect and disseminate, wherever practicable, information deemed to be to the benefit of the historic vehicle movement.

- d) To publish or cause to be published any information, which it is deemed will promote or support the historic vehicle movement.
- e) To encourage liaison, communication and co-operation between Members.
- f) To liaise with any organisation with similar aims to this Federation.
- g) To represent our Member organisations in National negotiations with Government agencies and other organisations.
- h) To act on the recommendation of a majority of Members in any matter wherein benefit to Members, or the movement generally, will result.
- i) To encourage and promote the use of all vehicles as listed in paragraph 3a).

#### **4. POWERS OF THE ASSOCIATION**

The association shall have all the powers conferred by section 25 of the Act.

#### **5. MEMBERSHIP**

- a) Membership is available to those organisations which can show that their function and aims are in accordance with the Federation's and can show their membership is broadly representative of the historic vehicle movement's clubs at the State or Territory level.
- b) Only State or Territory organisations with a minimum of four member clubs are eligible for membership.
- c) Application for membership shall be addressed to the Secretary. It shall be in writing on the letterhead of the applicant and accompanied by a copy of its Constitution or equivalent document, its rules *and* by-laws, and a list of its member as at the date of application.
- d) Details of any application shall be circulated to all Members before the meeting at which the application is to be put. Voting shall be by secret ballot and a simple majority of the meeting will ensure admission.
- e) Any member whose subscription remains unpaid 60 days after the date of the Annual General Meeting of the Federation shall be deemed unfinancial and ineligible to vote or otherwise participate in the affairs of the Federation, with the exception of entitlement to notices, circulars, minutes and other communications.
- f) Any Member whose subscription remains unpaid at the date of the next Annual General Meeting of the Federation following that at which they became due, shall cease to be a Member of the Federation, except that they be re-admitted to membership on payment of all monies due, and as confirmed as a decision of a following meeting.
- g) Membership confers an obligation on members to advise the Federation of any changes on the Member's constitution, rules and by-laws.

## 6. OFFICERS

- a) The management of the Federation shall be vested in the Officers, who shall be answerable to a meeting of Members.
- b) The officers shall be elected by and from the delegates at the Annual General Meeting and shall consist of:
  - **President:** responsible to chair meetings and acts as the chief spokesperson for the Federation.
  - **Vice President:** to chair meetings and act as the spokesperson for the Federation in the absence of the President.
  - **Secretary:** responsible to record, distribute and file all correspondence as required. This is to include meeting Minutes and the Constitution.
  - **Treasurer:** responsible to operate the Federation's financial accounts by raising invoices for fees and services provided by the Federation, to record and bank all incoming funds and to pay all approved accounts payable submitted for goods and services provided to the Federation.

The posts of Vice President, Secretary and Treasurer may be held by two people.

- c) The term of Officers shall be one year, which may be varied to a lesser term by special circumstances.
- d) The number of terms a delegate may serve as a member of the management committee is not limited, save that no delegate shall hold the same committee position for more than four consecutive years.
- e) The Officers jointly have the power to co-opt.
- f) In the event an Officer is not maintained as a Delegate of a Member during his term of office as an Officer, the next meeting shall elect a successor from among the Members' delegates present.
- g) The Member hosting the Federal meetings shall provide a minute secretary.
- h) The Federation shall have a Public Officer who shall be appointed at each Annual General Meeting; however the Officers shall be empowered to co-opt a replacement to fill any casual vacancy in the position of Public Officer.
- i) The Officers shall ensure that the Federation has an appropriate level of Public Liability Insurance cover at all times.

## 7. COMMITTEES

The Federation may from time to time appoint such committees as it deems necessary, and shall outline the duties of such committees and their responsibilities.

## 8. MEETINGS

- a) An Annual General Meeting shall be convened for July-August, unless the date is varied by a previous meeting.

- b) The locality in which the meeting is to be held shall be decided at the previous Annual General Meeting.
- c) Notice of the Annual General Meeting shall be sent to each member at least 60 days before the date of that meeting, such notice to include the date and time and place of the meeting, and any notices necessary under this Constitution.
- d) The regular business of the Annual General Meeting shall be:
  - (i) to receive the reports of the President and Treasurer;
  - (ii) to consider the financial statement of the Treasurer which is to be audited annually;
  - (iii) to fix the annual subscription payable by Members;
  - (iv) to elect Office Bearers for the ensuing term;
  - (v) to elect any Delegate, Delegates or Observers to any Organisation with which this Federation may become affiliated or associated in accordance with this Constitution; and
  - (vi) to consider any other business.

### **8.1. Special Meetings**

A special meeting is any meeting other than the Annual General Meeting. Any three Members may petition for a Special Meeting, such a petition may be given voice either:

- a) by writing to the Secretary setting out the reason or reasons for calling a Special Meeting. The Secretary must then advise all Members of the date, time and place of the meeting and the reason for its being called. The date of the meeting should be set no more than 60 days from the date of the receipt of the petition by the Members in the anticipated course of the mails. The notice by the Secretary shall be sent to Members within seven days of the request being received by the Secretary; or
- b) a Special Meeting may also be convened by the Secretary by sending a notice to all Members advising *date, time* and place and the reason/s for its being called. The date of the meeting should be set no more than 60 days from the date of receipt of the notice in the anticipated course of the mails.

### **8.2. Conduct of Meetings**

- a) All meetings shall be chaired by the elected President if present, or in his absence, by the Vice President.
- b) In the absence of both the President and Vice President the meeting shall elect one of the Delegates to chair the meeting.
- c) In the event of the absence of the Secretary the meeting shall elect one of the Delegates to take the minutes, these to be forwarded to the Secretary within 30 days of the date of the meeting
- d) The quorum for any meeting shall be representation from a majority of Members.

- e) Each member shall be entitled to one (1) vote. In the event a Member is unrepresented at a meeting, the vote it could have exercised shall remain unused. In the event of a tied vote the status quo will remain.
- f) A meeting may make, alter or repeal rules, by-laws or guidelines for the regulation of the affairs of the Federation.
- g) Any proxy shall be in writing on the letterhead of the Member appointing the proxy and must be in the hands of the Secretary of the Federation prior to the meeting.
- h) Any proxy shall be for one meeting only and shall be conferred upon a Delegate already entitled to attend that meeting.
- i) No person shall hold a proxy from more than two (2) Members at any one meeting.

## **9. DELEGATES**

- a) Delegates shall be appointed by their state organisation, and any change in Delegate must be notified to the Federation Secretary on the Member's letterhead.
- b) Members may send a maximum of three Delegates to any meeting.
- c) The Chairman may admit Observers appointed in writing on the letterhead of the organisation they represent.
- d) Delegates may speak on any matter before a meeting, but Observers may only be invited to speak at the discretion of the meeting.

## **10. FINANCES**

- a) The amount of the annual subscription shall be determined by each Annual General Meeting, and notices of the amount due shall be sent to members within 30 days of the date of that Annual General Meeting by the Treasurer.
- b)
  - (i) The Federation shall operate an account at whichever financial institution or branch is decided on from time to time by the officers. A minimum of three (3) officers to be signatories, any one (1) to sign solely.
  - (ii) A resolution of members may authorise that an additional account be opened at any branch of any financial institution. This resolution must specify the operators of that account, the method of operation and the frequency and nature of the reports that these operators must submit to the Treasurer.

Clauses 10c and 10h do not apply to this account.

- c) All monies received shall be deposited promptly in the Federation's account. All payments are to be made by cheque or electronic means by the Treasurer or one other signatory. The signatory may seek approval in writing from another officer. An email is suitable proof of approval.
- d) Proper books of account are to be kept by the Treasurer, in which are to be entered all items of income and expenditure, such record is to be present at each meeting.

- e) The Federation's books are to be audited annually by one or more properly qualified Auditors.
- f) The Federation may invest funds in any security approved by law in Australia for the investment of trust funds.
- g) In the event the Federation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the AHMF Robert Shannon Foundation in the first instance, or to another organisation with similar purposes which is not carried on for the profit or gain of its individual Members, or such registered charity as the majority of Members may decide.
- h) The assets and income of the Federation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona-fide compensation for services rendered or expenses incurred on behalf of the Federation.

## **11. PATRON**

The Federation may decide at a meeting to invite Patronage of the Federation.

## **12. CONSTITUTION**

This Constitution supersedes any other Constitution attributed to the ***Australian Historic Motoring Federation Inc.***

This Constitution may be amended, added to or rescinded in whole or part by a Special Meeting called for that purpose. Any alteration proposed shall be notified to all Members not less than 60 days before the date of the Special Meeting called for that purpose.

Any alteration shall be decided by a simple majority of votes at a meeting.

## **13. APPROVAL**

This Constitution was agreed to at a meeting of the Federation held in Melbourne on Saturday 24 August, 1991.

*Amended at AGM 6 & 7 August 1994*

*Amended at AGM 3 July 1995*

*Amended at AGM 1 & 2 August 1998*

*Amended at AGM 19 & 20 August 2005*

*Amended at AGM 24 & 25 August 2007*

*Amended at AGM 20 September 2008*

*Amended at AGM 18 & 19 August 2010*

*Amended at AGM 9 & 10 August 2013*