

## 1. NAME

The name of the association is T Series Club of Australia.

## 2. PURPOSES

1. To conduct general business meetings of the club online on the club forums.
2. To maintain a register of members and their vehicles.
3. To develop and distribute bulletins, regular publications, emblems or any other identification material approved by the club.
4. To establish, impose and collect fees, fines and contributions where applicable.
5. To continually strive to take action to increase the exposure of the club, its popularity and membership.
6. To appoint stewards, advisers and sub-committees to assist in the administration of the club.
7. To establish and review the budget for expenditure.
8. To promote and represent the Ford Motor Company, Tickford Vehicle Engineering Pty. Ltd. (TVE), T Series range of vehicles and FTE with the utmost integrity.
9. To represent the club in a manner deemed acceptable to the club at all times.

## 3. INTERPRETATION

1. In these rules, unless contrary intention appears –  
“Committee” means the committee of management of the association.  
“Financial year” means the year ending on June 30.  
“General meeting” means a general meeting of members of the members convened in accordance with rule 9.  
“Member” means a member of the said association.  
“Ordinary member of the committee” means a member of the committee who is not an officer of the association under rule 10.  
“The act” means the Associations Incorporations Act 2012.  
“The regulations” means regulations under the act.
2. In these rules, a reference to the secretary of an association is a reference- a. Where a person holds office under these rules as secretary of the association to that person
3. Words or expressions contained in these rules shall be interpreted in accordance with the interpretation of legislation act 2012 and the act in force from time to time.

## 4. APPLICATION FOR MEMBERSHIP

1. Full Membership is open to any person owning genuine T Series vehicles made from 1999 – 2002, this includes TE50, TS50, TL50 and Pursuit 250 utes.
2. Persons who have previously owned one of the above-mentioned vehicles may also apply for Associate Membership.
3. Associate Membership is also open to current Full members who dispose of their vehicle, but still want to remain financial members of the club.
4. The committee may also appoint Associate Membership to patrons of the club who promote and/or endorse the club’s purpose. As a minimum, such Associate members must own a Ford vehicle, and must participate in at least two club events or meetings per year.
5. The total number of Associate members may not exceed 20 members at any one time.

6. Associate members do not have voting rights, but may participate in club events, such as cruises and social events and activities.
7. Associate members are not eligible to display their vehicles within a club display if the associated event has been nominated as an 'Official Club Display' by the Committee.
8. An Associate member who becomes an owner of one of the abovementioned vehicles will be deemed to be a Full member upon ownership.
9. A right, privilege or obligation of a person by reason of membership of the association-
  - a. Is not capable of being transferred or transmitted to another person,
  - b. Terminates upon the cessation of membership whether by death or resignation or otherwise

## 5. ANNUAL SUBSCRIPTIONS

The committee shall prescribe annual membership fee annually.

The fees are payable annually in advance on or before July 1st each year.

Any new member who joins on or after the 1st of January shall be required to pay a pro-rata membership fee as prescribed by the committee at the time.

Failure to pay the annual membership fee by the 1st of September will mean loss of membership number and cancellation of club information until the fees have been paid in full.

Upon joining as a member, the annual fee (\$70) and one-off joining fee (\$50) are payable to the club

## 6. REGISTER OF MEMBERS.

1. The membership officer shall keep and maintain a register of members (min. 5) in which shall be entered the full name, address, vehicle details; date of joining of each member and the register shall be available for inspection by members upon request and approval by the committee.
2. In the absence of a person holding office as 'membership officer', the vice-president will assume the responsibilities of the 'membership officer' in the normal course of their duties

## 7. RESIGNATIONS AND EXPULSION OF MEMBERS.

1. A member of the association who has paid all monies due to the association may resign from the association by first giving one (1) months' notice in writing to the secretary of his/her intention to resign and upon the expiration of that period of notice, the member ceases to be a member.
2. Upon the expiration of a notice given under sub-clause (1), the secretary shall make in the register of members an entry recording the date on which the member, by whom the notice was given, ceased to be a member.
3. Subject to these rules, the committee may by resolution:
  - a. Expel a member from the club.
  - b. Suspend a member from the club for a specific period.
  - c. Fine a member an amount not exceeding \$20.00, if the committee is of the opinion that the member:
    - i. Has refused or neglected to comply with these rules or:
    - ii. Has been guilty of conduct unbecoming a member or prejudicial to the interests of the association.

4. A resolution of the committee under sub-clause (1):
  - a. Does not take effect unless the committee, at a meeting held no earlier than 14 and not later than 28 days after the service on a member of a notice under sub-clause (3), confirms the resolution in accordance with this clause and:
  - b. Where the member exercises a right of appeal to the association under this clause, does not take effect unless the association confirms resolution in accordance with this clause.
5. If the committee passes a resolution under sub-clause (1), the secretary shall, as soon as practicable, cause to be served on the member a notice in writing:
  - a. Setting out the resolution of the committee and the grounds on which it is based:
  - b. Stating that the member may address the committee at a meeting to be held not earlier than 14 and not more than 28 days after the service of the said notice:
  - c. Stating the date, place and time of that meeting:
  - d. Informing the member that he/she may do one or more of the following:
    - i. Attend that meeting at the premises of a committee member or via teleconference:
    - ii. Give to the committee before the date of that meeting a written statement seeking the revocation of the resolution and:
    - iii. Not later than 24 hours before the date of the meeting lodge with the secretary a notice to the effect that he/she wishes to appeal to the association in a general meeting against the resolution.
    - iv. At a meeting of the committee held in accordance with sub-clause (2) The committee:
      - a. Shall give the member an opportunity to be heard:
      - b. Shall give due consideration to any written statement submitted by the member and:
      - c. Shall by resolution determine whether to confirm or to revoke the resolution.
6. If the secretary receives a notice under sub-clause (3), he/she shall notify the committee and the committee shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice.
7. At a general meeting of the association convened under sub-clause (5):
  - a. No business other than the question of the appeal shall be transacted:
  - b. The committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution:
  - c. The member shall be given the opportunity to be heard and:
  - d. The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
8. If at the general meeting:
  - a. Two thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed and:
  - b. In any other case, the resolution is revoked.

## 8. ANNUAL GENERAL MEETING

1. The association shall in July to September of each calendar year convene an annual general meeting (AGM) of its members.
2. The AGM shall be conducted on such day as the committee determines.

3. The AGM shall be specified as such in the notice convening it.
4. The ordinary business of the AGM shall be:
  - a. To confirm the minutes of the last preceding AGM and any general meeting held since that meeting:
  - b. To receive from the committee reports upon the transactions of the club during the preceding financial year:
  - c. To elect officers of the club and the ordinary members of the committee.
5. The AGM may transact special business of which notice is given in accordance with these rules.
6. The AGM shall be in addition to any other general meetings that may be held in the same year.

## 9. GENERAL MEETINGS OF THE ASSOCIATION

1. For any general meetings including the AGM, members may request a copy of the minutes and/or financial statements:
  - a. By request in writing to the Secretary within 12 months of the date the meeting was held
  - b. Be issued with a copy of the requested documentation per sub-clause (1) at the discretion of the committee
  - c. Where the request has been denied, correspondence including rationale for the decision will be sent to the member in writing by the Secretary.
  - d. Grievance procedures may be filed against the association in accordance with the rules set out in Division (2)
2. Members may elect a proxy member to vote on their behalf if unable to be present at a general meeting. Notice is to be submitted in writing to the Secretary no later than 24 hours prior to the meeting.

## 10. OFFICERS OF THE ASSOCIATION

1. The officers of the association are as follows:
  - a. A president.
  - b. A vice president.
  - c. A Treasurer.
  - d. A Secretary.
  - e. State representatives.
2. The State representative positions shall be made up of a financial member from each Australian state.
3. Each officer of the association is to hold office until the AGM next after the date of election and is eligible for re-election.
4. If a casual vacancy in any office referred to in sub-clause (1) occurs, the committee may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the AGM next following the date of appointment.

## 11. CONSTITUTION OF THE COMMITTEE

1. The committee consists of the following members elected at the AGM of the association in each year.
  - a. The officers of the association.

- b. State representatives.
2. An ordinary committee member is to hold office until the AGM next after the date of election and is eligible for re-election.
3. If a casual vacancy occurs in the office of ordinary committee members, the committee may appoint a member of the association to fill the vacancy until the conclusion of the AGM next following the date of appointment.

## 12. ELECTION OF OFFICERS AND VACANCY

1. Nominations of candidates for election as Officers of the associations or as state representative committee members are to be-
  - a. Made in writing signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination):
  - b. Delivered to the secretary of the association at least 10 days before the date fixed for the holding of the AGM.
2. If insufficient nominations are received to fill all vacancies on the committee-
  - a. The candidates nominated are to be elected and:
  - b. Further nominations are to be received at the AGM.
3. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are to be elected.
4. If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.
5. The ballot for the election of officers and ordinary committee members is to be conducted at the AGM in the usual manner as directed by the committee.
6. For the purpose of these rules, the office of an officer of the association or of an ordinary committee member becomes vacant if the officer or committee member:
  - a. Dies or:
  - b. Becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his/her creditors, or makes any assignment of his/her estate for their benefit or:
  - c. Becomes of unsound mind or:
  - d. Resigns office in writing addressed to the committee or:
  - e. Ceases to be a resident in the state or:
  - f. Fails, without leave granted by the committee, to attend 3 consecutive meetings of the committee or:
  - g. Ceases to be a member of the association or:
  - h. Fails to pay all arrears of subscriptions due, within 14 days after receiving a notice in writing signed by the secretary stating that he/she has ceased to be a financial member of the association.
7. The appointment and termination of the secretary is to be performed in accordance with Rules (10), (12) and (16) as it applies to all other committee members and officers of the association

## 13. MEETINGS OF THE COMMITTEE AND SUBCOMMITTEE

1. The committee is to meet at least once every three (3) months via the online forums or email / phone conference.
2. Special meetings of the committee may be convened by the president or by any of the members of the committee.

3. Notice shall be given to members of the committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
4. Any four members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
5. No business shall be transacted 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 shall stand adjourned to the same hour of the same day in the following week, unless the meeting was a special meeting in which time lapses.
6. At meetings of the committee:
  - a. The president or in the president's absence the vice president shall preside: Or
  - b. If the president and vice president are absent, such one of the remaining members of the committee as may be chosen by the members present shall preside.
7. Questions arising at a meeting of the committee or of any Subcommittee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
8. Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
9. Written notice of each committee meeting shall be served on each member of the committee by delivering it to the member at a reasonable time before the meeting or by sending it by pre-paid post addressed to him/her at his/her last known place or abode at least two (2) business days before the date of the meeting.
10. Subject to subclause (4) the committee may act notwithstanding any vacancy on the committee.
11. Members may request a copy of the minutes of committee meetings:
  - a. By request in writing to the Secretary within 12 months of the date the meeting was held
  - b. Be issued with a copy of the requested documentation per sub-clause (7) at the discretion of the committee (by quorum)
  - c. Where the request has been denied, correspondence including rationale for the decision will be sent to the member in writing by the Secretary.
  - d. Grievance procedures may be filed against the association in accordance with the rules set out in Division (2) if the member is not satisfied with the decision reached by the committee

#### 14. SECRETARY

The secretary of the club shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in folders provided for that purpose together with a record of names of persons present at meetings.

#### 15. TREASURER

The treasurer of the association:

- a. Shall collect and receive all monies due to the association and make all payments as authorised by the association and:

- b. Shall keep correct accounts and books showing the financial affairs of the association with full details of receipts and expenditure connected with the activities of the association.

## 16. REMOVAL OF A COMMITTEE MEMBER

1. The association in general meeting may by resolution remove any member of the committee before the expiration of the member's term of office and appoint another member in his/her stead to hold office until the expiration of the term of the first-mentioned member.
2. Where the member to whom a proposed resolution referred to in subclause (1) makes representations in writing to the secretary or president of the association (not exceeding a reasonable length) and requests that they 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 they are not so sent, the member may require that they be read out at the meeting.

## 17. CHEQUES

Two (2) members of the committee shall sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments. Where payments are to be made via EFT (Electronic Fund Transfer), the treasurer may process payments upon direction of the majority of the committee without secondary signature/authorisation.

## 18. SEAL

1. The common seal of the club shall be kept in the custody of the secretary.
2. The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures of either of two (2) members of the executive committee.

## 19. COMMITTEE OF MANAGEMENT

1. The affairs of the association shall be managed by the committee of management constituted as provided in rule 11.
2. The committee:
  - a. Shall control and manage the business and affairs of the association.
  - b. May, subject to these rules, the regulations and the act, exercise all such powers and functions as may be exercised by the association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the association and:
  - c. Subject to these rules, the regulations and the act, has the power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the association.

## 20. ALTERATION OF RULES AND STATEMENT OF PURPOSES

Any amendment to the rules or statement of purposes of the club must be presented to the club secretary for all members to be notified no later than twenty-one (21) days prior to the next general meeting in order to be tabled at the next general meeting. Amendment to the rules or statement of purpose will be resolved by a three-fourths vote of acceptance and in accordance with the act.

## 21. NOTICES

1. A notice may be served by or on behalf of the association upon any member either personally or by sending it by post to the member at the address shown in the registrar of members.
2. Where a document is properly addressed prepaid and posted to a person as a letter, the document unless the contrary is provided, is deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.
3. Notice to conduct a general meeting may not be issued less than 14 days after a general meeting has been held.
4. Notice of a general meeting is to be issued as per sub-clause (1) at least 14 days prior to the meeting

## 22. WINDING UP OR CANCELLATION

In the event of winding up or cancellation of the club the assets of the club shall be realised upon and disposed of to a charitable organization as determined by the members of the club after satisfaction of all liabilities and payments.

## 23. CUSTODY OF RECORDS

1. Except as otherwise provided in these rules, the secretary shall keep under his/her custody or under his/her control all books, documents and securities of the association.
2. All accounts, books, documents and securities of the association shall be available for inspection and copying by any member of the association upon request.

## 24. FUNDS

The funds of the club shall be derived from entrance fees, annual subscriptions, donations, sponsorships, gifts, and other sources as the committee determines.

## Division 2—Grievance procedures

### 25 Application

- 1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - a) a member and another member;
  - b) a member and the Committee;
  - c) a member and the Association.
- 2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

### 26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.



## 27 Appointment of mediator

- 1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
  - a) notify the Committee of the dispute; and
  - b) agree to or request the appointment of a mediator; and
  - c) attempt in good faith to settle the dispute by mediation.
- 2) The mediator must be—
  - a) a person chosen by agreement between the parties; or
  - b) in the absence of agreement—
    - i. if the dispute is between a member and another member—a person appointed by the Committee; or
    - ii. if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- 3) A mediator appointed by the Committee may be a member or former member of the Association but in any case, must not be a person who—
  - a) has a personal interest in the dispute; or
  - b) is biased in favour of or against any party.

## 27 Mediation process

- 1) The mediator to the dispute, in conducting the mediation, must—
  - a) give each party every opportunity to be heard; and
  - b) allow due consideration by all parties of any written statement submitted by any party; and
  - c) ensure that natural justice is accorded to the parties throughout the mediation process.
- 2) The mediator must not determine the dispute.

## 28 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law