

BYLAWS OF "THE VINTAGE CAR CLUB OF NEW ZEALAND INCORPORATED"

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Honorary Life Member

1. Nomination

- a) The nominee must be a financial member of the Vintage Car Club of New Zealand Incorporated.
- b) The nominee must be nominated and seconded by financial members of the Vintage Car Club of New Zealand Incorporated.
- c) Each nomination shall be forwarded to the National Secretary/Treasurer by 31st December, in writing, and giving reasons for the nomination.
- d) The National Secretary/Treasurer shall forward the nomination to the committee of each branch of which the nominee has been a member, for written comment. Any comment submitted shall represent the majority view of the Branch Committee concerned, as discussed and determined at a branch committee meeting. Anonymous comments and submissions will not be accepted.
- e) Once the comments of each Branch Committee concerned have been received, or after 30th April, whichever comes first, the nomination shall be tabled at a Management Committee meeting for consideration. The Management Committee shall make whatever follow-up enquiries it deems necessary in order to obtain additional information, or to clarify or confirm any comments that may have been received from the nominator, the seconder, or any Branch Committee.
- f) A nomination may not necessarily lapse as a result of any particular comment or lack of comment that may be made by a Branch Committee. However, in approving or dismissing any nomination, the Management Committee shall consider all of the information and valid comments that have been submitted to it.

2. Presentation

- a) Where the nomination to confer Honorary Life Membership is approved, presentation of a Life Membership Badge and a framed certificate in recognition of the award should be made at the next Annual General Meeting of the Club wherever possible.
- b) Where this is not practical, a National Event or suitable alternative event shall be agreed to by the Management Committee in consultation with those concerned.

3. Benefits

- a) Exemption from VCC membership subscriptions and branch levies for the Honorary Life Member and their partner as determined by the Management Committee.
- b) Continued acknowledgment of the Honorary Life Member at future club functions e.g. the AGM, International Rallies, special events or gatherings. If the Management Committee invites any Life Member to attend such an event, approved costs shall be covered by the Club and managed by the National Secretary/Treasurer.

4. Maximum Number of Honorary Life Members.

- a) The maximum number of living Honorary Life Members shall be limited to one per 1000 VCC Members.

Subscriptions

The subscription year shall commence on 1st November in each year and end on 31st October the following year.

- a) Annual Subscription rates for Members and Joint Members will be determined annually by the Executive and the setting of the Annual Subscription rate will determine the Annual Subscription for Junior Members.
- b) Annual Subscriptions and Branch Levies (if applicable) shall be payable in advance on the appointed due date of each year and all persons who are Members for any part of the Subscription Year shall be liable for the full subscription for such year. Honorary Life Members shall be exempt from payment of Annual Subscriptions and Branch Levies.
- c) Current payments include:
 - Annual Subscription (as set by the Executive Annually)
 - Annual Joint Subscription(s), if applicable (as set by the Executive Annually)
 - Branch Levy (as set by each Branch)
 - Branch Joint Levy (as set by each Branch)
 - Goods and Services Tax as applicable
- d) A discount as determined by the Executive is applicable to the Annual Subscription if that subscription is paid by the 20th of the month in which it is due.
 - i. The imposition of any other incidental fee that may be prescribed by a Branch for payment by any Branch Member from time to time shall be managed by the Branch.
 - ii. Pursuant to Clause 5.2 of the Constitution, such incidental fee do not form part of the initial Annual Subscription payable by a prospective Member.
- e) The initial Subscription for Prospective Members, Prospective Joint Members and Prospective Junior Members will be determined annually by the Executive, as well as the portion of the Initial Annual Subscription that is to be allocated to the respective Branch into which New Members have been accepted.
- f) Prospective Members approved as Members by the Executive at its March meeting shall have paid an initial Annual Subscription that affords financial membership status through to the end of the current Subscription Year, while Prospective Members approved as Members by the Executive at its August meeting shall have paid an initial Annual Subscription that affords financial membership status to the end of the following Subscription Year. (refer Application for Membership d) ii) below).

Membership

- a) The Membership Year for a Member shall commence on the date of the Executive Meeting at which they were approved by the Executive as a Member, and thereafter on the anniversary of that date each year.
- b) Cessation of membership shall take effect from the date of receipt of resignation of a Member pursuant to the Constitution or from the date of the Executive Meeting at which it may be resolved that such Member be struck off the register for remaining un-financial for the current subscription year.
- c) For the determining of length of membership of a Member where that Member has ceased to be a Member under b) above and has later re-applied to become a Member once again, membership shall be deemed to have newly commenced under a) above, irrespective of the duration of non-membership.
- d) **Application for Membership**
 - i. Any person interested in furthering the interests of the Club may become a Prospective Member by completing an online Application for Membership form or by submitting a paper-copy of the same form.
 - ii. An online application form shall be submitted to the electronic address on the form, and a paper-copy of the application form may be submitted either directly by a Prospective Member or by a Branch.
 - iii. An Application for Membership form, whether submitted online or in paper form personally or through a Branch, shall in all cases be accompanied by the full amount of the prescribed Initial Annual Subscription specified on the Club's website as being applicable for the "date submitted" as stated on the form.

Executive Meeting

Two Executive Committee Meetings will be held annually. One Meeting in March will be held in Wellington or an alternative location designated by the Management Committee. The second meeting will be held at the same location as the Annual General Meeting, in August.

Discipline

1. Under the provisions of the National Constitution a Branch may adopt rules to discipline its own branch members. These rules must not conflict with the provisions of the national Club Constitution and a branch does not have the power to make any decision affecting a branch member's status as a member of the Club.
2. Any member(s) may at any time make a complaint about another member(s). Such complaint may, in its simplest form, be dealt with and resolved by way of a direct discussion between the member(s) making the complaint and the member(s) whose conduct is the subject of the complaint, facilitated by suitable intermediaries if appropriate.
3. If a satisfactory outcome does not result or is unlikely to result from discussion between the members concerned, then the complaint must be made in writing.
4. Any written complaint about members must, if it is to be acted upon, include the following details:
 - a) The date the written complaint is being made.
 - b) The name of the member(s) subject of the complaint.
 - c) The factual details of the complaint including the date(s) on which the conduct complained of took place.
 - d) An assessment of the impact of that conduct on other members, non-members or members of the public, and the degree to which that conduct may have brought, or potentially brought, the branch or the Club into disrepute.
 - e) The remedy sought by way of discipline of the member(s) complained about.
 - f) The names, membership numbers and signatures of the members complaining.A copy of any written complaint must be kept by the members making that complaint.
5. Any written complaint about a member(s) may be transmitted to the Branch Committee of the branch to which the member(s) complained of belong, or may be transmitted directly to the Secretary/Treasurer of the Club for the attention of the Management Committee under delegated power from the Club's Executive.
6. A Branch Committee may proceed to deal with any written complaint received by them in accordance with clauses 3 – 5 above, if the Branch Committee has the capacity to efficiently and effectively deal with that complaint in accordance with the Branch Constitution, the Club Constitution and these Bylaws. If not, the complaint must be promptly transmitted to the Secretary/Treasurer of the Club for attention.
7. Where a Branch Committee has the capacity to manage a complaint about the conduct of any branch members, the Chairman of the Branch shall promptly investigate to determine the facts and advise the member(s) concerned of the complaint and record any explanations given. If the situation is considered serious enough to invoke the sanctions available to the branch under this bylaw, as defined in clause 9 below, the Chairman shall immediately advise the Secretary/Treasurer of the Club of the circumstances, also advising which of these sanctions would be considered against the member in accordance with the Branch Constitution.
8. If the Secretary/Treasurer receives advice of a written complaint about the conduct of a member(s), he/she will urgently consult with the Management Committee and promptly advise the Branch Committee as to whether the matter can be dealt with by the Branch Committee or whether it should be referred to the Management Committee for determination pursuant to the Discipline provisions of Section 5.5 of the National Constitution.
9. After consideration of the facts and any explanation given by any branch member(s) who are the subject of the complaint, a Branch Committee may impose one or more of the following penalties:
 - a) Admonish the member(s) if they agree not to repeat the conduct that gave rise to the complaint.
 - b) Require the member to apologise to the affected member(s), and any other affected person if appropriate.

- c) Ban the member(s) from entering onto branch premises or participating in any specified branch event (s) held by the branch to which the member belongs, for a period of up to six months maximum, as agreed to and condoned by the Secretary/Treasurer in consultation with the Management Committee.
 - d) Require compensation by a specified time for any material damage to, or loss of a Branch asset(s).
10. A full written record of the proceedings in dealing with any complaint against a member(s) shall be retained by the Branch in chronological and dated order and made available on request if the matter is subsequently referred to the Management Committee or the Executive of the Club in accordance with the Club Constitution and Bylaws.
- The procedure for expulsion of members will be as follows:
- 11. Any person or organisation may make a complaint to the Management Committee that the conduct of a member of the Club is or has been injurious to the character of the Club. Every such complaint will be in writing and addressed to the Secretary/Treasurer.
 - 12. If the Management Committee considers that there is sufficient substance in the complaint, it may invite the member to attend a meeting of the Management Committee and to offer a written and/or oral explanation of the member's conduct.
 - 13. They will give the member at least fourteen (14) days written notice of the meeting. The notice will:
 - 14. Sufficiently inform the member of the complaint so that the member can offer an explanation of the member's conduct; and
 - 15. Inform the member that if the Management Committee is not satisfied with the member's explanation the Management Committee may suspend or expel the member from the Club.
 - 16. If in the meeting the Management Committee decides to expel the member from the Club the member will cease to be a member of the Club.
 - 17. A member expelled may within 14-days give written notice of appeal to the Secretary/Treasurer.
 - a) The Secretary/Treasurer will then arrange for the complaint to be heard by the Executive when they next meet. If that meeting passes a resolution rescinding the expulsion, the member will be reinstated immediately.

CODE OF CONDUCT

Members shall;

- a) Actively engage in, or support, the restoration, documentation, preservation and appreciation of historic vehicles and vehicles of potential interest for the future, recognising these vehicles as a distinct and valuable facet of New Zealand's cultural, technical and pioneering heritage.
- b) Display honesty, courtesy, fairness, respect and sensitivity through their interactions with Members and others, in a manner that is mindful of the differences of opinions that may arise.
- c) Adopt behaviours that are free from harassment, intimidation, exploitation or discrimination.
- d) Recognise and acknowledge the contributions, experience, skills and endeavours of others, many of whom may, for the time being, be serving in elected or appointed roles or offices.
- e) If serving the Club or its members in some capacity, do so with due care, diligence and integrity.
- f) Be mindful of complying with applicable laws, regulations and reasonable expectations that may relate to the events and activities of the Club, its Branches, its Members and its guests.
- g) Comply with the constitutional policies and procedures set down by the club and its Branches.
- h) In any given situation, adopt an appropriate course of action to the best of their ability, or refrain from a particular course of action as the case may be, in the best interests of the Club.
- i) Conduct themselves in a manner that reflects positively upon the Club and its Branches, and, to that end, demonstrate sound 'driver etiquette' and common sense when motoring club-eligible vehicles on Club events or at any other time when other motorists are a consideration. *[Sound*

'road and driver etiquette' are referred to in Section 20 of the Club's Branch Manual]

- j) At all times, and as a priority, consider the safety of themselves and others.
- k) Be made aware that some Members may have elected to have the details of their Club membership and Club-eligible vehicles, perhaps including images, withheld from publication, and shall respect this wish.

Financial Year

In accordance with Rule 11.1 of the Constitution the Executive shall determine the financial year of the Club.

The financial year shall commence on the 1st April in each year and end 31st March the following year.

Alteration to the Constitution

The following procedure shall be followed:

- l) A "proposed" Notice of Motion must be moved and seconded by two financial Members and received by the Club Secretary/Treasurer no later than 10 January.
- a) Any "proposed" Notice of Motion received by the prescribed date shall be discussed by the Management Committee at its next meeting and an objective assessment of that proposed Notice of Motion shall be undertaken by or on behalf of the Management Committee. This is for the purpose of facilitating discussion by the Executive at its next meeting. The assessment shall set out to identify any perceived advantages or disadvantages relating to the intent of the proposed motion when measured against the current aims and objects of the Club, and shall address any favourable or unfavourable implications of what is proposed, perhaps also exploring related opportunities and refinements.
- b) The Executive shall, after discussing a "proposed" Notice of Motion together with the assessment of that motion, resolve to accept it as currently presented and give it "formal" Notice of Motion status, or resolve to defer it subject to a defined and minuted course of action prior to reconsideration by the Executive in accordance with this by-law.
- c) Any "proposed" Notice of Motion that the Executive resolves to give formal status to, worded as currently presented, shall be emailed to all Branches so it can be discussed by the Members, who shall then have the opportunity to make comment or submissions. Such submissions must be received by the proposers no later than 30 April.
- d) The proposer and seconder of a Notice of Motion that has been given formal status under clause c) will be responsible for ensuring it is clearly worded and free from ambiguity after considering any submission received.
- e) In order to proceed through the voting process, a "formal" Notice of Motion in its final wording must be received by the Club Secretary/Treasurer no later than 10 May and must have been subject to clauses a) to e) above.
- f) A "formal" Notice of Motion that has satisfied the requirements must be forwarded to Branch Secretaries by 20 May and published in the June/July issue of Beaded Wheels.
- g) Voting papers as prepared by the Club Secretary/Treasurer must be supplied to all financial Members not more than 42 clear days and not less than 26 clear days before the Annual General Meeting.
- h) Completed voting papers must be in the hands of the Club Secretary/Treasurer not later than 8 am on the 5th day preceding the Annual General Meeting.
- i) The general provisions of Rule relating to receipt, validity and counting of votes will apply as they affect this rule.
- j) The Constitution may only be amended, added to or replaced by a resolution of seventy five percent majority of financial Members voting by postal ballot.

Factory Built and Historic Racing Vehicles

These are individual vehicles that have been firstly approved by the committee of a Branch of the Club and have been, secondly, approved by the Vehicle Technical Committee of the VCC of NZ Incorporated.

There shall be a right of appeal to the Executive of the Club against any Branch Committee declining an application for approval.

The Registrar of the Club shall keep a register of Factory Built and Historic Racing Vehicles having been declined by a Branch Committee but approved by the Executive.

Period Specials

A Period Special is a vehicle which has been built up for a special purpose to represent a particular period and facet of motoring history such as; sports, racing, trials, commercial vehicles. These vehicles may be built utilising: a) Production components (Vehicle Identity Card code B4 & B5) or b) newly manufactured components (Vehicle Identity Card code C4 & C5). These vehicles must comply with the VCC of NZ Incorporated Guidelines for Period Specials and have the approval of the Vehicle Technical Committee of the VCC of NZ Incorporated.

VCC Vehicle Identity Cards for VCC Speed Events

All vehicles competing in Speed Events conducted by the Vintage Car Club of NZ Incorporated and its branches must be in possession of a current Vintage Car Club of NZ Incorporated Vehicle Identity Card.

Vehicle Eligibility

Vehicles shall be Club-eligible when they are 30 years of age or older. The date of construction of a vehicle shall be determined in accordance with section 2 of the Club Vehicle Technical Code, by establishing the first available proven date commencing with;

- a) Date of availability from the manufacturer if documented; *then*
- b) Date of shipping or leaving the place of manufacture if documented; *then*
- c) Date of delivery (which could also be the date of first registration in the country delivered to); *then*
- d) Date of completion (if the vehicle has been significantly modified or altered); *then*
- e) If none of the above dates can be established, a vehicle shall be deemed to be Club-eligible after the 31st December of the year that is 30 years after its determined 'year of manufacture'.

Historic Vehicle

A Historic Vehicle is a mechanically propelled vehicle, manufactured more than 30 years ago, preserved and maintained in a historically appropriate condition and for the time being in the care of a person or organisation keeping it for its historic, cultural and technical interest or pioneering significance, and using and appreciating it as is practicable.