

CORVETTES OF WESTERN AUSTRALIA INC.

BY-LAWS

The By-Laws set out the regular procedures of Corvettes of Western Australia Inc. (also referred to as “the Association” and “the Club”) to help the Committee and members manage the Club. They are designed to ensure transparency and continuity from year to year using the procedures set out in these By-Laws.

The Association, only by resolution at a general meeting, can make, amend or revoke

By-laws. **PART 1 – THE COMMITTEE**

The Committee will vacate all positions at the beginning of each Annual General Meeting (“AGM”), and elections will be held at the AGM to establish a new committee. A nomination form for election to the Club’s Committee can be found on the website.

1. PRESIDENT

The President is responsible to the Club and its Members for the overall efficiency in the running and financial administration of the Club through adhering to the requirements of the Club’s Rules of Association and By-Laws. The President is to:

- (a) Oversee, monitor and assist in the activities of the Executive Committee, Sub Committees and Ex Officio Members in the performance of their responsibilities;
- (b) Chair and preside over all committee and member meetings;
- (c) Oversee management of the Club’s finances and activities;
- (d) Prepare the “President’s Report”; and
- (e) Represent the Club in public forum as and when required.

2. VICE PRESIDENT

- (a) It is the duty of the Vice President to assist committee members, and in the case of the absence or vacancy of the position of President to fill the role of Acting President until the committee appoints a new stand-in President or a new President is elected at an AGM.

3. SECRETARY

- (a) It is the duty of the Secretary to deal with and/ or direct correspondence to the appropriate committee persons; and
- (b) The Secretary records minutes of committee meetings and general meetings and distributes them to the membership.

4. TREASURER

- (a) The Treasurer is responsible for managing and recording all monies paid or received on behalf of the club, including issuing receipts in the name of the club and making payments from the Club’s bank account to suppliers of the Club;
- (b) Make payments from the funds of the club with the authority of the President, the committee or the general meeting and in doing so ensure that all payments are authorised and recorded;
- (c) Reimburse and record expenses incurred by the committee members delegated by the committee to make purchases on behalf of the club for its functions or for the fulfilment of the club’s objectives; (d) Maintain a system of accounting to record all financial transactions made by the Club, and reporting to the Committee and General Meetings on a regular basis the financial position of the Club;
- (e) Manage the signatories to the Club’s bank account should committee positions change; and (f) Manage the

Club's profile on various government websites, such as the ABN Register, ATO tax returns or returns not necessary confirmations, DMIRS Association Information and other regulatory matters.

5. MEMBERSHIP

- (a) It is the duty of the membership committee person to maintain on behalf of the Club the register of members, and record in the registry any changes in the membership;
- (b) The register shall record, as a minimum, all members full names, names of nominated partners, postal address, telephone, and email addresses of such members if available;
- (c) Maintain a Concessional Register for C4C & 404;
- (d) Maintain up to date member records in Xero;
- (e) Liaise with members as required to ensure timely payment of membership fees; and
- (f) Order name badges for all new members and recorded partners.

6. SOCIAL DIRECTOR

Monthly Runs

- (a) Arrange runs for the 1st Wednesday and 3rd Sunday of each month (occasionally this will vary with the need to space the calendar out due to other events such as shows);
- (b) Book venue, arrange meeting place and decide the route to be taken;
- (c) Send out email with all the details to members at least 1 week prior;
- (d) Send out reminder email to members at least 2 days prior; and
- (e) Confirm final numbers with the venue.

Christmas in July

- (a) Book venue;
- (b) Liaise with committee to determine subsidy given to members on cost of meal;
- (c) Send out email to members with all the details and send regular reminders;
- (d) Confirm numbers and details with venue;
- (e) Arrange raffle prizes to budget set in consultation with committee;
- (f) Arrange entertainment – committee to help; and
- (g) Sell raffle tickets – committee to help.

Christmas Party

- (a) Book venue;
- (b) Liaise with committee to determine subsidy given to members on cost of meal;
- (c) Send out email to members with all the details and send regular reminders;
- (d) Confirm numbers and details with venue;
- (e) Arrange raffle prizes to budget set in consultation with committee; and
- (f) Arrange entertainment – committee to help; and
- (g) Sell raffle tickets – committee to help.

Weekend Away

- (a) Arrange accommodation, itinerary and route - generally 3 days/2 nights Friday – Monday with carpark drinks and a BBQ Friday night at the hotel and a cruise on Saturday followed by dinner at the hotel restaurant or nearby; (b) Book accommodation and other venues as per itinerary;
- (c) Liaise with committee to determine subsidy given to members on the cost of Saturday night dinner;
- (d) Send out emails to members with all the details and send regular reminders; and
- (e) Confirm all details with venues.

7. CMC REPRESENTATIVE

It is the duty of this CoWA committee person to attend the Bi - monthly CMC committee meetings, usually held at **THE ALF FAULKNER HALL, EDEN HILL** on behalf of the Club, and to disseminate and distribute CMC minutes and relevant documentation and information, from the CMC to the CoWA

committee as required. It is also the duty and responsibility for communicating the CoWA comment / position on matters arising at CMC committee meetings.

8. WEBSITE EDITOR

The Webmaster is responsible for managing the Club's Website, ensuring its functionality, keeping content up-to-date, and providing a seamless experience for members and visitors.

- (a) Website Maintenance: Report any issues to Webhost, to ensure website is performing at its best.
- (b) Emails: Ensure Committee Emails are all performing and do test once a month to confirm.
- (c) Event Calendar: Update and maintain an event calendar that members can easily access to see upcoming activities, details provided by the Social Director for Upload
- (d) Events: Upload post event Images
- (e) Members Cars: Send emails out to New Members seeking approval to add their Cars & Details
- (f) Maintain Club PDF's upload to Website as required
- (g) Magazine: Upload Content as it becomes available
- (h) Video's: Upload Youtube Videos relating to Club or appropriate Corvette Content
- (i) News: Upload news articles relevant from "Corvette Blogger"

9. MAGAZINE EDITOR

The magazine editor focuses content that aligns with the club's goals, engages members, and highlights club activities.

- (a) Magazine is released quarterly, Summer, Autumn, Winter & Spring
- (b) Magazine is produced using Publisher and template can be provided, but any other application can be used
- (c) Editor to get details from Membership, Social Director & President for their Reports to be included.
- (d) Editor to incorporate Members Cruisers & Outings by the Club
- (e) Editor to publish related Corvette Content
- (f) Editor to get President's approval to publish prior to sending out to Members and sending to Webmaster to add to Website

10. CONCESSIONAL REGISTRAR

All members are eligible for 404 or C4C as long as their primary vehicle is a Corvette.

Members wishing to have their vehicle on 404 concession must present their vehicle for inspection to the Concessional Registrar for approval. Vehicles may be denied if the vehicle is modified in any way.

Members wanting to register their vehicle for C4C must present the completed C4C form to the registrar to be signed off on the club's behalf.

11. COMMITTEE MEETINGS

Committee meetings will take place bi-monthly (alternate to the general meeting) at a minimum of 4 times per year. Committee members can join meetings via telephone when necessary, as approved by the President.

The meeting would ideally be booked for 2 to 3 weeks prior to the next general meeting. This makes it easier to deal with matters that need to be brought up at the general meeting.

Committee members are encouraged to email the President with anything they may want to discuss at the Committee meeting and the President will then email the Committee with an agenda for the meeting.

Club Emails

All emails sent out to club members are to be BCC only not CC

All emails pertaining to the committee and club business will CC'd to all committee members to keep them up to date with club business UNLESS it is a sensitive matter.

12. MEMBER MEETINGS

General meetings will also take place bi- monthly on the second or third week of the month.

Meetings advertised for 7.00pm with a 7.30 start

The meeting will be run by the President or Vice President if President is absent.

The secretary will record the minutes and distribute them to the membership once approved by the President.

ANNUAL GENERAL MEETING

- a) AGM is to be held second or third week of July
- b) Notification to members and on club website at least six weeks from AGM
- c) Fortnightly reminders to go out to members by email
- d) Attach Committee nomination form to emails.

AGM Meeting

The AGM will start with a normal meeting run by the current Committee in the usual format.

The president will close the meeting and all Committee members will vacate their roles and leave the tables vacant.

A club member, chosen by the past president (most likely a Life member or long standing club member) to then run the election of a new committee.

The submission process will start with nominations for President, Vice President, Secretary, Treasurer, Social Director, Membership, Website Editor, Magazine Editor, Concessional Licencing and CMC Delegate.

Any nominations that have been submitted by the club members on the club approved document will be presented to the club members and then asking if any other club members present would like to nominate for the role as per the list.

All nominations for a role must be put to the members for approval,

If more than one nomination for a committee role then it would go to a secret ballot.

When all the voting for the Committee roles have concluded the new committee will take their places at the table and a short meeting will be held to address any questions from members or for the Committee to address the membership. Meeting closed.

PART 2-SUBSIDIES TO MEMBERS

The club may subsidise club events that financial members attend, by contributing to the cost.

1. The club can subsidise the cost of meals at our Christmas and Christmas in July functions by reducing the amount of the cost per head at the venue. The amount will be agreed by the Committee;
2. The club can subsidise the cost of a meal at our annual weekend away, the amount to be decided by the Committee depending on numbers going on trip;
3. Subsidies are only available to financial members and their partners;
4. On occasions a financial member may bring a guest, which may be their immediate family, son, daughter or a grandchild; and
5. Members are not encouraged to bring a friend; but if they do so, the friend is not eligible for a subsidy.

PART 3 – CONCESSIONAL LICENCING - 404 & C4C

Refer to Department of Transport WA Website under concessions for Classics

[Concessions](#)

www.transport.wa.gov.au

PART 4 – CRUISES

Club cruises play an important part of our social calendar, and there has been set monthly cruises which have been widely accepted. These cruises are put out to the members via email and published on the club website. We do not encourage or allow non-registered vehicles, Corvettes on Department of Transport permits or Trade plates, as this contravenes the law.

1. The 1st Wednesday in the month cruise to a venue for lunch, usually arranged by the Social Director or open to suggestions from members
2. The 3rd Sunday of the month cruise to a venue for lunch.

PART 5 – CAR SHOWS

Corvettes of WA members attend annual car shows and these events would most likely be organised by the Social Director. Larger events like the GM Day or the Ascot show would most likely be organised by the Committee as these need a lot more organisation.

1. It is up to the discretion of the Committee if we organise a show as to whether it is for club members only or open to the public to bring along their Corvette;
2. We do not encourage or allow non-registered or Corvettes on permits unless they have been trailered to the event;
3. Attendees shall conduct themselves in a manner that promotes the club and any member that brings disrepute to the club in the first instance will be sanctioned, and if they are a repeat offender their membership maybe be withdrawn; and
4. Members are encouraged to wear club shirts, hats and other club regalia.

PART 6 – MERCHANDISE & APPAREL

Merchandise and apparel are mostly a Committee decision as to the amount of stock and content that is held by the Club for members to buy. The Social Director will oversee the design, cost, purchase and stock levels of merchandise in conjunction with the Committee.

When a rebranding change is being considered all designs are to be circulated to the membership for their feedback.

It is up to the discretion of the committee whether the club subsidises the club apparel for the members to make the club apparel more appealing for members to purchase.

PART 7 – WEEKEND AWAY

Our annual weekend away is usually organised by the Social Director with consultation to the Committee and is organised for financial members only.

1. The weekend away is usually held late October/early November;
2. It is a three day event starting on Friday to Sunday;
3. The Friday night is traditionally a BBQ at where we are staying for the weekend; the Saturday night we try and book a restaurant for dinner; and Sunday night is left up to the members if they decide to stay an extra night;
4. Things to organise:-
 - (a) Accommodation;
 - (b) Run sheets for the weekend showing the roads and destinations;
 - (c) Make sure a BBQ is available for the Friday night; and
 - (d) Book venues for lunch and dinner.

PART 8 - INSURANCE AND PUBLIC LIABILITY

The club is covered under the Motor Sport Australia Policy which is renewed annually.

PART 9 – DISPERSION OF CLUB FUNDS

The dispersion of the Club's funds by the committee can vary, but the main expenses are similar from year to year and can be projected for budgeting. It would be expected that the outgoings in a financial year would not exceed 90% of the Club's revenue for the year. Examples of costs incurred include the following:

1. Public liability insurance
2. Merchandise
3. Subsidies for events
4. Web hosting
5. Email accounts for Committee members
6. Catering for food at meetings
7. Accounting package

PART 10 – MEMBERSHIP

- (1) To be eligible for membership persons wanting to apply must agree to promote and respect the objectives of the club, abide by the Rules of Association, complete the application form for membership and pay, as per the application form, the nomination fee and subscription fees,
- (2) Fees are designated on the application form and may be adjusted by recommendation of the Committee to take effect following consent of the members at the Annual General Meeting;
- (3) Membership begins upon receipt of the application and fees. The membership fee for new applications received

after 31st December but before 31st March for the current membership year will be half the annual membership fee. The membership fee for new applications received after 1st April will be one quarter of the annual membership fee. All memberships expire on 30th June;

(4) For new members a nomination fee determined by the Committee will be charged. The nomination fee will be used to purchase name badges for member and partner; and

(5) Membership fees are to be paid after the 1st July with receipt of an invoice from the Membership Officer. (6) New-member nomination fees and regular membership annual fees will be set by the Committee prior to the beginning of each financial year.

PART 11 - NATIONAL CONVENTION

1. Corvettes of Western Australia will provide a single payment of sponsorship for each annual National Convention. This amount will be agreed by the President, at the Annual Presidents Club meeting aligned with each convention, under guidance from the committee.

2. Corvettes of Western Australia will host the National Corvette Convention as our position in the sequences of conventions roles around. (Next opportunity is 2029)

3. A separate Convention Committee will be convened at least 18 months from the convention date to create a convention plan including objectives, actions ownership, a budget and timelines aimed at ensuring an on time and best in class event in Western Australia. Members that have had previous experience with national conventions will be approached to give guidance to the Convention Committee.

4. Corvettes of Western Australia will invest significant funds from our bank to ensure the event is a success. A budget will be prepared at the beginning of the 18 month Convention Committee convening and signed off by the executive committee. A monthly meeting will be held with the executive committee to review progress against milestones and ensure expenditure remains in line with budget and expectations.