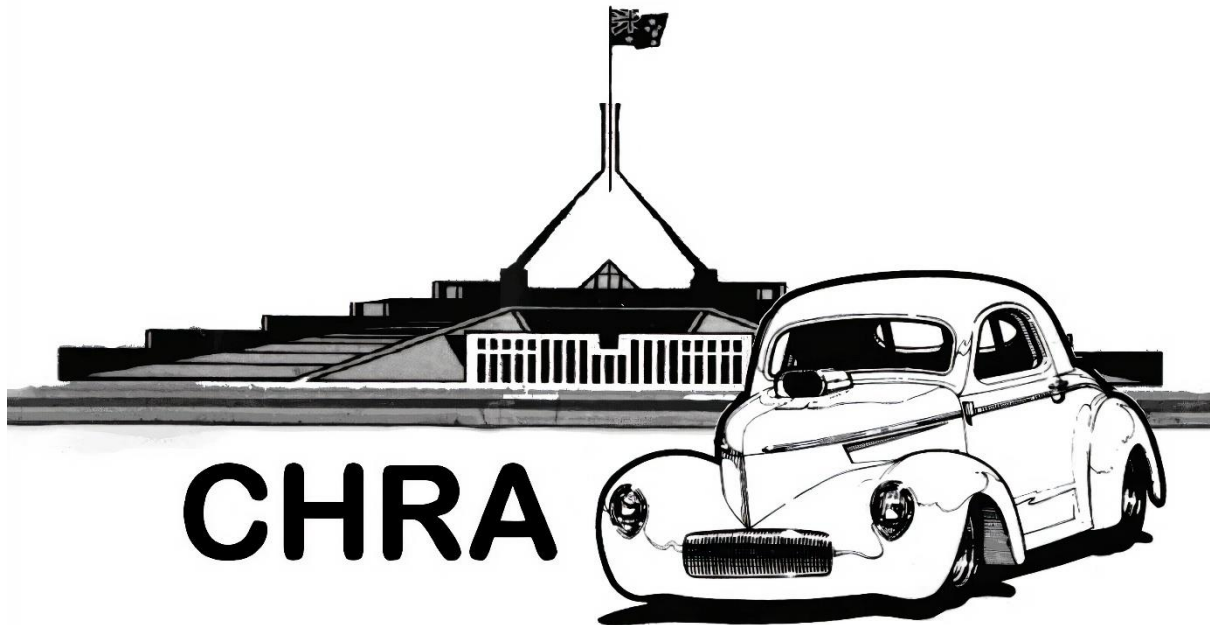


Bylaws of the Canberra Hot Rod Association

Compiled by Choco Munday on behalf of the 2021 CHRA Committee.



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Definitions

The terms 'Executive Committee,' and 'Committee' are interchangeable in this document.

The terms 'Officer' and 'Office Bearer' mean a member of the Committee (for example, the President, Secretary, Treasurer).

The terms 'CHRA,' 'Canberra Hot Rod Association' and 'Canberra Hot Rod Association Inc' are all interchangeable.

The terms 'financial member' and full member' are interchangeable.

The terms 'Special Resolution' and 'Special General Meeting' are interchangeable. The term 'Special Resolution' is required by the Incorporations Act.

Constitution vs Bylaws

The CHRA constitution contains the fundamental principles that outline the purpose, objects, structure, and limits of an association. For an Incorporated Association, the constitution is written in accordance with the Incorporations Act of the state in which the organisation was formed. This ensures that

- individual members and committees are protected from litigation and personal liability
- the CHRA is a legal identity for authorised acts (for example, opening a CHRA Bank Account, invest and borrow money, take out public liability insurance)
- disputes can be resolved in accordance with the Act
- the CHRA can enter into contracts in its own name
- the CHRA can apply for Government grants under their own name

The CHRA Bylaws are secondary principles that govern the internal affairs of the association. Bylaws can expand the articles and/or sections of the constitution to describe in more detail the procedures and steps the association must follow to conduct business effectively and efficiently. While Bylaws are not mandatory, they help provide clarity and guidance in the operations of the CHRA. Bylaws are easily updated and changed and are usually amended and appended by decisions made at General Meetings that are Moved, Seconded and Carried.

It is the responsibility of the Executive Committee to maintain and pass on the CHRA Bylaws to incoming Committee Members.

The following bylaws have been historically enshrouded since the CHRA first formed in 1983. They should be read in conjunction with the CHRA Constitution, which takes precedence over these bylaws should there be any conflict.

Membership

The CHRA has three types of membership:

- Full Membership
- Life Membership
- Honorary Membership

Full Membership Qualifications

Members who are owners/builders or aspire to ownership of a Hot Rod or Custom, have paid their dues within the current financial year and are currently financial members of the ASRF are deemed Full Members with one vote per member.

New Members

To become a Full Member, potential new members are required to;

- fill out a Membership Form, and
- attend two consecutive general meetings, and
- pay fees as determined by the committee.

New members are also obliged to read and understand the Constitution of the CHRA and the CHRA Bylaws.

Upon fulfilment of those obligations the president shall propose that the new member be awarded full membership in accordance with the CHRA constitution.

Returning Members

Returning Members are those who have been unfinancial members for over twelve months. Returning Members must fill out a Membership Form, and, at the discretion of the Committee, may be accorded Full Membership in lieu of New Membership.

Full Membership Obligations

To maintain full membership members must attend;

- at least one general meeting and one CHRA event a year, and
- the annual general meeting, and
- any special resolution.

All members are encouraged to attend CHRA events.

Life Membership

The precedent for Life Membership was set at the Annual General Meeting in July 2001. Based on that precedent, Life Membership is an honour that is determined by the President and the Committee and presented to an individual full member.

After careful consideration, the Executive Committee may grant Life Membership to a deserving individual at the next AGM. Life Members do not pay CHRA fees and have full voting rights provided they maintain their ASRF membership.

Life Membership Qualifications

Qualifications for Life Membership are many and varied, and include, but are not limited to, the following:

- Continuous Full Membership of the CHRA for at least six years.
- Has contributed significantly to the CHRA over their time as a member.
- Held positions in the CHRA as an Officer and/or the ASRF, TAC or other associated body.
- Directly supported sub-committees, events and activities of the CHRA.
- Demonstrated support for the Objects of the CHRA above and beyond what is normally expected.

The following is the current list of Life Members:

- Frank Choco Munday
- Vicki Munday
- Graeme GT Thomas
- Alan Cooper

Honorary Members

The precedent for Honorary Membership was set in 1991. Based on that precedent, Honorary Membership is an honour that is determined by the President and Committee and presented to an individual who is not a member of the CHRA.

Nominations can come from any full member or committee member, but the decision rests with the Executive Committee. Honorary Membership can be granted at any time.

Qualifications for Honorary Membership are many and varied, and include, but are not limited to, the following:

- Made an outstanding contribution to the Objects of the CHRA.
- Supported CHRA events and activities either financially or in kind.
- Shown commitment to the ideals and concerns of the CHRA membership.
- Contributed conspicuously to any and/or all aspects of Hot Rodding.

The following is the current list of CHRA Honorary Members:

- Roy Lustre
- Stuart Stumpy Green

Duties and Responsibilities of Officers

The CHRA has a committee of executive officers who are voted into their respective positions at every Annual General Meeting. Other committees are described by their role, for example, the 'CRAKK Committee.' These are 'sub-committees' under the CHRA Constitution and are discussed separately.

Committee Member Qualifications

Members of the Committee are chosen from the pool of full and life members that are qualified as follows:

- Are financial or life members in good standing.
- Uphold the values and objectives of the CHRA.
- Are prepared to give adequate time and energy to the duties of being a committee member.
- Act with integrity and avoid or declare personal conflicts of interest.
- Have been Full Members for a reasonable period.

The definition of 'reasonable period,' is deliberately left broad, but should be, where practicable, financial members in good standing since the previous AGM.

The President

The President is the presiding officer of the Committee and sets the pace for getting on with the day-to-day business of the CHRA.

During Committee Meetings, General Meetings, Annual General Meetings and Special Resolutions, the President ensures that all members are given equal time and consideration, regardless of the subject of the debate. It is the responsibility of the president to:

- Know the constitution and by-laws of the CHRA.
- Maintain the objectives and procedures of the CHRA.
- Appoint, instruct and, when possible, play a supporting role as a member of sub-committees.
- Determine, with the aid of the other officers, the objectives of meetings and the action plans of decisions made.
- Analyse membership problems and help plan a vigorous membership campaign.
- Encourage cooperation and promote harmony within membership.
- Schedule and preside over regular meetings of the Committee.
- Work closely with the sub-committees of the CHRA (for example, the CRAKK run coordinator).

The Secretary

The Secretary's primary task is to ensure responsible administration of the CHRA. This includes, but is not limited to, the following:

- Regularly check the PO Box for correspondence.
- Prepare agendas in consultation with the Executive Committee.
- Receive agenda items from other committee members and CHRA members.
- To check that a quorum exists.
- Ensure motions are seconded, and results recorded (that is, carried, not carried or deferred).

- Take minutes and circulate the draft to committee members before publishing to the CHRA membership.
- To check that committee members and sub-committees have carried out agreed actions.
- Circulate agendas and minutes of the Annual General Meeting (AGM) and Special Resolutions.
- Ensure up-to-date records are kept of CHRA membership.

The Treasurer

The primary role of the treasurer is to maintain an overview of the CHRA financial affairs and ensure that proper financial records and procedures are maintained. The Treasurer can also call for a Finance Sub Committee to assist in these tasks.

Contrary to popular belief, you don't have to be an accountant to handle the CHRA's financial affairs. The CHRA has no taxation, Business Activity Statements or paid employees to worry about. A passing familiarity with MS Excel would be an advantage, but simple common sense and basic bookkeeping is all that is required.

The Treasurer's general financial oversight tasks include, but are not limited to, the following:

- Issue receipts for all monies received, and promptly bank monies received.
- Ensure the bank balance is roughly equal to the Treasurer's spreadsheet.
- Oversee the CHRA bank account and record financial statements.
- Liaise with designated sub-committees about financial matters.
- Ensure that appropriate accounting procedures and controls are in place.
- Ensure accounts of sub-committees are accurate and recorded using appropriate accounting procedures.
- Ensure compliance with the ACT Incorporations Act and submit the Annual Financial Statement in a timely manner to the Registrar General around October of each year.
- Present financial reports at committee meetings, General Meetings, and Annual General Meetings.
- Give members and elected office-bearers information they need, when they need it.

Committees

The Executive Committee is responsible for the power management of the CHRA. Apart from their respective roles described under *Duties and Responsibilities of Officers*, the committee are also responsible for the following management responsibilities:

- Delegate tasks to a sub-committee.
- Seek external advice.
- Delegate to members.
- Delegate to non-member volunteers.
- Ensure there is clarity in relation to the tasks being delegated.

While not compulsory, the Executive Committee meets before every General Meeting to discuss and develop the Agenda.

Sub-Committees

Sub-committees are established to focus in detail on a particular issue. This allows the CHRA Executive Committee to ensure that sufficient attention is being paid to that particular task and not dominating the agenda at every meeting. An example of this is the CRAKK Committee.

The Executive Committee is responsible for all decisions made by the sub-committee, including, but not limited to:

- Financial (expenditure) decisions
- Timing and venue
- Sanction requirements

As with any delegation it is essential that the membership of the sub-committee are people with relevant expertise, enthusiasm and motivation. They should be given sufficient information about the role and appropriate support in carrying out their duties.

Members of sub-committees are usually drawn from the CHRA membership but may also include non-members from similar clubs/associations, industry experts and/or sponsors. The following sub-committees are historically formed at each AGM:

- **CRAKK Committee.** Headed by the CRAKK Coordinator, the CRAKK Committee are responsible for coordinating and managing the annual Canberra Rod and Kustom Krooze.
- **Social Committee.** Responsible for coordinating and managing CHRA events throughout the year. Suggestions from the members are taken by the Social Committee who will then meet to organise a time and a venue. Examples of CHRA social events include:
 - Garage Scenes.
 - Cruising to Rod Runs and/or other Hot Rod related events.
 - Visits to workshops/businesses associated with Hot Rodding.
 - Attending Motorsport events, for example Drag Racing.
 - Bowling nights or other sporting events.
 - Dance nights.
 - Birthday or anniversary parties.

Meetings

Meetings are necessary for:

- Decision making
- Reporting and accountability
- Reviewing and analysis
- Problem solving
- Discussion.

Conducting meaningful meetings can be challenging for the following reasons:

- Long discussions with no conclusion or decision
- Decision making based on inadequate or incorrect information
- Low attendance
- Uneven participation
- Uncertainty or an unwillingness to ask questions.

These issues are not always easy to address, but meetings can be more effective if they are well planned with a clear purpose, effectively chaired and focused on decision-making. To that extent, the following procedure is an outline for the way in which General and Annual General Meetings are conducted:

1. Call the Meeting to Order
2. Open the Meeting
3. Attendance and Apologies
4. Minutes
5. Business Arising from the Minutes
6. Correspondence
7. Reports
 - The Treasurer
 - ASRF Reports
 - Sub-Committee(s)
 - Event Reports
8. Agenda
9. Discussions on Motions
 - Motions and Amendments
 - Moving a Motion
 - The Secunder
 - Close the Debate
 - Voting
10. General Business
11. Next Meeting
12. Closure

Each of these steps is described in detail below:

Call the meeting to order at least several minutes before the opening. Starting on time is essential.

If necessary, the President may delay the appointed starting time to give every opportunity for the necessary members to be present. Upon being satisfied that a quorum is present, the meeting should be formally declared open.

If the numbers at the meeting fall below the quorum at any stage during proceedings of the meeting, no further decisions should be made.

Open the meeting at the arranged time. Declare the meeting officially open. This is important as the business of the meeting is recorded from this point on.

Identify the meeting by quoting the specific title and class of it, for example:

“I declare this monthly meeting of the CHRA open”.

Attendance and apologies. Record all members present and Introduce any visitors or special guests and formally welcome them to the meeting.

Call for apologies. Ask for a formal motion that apologies be accepted.

Minutes. It is the President’s duty to ask for any corrections to the minutes of the previous meeting, then amend them if necessary. Then call for the motion:

“I move that these minutes (as corrected, if they were amended) are a true and accurate record of the previous (monthly) meeting held on (date)”. Any Full Member may then Second the motion. The President then asks for a vote by a show of hands.

*The sole purpose of confirming or adopting minutes is to ensure their accuracy.
Reading lengthy minutes in detail is unnecessary, boring and destructive to a
meeting.*

Matters arising from the minutes. List matters to be decided on the agenda. Discussion should be confined strictly to matters in the minutes that will not be covered in reports. Matters arising from the minutes are usually confined to specific questions or actions someone was appointed to take.

Correspondence. The President should ask the Secretary to present a list of inward and outward correspondence, in chronological order, and put it to the meeting. The President then moves “*that all inward correspondence be received*” and “*that outward correspondence be approved*”.

No discussion is required for the motion.

The secretary then reads the date, meaningful contents of the correspondence and the signatory.

Any member may request that the whole context of the correspondence be read to the meeting.

Reports

Keep reports to the point. Recommendations arising from reports are similar to a ‘motion’ to give the Committee and Members something definite to talk over. Discussion and action may follow. Each report must be adopted after presentation and discussion. The President moves “that the

report be received". No seconder is required. It is then incorporated into the minutes by the Secretary.

Pro Tip: Written reports will speed up the meeting!

Treasurer's Report. The President calls on the Treasurer for the regular financial report. As a general rule, this is simply a matter of stating the bank balance to date, incoming/outgoing totals, outstanding debts/payments, petty cash balance and receipts.

ASRF Report. Submitted by the CHRA Delegate, and/or the State Director if present The ASRF Report should be brief and deal with specific topics.

Sub Committee Reports. A spokesperson for the sub-committee (for example, the CRAKK Coordinator, Social Committee) delivers the report.

Event Reports. Events from the previous month that are of interest to the CHRA are presented by a spokesperson(s).

Agenda

The agenda is the basis of any meeting and provides direction, structure and purpose. The agenda is established by the Executive Committee prior to the meeting and should be followed in order. Agenda items are those which may reasonably require a motion and acceptance. If possible, relevant information should be circulated prior to the meeting so that members may attend the meeting prepared to make a well-informed contribution.

Discussion on motions. The CHRA has no specific rules on how much notice to give the Committee about business to be discussed at a meeting. Ideally, they should be submitted to the Secretary during the month leading up to the meeting. They can be submitted verbally, or in writing via email, text message, or by hand.

The Secretary places the motions on the agenda. Any motions proposed without sufficient notice may be deferred by the President but are accepted as *notices of motion* for the next meeting.

Motions and amendments. All items of business requiring a decision must come before the meeting by way of a motion and if passed, becomes a resolution. A motion should be proposed before the President allows any debate or discussion on the topic. Once a motion has been moved, the President first ensures that the motion is in accordance with CHRA Constitution and Bylaws before an orderly discussion takes place. It is the President's responsibility to ensure discussion does not depart from the point.

Moving a motion. The mover addresses the chair and introduces the motion:

"I move that..."

This introduces an item of business for the meeting's scrutiny and has the floor when there is no other motion before the meeting. The mover must state their case to the meeting on that motion only and may not be interrupted. If, however, the President determines the motion is frivolous or ridiculous and is unlikely to be seconded, the motion lapses and is removed from the agenda.

The motion should be clear, concise and unambiguous and not be introduced to the meeting until it is clear. The mover is granted right of reply at the end of the debate.

The seconder. This implies there is support for the motion. The speaker must introduce his/her support with, "I second that motion". The seconder, who has no right of reply, may speak when he or she seconds the motion or reserve a speech until after further debate.

If there is no seconder the motion lapses.

Immediately after a motion has been moved and seconded the President can save time and cut out repetition by declaring, "Does anyone wish to speak against the motion?" If no, the motion may be put to a vote.

If yes, the order of debate should be speaker against, then for with no speaker (except the seconder's reserved speech and mover's right of reply, point of order, or personal explanation, for example, correcting a misquote) speaking more than once.

Before any vote is taken, the President should make sure those at the meeting understand the points for and against and the actual wording of the amendment.

Closure of debate. The President decides when the vote is to take place once the mover of the original motion is offered their right of reply, if required. The motion is read out to the members, so that they all clearly understand the motion. The President may summarise the arguments for and against and concur that it is in accordance with the Constitution and Bylaws.

Voting. At the end of a debate, the President puts the motion to the vote, either by a show of hands or a secret ballot. A simple majority vote is often enough to cause the President to declare the result.

If there is an equal number of votes for and against on the first and second show of hands and after a ballot, the proposal is rejected.

The CHRA has no rules to provide for a President having a Casting Vote.

If the motion is lost, the meeting proceeds to the next item of business.

General business. Relatively minor points can be brought up in General Business. These items do not require a motion, however, if the resulting debate raises the priority of the issue, the President may defer the issue to the Agenda of the next meeting.

Next meeting. Discuss the time, date and venue for the next meeting to ensure everyone knows the details.

Closure. This is the signal to say that no further business is being conducted at the meeting. The time for winding up proceedings is up to the President.

Fees and Dues

CHRA Full Voting Members pay annual fees of \$20, (excluding Life Members) due at the beginning of each financial year (that is, 1 July every year). At the latest, fees are due BEFORE the AGM.

You cannot pay fees at the AGM.

The CHRA is an ASRF Charter association, therefore ASRF fees are due and payable every second September for members affiliated through the CHRA. In support of this, members can opt to pay two years of CHRA membership when they fall due.

Individual ASRF Members or ASRF members from other ASRF Charter clubs are required to be financial ASRF members to join the CHRA.

It is every member's individual responsibility to ensure their ASRF membership is current.
