

# Indian Harley Club (Bunbury) Inc.

## **By-Laws**

**July 2018**

(Amended Aug 2021)

# **Indian Harley Club (Bunbury) Inc.**

## ***By-laws***

### **Membership Classes**

1. The Indian Harley Club will have the following ordinary membership classes:
  - a. Single
  - b. Family
  - c. Honorary
  - d. Life
2. The Indian Harley Club will have the following associate membership class:
  - a. Junior

### **Membership Class Definitions**

1. Single – A club member with full voting rights and privileges
2. Family – Same as Single member except a discounted membership fee is charged for two partners living together. Each partner is counted as an ordinary member and each has full voting rights. If one partner ceases to be a member for any reason or transfers their membership to a different class then the other partner ceases to be a member unless they wish to transfer to a different membership class.
3. Honorary – same as Single member except membership fee and any joining fee is waived by the Indian Harley Club. Honorary membership is valid until the end of the current membership year unless extended by a majority vote at a general meeting.
4. Life Member – same as Family member except membership does not expire each year. This membership class includes any partner. Each partner is counted as an ordinary member and each has full voting rights. If the primary member ceases to be a member for any reason then the partner also ceases to be a member unless they wish to transfer to a different membership class.
5. Junior member – same as Single member except does not have voting rights. Membership will cease when the member turns 18 years of age unless they wish to transfer to a different membership class.

### **Membership Eligibility.**

1. Honorary membership can be awarded to anyone who has given exceptional service to the club. Any nomination for Honorary membership must be forwarded to the Committee for consideration. If the Committee decides to endorse someone for Honorary membership it will be proposed at the next General Meeting and must be supported by most members present. Honorary membership is valid until the end of the current membership year unless renewed.
2. Life membership can be awarded to a current member who has given exceptional service to the club over several years. Any nominations for Life Membership must be forwarded to the Committee for consideration. If the Committee decides to endorse a member for Life Membership, it will be proposed at the next Annual General Meeting and must be supported by most members present. Nominations cannot be accepted if the current number of Life Members is or exceeds 5% of the number of financial members. This shall be calculated as

follows:

**{Life Member bundles / {Single Members + Family Member bundles}} x 100**

3. Junior membership is restricted to the child (under 18 years of age) of any Ordinary member. Membership of this class is at the discretion of the management committee.

## **Membership Fees**

1. Membership fees are paid on an annual basis. The membership year commences on 1<sup>st</sup> January and ends on the 31<sup>st</sup> December.
2. Those who apply for membership of the club after 1<sup>st</sup> January must pay the full annual fee for the remainder of the membership year. Those applying after 1<sup>st</sup> September must also pay the full annual fee but will not have to pay for the following membership year.
3. The annual membership fees and nomination fees are determined by the committee and are confirmed at the annual general meeting.
4. Membership renewal fees are payable in advance and the due date for payment will be 1<sup>st</sup> October prior to membership expiry.

## **Committee**

1. The management Committee shall consist of the 4 office holders (President, Vice President, Secretary and Treasurer) and 8 ordinary committee members.

## **Office Holders**

Office holder descriptions below are in addition to and are subordinate to, any descriptions or requirements contained in the Indian Harley Club Rules.

### **1. Club President – Duties**

#### **a. The President is formally required to:**

- i. Provide leadership and responsibility for the club and its committee
- ii. Be the spokesperson for the club in all matters, both internal and external
- iii. Chair general meetings and committee meetings ensuring that they are run efficiently and effectively
- iv. Cast a deciding vote if so required at meetings
- v. Be an arbitrator in any matters of conflict within the club
- vi. Provide information on club activities and member responsibilities to prospective club members

#### **b. In general terms, the President is required to:**

- i. Have a good working knowledge of all committee positions and provide assistance as required
- ii. Make members aware of all that is happening within the club, good or bad, either by spoken or written word, and provide guidance when required
- iii. Always be aware of morale in the club, and do everything possible to create member participation in club events

- iv. Always be on the lookout for club members who would make good committee members in the future
- v. Liaise with other like-minded clubs in matters relating to motorcycling in general and to riding older machines in particular

## 2. Secretary Duties

### a. The Secretary is required to:

- i. Immediately after a General Meeting, type up the minutes from that General Meeting.
  1. Print off one copy and put into the General Minutes Folder. Email the minutes, 2monthly calendar, Invitational Events and any notices to the Editor to go into the newsletter. The deadline for inclusion in the newsletter is currently the 4th Thursday of the month.
- ii. Complete "Items for next General Meeting".
  1. Always bring all correspondence including emails to the meeting to be ready for any questions, and some letters/emails need to be read out. If a letter/email just needs to be read out, do it in Correspondence.
- iii. Complete "Meeting Agenda (for meeting)" - 2 copies, one the President, 1 for yourself.
  1. The President uses this as a running sheet for the meeting and you can keep note of those who propose and second the various items. Print a copy of the last Committee Meeting for the President to refresh his/her memory on points raised at the committee meeting. Under General Business, include any motions or other issues you may have been made aware of during the month.
- iv. Prepare the Attendance Book.
  1. List the names of any apologies that might have been given to you prior to the meeting and pass the book to members to fill out.

### b. Before the next committee meeting:

- i. Type up the minutes from the last committee meeting.
  1. Print off enough copies for each committee member.
- ii. Email all Committee members and ask for Agenda items to be given to you before 5.00pm on the Sunday before the Committee Meeting.
- iii. Type up the Agenda for the Meeting and email it to all Committee members.

### c. General:

- i. New membership applications.
  1. However they come to you, by mail or by hand, pass them straight to the Membership Manager.
- ii. Collect the mail.
  1. Collect it as often as practicable. Any bills/accounts go straight to the Treasurer, deal with other stuff as required.
- iii. New Member Packs.

1. If the New member is not present at the meeting, the pack has to be mailed out. It should contain the latest newsletter, the Information Booklet and Rules.
- iv. 2 monthly calendar.
  1. To make up the 2 monthly calendars, take the relevant details from the draft calendar, and put into the table.
- v. Invitational Events.
  1. When details of events organised by clubs other than the IHC come to hand, add them to the Invitational Events List. Put them in the newsletter after the Minutes as a reminder to members of coming events.
- vi. Associations on Line.
  1. Update contact details of the IHC when and where necessary. You will be sent an email reminding you to do this.
- vii. Send out get well cards and sympathy cards to members when appropriate.
- viii. Organise the Occasional Liquor Licence for the 2 Day Rally usually about January, this involves:
  1. Write to Sarah Upton Manager Environmental Health in the City of Bunbury for Application Approval for the Liquor licence.
  2. A Letter to the South West Liquor Enforcement Unit telling them of your intention to obtain an Occasional Liquor Licence.
  3. Apply for the Licence on the Department of Racing Gaming & Liquor website and get a cheque from the Treasurer to accompany the application.
- ix. Write letters of appreciation to sponsors, helpers, and donors of time, goods and prizes after the 2 Day Rally.
- x. Keep accurate records of all emails and correspondence on the Club Computer and a backup of paper records.
- xi. Create and Update Standard Documents
  1. Create any new documents as needed and forward to IT Manager to update the website
  2. Update any existing documents as needed and forward to IT Manager to update the website
  3. Maintain register of documents and updates
  4. Ensure only current documents and register available on website

### 3. Treasurer Duties

- a. Accounts Payable.
  - i. Pay general expenses incurred by the IHC. These can be paid without the requirement to be presented for payment at committee or general meeting.
  - ii. NB. Extraordinary expenses, over \$1,000, need to have pre-approval by club committee and/or general membership before payment is made.
- b. Accounts Receivable.

- i. Receipting of all monies accepted for and on behalf of the IHC and banked to club account accordingly.
  - c. Reconciliation.
    - i. Reconciliation monthly of all club accounts: (i) Wild apricot, (ii) QBKS, (iii) PayPal.
  - d. Treasurers Report,
    - i. Present treasurers Report of income and expenses at monthly meetings to the general membership.
  - e. Manage Term Deposit.
    - i. Recommend to the Committee the best interest rate and term, before maturity date, moving the investment if in the clubs best interest.
  - f. End of Year Financial Report.
    - i. To be presented at the AGM and including:
      1. Plant and Equipment Depreciation
      2. Prepare profit & loss statement
      3. Prepare balance sheet.
    - ii. End of Year Financial Report and Accounts need to be presented for Audit.
  - g. Banking Signatories
    - i. All Bank Accounts require three signatories, President, Secretary and Treasurer, with any two to sign jointly. When change of committee - copy of minutes from the AGM, 100 points of ID will be required if office bearer is not already identified at the bank.
  - h. Course Setting Expenses
    - i. Prepare re-imbursement envelopes for each club event that involves setting a course and the provision of a backup vehicle.
      1. \$50.00 for course setter vehicle & fuel expenses
      2. \$50.00 for back up driver vehicle & fuel expenses
- 4. Vice President Duties
  - a. The Vice President shall stand in for the President, if required, and assume the duties of President for as long as is required.
  - b. The Vice-President is formally required to:
    - i. Provide leadership and responsibility for the club and its committee
    - ii. Be the spokesperson for the club in all matters, both internal and external
    - iii. Chair general meetings and committee meetings ensuring that they are run efficiently and effectively
    - iv. Cast a deciding vote if so required at meetings
    - v. Be an arbitrator in any matters of conflict within the club
    - vi. Provide information on club activities and member responsibilities to prospective club members
  - c. In general terms, the Vice-President is required to:

- i. Have a good working knowledge of all committee positions and provide assistance as required
  - ii. Make members aware of all that is happening within the club, good or bad, either by spoken or written word, and provide guidance when required
  - iii. Always be aware of morale in the club, and do everything possible to create member participation in club events
  - iv. Always be on the lookout for club members who would make good committee members in the future
  - v. Liaise with other like-minded clubs in matters relating to motorcycling in general and to riding older machines in particular
- d. Additionally, the Vice-President shall act as Deputy Secretary if the Secretary is unavailable.

## **Subsidiary Offices**

1. The Subsidiary Offices of the association shall be:
  - a. Machine Examiner
  - b. Captain \*
  - c. Vice-Captain \*
  - d. Licence Liaison Officer \*
  - e. Newsletter Editor
  - f. Librarian
  - g. Membership Manager \*
  - h. Property Officer
  - i. Dating Officer
  - j. IT Officer \*
  - k. Merchandise Manager
  - l. Pre-48 Group Liaison Officer \*
  - m. Mandurah Group Liaison Officer
  - n. Busselton Group Liaison Officer
  - o. Manjimup Group Liaison Officer
2. Subsidiary Office Holders of positions marked \* can only be held by ordinary committee members.
3. Subsidiary Office Holders other than those in 2 above may or may not be ordinary committee members but cannot be office holders.

## **Subsidiary Office Definitions**

1. The duties of the Machine Examiner shall be to inspect, or oversee inspection of, any motor-cycle which a Club Member wishes to use in any Club event to ensure it is safe to use and, if

such machine is to be used on public roads, is roadworthy. Examinations will be carried out when required by law, or if requested by the Management Committee or event organiser or machine owner. The Machine Examiner will keep records of machines examined and the results of such examination. The Machine Examiner shall assist in first time concessional (Code 404) licence arrangements and shall be registered with the Department of Transport licensing section to carry out concessional licence examinations. The Machine Examiner can appoint other suitably qualified Club Members to assist with machine examinations on behalf of the Club.

2. The role of the Captain is to plan and co-ordinate club rides.
  - a. Midweek AM & PM rides.
    - i. Midweek AM & PM are planned within relevant time restraints to a destination suitable for morning/afternoon tea. Feedback and suggestions from riders can result in new destinations and areas to visit.
  - b. Sunday rides and events.
    - i. Sunday rides are generally perpetual events planned either by the Captain or club member, often culminating with a sausage sizzle at completion of ride.
  - c. Organise back-up driver and trailer for Sunday rides where required.
    - i. Club trailer is used for back-up, provide driver with shed key to obtain trailer, similarly some members have their own bike trailers which they may elect to use.
  - d. Distribute funds provided by the Treasurer to Back-up driver and Route planner.
  - e. Liaise with other groups within the club.
    - i. Busselton, Mandurah, Manjimup and Pre-48 are groups within the club who plan and organize events within their area which other club members may attend.
  - f. Ensure the indemnity form is signed by all riders, passengers and guest riders.
    - i. Indemnity form must be signed by each rider and passenger as well as any guest riders who should also fill a guest rider registration form.
  - g. Collect any money required for the day i.e. sausage sizzle at completion of ride.
  - h. Retain records of indemnity forms, route sheets and events.
    - i. Complete a monthly report of rides, events and future events prior to monthly meeting with a copy forwarded to the secretary for inclusion in Classic Vibrations magazine
  - i. Maintain and Update Facebook Page
    - i. Add photos and reports
    - ii. Add event notices
    - iii. Deal with any incoming messages
    - iv. Promotes up-coming events on the Facebook page
3. The Vice-Captain shall assist the Club Captain to organise runs and events and shall act in place of the Club Captain when the Club Captain cannot be present.



#### 4. License Liaison Officer – Duties

- a. The Club shall elect each year, a Member to be the License Liaison Officer (LLO), who will assist Club Members to obtain a concession 404 vehicle license from the Department of Transport (DoT).
- b. Any questions from the membership regarding licensing should always be directed to the LLO. Please do not contact DoT. direct for information.
- c. The LLO shall report to the IHC monthly meetings on all aspects of licensing as it applies to club members. The LLO is responsible for the current maintenance of the IHC Register of Concession 404 vehicles and is subject to audit from the D.O.T. at any time and without warning.
- d. The LLO is required to monitor the annual renewal of club memberships - in particular, where memberships are unfinancial and the member has a vehicle registered under Concession 404. It is the duty of the LLO to immediately inform the Council of Motoring Clubs' nominee of any breaches to the membership status of IHC members with Concession 404 licensed vehicles.
- e. The LLO shall ensure that all conditions for Concession 404 licensing as set down by the Department of Transport and the Council of Motoring Clubs are met by the applying member prior to the issue of any licensing authorisation documentation.
- f. IHC “B” Class Licensing Procedure
  - i. The procedure for “B” class Concessional licensing is as follows:
    1. Member contacts IHC Examiner (Department of Transport (DoT) Authorised) who carries out an inspection of the vehicle and completes a DoT Certificate of Inspection (VL1) and passes it on to the Department of Transport (DOT) for authorisation.
    2. IHC Authorised examiner prepares a form CMC1 (Proof of IHC membership) and issues it to the applicant along with the DoT authorised copy of the VL1 to take to the licensing authority (along with any license papers or other proof of ownership) to complete the licensing process.
    3. IHC Authorised examiner passes a copy of the Authorised VL1 certificate to the club Licensing Liaison Officer (LLO) who will then enter the details into the official IHC Machine Register as required by the D.o.T.
    4. The licensing authority will require the applicant to complete a form E81 (license concession form). This is a formal declaration that the vehicle is to be used only for club sanctioned use and will be properly maintained in a safe and unmodified condition.
    5. On completion of the licensing, the applicant notifies the LLO of the registration plate number for club registration action. (This is a very

important step to ensure your vehicle is included in any DoT compliance audit and saving you money.)

6. Applicant then attaches a yellow “HISTORIC” plate above or below the number plate. (Available from the club treasurer at club meetings).
  7. The vehicle is then ready to participate in Club events.
  8. Important – This whole process from inspection until you get your paperwork can take up to a week and then you have up to 30 days after the issue of the D.o.T. VL1 Number for you to license the vehicle. Failure to comply within the 30 days will result in starting the entire process again.
  9. Any questions should be directed to the IHC Licensing Liaison Officer, please do not contact DoT direct for any information.
5. The Club Editor shall cause to be produced a Club Newsletter to keep all members aware of Club activities, Calendar events and to advertise for sale, swap, exchange or wanted, machines or parts for the benefits of members and shall also publish official club notices. In the event of an article being published, the authors name and contact number must accompany all articles.
  6. The Librarian shall hold all books owned by the Club and shall lend to members from time to time. The Librarian shall keep records of all books owned by the club and records of books on loan.
  7. Membership Manager – Duties
    - a. Add, delete and manage contacts
    - b. Add, delete and manage members and bundles
    - c. Manage member groups
    - d. Manage membership levels, policies and emails
    - e. Manage membership renewals and payments
    - f. Create and distribute membership cards
    - g. Check for and fix any member contact and member database errors.
  8. The Property Officer will keep records of all properties owned and invested in by the club. The Property Officer will be responsible for the safe keeping, maintenance, repair, replacement and licensing of all club properties.
  9. The Dating Officer will be responsible to assist Members, this Club and the licensing authorities in identifying, authenticating and dating machines that have undergone or are undergoing restoration or are owned by Members of this Club.
10. IT Manager – Duties
    - a. Maintain and Update Website
      - i. Ensure website is functioning
      - ii. Ensure payments system is functioning
      - iii. Fix any problems
      - iv. Backup contacts, membership and event databases

- v. Add new features as needed
  - vi. Remove any unwanted features
  - vii. Change website appearance, colours or themes as needed
  - viii. Add news, for sale, and home page items
  - ix. Add other club's newsletters etc.
  - x. Remove expired items
  - xi. Produce reports as needed
  - xii. Provide help to users
- b. Update Standard Documents
- i. Assist the secretary by adding new/amended documents on the website
  - ii. Ensure only current documents and register available on website
- c. Update Events Calendar on Wild Apricot (Information supplied by the Club Captain)
- i. Add events to online calendar
  - ii. Edit or create registration forms and information sheets both online and of-line
  - iii. Create registration types
  - iv. Set any registration caps
  - v. Manage multiple registrations
  - vi. Setup event and extras payments
  - vii. Setup event emails
  - viii. Record event attendance either manually or via app
  - ix. Record event attendance manually where prior registration not required
11. The Merchandise Manager is responsible for stocking and sales of club merchandise including clothing, badges and accessories.
12. Group Liaison Officers are responsible for liaison between the club and the group that they represent and to ensure that the group is administered as decided by the club management committee.

## Event Categories

1. **Restricted Events.** A limited number of restricted events may be included in the calendar as approved by the committee. Prizes and/or awards may be awarded after the event. A backup trailer may be provided.
  - a. Pre-48: These events are restricted to motorcycles built before 1948 and will be promoted as Pre-48 motorcycles only.
  - b. Other Themed Events: A member may propose to organize a new event restricting entries to a chosen theme. Themes may relate to the bike or the rider. If the management committee approves this as a Restricted Event, it may be promoted as such.
2. **General Sunday Events.** These events are open to all historic motorcycles. Trophies may be awarded after the event. A backup trailer is provided.  
NOTE: Motorcycles newer than 25 years may be ridden on these events, but will not be eligible for trophies.
3. **Midweek Events.** These events are open to all motorcycles of any age, and are generally suitable for those machines capable of faster speeds over a longer distance. No backup trailer is provided.

#### 4. **Rallies/multi day events.**

**2 Day Rally.** The annual 2 Day Rally is open to historic motorcycles only. A backup trailer is provided. Trophies will be awarded after the event.

**Webby's Memorial Run.** This event over 3 days, is open to historic motorcycles only, preferably with some off-road capability. A backup trailer and accommodation is provided.

**Mandurah Mob Meander.** This event is open to all motorcycles of any age that can travel longer distances at higher speeds. A backup trailer is provided.

Note: Historic Motorcycle = motorcycle over 25 years of age, includes sidecar combinations.