

HSRCA Constitution

THE CONSTITUTION OF THE HISTORIC SPORTS & RACING CAR ASSOCIATION OF N.S.W. Inc.

THE ASSOCIATION

The Association formed under this Constitution shall be known as The Historic Sports and Racing Car Association of New South Wales. It shall conduct itself and its activities principally within the State of New South Wales. It shall be a non-profit organisation with the objects, membership and administration set out in this Constitution.

I. DEFINITIONS

In this Constitution:

1. "The Association" means the Association formed under this Constitution or any amendment/s to this constitution and under the successor (if any) to this Constitution.
2. "Historic vehicles" means vehicles that are within the "5th Category (Historic Cars)" prescribed from time to time by the Confederation of Australian Motor Sport in the CAMS manual.
3. "A member" shall mean a person accepted for regular membership who has paid the subscription and fee due for the current financial year and shall also include every Associate, Honorary and Honorary Life member as defined in Par III.
4. "The Committee" means the Committee of office bearers described and constituted under Part VI of this Constitution.
5. Each reference to the singular number shall be deemed to include a reference to the plural number and vice versa, as the context shall permit.
6. "Financial Year" means the 12 month period commencing 1st July and ending 30th June following.

II. OBJECTS

The Association is formed with the following objects:

1. To organise, promote and conduct competitive and social motoring events for members; to encourage members to take part in those events; to encourage owners of historic vehicles to join the Association; to encourage owners of historic vehicles to preserve and use their vehicles, and to invite members of other clubs or associations with similar aims and objectives to take part in Association events.
2. To foster education in competition driving, and to encourage and ensure the highest standards of behaviour amongst drivers and officials at the Association's events.
3. To encourage members with suitable historic vehicles to utilise the conditional registration scheme offered by the NSW Roads and Traffic Authority, and to participate in events suitable for such vehicles, subject to the rules prescribed from time to time by the NSW Roads & Traffic Authority and this Association (The applicable rules are held by the Club Plate Registrar and copies are available on request from the Registrar).
4. To provide a central point, through Association meetings and publications, for the distribution of information about motor sport history and about members' cars or parts or maintenance related to those cars, and to maintain an archive of the Association's own activities, and of items of significance to motor sport history.
5. To acquire, hold, maintain and dispose of any personal and real property as required from time to time.
6. To correspond with other clubs and organisations within and without Australia that have as their object the preservation and racing of historic vehicles, and to co-operate wherever possible with every such club or organisation which offers or desires assistance from or association with the Association in pursuit of these objects.
7. To procure and offer for sale to members and other interested parties any parts, products, materials or accessories which may from time to time be relevant to the activities of the Association.

III. MEMBERSHIP: Regular, Associate, Honorary & Honorary Life Membership

1. Eligibility:

- (a) Any person who satisfies the Committee of their support for the objects of the Association and their suitability for membership (such support and suitability to be assessed by the Committee in its complete discretion) shall be eligible for regular membership.
- (b) The partner or offspring of any such eligible person shall also be eligible for election to membership as an associate member either jointly with that person, or at any time after that person has been elected to membership. Associate membership shall entitle said member to participate in the activities of the Association, to vote on any motions put before the members, but

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not to receive personal copies of any Association publications, or to hold office within the Association. Such members will pay a reduced fee as determined by the Committee each year. Any Associate member may apply for regular membership subject only to payment of the required fees and approval by the Committee

- (c) An honorary member may be elected to that status for a period of two years by the Committee in recognition of their significant contribution to the Association and its objectives. The total number of honorary members shall not exceed 50 at any one time. An honorary member shall be entitled to all the privileges of regular membership without payment of fees during the term of their honorary membership. At the conclusion of their term as honorary members they may be reconsidered for further term/s as honorary members by the committee, or revert to regular membership status subject to payment of fees etc.
- (d) Candidates for honorary life membership may be proposed by any member of the Association. Persons who may be selected for invitation to honorary life membership shall include such persons who, in the judgement of the Committee, have by special achievement, endeavour or attributes made a significant and permanent or unique contribution to the fame or longevity of historic racing or sports racing cars, or of the Association, whether within or without New South Wales.
- (e) An honorary life member shall be elected to that status by a 75% majority of those members present at a general Association meeting. The total number of honorary life members shall not exceed 30 at any one time. An honorary life member shall be awarded all the privileges of regular membership without payment of fees for the remainder of their lives. In addition they shall receive a life member's badge, and will be guests of the Association without payment of any fees at selected events organised by the Association
- (f) No person who has been expelled from membership shall be eligible for election to membership again, unless the Association shall so determine in a general meeting.

2. Application:

- (a) Application for membership shall be in writing, in such form as the Committee may require, signed by the applicant.
- (b) Each application for membership shall, if from an eligible person, be considered by the Committee promptly after receipt .

3. Election:

- (a) An eligible person shall be elected to membership of the Association if approved by a two-thirds majority of the Committee, subject only to payment of the joining fee and current annual subscription, effective from the date of receipt of their application.
- (b) A list of accepted new members shall be published in the next available newsletter.

4. Association Register:

- (a) The Committee shall cause a Register (either electronically via computer database or in printed form) to be kept in which shall be entered the names and addresses of all persons admitted to membership of the Association and the dates of their admission.
- (b) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Committee may require from time to time, subject always to any relevant privacy legislation.
- (c) The Register must be kept at the principal place of administration of the Association and a member's individual record in the Register must be available for inspection, free of charge, by that member of the Association at reasonable notice during normal office hours.
- (d) Information stored in the Register may only be used in the pursuit of the objectives of the Association, and may not be sold, traded, shared or otherwise used.

5. Cessation of Membership:

A person ceases to be a member of the Association if the person:

- (a) dies, or
- (b) resigns membership,
- (c) is expelled or suspended from the Association, or
- (d) fails to pay the annual subscription when due subject to the provisions of section 10(b) below.

6. Membership Entitlements Not Transferable:

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

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7. Resignation of Membership:

- (a) A member of the Association is not entitled to resign that membership except in accordance with this rule.
- (b) A member of the Association may resign from membership of the Association by giving to the Secretary written notice of the member's intention to resign and, on receipt of that notice, that person ceases to be a member.
- (c) If a member of the Association ceases to be a member under rule III. 5. and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the Register recording the date on which the member ceased to be a member.

8. Member Behaviour, Discipline and Expulsion:

The procedure for dealing with issues of member behaviour, discipline and expulsion is set out in Appendix B to this Constitution.

9. Resolution of Internal Disputes:

Disputes between members (in their capacity as members) of the Association, and disputes between members and the Association, are to be resolved as follows –

- (a) The parties concerned are to meet together and if possible resolve the dispute within 14 days of the dispute coming to the attention of the parties.
- (b) If the parties are unable to resolve the matter, then the matter shall be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (c) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

10. Annual Subscription:

- (a) Prior to the 31st March in each year the Committee shall determine the revenue required from members' subscriptions during the year commencing on the 1st July following, and shall then determine the amount that members generally shall be requested to subscribe in respect to that financial year, as well as any relevant joining fee.
- (b) If by the 30th of June in each year, a regular or associate member does not pay the whole subscription requested for the following financial year, then that member shall from the 1st July following, be deprived of membership status and that status shall not be restored to that member until the requested subscription is paid in full, and a period of 21 days has elapsed after that payment, provided however that the Committee may in its discretion resolve by a simple majority that the period of 21 days may be reduced in any deserving case.
- (c) Persons applying for membership of the Association may be required to pay a joining fee in addition the annual subscription, such fee to be determined by the Committee as outlined in rule III.10.(a) above.
- (d) Any person wishing to join the Association after January 1st shall have their subscription amount adjusted on a pro-rata basis at the discretion of the committee.

11. Members' Liabilities:

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership subscription of the Association.

IV. GENERAL MEETINGS

1. Annual General Meeting:

- (a) The annual general meeting of the Association shall be convened by the Committee in each calendar year, within 6 months of the end of the financial year, and the business of the meeting shall include the reading and approval of the minutes of the preceding annual general meeting, the presentation of reports from the President, Vice President, Secretary, Treasurer and such other office bearers as the President shall call upon and the election of office bearers for the ensuing year (all offices being declared vacant by the President or other chairman of the meeting immediately prior to such election.)
- (b) The Treasurer shall present to the annual general meeting an audited balance sheet and profit and loss account for the financial year then past clearly showing the financial position of the Association at the end of that financial year, and all necessary documentation shall be forwarded to the relevant statutory authorities as and when required by law.

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2. Other General Meetings:

- (a) General meetings of the Association other than the annual general meeting shall be convened by the Committee at suitable times and locations, and the agenda for each such meeting shall be as determined from time to time by the Committee, such general meetings to be convened not less than once in every three months.
- (b) The Committee or a member may, in putting a special motion to the Association, request that a special general meeting be convened within 60 days of putting that motion.

3. Notice of Meetings:

Each member of the Association shall be entitled to receive not less than fourteen days notice of the time and place for any general meeting, and 28 days for any special general meeting or annual general meeting. Such notice shall be deemed to have been properly given if contained in any magazine, news-sheet, or other publication of the Association posted or delivered to the last-known address of the member recorded by the Association, or if sent electronically by fax, email or SMS or given verbally to the member by any office bearer.

4. Quorum Requirement:

- (a) An attendance book shall be kept at all general, special general and annual general meetings, with each member required to sign on before the meeting commences. This attendance book to be used as evidence of the required number of members to form a quorum, and this fact to be noted in the minutes of the meeting.
- (b) A quorum for any general meeting shall be 30 members present.
- (c) If at the time and place for which a general meeting has been convened there shall be no quorum present, then the President or other senior office bearer then present shall thereupon give notice postponing the general meeting for a period not less than 14, nor more than 28 days.
- (d) If at the postponed general meeting there shall be less than 30 members present at the time and place convened, then the members then present shall constitute a quorum.

5. Chairman of General Meeting:

- (a) The President shall ex officio be chairman of each general meeting, special general meeting and annual general meeting at which he or she is present during tenure of the office.
- (b) In the absence of the President the Vice President shall ex officio be chairman of each general meeting, special general meeting or annual general meeting at which he or she is present during tenure of the office.
- (c) In the absence of both the President and Vice President the chairman pro tem of any general meeting, special general meeting or annual general meeting shall be any member who shall be nominated, seconded and elected by a simple majority to that position.

6. Motions at General Meeting:

- (a) Every member (regular, associate, honorary or honorary life) shall have the right to move, to second, to speak for or against, and to cast a single vote upon a motion at any meeting (general, special general or annual general) at which he or she is present and to vote by proxy (using the form contained in Attachment A) upon special motions put to any special general or annual general meeting at which he or she is not present.
- (b) Any motion may be moved at any meeting (general, special general or annual general) upon no notice, provided however that as a point of order the chairman may rule that a motion of considerable importance is such that it is a special motion and warrants twenty-eight days' notice, and thereupon, the mover may either withdraw the motion so ruled upon or give notice that the motion shall be put to the next succeeding special general meeting.
- (c) Any motion of which 28 days notice has been given to members (generally in writing either per medium of a publication of the Association or otherwise) shall without hindrance from the chair be put as a special motion to the special general meeting next succeeding the expiration of the notice..
- (d) Any ordinary motion, which is put to a general meeting, seconded, and approved by a simple majority of members present and voting shall be declared carried.
- (e) Any special motion which is put to a special or annual general meeting, seconded, and approved by a 75% majority of members present or voting by proxy shall be declared carried.

7. Making of Decisions:

- (a) A motion arising at a general meeting of the Association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect made in the minutes of the

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Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- (b) At any meeting of the Association, a poll may be demanded by the chairman or by at least 3 members present in person or by proxy at the meeting.
- (c) If a poll is demanded at a general meeting, special general meeting or annual general meeting the poll must be taken;
- (d) immediately in the case of a poll which relates to the election of the chairman of the meeting or to the question of an adjournment, or
- (e) in any other case, in such manner and at such time before the close of the meeting as the chairman directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

8. Voting:

- (a) On any motion arising at a meeting of the Association a member has one vote only.
- (b) All votes at a meeting must be given personally or, in the case of a special motion at special general meetings and annual general meetings, personally or by proxy, but no member may hold more than 5 proxies.
- (c) In the case of an equality of votes on a motion at a general meeting or a motion other than a special motion at a special general meeting or annual general meeting the chairman of the meeting is entitled to exercise a second or casting vote.
- (d) A member or proxy is not entitled to vote at any meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, subject to III.10.b

9. Appointment of proxies

- (a) Each member is entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the special general meeting or annual general meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy is to be in the form set out in Appendix A to this Constitution.

V. OFFICE BEARERS

1. Offices:

The offices of the Association to be filled in by members (excluding associate members) in the manner prescribed in the following sections shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Immediate Past President
- (f) Other offices as the outgoing Committee may determine

2. Tenure of Office:

- (a) All offices, except that of Immediate Past President, shall be filled by election at each annual general meeting from nominations made in writing by a member, and duly seconded by another member and delivered to the Returning Officer in advance of the election, and shall normally be held until declared vacant at the next succeeding annual general meeting.
- (b) Any office-bearer may resign without notice, by informing the Committee in writing, and shall be deemed to have resigned forthwith upon expulsion from membership or upon loss of financial status.

3. Qualification for Office:

- (a) Any regular, honorary or honorary life member shall be qualified for nomination for election to any office.

4. Casual Vacancies:

- (a) A casual vacancy in the office of President shall be filled by election at the general meeting of the Association next succeeding the occurrence of the vacancy.
- (b) A casual vacancy in any office other than that of President shall be filled in such manner as the Committee shall determine, subject only to ratification by the general meeting of the Association next succeeding the occurrence of the vacancy.

5. Election of Office Bearers:

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- (a) The outgoing Committee shall appoint a Returning Officer for the election of office bearers, who shall declare all positions vacant, then introduce the nominated candidates for each position in turn.
- (b) The Returning Officer shall count a show of hands for each candidate, together with any proxy votes cast. Where more than one candidate is nominated, the candidate with the greater number of votes shall be declared elected to the post in question. If only one candidate is nominated, a 75% majority of those present and voting shall be required to return that candidate.
- (c) If there are no candidates nominated or a candidate fails to achieve sufficient votes, that position shall remain vacant until the next meeting of the Association, when nominations will again be called and the election for that position repeated.
- (d) When all positions have been voted upon the Returning Officer shall hand the meeting to the newly elected President to carry on as Chairman of the meeting.

6. Dismissal From Office:

Any one or more office bearers may be dismissed from office by the Association in a special general meeting by special motion. Any vacancy occurring by way of such dismissal shall be deemed to be a casual vacancy to be filled accordingly.

VI. THE COMMITTEE

1. The Composition of Committee:

The Committee shall comprise all the office bearers elected for that year.

2. Responsibilities and Powers:

- (a) The Committee shall conduct, plan and manage all day-to-day business and affairs of the Association, within the ambit of the objects of the Association and subject to the provisions of this Constitution and the directions and requirements of the Association in general meetings.
- (b) The Committee shall regulate, dictate and control the duties and powers from time to time of each office-bearer.
- (c) The Committee may co-opt any member or other person to assist it or any one or more of its office bearers, either generally or in particular, from time to time.
- (d) The Committee may delegate responsibilities to sub-committees from time to time, such sub-committees to be subject to oversight and ratification from the general committee. On any sub-committee there shall be at least one current office bearer.
- (e) The Committee shall establish a sub-committee/s to be responsible for the organization and running of race meetings. The criteria for establishing such committee/s are listed in Appendix C.
- (f) The Committee may from time to time engage employees or contractors on a commercial basis to perform tasks on behalf of the Association.

3. Meetings:

- (a) The Committee shall meet not less frequently than once in each three calendar months, at a time and place agreed upon by the Committee itself.
- (b) The procedure, chairmanship, members present and agenda for each meeting of the Committee shall be matters upon which the Committee shall govern itself in the best interests of the Association.
- (c) The quorum for any meeting of the Committee shall be no less than 75% of current office bearers.
- (d) In circumstances deemed by the President to be exceptional and urgent, a meeting of the Committee may be conducted by telephone, email, teleconference or any other form of electronic communication, in which case 5 office bearers speaking individually or together with the President shall be a quorum.
- (e) The Secretary shall make and retain adequate minutes of each meeting of the Committee and each general meeting, special general meeting and annual general meeting which shall be distributed to each office bearer and made available for inspection by any member upon reasonable request and which shall be reported in synopsis to the Association via the Association newsletter or magazine.
- (f) The Secretary shall give prior notice of the date, time and location of each committee meeting to all office bearers and any guests invited by the Committee to attend.

VII. FINANCIAL MANAGEMENT

1. Responsibility for Funds and Management:

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The responsibility for the safekeeping and proper management, investment and disbursement of all funds the property of the Association shall rest with the Committee in general and the Treasurer and Secretary in particular, who shall maintain all proper books of record and accounts complete and up to date in accordance with reasonable and accepted business principles.

2. Audit:

The books and accounts of the Association shall be audited once in each financial year; the auditors' report to be presented to the Association prior to 31st December in the year of the report.

3. Treasurer's Report:

- (a) The Treasurer or Secretary shall report to each general meeting of the Association respectively upon the then-current status of the Association's liquid assets and ability to pay its foreseen debts as they fall due (such report to be quantified and not of a subjective nature).
- (b) Any member shall upon reasonable request be entitled to inspect the financial records of the Association during normal office hours.

4. Insurance:

The Committee shall from time to time investigate identifiable risks arising from the activities of the Association and where applicable organise appropriate insurance cover.

5. Income Source:

- (a) The funds of the Association are to be derived from joining fees and annual subscriptions of members, the conduct of sporting and social events consistent with the objectives of the Association, sponsorship, donations, the sale of regalia and other items related to the activities of the Association and, subject to any resolution passed by the Association in general meeting, such other sources as the Committee determines.
- (b) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account, and receipts issued where appropriate.

6. Banking:

All funds the property of the Association shall be banked to the credit of the Association at such banks or financial institutions as the Committee shall direct, in trading, savings, investment or trust accounts to be operated upon by not less than two signatories being either the Treasurer, the President or the Secretary as the Committee shall determine.

7. Investment:

Any funds the property of the Association which temporarily are not required for the Association's objects may, at the direction of the Committee, be invested in the name of the Association for a term not to exceed one year upon any investment authorised under Section 14 of the Trustee Act, 1925 (New South Wales).

8. Real Property:

- (a) The Association may from time to time acquire, construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests and objectives, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof, subject to approval by special motion, at a special general meeting .
- (b) The Association shall maintain a stock of apparel, merchandise, parts and other materials pursuant to the objectives of the Association and available for purchase by members and other interested parties. The total wholesale value of such stock shall not exceed \$20,000.00 without specific approval by special motion at a special general meeting.
- (c) The Association may from time to time acquire, maintain, or dispose of equipment, parts, merchandise and other materials pursuant to the aims and efficient management of the Association.

9. Common Seal:

- (a) The Treasurer shall be the custodian of the Common Seal of the Association.
- (b) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal must be attested by the signatures of the Treasurer and either the President, Vice President or Secretary of the Association.

VIII. AMENDMENT TO CONSTITUTION

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This Constitution, including its Appendices, may only be amended by special motion at any general meeting, special general meeting or annual general meeting of the Association upon 28 days notice, whether or not such meeting is convened for the specific purpose of considering such special motion. Such motions will require a 75% majority of those present or voting by proxy to succeed. In this clause "amended" shall mean and include alteration (by amendment, deletion, substitution or addition) of any one or more object, definition or provision including this provision.

IX. DISSOLUTION OF THE ASSOCIATION

The Association shall be dissolved if:

1. The total of members is less than 5, in which case dissolution shall be deemed to have taken place forthwith upon the reduction to that number; or
2. A general meeting, special general meeting or annual general meeting of the Association shall so determine, by special motion put upon 28 days notice whether or not such meeting is convened for the specific purpose of considering such special motion; and upon such dissolution all assets of which the Association shall then stand possessed (after satisfaction of all liabilities of the Association then outstanding) shall be:
 - (a) Passed to another not for profit organisation having objects similar to those of the Association prior to its dissolution; or
 - (b) Passed to a recognised charity; or
 - (c) Dealt with by a combination of (a) & (b) above in the manner that the meeting convened to consider the dissolution shall upon further special motion determine (or, if the dissolution is effected by reason of reduction in the number of financial members to less than 5, in the manner that the remaining financial members shall by simple majority determine.

THE ORIGINAL CONSTITUTION OF THE HISTORIC SPORTS AND RACING CAR ASSOCIATION OF NEW SOUTH WALES WAS ADOPTED BY A MEETING OF THE FOUNDER MEMBERS CONVENED ON 19TH JUNE 1981 AND ONE COPY THEREOF WAS THEN SIGNED BY THE FOUNDER MEMBERS THEN PRESENT. THIS CONSTITUTION WAS AMENDED 24/11/1995 AND FURTHER AMENDED ...

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APPENDIX A:

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

being a member #..... of the Historic Sports & Racing Car Association of NSW Inc,
hereby appoint

.....
(full name of proxy)

of

.....
(address)

being a member of that incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the..... day of and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details)

..... Date
Signature of member appointing proxy

NOTE: A proxy vote may not be given to a person who is not a member of the Association.

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APPENDIX B:

Member Behaviour, Discipline and Expulsion

(a) Introduction

The Association demands and expects that its members treat each other at all times with dignity and respect. Offensive and abusive behaviour at competition and other events towards officials, competitors, other Association members, or spectators is not acceptable under any circumstances. Aggressive or dangerous driving on the track is unacceptable whether or not action has been taken by the Confederation of Australian Motor Sport (CAMS). Such unacceptable driving may indicate a pattern of behaviour and mind set that is not consistent with the objects of the Association.

Unacceptable behaviour is not confined to actions during competition events. It encompasses act/s or omissions that may be regarded as bringing the Association into disrepute.

It is for the Committee to decide, in accordance with the procedure set out in this appendix, and with due fairness, whether the behaviour of a member is unacceptable and the severity of any penalty to be imposed. In some instances, the Committee may decide that the unacceptable behaviour is such that the person concerned can no longer be a member of the Association.

The Association may publish guidelines on unacceptable behaviour and all members shall be bound by any such guidelines.

(b) Charging of Member

- (i) The Committee may, by a majority decision, charge a member of the Association with unacceptable behaviour. This need not be limited to a single incident, but may arise from repeated instances of behaviour, in competition events or otherwise. A member may be charged with unacceptable behaviour notwithstanding that the member may have been charged and penalised under the CAMS judicial system or other judicial system(s) in relation to the same matter.
- (ii) Any person may make a complaint to the Committee and request that a member be charged in respect of any breach of the behavioural standards expected by the Association. Evidence of the alleged breach must be presented in support of such requests and the decision whether to proceed with a charge will remain the responsibility of the Committee.
- (iii) When a member is charged, the Committee must provide the member with details of the charge and present its evidence in support of the charge to a review panel.

(c) Membership of Review Panel

The Committee shall establish a review panel consisting of three senior and experienced Association members, who have had no previous involvement in the incident/s underlying the charge. A Committee member may not be a member of a review panel.

(d) Role of Review Panel

The role of the review panel is to:

- (i) investigate the charge;
- (ii) allow the member concerned a fair and reasonable opportunity to respond to the charge, in a form and a timeframe determined by the review panel (the member may be assisted in this regard by another Association member);
- (iii) form a view about the charge and make a recommendation with concise supporting reasons to the Committee of any penalty that should be imposed.

Minutes of the recommendation of the review panel shall be kept and a copy promptly provided to the member concerned. The member may respond in writing to the Secretary within seven days of receiving the recommendation raising any matter the member wishes the Committee to consider in reaching its decision.

(g) Timing

- (i) A charge should be made as soon as reasonably possible after the occurrence that gives rise to the charge.

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- (ii) The review panel must be formed and a recommendation made to the Committee within 30 days of the charge being made. The Committee may extend this period according to the particular circumstances of the charge.
 - (iii) The decision of the Committee regarding the offence must be reached within 60 days of the review panel making its recommendation.
- (h) **Outcome:**
The Committee shall consider the review panel's recommendation and supporting reasons and any response by the member and determine at its absolute discretion any penalty that is to be imposed. The member concerned must be promptly notified in writing of the decision and concise reasons for it.
- (i) **Imposition of Penalties:**
Penalties may include expulsion or suspension from the Association, exclusion from certain forms of Association activities (for example, competition events) for a specific period or number of such Association activities, or any other penalty that the Committee considers appropriate in the circumstances.
- (j) **Appeal:**
The member charged may appeal against the decision of the Committee. An appeal must be notified in writing to the Secretary, with all relevant supporting material, then published to members of the Association and placed as a special motion before a special general meeting within 60 days of receipt of the appeal notice. If the appeal fails the matter will be deemed to be dealt with and the decision of the committee upheld. Should the appeal succeed any penalty imposed by the committee will be removed and the member reinstated as necessary.

APPENDIX C:

Criteria For Establishing Sub-Committee/s:

The Association may, from time to time, establish sub-Committees to manage specific areas of the Association's activities.

In all cases the sub-Committees are responsible to the main Association Committee, and, each sub-Committee must be chaired by a member of the main Association Committee. Membership of each sub-Committee is by invitation from the main Association Committee and membership of each sub-Committee is open to any Financial Association member who has relevant experience and a willingness to serve.

Each sub-Committee must report back to the main Association Committee at each meeting of the main Association Committee.

Each sub-Committee must produce minutes from each meeting, and, these minutes must be circulated to each member of the main Association Committee.

Each sub-Committee must have a high-level set of objectives, and, there must be clear definition of what is in scope and what is out of scope for each sub-Committee.

A schedule of sub-Committees and their key objectives is as follows. Note that this list is not exclusive or binding and may be modified from time to time by the main Association Committee:

Competition Sub-Committee:

This sub-Committee must comprise a minimum of 5 members.

At least 2 members of this sub-Committee must be current CAMS Officials License Holders at Level 3 or above, preferably in Category A and/or B and/or C and/or J and/or U.

The scope of the Competition sub-Committee's objectives is as follows:

- To plan the Association's schedule of competition events.
- To organise and manage the Association's competition events.
- To provide opportunities for all Association Members to compete at the Association's competition events.

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- To liaise with other promoters to obtain invitations for Association Members to participate at other promoters' competition events.
- To liaise with other clubs and encourage their members' participation at HSRCA competition events.
- The Competition sub-Committee does not organise Promotion and/or Social activities at Race Meetings – these activities are the responsibility of the relevant sub-Committees.

Finance Sub-Committee:

The scope of the Finance sub-Committee's objectives is as follows:

- To prepare the Association's overall budget.
- To assist sub-Committees to prepare their activity budgets, if appropriate.
- To monitor all Association expenditure and ensure that all such expenditure is properly authorised and in accord with all budgets.
- To provide sub-Committees with regular reports on their performance against budget.
- To prepare the Annual Financial Statements and present these to Members at the AGM.
- To ensure that all required financial reporting is lodged with the appropriate regulatory bodies.

Promotions Sub-Committee

The scope of the Promotions sub-Committee's objectives is as follows:

- To produce the Oily Rag on a quarterly basis.
- To ensure that the Oily Rag is distributed to all HSRCA Members and approved recipients.
- To produce posters and programmes for all HSRCA race meetings.
- To publicise the activities of the Association.
- To promote public awareness of Historic Motorsport.
- To encourage Members to participate in all forms of motor sport events with properly prepared historic vehicles.
- To organise promotional activities supplementing the competition activities at Race Meetings.
- To promote HSRCA participation in non-HSRCA events promoting Historic Motorsport or associated automotive display events.

Registrars Sub-Committee

The scope of the Registrars sub-Committee's objectives is as follows:

- To provide representation for all 5th Category Groups covered by the HSRCA Constitution.
- To identify specific needs for any or all Groups and ensure that these are reviewed by the relevant sub-Committee.
- To conduct post race meeting debriefs to ensure that any issues affecting specific Groups are assessed by the Competition sub-Committee.

Social Sub-Committee

The scope of the Social sub-Committee's objectives is as follows:

- To organise and to conduct for Members events of a social nature and to invite to selected events members of other selected motor clubs.
- To organise social activities supplementing the competition activities at race meetings.