

## Rules

### **The Ellerslie Intermarque Concours and Classic Car Show Incorporated** (Registered number 2546539)

#### **1. Name:**

- 1.1 The Ellerslie Intermarque Concours and Classic Car Display Incorporated. (The Society.)
- 1.2 The Society is constituted by resolution dated 14 March 2011

#### **2. Registered Office:** 69 View Road, Ostend, Waiheke Island, Auckland 1081

#### **3. Purpose of Society:**

- 3.1 (a) To promote the classic car movement and its activities by organising an annual event on behalf of the car clubs and associated groups.
- 3.1 (b) The venue for the event is the ARC Ellerslie Racecourse, Auckland, or an alternative venue determined by the organising committee.
- 3.2 Pecuniary gain is not the purpose of The Society.

#### **4. Managing Committee (The Committee):**

- 4.1 The society shall have a managing committee. The positions of a) Chairman, b) Secretary, c) Treasurer, will be elected by the incoming committee from within their number at their first meeting, which will be chaired by the out-going chairman or his appointed representative.
- 4.2 Only members of The Society may be committee members.
- 4.3 There shall be a minimum of eight and a maximum of ten committee members as follows:
  - (i) two members of the host club i.e. the club which was the winner of the previous event's team concours d'elegance competition,
  - (ii) one member from the outgoing committee's host club representatives,
  - (iii) one member from the Thoroughbred & Classic Car Owners Club Incorporated (the independent club responsible for judging the competitions),
  - (iv) a minimum of four or a maximum of six members elected at the AGM.
  - (v) Additional members may be co-opted onto the committee when special expertise is required. Such members have no voting rights.

#### **5. Appointment of Committee Members:**

- 5.1 All committee members must be appointed at the Annual General Meeting.
- 5.1 (a) Elected members must be proposed and seconded.
- 5.1 (b) If there are more elected members proposed than places available, then a secret ballot will take place. The result will be determined by simple majority.

## **6. Cessation of Committee Membership:**

- 6.1 Committee members may resign during their term of office by giving notice at a committee meeting or to the Chairman.
- 6.2 Replacement of that committee member is at the discretion of the committee and by invitation.

## **7. Nomination of Committee Members:**

- 7.1 Elected committee members must be present and nominated from the floor at the AGM.

## **8. Role of the Committee:**

- 8.1 Subject to the rules of The Society the committee is to administer, manage and control The Society to achieve the purposes of The Society.

## **9. Role of Committee Members:**

- 9.1 To attend committee meetings, generally on a monthly basis, to formulate and implement a plan to organise The Ellerslie Concours and Classic Car Show Inc. event on behalf of the members of The Society.
- 9.2 To keep minutes recording the activities and actions of the committee relating to the organisation of The Society.
- 9.3 To produce an annual budget, monthly reports for operational purposes and an annual financial statement for presentation at the Annual General Meeting for approval.
- 9.4 To forward the approved financial statement for The Society to the Registrar of Incorporated Societies.

## **10. Membership:**

- 10.1 Membership is open to any car club or associated group who participate in The Ellerslie Concours and Classic Car Show Incorporated.
- 10.2 Membership is on an annual basis

## **11. Admission of Members:**

- 11.1 Admission to membership is by completion of the entry form to participate in the event.
- 11.2 To continue membership entry must be made for the subsequent annual events.
- 11.3 Acceptance of membership is at the discretion of the committee.

## **12. Register of Members:**

- 12.1 The committee will maintain a register of members in the form of a database containing addresses, telephone number and contacts.
- 12.2 It is the responsibility of the member to notify the committee of any changes as they occur.

**13. Cessation of Membership:**

- 13.1 Membership lapses automatically if the member does not participate in the following year's event.
- 13.2 Membership will also cease if the member advises the committee in writing.

**14. Re-admission to membership:**

- 14.1 A member is re-admitted by entering an event.

**15. Obligations of Members:**

- 15.1 All members shall promote the purposes of the society and shall do nothing to bring The Society into disrepute.

**16. Use of Money and Other Assets:**

- 16.1 The Society may only use money and other assets if
  - (i) it is for the purpose of the society,
  - (ii) it is not for the sole personal or individual benefit of any member, and
  - (iii) that use has been approved by either the committee or by majority vote of the society.
  - (iv) It is the responsibility of the committee to ensure that adequate funds are retained annually for the organisation of the following years event.

**17. Joining Fees, Subscriptions and Levies:**

- 17.1 There are no joining fees, subscriptions or levies.
- 17.2 The society will be self-funding.
- 17.3 Any donations received will be considered as income to the society and recorded in the financial statement pertaining to the year they are donated.

**18. Additional Powers:**

- 18.1 The society may employ people for the purposes of the society.

**19. Financial Year:**

- 19.1 The financial year of the society begins on 1 April and ends on 31 March, except
- 19.2 If the date of the event is less than six weeks before the end of the financial year the committee may vary the financial year end date to at least six weeks after the event for that specific year.

**20. Cheques:**

- 20.1 Any payment made by the society must be approved by the committee and recorded in the committee minutes.
- 20.2 Payments above twenty dollars must be by cheque or electronic deposit.
- 20.3 Cheques once approved must be signed by two members of the committee.

**21. FINANCIAL REVIEW:**

- 21.1 The society accounts shall be certified annually by an independent reviewer approved by the committee.

## **22. Society Meetings:**

- 22.1 The Annual General Meeting (AGM) shall be held once a year no later than twelve weeks after the event.
- 22.2 The secretary shall give all members at least six weeks notice of the AGM.
- 22.3 The business to be conducted at the AGM shall be
  - (i) Minutes of the previous AGM
  - (ii) The chairman's report
  - (iii) The treasurer's report
  - (iv) Hearing of motions as notified
  - (v) Election of committee
  - (vi) General business
- 22.4 The AGM will be chaired by the chairman of the committee or his/her nominee.
- 22.5 The chairman will determine whether a vote is taken by
  - (i) voice
  - (ii) show of hands
  - (iii) secret ballot.
- 22.6 A member club may have more than one representative present at the AGM but is entitled to only one vote.
- 22.7 In the case of a tied vote the chairman will have the casting vote.

## **23. Motions at the AGM:**

- 23.1 Motions to the AGM must be notified to the secretary at least four weeks prior to the AGM and will be circulated to members prior to the AGM.

## **24. Committee Meetings:**

- 24.1 No committee meeting may be held unless more than half the committee members attend.
- 24.2 In the absence of the chairman the committee shall elect a chairman to chair the meeting.
- 24.3 Decisions of the committee shall be by majority vote.
- 24.4 Only committee members present may vote.

## **25. Signing of documents:**

- 25.1 The society shall have a common seal. A document shall be executed on behalf of the society if
  - (i) the common seal is attached to the document
  - (ii) the document is witnessed by the chairman, secretary or treasurer and counter-signed by one other committee member.

## **26. Altering the Rules:**

- 26.1 The society rules may be altered or replaced by a motion notified to the AGM and passed by a two-thirds majority of those members present.
- 26.2 The rules for notification of motions as stated at **23.** apply
- 26.3 When a rule change is approved the secretary shall register the rule change with the Registrar of Incorporated Societies on the required form. The rule change is not in effect until this is done.

## **27. Winding up:**

- 27.1 If the society is wound up the debts, costs and liabilities shall be paid. Surplus

- money and other assets of the society may be disposed of by resolution of the committee.
- 27.2 No distribution may be made to any member.
- 27.3 Surplus money or other assets shall be given or transferred to some organisation within New Zealand having similar aims to the society.

## **28.0 Definitions**

- 28.1 In these rules:
- (a) “Cheque” means a personal cheque or a bank cheque.
  - (b) “Committee” means the committee of the society.
  - (c) “Committee Meeting” means a meeting of the committee.
  - (d) “Committee Member” means any member who is on the committee.
  - (e) “Majority vote” means a vote made by more than half the members who are present at a meeting and who are entitled to vote at that meeting upon a resolution put to that meeting.
  - (f) “Meeting” means any Annual General Meeting, any Special General Meeting, and any Committee Meeting.
  - (g) “Money or other assets” means real or personal property or any interest therein, owned or controlled to any extent by the Society.
  - (h) “Payment” means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and includes payment by personal cheque.
  - (i) “Rules” means these rules, being the rules of the Society.
  - (j) “Society Meeting” means any Annual General Meeting, or any Special General Meeting, but not a Committee meeting.
  - (k) “Use money or other assets” means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, money or other assets.
  - (l) “Written notice” means hand-written, printed or electronic communication of words or a combination of these methods.