

# **SYDNEY – CENTRAL COAST** **A VAN GROUP INCORPORATED**

ABN 62 842 468 219



## **OPERATING PROCEDURES**

**NOTE:**

**THESE PROCEDURES ARE SUPPLEMENTARY TO THE ACT, THE REGULATIONS AND THE ADOPTED CONSTITUTION AND CANNOT OVERRIDE THE CONTENTS OF ANY OF THOSE DOCUMENTS**

# SYDNEY – CENTRAL COAST A VAN GROUP INCORPORATED

## OPERATING PROCEDURES

### TABLE OF CONTENTS.

1.	Name .....	3
2.	Incorporation Number .....	3
3.	Australian Business Number .....	3
4.	Tax File Number .....	3
5.	Management Committee .....	3
6.	Duties of Committee Members.....	3
6.1	President .....	4
6.2	Vice President .....	4
6.3	Secretary .....	5
6.4	Treasurer .....	5
6.5	Programme Co-ordinator.....	5
6.6	Newsletter Editor.....	5
6.7	Web Master.....	6
6.8	Welfare Officer.....	6
6.9	Association Delegates.....	6
7.	Public Officer.....	6
8.	Financial Year.....	7
9.	Membership Application Procedure.....	7
10.	Membership Renewal Procedure.....	7
11.	Club Colours.....	7
12.	Club Logo.....	8
13.	Club Name Badge.....	8
14.	Club Property.....	8
15.	Visitors and Guests.....	8
16.	Members Booking Advice.....	8
17.	Membership of other associations.....	8

Appendix “A” Form of Appointment of Proxy

**OPERATING PROCEDURES.**

**NOTE.** The definitions set out in Part 1 of the Constitution apply to these Operating Procedures.

**1. Name**

The name of the club is **Sydney – Central Coast A Van Group Incorporated** herein after referred to as the “**club**”.

**2. Incorporation Number**

The incorporation number of the club is **INC9885779** having been incorporated under the Associations Incorporation Act 1984 on 21<sup>st</sup> June 2006.

**3. Australian Business Number**

The Australian Business Number of the Club is **62 842 468 219**

**4. Tax File Number**

The Tax File Number of the Club is **874 738 642**

**5. Management Committee**

The management committee shall conduct the business of the club in accordance with the constitution and consist of the Office Bearers and Ordinary Members of the Committee. Except for the positions of Association Delegates no member shall hold more than one position on the committee.

**5.1** The office bearers shall be;

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

**5.2** The ordinary members of the committee shall be;

- (a) Programme Co-ordinator
- (b) Newsletter Editor
- (c) Web Master
- (d) Welfare Officer
- (e) Association Delegates (may hold other positions on the committee).

**6. Duties of Committee Members**

Each member of the committee should be familiar with the club’s constitution and its statutory obligations. The statutory obligations include:

- (a) ensure that the club’s full name appears in legible characters on all official documents including business letters, accounts, official notices, publications, cheques and receipts. Section 12 (4) of the Act sets out the list of documents upon which the full name of the club must appear;
- (b) ensure that the club does not act contrary to its objects and does not exercise any power contrary to a prohibition or restriction in its constitution (section 18 of the Act);
- (c) notify the Commissioner if the position of public officer becomes vacant and the appointment of a new public officer within 14 days (section 23 of the Act);

- (d) ensuring that an annual general meeting is held each year within 6 months after the end of the club's financial year and that a statement regarding the accounts of the club is submitted to the members at that meeting (section 26 of the Act);
- (e) ensure that two committee members, who are authorised by resolution of the committee to do so, certify that the annual statement has been submitted to the members, and ensuring that the public officer lodges the annual statement with the Registry of Co-operatives, Office of Fair Trading within one month after the annual general meeting (section 27 of the Act);
- (f) ensuring proper accounting records are kept which correctly record and explain the transactions of the club and its financial position (section 28 of the Act);
- (g) ensuring that minutes of all committee and general meetings are kept (section 28 of the Act);
- (h) ensuring that the club does not incur debts if there are reasonable grounds to expect that the club will not be able to pay its debts as and when they fall due (section 38 of the Act);
- (i) ensuring that the club does not do any act with the intent to defraud creditors or any other person (section 38 of the Act);
- (j) ensuring that any documents addressed to the club are brought to the attention of the committee as soon as practicable after receipt (section 63 of the Act), and ensuring that documents provided to the Commissioner or submitted to members do not contain false or misleading statements and that such documents do not omit any matter that has the effect of making the document misleading.

## 6.1 President

The president is to:

- (a) preside at the annual general meeting, and at all special meetings, general meetings, and management committee meetings;
- (b) preserve order and conduct meetings in accordance with the club rules;
- (c) remain completely impartial, to be seen to be completely impartial, and conduct the meeting in a confident, firm, and friendly manner;
- (d) have a sound knowledge of recognised meeting procedure;
- (e) prevent interjections, heckling, and private conversations, and call on any speakers to withdraw any offensive statements, or imputations of improper motives, and where appropriate have the speaker withdraw their remarks and/or apologise;
- (f) set time limits for each speaker and ensure discussion is relevant to the point before the meeting;
- (g) ensure that meetings are properly convened and that a quorum is maintained at all times;
- (h) represent the club as may be required from time to time;
- (i) offer assistance to the incoming president and committee at the end of his or her term.

## 6.2 Vice President

The vice president is to:

- (a) in the event that the president is unable or unwilling to act, to carry out the duties in rule 6.1 clauses (a) to (i) inclusive;
- (b) assist the president in the general running of the club;
- (c) assist the secretary if the secretary is unable or unwilling to act as may be required from time to time;
- (d) maintain a register of all club property;
- (e) bring to the attention of the committee any likely conflicting events on the club calendar;
- (f) arrange any press releases to the media from time to time that are authorised by the committee and maintain up to date Group information at NSW A'Van Dealer sites.

### **6.3 Secretary**

The secretary is to:

- (a) receive any incoming correspondence and bring same to the attention of the committee;
- (b) handle any outgoing correspondence as authorised by the committee;
- (c) keep details of all appointments of office bearers and members of the committee;
- (d) keep details of the names of members of the committee present at committee meetings, general meetings, special general meetings and annual general meetings;
- (e) record all proceedings at committee meetings, general meetings, special general meetings and annual general meetings;
- (f) assist the other office bearers of the committee in the running of the club.
- (g) arrange manufacture and delivery of club personal name badges;
- (h) maintain a register of members including name, address, contact details, date of joining and date of cessation of membership.

### **6.4 Treasurer**

The treasurer is to:

- (a) ensure that all money due to the club is collected and appropriate receipts issued;
- (b) ensure that all payments authorised by the club are made;
- (c) ensure that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club;
- (d) present to the members at each annual general meeting, as required under section 26 (6) of the Act an audited report summarising the club's receipts and payments for the financial year and that this report declares the club's cash position at the end of the financial year and lists all assets held by the club;
- (e) arrange prior to the annual general meeting, for two members of the committee to be authorised to sign the Annual Statement for lodgement with the Registry of Co-operatives and Associations, NSW Office of Fair Trading together with the prescribed fee;
- (f) assist the auditor with the audit process.

### **6.5 Programme Co-ordinator**

The programme co-ordinator is to:

- (a) develop, with the assistance of the committee, a programme of events for the members;
- (b) encourage members to "Host" gatherings and events;
- (c) update and publish as necessary the programme of events and distribute same to the members;
- (d) publish a list of members who have indicated their attendance at particular gatherings or events and distribute same from time to time to the members;
- (e) encourage members to provide articles and photographs to the newsletter editor for publication in the Newsletter.

### **6.6 Newsletter Editor**

The newsletter editor is to:

- (a) endeavour to compile three publications per year with relevant information for club members;
- (b) arrange printing, collation and delivery of the publication to the members in such form as the committee may determine from time to time;
- (c) endeavour to ensure that, if Print Post or similar bulk postage service is used to distribute the publications and/or any supplements, all relevant Australia Post regulations are complied with;
- (d) endeavour to not publish any information that may offend a member or that a member has requested to be withheld;
- (e) encourage members to submit articles and photos for publication.

## **6.7 Web Master**

The web master is to:

- (a) maintain the club's Web Site as authorised by the committee;
- (b) except for membership enquiries attend to all other enquiries through the Web Site;
- (c) keep the committee informed on all matters pertaining to the Web Site;
- (d) not display any matter on the Web Site unless authorised by the committee;
- (e) maintain and issue annually, or at such other interval as the committee may determine, the "Members of the Club" directory.

## **6.8 Membership and Welfare Officer**

The Membership and Welfare Officer is to:

- (a) maintain the "Register of Members" in accordance with Act and Regulations,
- (b) provide the Public Officer with updated copies of the "Register of Members" after each entry has been made to the Register,
- (c) distribute to the Committee and members a copy of appropriate membership lists as determined by the Committee from time to time,
- (d) receive information from members concerning the welfare of other members;
- (e) make contact with members who may be unwell, hospitalised or bereaving;
- (f) arrange for "get well" or "sympathy" card to be sent to members as may be appropriate;
- (g) arrange for a floral tribute to be sent to members in the event of the passing of a members husband/wife/partner;
- (h) keep the executive committee advised of the above.

## **6.9 Association Delegates**

The association delegates are to:

- (a) represent the Club at meetings of The NSW Association of Caravan Clubs Inc;
- (b) vote on matters as directed by the Club Committee at association meetings;
- (c) report back to the Club Committee and members on the activities of the association.

## **7. Public Officer**

- (a) A new public officer must lodge a "Notice of Appointment of Public Officer" (Form 9), notifying of their appointment within 14 days of the appointment. Forms are available from, and must be returned to the Office of Fair Trading.
- (b) Where a public officer changes his or her address the public officer must give the Registry notice within 14 days by lodging Form 9 "Notice of Change of Address of Public Officer".
- (c) The register of committee members of the Club is to be kept at the residential address of the public officer and must be made available for inspection by any person, free of charge, at all reasonable hours.
- (d) Where an incorporated association (the club) has ceased to exist, the last public officer must keep the register for a period of at least two years after the date on which the association ceased to exist.
- (e) The public officer must lodge an "Annual Statement" (Form 12), with the prescribed fee, within one month of the date of each annual general meeting of the club. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form in the required time. Should the public officer not be able to lodge the annual statement in time an "Application for Extension of Time for Holding Annual General Meeting or Lodging Statement" (Form 11), with the prescribed fee, should be lodged before the due date setting out the reasons for the delay.

- (f) The public officer must apply to the Commissioner for approval of a change of name within one month after passing a special resolution to change the club's name. A Form 4 "Application for Approval for Change of Name" must be lodged together with the prescribed fee.
- (g) After the passing of a special resolution altering the statement of objects or rules of an incorporated association, the public officer must lodge Form 6 "Notice of Alteration of Objects or Rules" with the prescribed fee, setting out the particulars of the alteration. A penalty may be imposed on the public officer for failure to lodge the form in the required time. (One month from the date the special resolution was passed).
- (h) The public officer has an obligation to bring all documents addressed to the club to the attention of the committee as soon as practicable. This obligation continues for a period of 12 months after the person ceases to be the public officer.
- (i) Upon vacating the position, the public officer should pass on all information held on behalf of the association to his or her successor.

## **8. Financial Year**

The club's financial year shall commence on 1<sup>st</sup> July in each year and conclude on 30<sup>th</sup> June the following year.

## **9. Membership Application Procedure**

- (a) All membership applications shall be forwarded to and received by the secretary as soon as possible. The format of the Membership Application Form shall be determined by the committee.
- (b) If any entrance fees or annual subscription monies have been received with the application then the secretary shall arrange deposit of same in the Groups bank account and advise the treasurer.
- (c) The treasurer shall arrange for the applicants name badges to be made on approval of membership.
- (d) The secretary upon receiving an application for membership shall request by email or telephone, approval of the application from the committee members and advise the applicant that the application has been received.
- (e) The committee members shall decide to approve or reject the individual applications and advise the secretary by email or telephone of their decision.
- (f) The secretary shall then advise the applicant of the committees decision and where an application has been received without payment advise the applicant that payment must be received within 28 days of the notice. The secretary shall advise the Treasurer when the monies have been received who will then arrange manufacture of the applicant/s name badge/s.
- (g) The treasurer shall forward the name badge/s to the applicant/s with their receipt.
- (h) The secretary shall cause the applicant/s name/s to be entered into the "Register of Members" and ensure that all the requirements of the constitution have been considered in relation to the Membership Application.

## **10. Membership Renewal Procedure;**

- (a) Members shall be required to complete a Membership Renewal Form each year. The format of the Membership Renewal Form shall be determined by the committee.
- (b) Membership Renewal Forms with the appropriate annual fee shall be forwarded to the treasurer.
- (c) The treasurer shall issue a receipt for the fees collected and forward same to the member.
- (d) The treasurer shall complete all details on the OFFICE USE ONLY section of the Renewal Forms and return all forms to the secretary on a regular basis for updating the membership register.

**11. Club Colours;**

The clubs colours are; Reflex Blue, Pantone Blue (2985), Black and White.

**12. Club Logo;**

The clubs logo is made up of two concentric ovals and between the ovals are the words “SYDNEY-CENTRAL COAST” in the top half and “A VAN GROUP INC.” in the lower half. A map of the state of New South Wales is located in the centre of the two concentric ovals. The colour between the two concentric ovals is Reflex Blue, and all the lettering is White. The colour of the map of New South Wales is Pantone Blue (2985) and the map is outlined in Black. The club’s logo is depicted below.



**13. Club Name Badge;**

Club members may order a personal name badge from the secretary who will arrange manufacture of the badge. The cost of the badges will be determined by the committee from time to time. **All members are encouraged to wear their club badges at all club functions and gatherings.**

**14. Club Property;**

Members of the club may borrow the clubs property for private use. The financial and logistical arrangements will be determined by the committee on the circumstances at the time of borrowing. Club equipment is not available to non club members. Club equipment will not be available for private use if the equipment is required for club functions.

**15. Visitors and Guests;**

Members may invite visitors or guests to club gatherings and events having first consulted with the committee and / or the gathering or event “host” to ensure that the invitation is appropriate. Once the approval has been given, and the visitors booking confirmed, the member must advise the club’s programme co-ordinator, and where applicable the “host” of the invitees details. Any such visitors will be expected to pay for any costs associated with their visit. Such costs will be determined by the committee or the organisers of the event or gathering. Members will be responsible for their visitors or guests whilst attending club gatherings or events. The committee, in consultation with any “host”, shall determine if any gathering or event will be classified “members only” and in such case it would be inappropriate for members to invite visitors or guests.

**16. Members Booking Advice**

Members unless advised otherwise are required to make their own bookings with the Caravan Park or similar organisation direct, informing them that they are with the Sydney – Central Coast A Van Group. As soon as the booking has been confirmed members are required to advise their booking with the clubs programme co-ordinator and where applicable the gathering “host”.

**17. Membership of other Associations**

The club may where appropriate join other associations or similar organisations where it is felt that the membership of that association or organisation will be of benefit to members of the club.

Updated 04/12/2011

**Adopted at the AGM 04/02/2007**

**2<sup>nd</sup> Amendment AGM 29/11/2008**

**4<sup>th</sup> Amendment AGM 03/12/2011**

**1<sup>st</sup> Amendment AGM 08/12/2007**

**3<sup>rd</sup> Amendment AGM 28/11/2009**

**SYDNEY - CENTRAL COAST A VAN GROUP INC.**

**FORM OF APPOINTMENT OF PROXY**

I,.....  
(full name)

of.....  
(address)

.....Post Code.....

being a member of Sydney - Central Coast A Van Group Incorporated

hereby appoint .....  
(full name of proxy)

of.....  
(address)

.....Post Code.....

being a member of that incorporated association, as my proxy to vote for me on my behalf at

the \*.....meeting of the Group to be held on the .....day

of.....20..... and at any adjournment of that meeting.  
(month)

\* Annual, Special General, or Committee Meeting as the case may be.

.....  
(signature of person appointing proxy)

.....  
(date)

**NOTE.** A proxy vote may not be given to a person who is not a member of the association. A member may not hold any more than two (2) proxies. Proxy Forms must be lodged with the Secretary at least 24 hours prior to the meeting at which the proxy is to be exercised.