

# TOC

## **Torana Owners Club Incorporated**

## **Operations Handbook**



**March 2019**

ISSUE 1.0

# OPERATIONS HANDBOOK

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## Document Change History

ISSUE No:	DATE:	REASON FOR RE-ISSUE (CHANGE)
Issue 0.1	Nov 2018	Initial Draft
Issue 0.2	Jan 2019	2 <sup>nd</sup> Draft
Issue 1.0	Mar 2019	1 <sup>st</sup> Version

### About this Document

This document describes the additional rules and operating procedures of the Torana Owners Club inc. It should be read in conjunction with the Model Rules which are prescribed by the Consumer Affairs Victoria (CAV)

## A BRIEF HISTORY OF TOC

The Torana Owners Club inc. was formed in 2018 by a small band of Torana owners who have participated in various clubs and social groups and keen to promote an inclusive car club to enjoy our Toranas with other clubs whilst also recognising that many enthusiasts have more than one car and more than one make but a common desire to share the experience with other enthusiasts.

Our motto is “ *Where Enthusiasts meet*”

Our mission is “*The Torana Owners Club inc. is a not-for-profit incorporated car club based in Victoria. Our mission is to promote and facilitate the enjoyment and information sharing of classic cars for the benefit of enthusiasts and their families through events and social activities within an inclusive, safe and respectful environment. This is primarily focussed on Holden Toranas but also extends to other makes and models built between 1950 and 1990.*”

We are based in Victoria offering club permits via Vic Roads.

Membership is open to interested Torana owners and other classic vehicles from 1950 to 1990.

As TOC is a new club, it is intended to start small and grow over time based on the interests and involvement of members.

# 1. LEGAL REQUIREMENTS –

## 1.1. INCORPORATION

Torana Owners Club inc. is an incorporated body (Reg. No. A0104533X), operating in Victoria under the Associations Incorporation Reform Act 2012. This means that as a incorporated body it has legal existence entirely separate from its members and is capable of acting in its own name. A corporate body has perpetual succession (continues on beyond the life of the individual members), a name, and may sue and be sued. It can make contracts on behalf of the club.

Liability for debts is limited to the assets of the Club and the amount of the share or contribution the members may have agreed to provide in the rules of the Club. The membership is protected from any further financial responsibility.

In accepting recognition by the law of being an incorporated Club there are attendant conditions placed upon the Club which must be observed by the Committee of Management. The club must operate under a set of prescribed rules provided by Consumer Affairs Victoria (CAV). These are known as Model Rules and should be read in conjunction with this handbook. This handbook details additional rules specific to the operation of this club and as such must not conflict with the CAV Model Rules. The following sections of this manual describe the functions of the club, responsibilities and duties of the members of the Management Committee and other key officers as well as a code of conduct.

## 1.2 SUMMARY OF MODEL RULES

The following is a summary of the Model Rules that define an Incorporated body (this is a prescribed format by Consumer Affairs Victoria)

- 1.1 Part 2 - Powers of Association
- 1.2 Part 3 - Members, Disciplinary Procedures and Grievances
  - 1.2.1 Membership
  - 1.2.2 Disciplinary Action
  - 1.2.3 Grievances procedure
- 1.3 Part 4 - General Meetings of Club
- 1.4 Part 5 Committee
  - 1.4.1 Powers of Committee
  - 1.4.2 Composition of Committee and duties of members
  - 1.4.3 Composition
  - 1.4.4 General Duties
  - 1.4.5 President
  - 1.4.6 Secretary
  - 1.4.7 Treasurer
  - 1.4.8 Election of Committee Members
  - 1.4.9 Meetings of Committee

- 1.5 Part 6 - Financial Matters
- 1.6 Part 7 - General Matters

## **2 ADDITIONAL RULES AND PROCEDURES OF TORANA OWNERS CLUB inc.**

### **2.1 Membership**

- 2.1.1 New members and renewing members will submit a TOC membership form annually and pay the prescribed fee. (See Appendix A)
- 2.1.2 Where renewals are not received within 30 days of renewal date the member will be deemed to be not financial and will not be able to vote at AGM or hold Club Permit (See Club Permits rules). Vic Roads will be notified that the member is no longer financial.
- 2.1.3 All members should read the Model Rules and this handbook as part of signing the membership form which commits them to abide by these rules and conditions..
- 2.1.4 Members may invite guests to events and meetings (except AGM). Whilst in attendance guests become the responsibility of the member to ensure they abide by club rules and expected behaviours (see code of conduct).

### **2.2 Club Permits**

- 2.2.1 Members may avail themselves of club permits as per VicRoads requirements. For TOC that means permits for cars that have been built between 1950 and 1990.
- 2.2.2 New permits require:-
  - A current roadworthy certificate
  - A letter from the club and signed by Exec Committee Member confirming membership
  - A VicRoads Club Permit form signed by club nominated Safety/Technical Officer
  - Photos (signed and dated) of the vehicle as per Club Permit Check List (Appendix B) to be held as club records
- 2.2.3 Transfer of permit from another club
  - A logbook complete with current permit sticker
  - A letter from the member to VicRoads requesting transfer
  - A letter from the club signed by a Exec Committee Member confirming membership.
  - A VicRoads form Application for Eligibility and Standards signed by club nominated Safety/Technical Officer
  - Photos of the vehicle, (signed and dated) as per Club Permit Check List (Appendix B) to be held as club records.
- 2.2.4 Annual renewal of club plates
  - Each vehicle approved for club plates must be sighted by Safety/Technical Office at least once per year
  - Vehicles must be of a roadworthy condition and align to photos and designated H or M standards. Were modifications have been made, these need to be identified to Safety/Technical Officers. Any discrepancy or safety hazard will be referred to the Committee for

further consideration which may result in a request for a further roadworthy or cancellation of the permit.

- Club Permits can only be approved for financial club members
- Where members who hold club permits become un-financial after 30days, the club is obliged to report this to VicRoads which will result in the permit being cancelled.

### 2.3 Additional Committee Members

TOC committee requires two Safety/Technical Officers nominated and approved by VicRoads for administration and endorsement of Club Permits

### 2.4 Code of Conduct

TOC is a family oriented club and requires adherence to its code of conduct for all events and on-line presence.

The general rule is to maintain respect to all other members, other clubs, other enthusiasts and friends and family. This includes:-

- Complying with Statement of Purpose 2.1 to 2.10
- Observing all rules as set down by the club including those found in the Model Rules and this Handbook.
- Obeying road laws on public roads
- Obeying rules set down by other host clubs and event organisers.
- Maintaining a positive and supportive social media presence.

Note: Where there is an infringement of code of conduct then Disciplinary action will be at the discretion of the Exec Committee as per Model Rules.



### **3 FEES, FUNDS AND EXPENDITURE**

#### **3.1 Membership Fee**

A joining fee shall be payable with an application for membership of the Association. Such fee shall be as determined from time to time by the Executive Committee.

An annual renewal fee shall be payable with an application for membership. Such fee shall be as determined from time to time by the Executive Committee.

See Appendix A for Membership form for current fees.

#### **3.2 Financial Statements**

The Treasurer shall present a current statement of receipts and expenditure at all meetings of the Association.

The Executive Committee shall arrange to have prepared a statement of the financial affairs of the Association as at 1 November each calendar year approved and presented to the AGM and forwarded to CAV by the prescribed date. (1<sup>st</sup> May each calendar year)

#### **3.3 Audit**

As a Tier 1 Incorporated bodies (revenue less than \$250,000) an independent audit is not required. The Financial Statement must be endorsed by the Executive Committee at the AGM for submission to the CAV Registrar by the Secretary by the prescribed date

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(copy only – See TOC Web Site for current form)



## Torana Owners Club Inc.

1300 TORANA (867 262)

 PO Box 6106 • Vermont South Vic 3133  
 admin@toranaownersclub.org.au • www.toranaownersclub.org.au

### NEW MEMBERSHIP & RENEWAL FORM

Full Name: _____	<b>PARTNER'S DETAILS</b>	<b>NEW MEMBER:</b> <input type="checkbox"/> <b>PLEASE TICK</b>
Address: _____	Full Name: _____	<input type="checkbox"/> <b>OFFICE USE ONLY</b>
_____	Emergency Contact Name: _____	(membership number/s)
Telephone (H): _____ Your DOB: _____	Number: _____	<b>RENEWAL:</b> <input type="checkbox"/> <b>PLEASE TICK</b>
(M): _____	Relationship: _____	<input type="checkbox"/> <b>OFFICE USE ONLY</b>
eMail: _____	Introduced By: _____	(CURRENT membership number/s)

<b>VEHICLE DETAILS – CAR 1</b>			
Vehicle: _____	Model: _____	Colour: _____	Year: _____
Body Type: _____	Vehicle: Original / Modified (please circle)		Rego/Club Permit Scheme No.: _____
<b>VEHICLE DETAILS – CAR 2</b>			
Vehicle: _____	Model: _____	Colour: _____	Year: _____
Body Type: _____	Vehicle: Original / Modified (please circle)		Rego/Club Permit Scheme No.: _____
<b>VEHICLE DETAILS – CAR 3</b>			
Vehicle: _____	Model: _____	Colour: _____	Year: _____
Body Type: _____	Vehicle: Original / Modified (please circle)		Rego/Club Permit Scheme No.: _____
<b>VEHICLE DETAILS – CAR 4</b>			
Vehicle: _____	Model: _____	Colour: _____	Year: _____
Body Type: _____	Vehicle: Original / Modified (please circle)		Rego/Club Permit Scheme No.: _____

### MEMBERSHIP PACKAGES AVAILABLE



All above packages include one (1) vehicle on Club Permit Scheme. Additional vehicles are \$10 per vehicle (processing fee) in order to receive Club Permit Scheme approval. An initial inspection by the Club's CPS Officer is required and annual sighting of car is required on resigning of renewal.

**IMPORTANT: MEASURE ACROSS THE CHEST (from armpit - armpit), NOT AROUND THE CHEST.**

Polo Shirt No.1

Size: \_\_\_\_\_ cm

Polo Shirt No.2

Size: \_\_\_\_\_ cm

 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

 I have read and agree to abide by all the rules and guidelines as set out in the Torana Owners Club Inc Rules & Regulations (viewable at [www.toranaownersclub.org.au](http://www.toranaownersclub.org.au)).

**PAYMENT INSTRUCTIONS**
**\*PLEASE INCLUDE YOUR NAME AS REFERENCE\***
**DIRECT DEPOSIT TO:** Torana Owners Club Inc – Commonwealth Bank Aust. **BSB:** 063 199 **ACCOUNT:** 10469451

**OFFICE USE ONLY**

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Membership Expiry Date: \_\_\_\_\_

Money Received By: \_\_\_\_\_ Form Of: CASH • CHEQUE • DIRECT DEPOSIT

Welcome Pack Sent: YES / NO Date: \_\_\_\_\_ Polo Shirt Ordered: YES / NO Date: \_\_\_\_\_

# Torana Owners Club Inc.



PO Box 6106  
Vermont South Vic 3133  
admin@toranaownersclub.org.au  
www.toranaownersclub.org.au

## TOC OFFICIAL VEHICLE RECORD

### MEMBERS/OWNERS DETAILS

SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLUB MEMBERSHIP NO.: \_\_\_\_\_

### VEHICLE DESCRIPTION

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Chassis No.: \_\_\_\_\_ Engine No.: \_\_\_\_\_

Permit No.: \_\_\_\_\_

STANDARD / MODIFIED (Circle) TRANSFERRED / NEW CLUB PLATE (Circle)

ROADWORTHY CERTIFICATE NO.: (if applicable) \_\_\_\_\_

ENGINEER'S CERTIFICATE NO.: (if applicable) \_\_\_\_\_

### PHOTO REQUIRMENTS

- |              |   |
|--------------|---|
| • ¾ LH Front | • Inside driver's compartment through door. |
| • ¾ RH Front | • Chassis Number                            |
| • ¾ LH Rear  | • Engine Number                             |
| • ¾ RH Rear  | • Engine Bay                                |

### SAFETY OFFICERS

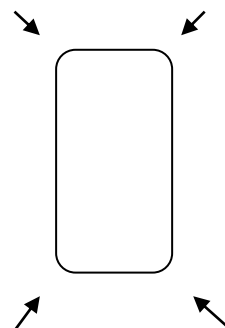
MARK ELLIS .....

CRAIG KING .....



## Transfer of Club Plates to New Club Checklist

- ☐ Individual seeking change needs to be a current financial club member and have a current permit and logbook
- ☐ Be prepared to provide to Club Technical /Safety Officer:-
  - 6x4 Photos of vehicle seeking transfer
    - Left Front Quarter view
    - Right Front Quarter view
    - Left Rear Quarter view
    - Right Rear Quarter view
    - Drivers position (Through Drivers door)
    - Engine Bay
    - Engine Number
    - Chassis Number
 (Photos to be dated and signed by owner/member)
    - current permit and Licence for identity purposes
- ☐ Contact club to :-
  - Obtain Transfer letter pro-former for individual members
  - Request Member Confirmation letter from Club signed by President, Vice President, Admin Secretary, or Treasurer
  - Arrange viewing of vehicle with authorised safety/technical officer
  - Obtain a completed Vic Roads Vehicle Eligibility and Standards Form filled out and signed by authorised Safety/ Technical Officer
- ☐ Take the following items to VicRoads to complete transfer
  - Current logbook
  - Transfer letter signed by owner-member
  - Member confirmation letter signed by club official
  - Eligibility and Standards Form signed by authorised Safety/Technical Officer



VicRoads will provide a new label that must be inserted in the current log book at no cost. This label will then need to be signed by the TOC Authorised person.

*Note 1.. The logbook must be filled out before the vehicle is driven on each day you intend to use the vehicle up to the limit specified by the permit. ie 45 or 90 days. If not filled out your vehicle is essentially unregistered.*

*Note 2. Your vehicle must be roadworthy and not be altered/modified as per photos and eligibility standards*

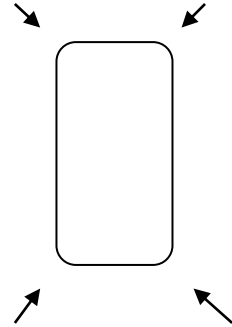


## New club plate checklist

This checklist should be used by members seeking to include your vehicle in the VicRoads club plate permit scheme

☐ Be prepared to provide:-

- 6x4 Photos of vehicle
  - Front Right and Left Quarter views
  - Rear Right and Left Quarter view
  - Drivers position (eg through driver's door)
  - Engine Number and Chassis Number
 (Photos to be dated and signed by owner/member)
  - Current road worth certificate sign by approved certifier
  - Proof of Ownership or current registration certificate if already registered with VicRoads.
  - Licence for identity purposes



☐ Contact club to :-

- Obtain and complete a VicRoads Club Permit Application form
- Arrange viewing of vehicle with authorised safety/technical officer and signature of Club Permit Form.

☐ Take the following items to VicRoads to obtain club permit plates

- Club Permit application form signed by Club authorised officer
- Current roadworthy certificate and proof of ownership
- Note for M Plates a current Engineers Report is required

VicRoads will provide club plates, a logbook and new label that must be inserted in the log book based on the nominated days selected ie. 45 or 90 driving days. The label will need to be signed by a authorised Club officer and photos put on file.

Note: VicRoads will send a renewal notice in 12 months time which must be signed by safety/technical officer and the vehicle viewed if not already recently done so.

*Note 1. Members must be financial at all times or forfeit the right to club permit scheme.*

*Note 2. The logbook must be filled out before the vehicle is driven on each day you intend to use the vehicle up to the limit specified by the permit. ie 45 or 90 days. (If not filled out your vehicle is essentially unregistered).*

*Note3. Your vehicle must be roadworthy and align to photos*



## SAMPLE AGENDA - GENERAL MEETING

Introduction and Welcome (Chairman - President)

Apologies

Welcome to New Delegates and Visitors

Confirmation of Minutes of Previous General Meeting  
(Secretary to read the minutes or refer to a printed version if available)

Business Arising (Secretary)

Reports - Committee

President - Significant Events Past and Future

Vice President

Secretary - Correspondence In/Out, other items

Treasurer - Report on Finances

Publicity Officer - Membership Reports

Editor - Magazine Items

Motoring Shows Director

Other Reports

Visits to other Associations etc

General Business

Delegates Reports

Break (optional)

Guest Speaker or Activity

Closure - Confirm Next Meeting Date and Venue



## **SAMPLE AGENDA - ANNUAL GENERAL MEETING**

Introduction and Welcome (Chairman - President)

Apologies

Confirmation of Minutes of Previous Annual General Meeting  
(Secretary to read the minutes or refer to a printed version if available)

Business Arising (Secretary)

Reports - Committee (Officers of the Association)  
President - Significant Events Past and Future  
Vice President  
Secretary - Correspondence, other items  
Treasurer - Report on Finances  
Publicity Officer - Membership / Publicity

Other Reports (if required)  
Shows Director  
Editor

Elections (Public Officer or other officer determined by the Meeting assumes  
Chairmanship of the Meeting)  
Poll of Meeting  
All Office Bearer positions of the Association are declared vacant  
Nominations Sought  
Voting for each Position (Commencing with President)  
Other Committee Member positions declared vacant  
Nominations Sought

New President assumes control of the meeting  
Appointment of Public Officer  
Appointment of Auditor  
Any Other Business

Closure





## **SAMPLE AGENDA - EXECUTIVE COMMITTEE MEETING**

Introduction and Welcome (Chairman - President)

Apologies

Visitors

Confirmation of Minutes of Previous Committee General Meeting  
(Secretary to read the minutes or refer to a printed version if available)

Business Arising (Secretary)

Reports - Committee

President - Significant Events Past and Future

Vice President

Secretary - Correspondence In/Out, other items

Treasurer - Report on Finances

Publicity Officer - Membership Reports

Editor - Magazine Items

Other Reports

Visits to other Associations etc

General Business

Guest Speaker or Activity

Close - Confirm Next Meeting Date and Venue



### **Torana Owners Club (inc)**

### **REPORT TO REGISTRAR**

#### **INTRODUCTION**

As a condition of registration of the Association as an incorporated body under State law, the Association is required to submit, under Section 30(4), an annual report to the Registrar.

#### **DETAIL**

The report is to be made on a Form 10. Copies are obtainable from a law stationer or the Office of Fair Trading and Business Affairs. Details regarding “Income & Expenditure” and “Assets & Liabilities” must be provided. It is the responsibility of the Public Officer to provide the necessary information on the approved form to the Office of Fair Trading and Business Affairs in conjunction with the Treasurer. Note that the Registrar must be advised within 14 days of any change in Public Officer.

**TORANA OWNERS CLUB**  
**INCOME RECEIVED FORM**



MONEY COLLECTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

RECEIPT DETAILS

DATE	DETAILS	CASH / CHEQUE	\$	REC. No.

TOTAL: \$\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Treasurer

**TORANA OWNERS CLUB****ACCOUNTS PAYABLE - EXPENDITURE FORM**

MONEY PAID TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**PAYMENT DETAILS**

DATE	CHQ No.	DETAILS	\$

TOTAL: \$\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman

## PROXY APPOINTMENT FORM

this ..... day of ....., 20....