



Under the Incorporated Societies Act 1908
The Rules of
Otorohanga Vintage Machinery Club (inc)

Formerly
Otorohanga Vintage Tractor and Implement Club



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The rules of

The 'Otorohanga Vintage Machinery Club (Inc.)'

(Formerly the Otorohanga Vintage Tractor and Implement Club (Inc.)) (See Appendix 1 (8))

1. The name of the Club is the 'Otorohanga Vintage Machinery Club' (formerly the Otorohanga Vintage Tractor and Implement Club (Inc.))
2. The Objects for which the Club is established are:
 - a. To foster interest and engage in the preservation and restoration and maintenance of vintage tractors and implements.
 - b. To obtain and conserve all historical records concerning such vehicles or concerning any aspect of the early days of vintage machinery in New Zealand and elsewhere.
 - c. To promote rallies, touring expeditions, competitions, trials and other such events as may be suitable for any of the Club Member's vehicles and machinery.
 - d. To provide facilities for members to obtain and maintain such vehicles and machinery and to this end to provide Members with such information, literature, tyres, spare parts and other assistance by such means as the Club or Committee shall from time to time determine.
 - e. To foster among Members a system of mutual voluntary assistance for the maintenance and preservation of vintage machinery.
 - f. To promote and encourage such meetings, lectures, discussions and other social functions as the Committee shall from time to time determine.
 - g. To foster road courtesy and safe driving and in every way to co-operate with the Government and Local Authorities to this end.
 - h. To keep authentic records of all matters as shall assist in the promotion of the above objectives or any of them.
 - i. To foster, cultivate and promote the social welfare of Members by providing, equipping and furnishing Club Rooms and organising social activities and generally to provide and forward the interests and welfare of the Club and its Members in the District and elsewhere.
 - j. To purchase, take on lease or exchange or hire or otherwise acquire, hold mortgage and dispose of any real or personal property and any rights and privileges which the Club shall think necessary or expedient for the purpose of attaining the objects of the Club or any of them.
 - k. To sell, lease hire or otherwise dispose of any real or personal property or any interest therein of the Club and to surrender any lease held by it on such terms and conditions as the Management Committee deems fit.
 - l. That the Club may cultivate reciprocal relations with kindred institutions in this and other countries.
 - m. That the Club may invest and deal with the funds of the Club upon such securities or in such manner and upon such terms and conditions as the Club may think fit.
 - n. That the Club may take any gifts of property whether subject to any special trusts or not, for any one or more of the objects of the Club.
 - o. That the Club may print, publish and sell any newspapers, journals, periodicals, books, bulletins leaflets to other literature that may from time to time be deemed desirable for the promotion of any one or more of the objects of the Club.

- p. To do such things as are identical or conducive to the attainment of the above objects or any of them.

3. MEMBERSHIP:

The signatories to these rules shall be the first active ordinary members. Membership of the Club shall not confer on any member thereof, any estate or proprietary right interest or share in the finds and property of the Club nor shall any member be personally liable for any of the liabilities of the Club.

a) Application for Membership:

Each applicant for new membership must complete and sign the prescribed form of application for membership. The prescribed form of application shall be in such form as the Committee shall from time to time determine. The completed application shall be forwarded with the entry fee and first annual subscription to the Secretary who shall put forward the application before a Committee who have the power to accept or decline the application for new membership. *(See Appendix 1 (21) – day membership introduced).*

- b) Joint members (husband and wife) can be joint owner members, subject to fees allowing the associate member to rally including voting powers.

c) Subscription:

Subscription rates may be determined from time to time by the decisions of an Annual General Meeting or a Special General Meeting. Annual subscriptions for all members shall be paid on or before the 1st day in the year for which the same shall fall due.

d) Rules

Each member on joining the Club shall be issued with a membership card and a copy of these rules, the cost of which is covered by membership fee. On a machine leaving the ownership of a Club Member, any Club identity must be removed. Failure to do so renders the Member liable to a fine of \$..... payable to the Club and recoverable by due process of the law. The members shall be held to consent to and be bound by the Rules and Regulations of the Club and the decision of the Committee on the interpretation of such rules and regulations or in regard to anything done or suffered thereunder shall be final and conclusive.

e) Control of Members:

The Committee shall have the power to suspend or after full consultation to strike off the roll of membership any member guilty of misconduct injurious or prejudicial to the character, welfare or interest of the Club. The member whose suspension or expulsion is sought shall be given seven days' notice of the meeting and of circumstances giving rise to the notice and that member shall be given the opportunity to explain his/her conduct verbally or in writing.

f) Resignation:

Any Member may resign his or her membership on payment of any fees due by giving written notice to that effect to the Secretary.

4. VOTING:

For all purposes in connection with the holding of a General Meeting or an election of the nomination of a candidate for office or for membership, no member who is not financial shall record his/her vote and such member shall not be deemed to be financial unless his/her subscription is paid up to the end of the current subscription year. *(See Appendix 1 (15) – date clarified)*

5. DEFAULT IN PAYMENT OF FEES:

No member whose membership fee is in arrears may speak or vote at any meeting of the Club. In default payment of fees shall be continued for three months from due date, the Management shall have the power to strike the name of such defaulting member off the membership roll of the Club.

6. FINANCIAL YEAR:

The financial year of the Club shall commence of the 1st day of June in each year and to terminate on the 31st day of May of the following year.

7. ANNUAL GENERAL MEETING

The Club shall hold an Annual General Meeting in the month of May each year (of which seven days' notice shall be given by advertisement in the local paper) for the purpose of election of officers, receiving the report of the outgoing Committee, the Treasurer's statement of receipts and expenditure and balance sheet and transaction of any other general business of the Club.

8. SPECIAL GENERAL MEETING

A special general meeting of the Club shall be called by the Secretary within ten days of receiving a requisition signed by three (3) members of the Management Committee or ten (10) ordinary members. A notice calling such meeting and stating the business to be dealt with shall be advertised in the local paper at least seven days before the date of such meeting. No other business than that for which the meeting is called for shall be dealt with.

9. MANAGEMENT COMMITTEE

- a) The officers who shall constitute the Management Committee shall consist of a President, Vice President, Secretary and/or Treasurer and a minimum of six committee members, all of whom shall be elected (by ballot if necessary) at each Annual General Meeting.
- b) The retiring President of the Club may sit on the Committee ex-officia, for the year subsequent to his/her term in office.
- c) Five members of the Management Committee shall form a quorum. In the event of a quorum not being present within five minutes after the time appointed then the Chairperson shall adjourn the meeting to a suitable date and time and the Secretary shall notify the committee members accordingly.
- d) Any member of the Management Committee who fails to attend four consecutive meetings of such committee shall cease to be a member of such committee unless he/she furnished satisfactory reasons for such absence.
- e) In the event of any office becoming vacant, such vacancy shall be filled by the remaining members of the Management Committee.
- f) The President or Vice President or any two members of the Management Committee shall have the power at all times to instruct the Secretary to cancel any meeting called of the Management Committee.
- g) The President or Vice President or any two member of the Management Committee shall have the power at all times to instruct the Secretary to call a meeting of the Management Committee.
- h) The Management Committee shall have the power to frame tiles and regulations for use of the Club's equipment and to alter or vary the same when necessary.
- i) The Management Committee shall have the power to make laws to alter or rescind them as occasion may require and such laws shall have the same effect as the rules of the Club provided they are not inconsistent therewith. Any such laws made by the Management Committee are to be attached to the Club's copy of the rules.
- j) The Management Committee may from time to time raise or borrow or secure the payment of any sums of money for the purposes of the Club.
- k) The Management Committee may raise or secure the payment or repayment of such moneys in such manner upon such terms and conditions in all respects as it may think fit and in particular by the issue of debentures charged upon all part of the property of the Club.

- l) Management Committee meetings shall be held at such times at such places as the Committee may from time to time deem fit and the Secretary shall give notice to each member thereof of the intention to hold such meeting.
- m) The Management Committee shall have the power and right to co-opt to establish sub-committee to deal with any matters or projects (at the directions of the Committee) and for this purpose to co-opt members to serve therein. One officer and at least one Management Committee member shall be appointed to preside over any sub-committee and such sub-committee shall have only such powers as may be delegated to them from time to time by the Management Committee.

10. QUORUM:

Ten (10) members actually present shall constitute a quorum at the Annual General Meeting and all Special General Meetings. In the event of a quorum not being present within ten minutes after the appointed time then the Chairperson shall adjourn the meeting to a suitable date and time at least fourteen (14) days hence and the Secretary shall give seven (7) days' notice of such meeting by advertisement in the local paper.

11. METHOD OF VOTING:

The voting at all meetings shall be open or by ballot if demanded. The Chairperson shall have the casting vote.

12. PRESIDENT:

The President of the Club shall be the chairperson at all General Meetings and all Management Committee meetings at which he/she shall be present and in his/her absence the meeting shall elect to the chair any Vice President who may be present, or failing a Vice President any other member of the Club or Committee as the case may be.

13. SECRETARY:

The positions of Secretary and Treasurer may be held by one or two members of the Club as decided at the Annual General Meeting.

a) Secretary: It shall be the duty of the Honorary Secretary:

- i. To attend all meetings of the Club and Management Committee unless by reason of absence or incapacitation
- ii. To keep a register of all members
- iii. To call all meetings of the Club or Management Committee forthwith upon being requested to do so in accordance with these rules
- iv. To take minutes of all meetings of the Management Committee and members.
- v. To conduct all correspondence including sub-committees.
- vi. To keep a record of all attendances at meetings of the Management Committee.
- vii. Forward by post to members all notices required by the rules to be so forwarded and post on the Club's notice board all notices required to be posted.
- viii. To obey all such lawful instructions and to do and perform all such lawful acts and things as may be given or required to be done by a meeting of the Club and Management Committee to perform any other duties imposed on him/her by these rules.
- ix. The Secretary may be paid such honorarium as the Club in General Meeting shall from time to time decide.

b) Treasurer:

- i. To collect and receive all monies due to the Club and give or arrange to be given an official receipt therefore.
- ii. To be responsible for paying all monies paid into his hands on account for the Club into and account or accounts in the name of the Club in a bank or banks selected by the Management Committee.

- iii. To keep such book or books of account as the Management Committee may from time to time require showing the Club's receipts and expenditure and all other matters usually entered in such books.
- iv. To pay out the Club's general working account all debts and accounts contracted by the Club after the same shall have been passed by the Management Committee for payment.
- v. To prepare in conjunction with the Honorary Secretary immediately prior to the Annual Meeting a statement of accounts for the preceding month ending which shall be submitted to the Management Committee for approval before the Annual General Meeting and shall be subject to such alteration or addition as the Management Committee deems fit and which before being submitted by the Management Committee shall be reviewed by the Reviewer appointed by the Annual Meeting. The services of the Reviewer may be paid out of Club funds.
- vi. To obey all such lawful instructions and to do and perform all such lawful acts and things as may be from time to time given or required to be done by a Meeting of the Club or Management Committee or by the rules.
- vii. To do and perform all such and other lawful duties as may usually appertain to the office of the Treasurer.
- viii. The Treasurer may be paid such honorarium as the Club in a General Meeting shall from time to time decide, but should the Treasurer also hold the position of Secretary to the Club then only one honorarium at the discretion of the Committee shall be paid by the Club commensurate with the duties of both Secretary / Treasurer of the Club.

14. Reviewer:

The Reviewer, who shall be elected at each Annual General Meeting shall review the books of the Club and shall when satisfied with the correctness of the statement of accounts append his/her certificate thereto.

15. OFFICE:

The address of the office of the Club shall be PO Box 174, Otorohanga

16. GUESTS:

No member shall introduce as a guest a person who has been suspended, required to resign, or expelled, or whose name has been struck of the register of members either for non-payment of subscription or for any other reason.

17. WINDING UP:

A majority of the membership present at the Annual General Meeting (or a Special General Meeting convened that for that purpose) may resolve that the Club shall be wound up as from a date to be named in such resolution and may also direct the disposition of the funds and property of the Club after winding up thereof which shall be dispersed between other vintage machinery clubs with similar objects in New Zealand with suitable recognition to the Otorohanga Vintage Machinery Club Inc. (formerly Otorohanga Vintage Tractor and Implement Club Inc.). Such resolution shall be confirmed at a subsequent Annual General Meeting (or Special General Meeting called together for that purpose) and held not earlier than thirty (30) days after the date on which the resolution so to confirm was passed.

18. ALTERATION TO RULES:

No alterations or suspensions of or additions to or rescission of the Rules shall be made except at a Special General Meeting or at an Annual General Meeting. A member wishing to propose any of the Rules shall give notice in writing of such intention to the Secretary who shall give at least seven (7) days' notice to members and shall set forth in such notice the proposed alterations or suspensions of or additional to or recessions of the Rules. Any such alternations or suspensions of or additions to or

rescissions of the Rules must be carried but a majority of at least two-thirds of the Members actually at the meeting.

19. COMMON SEAL:

The Common Seal shall be kept at the registered office of the Club or in the custody of the Secretary and shall be affixed by resolution of the Management Committee and in the presence of two (2) members of such Management Committee and the Secretary.

20. LIBRARY BOOKS:

That it be the Club policy not to loan Library Books to non-members or institutions.

21. LIABILITY OF OFFICERS:

The President or any other Officer of the Club who may by the authority of the Management Committee accept or incur any pecuniary liability on behalf of the Club shall be held indemnified by the Club against any personal loss in respect of such liability and this indemnity shall extend to any obligations incurred by any Officer or Member of the Club provided that the Management Committee to Club shall by resolution, ratify, or confirm the action of such Officer or Member.

22. PECUNIARY GAIN:

No member shall derive any pecuniary gain except as a salaried officer or form any of the property or operations of the Club.

23. NOTICES:

Any notice required by these Rules to be given shall be in writing and may be services either personally or by posting it in a prepaid letter addressed to the member at the address notified by him/her to the Club. *(Now accepted by email and/or text where available)*

Appendix 1 – Amendments to the Rules and Historical notes.

1. - 09.09.99. – Traxi purchased from Ohaupo Welding for \$475.00
2. - 11.11.99. – Draft copy for Incorporation ratified.
3. - 20.01.00. – Registration as an Incorporated Society duly granted.
4. - 11.02.01. – Meeting date changed from the first Thursday of the month to the third Thursday of the month.
5. - 22.11.01. – Joined the New Zealand Federation of Motoring Clubs, sub at \$33 – 00.
6. - 27.03.03. – Discussion on change of name to Otorohanga Vintage Machinery Club.
7. - 22.05.03. – AGM - Name change resolution passed. Refer Constitution, clause 18. 10.
8. - 24.07.03. – Name change approved, effective 07.07.03.
9. - 20.11.03. – Water wheel proposed.
10. - 22.01.04. – Water wheel a reality.
11. - 21.09.06. – Name badges established.
12. - 22.11.07. – Gazebo bought- \$290.00, & table and 10 chairs from the Rangiatea Hall Society
13. - 28.05.09. – Club Patron established. Harcourt Rawlings elected.
14. - 26.03.09. – Club’s advertising policy reaffirmed to display advertising on the Traxi.
15. - 27.05.10. – Subscription time frame payment confirmed from 1st June to 31st May.
16. - 28.07.11. – Post Office box rental established.
17. - 31.05.12. – Alcohol at events to be left alone till the events are completed. The club newsletter to stop after two months of non-payment of subs.
18. - 02.05.13. – Management meeting, if subs not paid after two months a \$10 late fee to be imposed. Catering; any costs to be incurred to be discussed with the President and/or committee before action. Membership; One sub one vote. Husband / wife are members. Both eligible for awards.
19. - 30.05.13. – AGM. New sub for couples, both with full membership and club benefits. Subs set at \$45.00. Motion: - That the couples sub always to remains at one and a half times that of the single sub.
20. – 29.06.15. – Management Meeting, clarification of Appendix 1 point 17: There is to be no intoxicating substances consumed by anyone operating machinery or vehicles until event participation has finished for the day
21. – 30.07.15. – (a) Safety forms created for the protection of The Club, members and any Land Owners who allow us access to their land.
(b) Day membership established (initial rate \$10 per person per day)
(c) Annual membership agreement established.
22. – 19.10.15. – (a) Two trophies provided: Trailed and Mounted Ploughs. First awarded at the 2016 presentation evening.
(b) The Restoration Award entries are to be displayed at the Tractor Pull and Open Day for inspection.
(c) Annual membership agreement replaced with event sign in sheet
23. – 28.01.16. – Restoration Award split into two categories. Tractors v. small machines
24. – 24.02.16. – Classic Tractor Pull trophy is going to be awarded against pulls on the large sled from 2016 onwards
25. – 26.05.16 – Subscriptions increased to single: \$40, Couple: \$60, Day: \$20

26. – 28.07.16 – At a Special General Meeting the References Auditor and audited in rules 13 b (v) and 14 have been updated to Reviewer and reviewed
27. – January 2017 – A new trophy created – the ‘Oops’ Trophy. To be awarded at each Club Night (or event in lieu of the Club Night)
28. – May 2018:
 - a. Health & Safety Policy added to the rules (Appendix 2)
 - b. Phone purchase agreed, for the text, email and phoning lists



HEALTH AND SAFETY POLICY STATEMENT

OVMC is committed to maintaining a safe and healthy environment for all club members and visitors at events. Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind. Every member is expected to act safely at all times to ensure their own welfare and that of their fellow club members and the public.

We will ensure the safety of members by:

1. Providing and maintaining a safe recreational space
2. Providing facilities for health and safety, e.g. caution ropes, signs, etc.
3. Ensure the maintenance of Club plant and equipment is up to a safe standard
4. Ensuring all members and visitors at or in the vicinity are not exposed to unmanaged or uncontrolled hazards
5. Members will inspect their own tractors and equipment themselves and keep to a safe standard
6. Developing and implementing emergency and evacuation procedures
7. Encourage accurate and timely reporting and recording of all incidents and injuries
8. Investigate all reported incidents and injuries to identify all contributing factors and where appropriate, formulate plans for corrective action
9. Ensure that all members (and public, where applicable) are made aware of the hazards
10. Encourage club member consultation and participation in all health and safety matters
11. Promote a system of continuous improvement including annual reviews on policies and procedures

To achieve this we will:

1. Endeavour to identify and control all hazards in club activities. Where there are significant hazards, we will take all practicable steps to eliminate and/or minimise these hazards to prevent any injury or damage
2. Inform all members of these hazards and the hazard controls, for example an appropriate safety briefing is provided a relevant Club events
3. Inform all members of emergency and evacuation procedures
4. Record all incidents, near misses and accidents in club activities at club and committee meetings and take all practicable steps to prevent these events from happening again
5. Ensure all members are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety in our club and events
6. Ensure that new members receive a copy of the Health & Safety Policy Document, along with the Club Rules, on joining

This document may be reviewed and updated at the discretion of the Management Committee, as and when necessary.