

**BYLAWS**  
**OF**  
**FIAT CAR CLUB of WESTERN AUSTRALIA**  
**trading as**  
**THE FIAT LANCIA CLUB OF WESTERN**  
**AUSTRALIA**

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*Change History*

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| Rev 1 | Updated formatting, added Clubman Award details, amended 'Competition Secretary' to 'Events Coordinator'. Outstanding Service award name updated. Minor typographical corrections. |

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## INTRODUCTION

The purpose of these Bylaws is to provide information about the Fiat Lancia Club of Western Australia (“the Club”), how it functions, and who makes it function, in as instructive and simple way as possible without being legalistic and restrictive. Guidelines are given for all positions within the Club.

Some of the following guidelines, roles and positions may change over time and consequently the Committee will update this manual as and when required.

Any revisions to the Bylaws, made in between Annual General Meetings of the Club, will be submitted to the following Annual General Meeting for ratification by the membership, as outlined in the Constitution.

If you have any suggested changes to the Bylaws, please submit them, in writing, to the Secretary. Submissions must be made in accordance with the requirements of the Constitution for general business to be tabled at the following Annual General Meeting. Alternatively, members may call a Special General Meeting, in accordance with the requirements of the Constitution, if members are of the opinion that the changes are required to be ratified prior to the following Annual General Meeting.

## POSITION ROLES OF THE ELECTED COMMITTEE

### PRESIDENT

#### Role Description

The President works to ensure the successful functioning of the Club and the enthusiastic promotion of Fiat and Lancia motor vehicles. This is achieved by:

1. Representing the Club in person and by voice.
2. Liaising with Club officers, volunteers and others working on the Club's behalf.
3. Communicating with the membership.

#### Appointment

The President is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

#### Position Requirements

**Essential:** Time to attend to the Club's affairs. Access to computer, internet and e-mail facilities.

**Desirable:** Management experience. Demonstrated interpersonal skills.

#### Responsibilities

1. Prepare for and chair all meetings.
2. Delegate to another committee person such duties and representations as thought fit.
3. Represent the Club at meetings, functions, seminars, etc., as required.
4. Liaise with like clubs, as required.
5. Liaise with state and local governments and other bodies, as required.
6. Make public statements on behalf of the Club, as required.

## VICE PRESIDENT

### **Role Description**

The Vice President works to ensure the successful functioning of the Club and the enthusiastic promotion of Fiat and Lancia motor vehicles.

This is achieved by:

1. Representing the Club at meetings, functions, seminars, etc., as required.
2. Liaising with like clubs, as required.

### **Appointment**

The Vice President is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** Management experience. Demonstrated interpersonal skills.

### **RESPONSIBILITIES**

1. To support the President of the FLCWA in conducting his or her duties.
2. To act as the President's representative as required

## SECRETARY

### Role Description

As part of the Club Executive, the Secretary shall help with the day to day running of the Club, passing duties to relevant committee members as required.

### Appointment

The Secretary is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### Position Requirements

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities. Sound organizational skills.

**Desirable:** Management experience. Demonstrated interpersonal skills.

### Responsibilities

1. Generate and circulate Agendas and Minutes for all meetings, in accordance with the Constitution and as required.
2. Be the primary recipient of all incoming correspondence and contact point for Department of Commerce Associations.
3. Keep written records of proceedings at all meetings and prepare a schedule of all inwards and outwards correspondence for presentation and revue at Committee meetings.
4. Maintain a current copy of the Club Constitution and Bylaws.
5. In conjunction with the Treasurer, maintain an up-to-date membership register and mailing list.
6. In conjunction with the Treasurer, ensure that membership renewal and magazine advertising invoices are sent out to members and supporters.
7. In conjunction with the Treasurer ensure that membership to affiliated organisations is maintained, as required.
8. Organise event insurances as required.
9. In conjunction with the Committee, maintain a championship events tally and organise championship trophies, as required.

## TREASURER

### **Role Description**

As part of the Club Executive, the Treasurer shall maintain a role in assisting with the day to day running of the Club and in upholding and applying the Constitution of the Club. The Treasurer shall act with the Committee to establish and maintain the direction and activities of the Club as required.

### **Appointment**

The Treasurer is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** Experience in accounting procedures and financial book-keeping. Management experience. Demonstrated interpersonal skills.

### **Responsibilities**

1. In conjunction with the Secretary, ensure that membership renewal and magazine advertising invoices are sent out to members and supporters.
2. In conjunction with the Secretary ensure that membership to affiliated organisations is maintained, as required.
3. In conjunction with the Secretary, maintain an up-to-date membership register and mailing list.
4. Receive and process membership renewals and issue receipts and membership cards.
5. Receive incoming invoices, allocate and process payment of approved invoices
6. Make payments direct to suppliers of goods and services and reimburse monies paid on behalf of the Club by Committee or members as required and directed by the Committee.
7. Bank received monies (cash and cheques) in a timely manner.
8. Maintain income and expenditure records and report such to each Committee meeting in the form of a written report.
9. Prepare income and expenditure records for audit, taxation, or other compliance requirements and for submission of a written report to the Annual General Meeting.

## EDITOR

### **Role Description**

As part of the Club Committee, the Editor shall play a role in providing a club magazine on a regular basis. The magazine shall be the conduit for keeping Club members aware of all club events in a timely manner and shall be independent of any other social network that the Club may also be involved in.

The magazine shall include (as a guide): the Club calendar of events, coverage of Club events, promotion of the Fiat and Lancia marques, advertising of cars and parts for sale on behalf of members, and columns from the Editor, President and other Committee positions as required.

### **Appointment**

The Editor shall be appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** Demonstrated skill in writing and publishing. Demonstrated interpersonal skills.

### **Responsibilities**

1. Co-ordinating, writing as required, and the publication and distribution of the Club Magazine in a timely and regular manner.
2. Co-ordinating paid advertisements for inclusion in the magazine.
3. The production and/or co-ordination of publicity material (posters and flyers etc) for Club events and other events of interest to Club members.

## CONCESSIONAL REGISTRAR

### **Role Description**

As part of the Club Committee, the Concessional Registrar shall maintain a role in assisting with the day to day running of the Club and in upholding and applying the Constitution of the Club and the requirements of other Authorities with which the Club is bound to comply.

### **Appointment**

The Concessional Registrar is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** A knowledge of the Department of Transport (DoT) 404 Concessional Registration Scheme and the operation of the Council of Motoring Clubs.

### **Responsibilities**

1. Maintain a register of all concessionally registered vehicles owned by Club members.
2. To administer the requirements of the DoT 404 Concessional Registration Scheme to members, as required.
3. To communicate the requirements of the DoT 404 Concessional Registration Scheme and the Club's concessional compliance requirements to members.
4. To monitor the compliance of members with the Club's own requirements, as outlined in the Clubs Bylaws, for concessionally registered vehicles and advise the Committee of any breaches.
5. To assist Club members, as best as possible, in acquiring concessional registration of their vehicles, as required.
6. To represent the interests of the Club and its members to the CMC as required.

## WEBMASTER

### **Role Description**

As part of the Club Committee, the Webmaster shall maintain a role in assisting with the day to day running of the Club and in upholding and applying the requirements of the Constitution of the Club.

### **Appointment**

The Webmaster is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** A working knowledge of web sites and other electronic media.

### **Responsibilities**

1. Maintain the Club's website to ensure that the information is up to date and consistent with information published in the Club newsletter and from Committee meeting minutes.
2. Maintaining the assigned email addresses for the Committee positions and ensuring forwarding and passwords are up to date and consistent.
3. In conjunction with other nominated Committee persons as determined by the Committee, administer other electronic communications forums as required.

## EVENTS COORDINATOR

### **Role Description**

As part of the Club Committee, the Events Coordinator shall maintain a role in assisting with the day to day running of the Club and in upholding and applying the Constitution of the Club.

### **Appointment**

The Events Coordinator is appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** A knowledge of the events (both competitive and non-competitive) that other like-minded motoring clubs or organisations are running and that may be of interest for our Club members to compete in.

### **Responsibilities**

1. Be aware of events that are available to Club members and the conditions for entry.
2. Liaise with the editor, Secretary and Webmaster to communicate in a timely manner upcoming events that Club members are eligible to attend.
3. Organise Club events for Club members and invited clubs, as agreed at committee meetings.
4. In conjunction with the Secretary, maintain the Club Championship Register, as required.

## GENERAL COMMITTEE MEMBER

### **Role Description**

As part of the Club Committee, a General Committee Member shall maintain a role in assisting with the day to day running of the Club and in upholding and applying the Constitution of the Club.

### **Appointment**

General Committee Members are appointed annually by fully financial members at the Annual General Meeting in accordance with the Constitution.

### **Position Requirements**

**Essential:** Time to attend to the Club's affairs as required. Access to computer, internet and e-mail facilities.

**Desirable:** A keen interest in assisting with the running of club events and the promotion of the club to possible new members.

### **RESPONSIBILITIES**

1. Attend Committee meetings.
2. Contribute constructively to discussions at Committee meetings.
3. Assist with the organising and running of club events.

# HONORARY LIFE MEMBERSHIP

## Regulations

1. Any full financial member may nominate another current member for Honorary Life Membership.
2. Nominations must be sent to the Secretary of the club on a prescribed form, no later than three (3) months prior to the Club Birthday Dinner. The Secretary must treat correspondence as confidential and not open marked envelopes, but pass them directly to the sub-committee Chairperson.
3. An Honorary Life Membership sub-committee shall consist of a maximum of five (5) people, with Honorary Life Members automatically being included in that sub-committee. When there are more than five Honorary Life Members, the five serving on the sub-committee shall be determined by those Honorary Life Members. The sub-committee shall appoint a Chairperson at its discretion.
4. Until such time as the sub-committee consists only of Honorary Life Members, or at a time when there are less than five Honorary Life Members available, the club Committee shall appoint the sub-committee to review nominations, as forwarded by the Secretary.
5. If a member of the sub-committee who is not an Honorary Life Member is nominated, the sub-committee shall meet without that person's knowledge. The Club President or the President's nominee shall be co-opted onto the sub-committee for such a meeting to have a casting vote.
6. The Honorary Life Membership sub-committee shall meet to discuss and determine nominations prior to the Club Birthday Dinner, in sufficient time for the announcement to take place on that night.
7. To qualify for Honorary Life Membership, a member must fulfil the following criteria:
  - a. A nominee must be a current financial member,
  - b. A nominee must be of good character as befitting the award of the club's highest honour,
  - c. The member should be widely thought of as exemplary in their involvement to the benefit of the club,
  - d. A minimum of seven (7) years of active involvement is a requirement for a nomination to be considered. This does not have to be continuous.
8. An Honorary Life Member shall be exempted from paying membership fees for life, and shall enjoy all the usual benefits of financial membership.
9. Nomination forms for Life Membership can be made available to fully financial members by contacting the Secretary.

## TROPHIES AND AWARDS

### The Frank Cecchele Outstanding Service Award

1. Nominations may come from the Club Committee or the Honorary Life Membership sub-committee.
2. Recipients shall be determined by the Honorary Life Membership sub-committee.
3. Any current club Committee member is ineligible whilst serving on the committee.
4. The Frank Cecchele Outstanding Service Award can be awarded to members and non-members.
5. Outstanding Service Awards may be awarded at any time as determined by the club Committee.

### Mark Mariotti Clubman Trophy

The Club Committee may choose to award the 'Clubman Trophy' to a recently joined member or members who, in the view of the Committee, best embodies the values of the Club through their enthusiasm and involvement. This award may be awarded annually as determined by the Committee, and shall be known as the Mark Mariotti Clubman Trophy. The Clubman Trophy is a personal trophy awarded to the winner/s.

## CLUB CHAMPIONSHIP POINTS SCORING

### Club Champion

Points are scored by members for their involvement in Club (and Club endorsed) events, with the overall scores being tallied annually for award of the Club Champion trophy.

#### Points Scoring

Points for club championship are accrued as follows:

- Attendance at a points-scoring event: 10 points
- Attendance with a Fiat or Lancia: +5 points per car.
- Attendance at a points-scoring multi-day event: 10 points per day + 5 points if in a Fiat or Lancia.
- Organising a minor Club event: 15 points
- Organising a major Club event: 30 points
- Nominated official/helper at a club event: 10 points
- Original article or story: 20 points

NOTE: Photographs are not considered for points without an accompanying “original article”.

#### Example:

A member is on the organising committee for the Two Oceans Tour, and takes part in the six-day event in their Lancia. Points will be awarded as follows:

- Major organising: 30 points
- Attendance: 10 points/day +5 points for vehicle (= 65 points)

Total: 95 points.

#### Trophies

Club Champion places are awarded to the three highest scoring members over the prevailing period (approximately one year). Trophies are awarded as follows:

3<sup>rd</sup> place – personal trophy

2<sup>nd</sup> Place – personal trophy

1<sup>st</sup> place – personal trophy plus plaque added to perpetual trophy

### Motorsport Champion

When the Club holds or takes part in motorsport events, the Committee may choose to award a trophy for the most points scored across eligible motorsport events during the prevailing period.

Points are awarded as follows:

- Attendance at a motorsport event – 10 points
- Attendance in a Fiat or Lancia - +5 points

Additionally, points shall be awarded for results scored at each event, as follows:

- 5<sup>th</sup> placed Club member: 2 points
- 4<sup>th</sup> placed Club member: 3 points
- 3<sup>rd</sup> placed Club member: 5 points
- 2<sup>nd</sup> placed Club member: 7 points
- 1<sup>st</sup> placed Club member: 10 points

For the avoidance of doubt, members' attendance can accrue points for either the Club or Motorsport trophy at each event – not both.

*Example:*

A member attends the Italian Festival Track Day and displays their Fiat in the static display. This is a Club endorsed event and the member is awarded 10+5 points.

Another member attends the Italian Festival Track Day and circulates on the track in their Lancia, and places third out of the Club members competing. This is a timed event and so the member is awarded 10+5+5 points. Their car is also displayed in the pits during the event, however this does not count towards the Club Champion points score.

### **Trophies**

Motorsport trophies will be awarded as follows:

- 3<sup>rd</sup> place – personal trophy
- 2<sup>nd</sup> Place – personal trophy
- 1<sup>st</sup> place – personal trophy

### ***Award of Trophies***

Trophies will be awarded typically at the Annual General Meeting, with the cut-off for points scoring determined by the Committee prior to the presentation of the trophies allowing sufficient time to collate the results, prepare the trophies and print the plaques.

# BY-LAWS PERTAINING TO 404 CONCESSION COMPLIANCE

## Background

Administered by the Department of Transport and coordinated by the Council of Motoring Clubs (CMC) on behalf of its member clubs, a reduced fee for registration of historic vehicles, known as the 404 concession scheme, has been implemented under certain requirements.

Details of the requirements for consideration of the scheme, compliance requirements and the process to acquire and maintain the concession, as well as the limitations imposed on vehicle owners regarding modifications to and use of the vehicle, are detailed in the CMC's 404 concession handbook.

## Club Requirements

Above and beyond the CMC's requirements, the Fiat Lancia Club of WA imposes additional requirements for members with 404 concession applied for, or retained, under the Club membership.

In essence, the Fiat Lancia Club requires that members with vehicles on 404 concession have an active role in the Club's activities. This typically would entail:

- Attendance at least one Club event per year (such as a display, social event, or drive) – preferably with a 404 concession vehicle;
- A contribution to the Club magazine, such as an original or article or photographs (forwarding of material previously published in other sources does not satisfy this requirement)
- Coordinating or organising a club event or activity.

## Compliance

The Registrar shall review the contributions of 404 concession members annually for compliance. Where members are identified as non-compliant with the Club or CMC requirements, the following shall occur:

1. Members shall be informed in writing of their non-compliance and given an opportunity to provide reason/s for such non-compliance.
2. Based on the response received (if any), the Committee shall consider the response and any mitigating factors at a Committee Meeting.
3. Actions resulting from that review may be:
  - a. The member is granted a further period to demonstrate their conformance to the requirements;
  - b. The member is advised that they are non-compliant and that their non-compliance will be recorded by the club and reported to the CMC/Department of Transport in accordance with the prevailing reporting requirements;
  - c. The members' membership may be suspended or cancelled.