

# **The Triumph Owners Motor Cycle Club Australia Incorporated**

## **Rules**

Incorporated under the Associations Incorporation Reform Act 2012 (Vic) (**the Act**)

### **1 The association's name**

The name of the association is The Triumph Owners Motor Cycle Club Australia Incorporated.

### **2 The association's purposes**

The purposes of the association are:

To foster and promote motorcycle activities and to provide a social and support network for riders of all TRIUMPH motorcycles.

### **3 The association's powers**

The association has the legal capacity of an incorporated body.

The association has power to do anything incidental or conducive to achieve its purposes.

The association may only:

- exercise its powers; and
- use its income and assets (including any surplus),

for its purposes.

### **4 Use of the association's income and assets**

The association must not distribute any surplus, income or assets directly or indirectly to its members.

This rule does not prevent the association from paying its members:

- reimbursement for expenses properly incurred by them, and
- for goods supplied and services provided by them,

if this is done in good faith on terms no more favourable than if the member were not a member.

## **5 Financial year**

The financial year of the association starts on 1 July of each year and runs for a period of 12 months (Financial Year).

## **6 Members**

The association must have at least five members.

To join the association as a Full Member, the prospective member must own a Triumph engined motorcycle of any year or capacity

Associate Membership is available to persons who do not own a Triumph motorcycle. Associate Members shall hold no voting rights, however may participate in club events and meetings and freely express their views.

For the remainder of this document, the word "Member" shall refer to both Full and Associate Members, except in relation to voting rights and other limitations where spelled out, for instance eligibility for Committee positions.

## **7 Membership applications**

A person may apply to join the association as a member by writing to the Secretary or Membership Officer and paying the first year's annual subscription fee.

In these rules, writing includes email and other correspondence in electronic form.

Applications for membership of the association must be in the form approved by the Committee (if any).

The Committee must approve or reject a membership application. If the Committee rejects a membership application, it is not required to give reasons for that decision, but it must return the annual subscription fee paid by the applicant (if there is an annual subscription fee) and write to the person to tell them their membership application has been rejected. The Committee must consider applications for membership of the association and notify the applicant of its decision as soon as practicable.

A person becomes a member when the Secretary or Membership Officer adds the person's name and address to the members' register.

The association must inform the person when their membership has started, and whether they have to pay any annual subscription fee (which will be calculated in proportion to the remaining Financial

Year at the time they become a member). That fee (if any) must be paid within the time specified by the Committee.

## **8 Membership Fees**

The Committee may set or change joining fees and annual subscription fees for members.

Members must pay the annual subscription fee (if any) within the time specified by the Committee. If a member does not pay in time, their membership is suspended until the annual subscription fee is paid. When membership is suspended, a member cannot exercise their members' rights such as voting at the Annual General Meeting.

The membership fees current at the time of these rules are

### **Full Members:**

**Joining Fee:** \$25

**Annual Fee:** \$50

For new members, the Annual Fee is pro rata of \$12.50 per quarter or part thereof, until the end of the financial year (June 30)

### **Associate Members:**

**Joining Fee:** \$25

**Annual Fee:** \$40

For new members, the Annual Fee is pro rata of \$10 per quarter or part thereof, until the end of the financial year (June 30)

Fees are payable by:

- Cash in person to the Treasurer
- Cheque
- Bank Electronic Funds Transfer
- Direct Deposit into bank at a branch or bank agent
- Other methods which may be made available to members, such as credit card

Details of payment information are provided on the Membership Application and Membership Renewal Forms, available to members and published on the Association website.

The Committee may at its discretion, choose to waive all or part of the fees due to special or extraordinary circumstances.

## **9 Members' rights, obligations and liabilities**

Members have rights, obligations and liabilities as set out in the Act and in these rules.

A Full Member of the association who is entitled to vote has the right to:

- receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these rules;
- submit items of business for consideration at a general meeting;
- attend and be heard at general meetings;
- vote at general meetings;
- have access to the minutes of general meetings and other documents of the association in accordance with these rules; and
- inspect the register of members.

Full Members must retain ownership of a Triumph Motorcycle.

- Should a Full Member no longer own a Triumph Motorcycle, they must inform the Secretary or Membership Officer within fourteen days.
- If their only Triumph Motorcycle was stolen or damaged beyond repair, the Full Membership may be held for up to twelve months provided the membership fees are paid.

Associate Members have the right to:

- receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these rules;
- submit items of business for consideration at a general meeting;
- attend and be heard at general meetings;
- have access to the minutes of general meetings and other documents of the association in accordance with these rules; and
- inspect the register of members. Such Register must contain the Member's name, their address for notification (which may or may not be a residential address) the substantive date of their membership and what type of membership they hold

### **Life Membership**

As a mark of the highest honour, a recommendation of the Committee may appoint any Member of not less than ten (10) years standing A Life Member of the Club, in recognition of outstanding or

meritorious service rendered to the Club. A Cloth Patch shall be presented to Life Members only, stating "TOMCC Life Member".

The provision of the rules relating to Members shall in all respects apply to Life Members, except that Life Members shall not be called upon to pay Annual Subscriptions, but is not eligible to hold any position of Office or vote at a meeting.

Life Members have the right to:

- receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these rules;
- submit items of business for consideration at a general meeting;
- attend and be heard at general meetings;
- have access to the minutes of general meetings and other documents of the association in accordance with these rules; and
- inspect the register of members

A Life Member may also retain Full Membership by meeting the Full Membership requirements.

The rights of a member are not transferable and end when membership ceases.

Each member's liability is limited to payment of that member's joining and annual subscription fees (if any).

## **10 Ending membership**

Members may cease being a member of the association at any time by notice in writing to the Secretary or the Membership Officer.

A member ceases being a member if:

- the member resigns in accordance with these rules;
- the member is expelled in accordance with the disciplinary procedures set out in these rules ;
- the member dies;
- the member's annual subscription is more than 3 months in arrears; or
- where no annual subscription is payable:

- the Secretary or Membership Officer has made a written request to the member to confirm they wish to remain a member; and
- the member has not, within three months after receiving that request, confirmed in writing that they wish to remain a member.

When a membership ends, the association will not refund any subscription fees already paid. Once a member ceases being a member, the Secretary must remove that member's information from the register of members within 14 days in accordance with the Act.

Writing includes email and other correspondence in electronic form.

## **11 The Committee**

The association is governed by a management committee (Committee) that is made up of committee members elected in accordance with these rules.

## **12 The Committee's responsibilities and functions**

The Committee is responsible for management of the association and may exercise all powers and functions of the association (consistently with these rules and the Act), except for powers and functions that the members are required to exercise at a general meeting (under these rules or the Act).

The Committee may delegate any of its powers and functions, other than the power of delegation or a duty imposed on the Committee by the Act or under any other law. These powers or functions may be delegated to a committee member, a sub-committee, or a member.

The delegation must be in writing, may be subject to any conditions or limitations that the Committee considers appropriate and may be revoked in whole or in part by the Committee in writing.

Among its other responsibilities, the Committee is responsible for making sure:

- accurate minutes of general meetings and committee meetings of the association are made and kept;
- any material personal interest disclosed at a committee meeting is recorded in the minutes of that committee meeting; and
- all records, securities and relevant documents (as defined in the Act) of the association are kept properly and in accordance with these rules.

## **13 The committee members**

The Committee is made up of the following committee members:

- Office Bearers:
  - President,
  - Vice President,
  - Treasurer,
  - Secretary (**the Office Bearers**); and
- up to Eight ordinary committee members.
  - Membership Officer
  - Regalia Officer
  - Club Permit Scheme Officer (“Red Plates”)
  - Ride Captain
  - Website and Social Media Manager
  - Events Coordinator(s)

Committee members are elected by members of the association at each Annual General Meeting (**AGM**) and may be elected at a Special General Meeting (**SGM**) in accordance with these rules.

A member is eligible to be elected or appointed as a committee member if the member:

- is at least 18 years of age; and
- is entitled to vote at a general meeting of the association.

## **14 Election of the Committee**

The AGM or SGM must by resolution decide how many ordinary committee members (if any) it wishes to elect.

Each of the office bearer positions must be elected separately.

If the AGM or SGM decides to elect any ordinary committee members, those positions must be elected together.

Nominations for each position may be made by notifying the Secretary up to 48 hours before the meeting.

The chair of the meeting may accept additional nominations at the meeting.

Candidates may nominate themselves. Candidates may be nominated by another member, if they consent.

If the number of candidates for a position is equal to or fewer than the number to be elected:

- the chair of the meeting must declare elected those candidates who have been nominated; and
- the Committee may fill the remaining vacancies in accordance with the rule about 'committee member resignations, removal and casual vacancies'.

If there are more candidates for a position than the number to be elected, a ballot must be held as set out below.

The chair of the meeting must appoint a returning officer to conduct the ballot (who may be the chair of the meeting).

The candidates may each make a short speech in support of their election.

An election is usually conducted by show of hands, but may be held by secret ballot if requested by a member or the chair.

The returning officer must give:

- each member present in person or by representative, and
- each proxy appointed by a member,

a blank piece of paper for each ballot (or, for those present through the use of technology, an equivalent means of registering their vote).

For each ballot, voters must:

- indicate the candidate or candidates they wish to vote for, including (if not already listed) writing the names of those candidates; and
- not write down the names of more candidates than the number to be elected in that ballot.

Ballot papers that do not comply with these requirements are informal (not valid).

Each formal ballot paper where the name of a candidate has been written down counts as one vote for that candidate.



The returning officer must declare elected the number of candidates to be elected who receive the most votes, subject to the requirement below.

If two or more candidates receive the same number of votes, and not all of those candidates are to be elected, the returning officer must decide by lot which is to be elected.

Writing includes email and other correspondence in electronic form.

Members may vote for committee positions by proxy.

Proxy forms must be received by the Secretary (in the form approved by the Committee, if any) 1 day(s) before a meeting.

## **15 General duties of committee members**

As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these rules and the Act.

The Committee is collectively responsible for ensuring that the association complies with the Act.

Committee members must exercise their powers and discharge their duties:

- with reasonable care and diligence;
- in good faith in the best interests of the association; and
- for a proper purpose.

Committee members and former committee members must not make improper use of:

- their position; or
- information acquired by virtue of holding their position,

so as to gain an advantage for themselves or any other person or to cause detriment to the association.

In addition to any duties imposed by these rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

## **16 Conflict of interest**

A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee and at the next general meeting of members of the association.

The committee member:

- must not be present while the matter is being considered at the meeting; and
- must not vote on the matter.

This rule does not apply to a material personal interest:

- that exists only because the committee member belongs to a class of persons for whose benefit the association is established; or
- that the committee member has in common with all, or a substantial proportion of, the members of the association.

## **17 Term of office**

Subject to these rules:

- at each AGM, at least half of the committee members must retire from their role
- the committee members who must retire will be the committee members who have been longest in office since last being elected
- where committee members were elected on the same day, the committee members to retire will be decided by lot unless they agree otherwise
- a committee member who retires under this rule may nominate for re-election
- other than a committee member appointed to fill a vacancy, a committee member's term of office starts at the end of the AGM at which they are elected, and ends at the end of the AGM at which they retire
- each committee member must retire at least once every two years; and
- committee members may be re-elected for a maximum overall term of nine years.

## **18 The Secretary**

The Secretary must be at least 18 years of age, be resident in Australia and consent to being appointed as Secretary.

The Secretary must perform any duty or function required under the Act or these rules to be performed by the Secretary.

The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.

## **19 Committee member resignations, removal and casual vacancies**

A committee member ceases being on the Committee if they:

- ceases being a member of the association;
- fail to attend three consecutive committee meetings (other than special or urgent committee meetings) without leave of absence granted by the Committee;
- resign by writing to the Committee or the Secretary;
- are removed by a special resolution of members of the association;
- become insolvent under administration (as the term is defined in section 38 of the *Interpretation of Legislation Act 1984*);
- become a represented person (under the *Guardianship and Administration Act 2019*);
- die;
- otherwise ceases being a committee member by operation of section 78 of the Act; or
- in the case of the Secretary, if the Secretary ceases residing in Australia.

If a committee member ceases being on the Committee before the end of their term in accordance with these rules, the Committee may appoint a member of the association to fill the vacancy on the Committee until the next AGM. If the position of Secretary is vacant for any reason, the Committee must appoint a new Secretary within 14 days.

The Committee may act despite any vacancy in its membership.

Writing includes email and other correspondence in electronic form.

## **20 Calling committee meetings**

The Secretary must give seven days' written notice of a committee meeting to committee members unless the meeting is an urgent meeting.

At an urgent meeting, only the business for which the meeting was called may be conducted.

The Committee may decide how often it meets.

A special committee meeting may be convened by the President or by a majority of committee members.

Writing includes email and other correspondence in electronic form.

## **21 Committee meetings procedure**

As long as everyone can hear and communicate clearly at the same time, committee meetings may be held at more than one place using technology (such as telephone or video conferencing).

The President is entitled to chair committee meetings.

If the President is not present, or does not wish to chair the meeting, the Vice President is entitled to chair.

If neither the President nor the Vice President is present, or if neither wishes to chair the meeting, the Committee must elect another committee member to chair.

Each committee member has one vote.

There is no voting by proxy.

The Chair of the meeting should abstain from the initial vote but have a casting vote in the event of an equal number of for and against votes.

Subject to these rules, the procedure to be followed at a committee meeting must be determined from time to time by the Committee.

No business may be conducted at a committee meeting unless a quorum is present.

Five committee members must be present (either in person or through the use of technology) for the meeting to be validly held (the quorum).

If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting:

- in the case of a special meeting, the meeting lapses;
- in any other case, the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with these rules.

## **22 Annual General meetings**

The association must hold an AGM (Annual General Meeting) within five months of the end of the association's Financial Year or such other time as permitted by law.

The Committee determines the date, time and place of the AGM.

The ordinary business of the AGM is to confirm the minutes of the previous AGM, receive and consider reports and statements on the previous Financial Year, and elect committee members.

The AGM may also conduct any other business of which notice has been given in accordance with these rules.

## **23 Calling a Special General Meeting**

The Committee must convene a Special General Meeting (SGM) if a request to do so is made in accordance with this rule by at least 5 Full Members of the association.

This request for a SGM must:

- be in writing;
- state the business to be considered at the meeting and any resolutions to be proposed;
- include the names and signatures of the members requesting the meeting; and
- be given to the Secretary.

The Committee must convene a **(SGM)** if a request to do so is made in accordance with this rule by at least 5 Full Members.

A SGM convened by members must:

- be held within three months after the date on which the original request was made; and
- only consider the business stated in that request.

The association must reimburse all reasonable expenses incurred by the members convening a SGM.

Writing includes email and other correspondence in electronic form.

## **24 Notice of general meetings (including special resolutions)**

Notice of the date, time and place of a general meeting must be provided to members at least 14 days (or 21 days if a special resolution is proposed) before the meeting in writing to each member's postal or email address listed on the members register.

Notices of general meetings must include all proposed matters to be dealt with at that meeting.

If a special resolution is proposed, the notice must also include:

- the full proposed resolution; and
- a statement of the intention to propose the resolution as a special resolution.

Writing includes email and other correspondence in electronic form.

## **25 General meetings procedure**

As long as everyone can hear and communicate clearly at the same time, general meetings may be held at more than one place using technology (such as telephone or video conferencing).

The President is entitled to chair general meetings.

If the President is not present, or does not wish to chair the meeting, the Vice President is entitled to chair.

If neither the President nor the Vice President is present, or if neither wishes to chair the meeting, the meeting must elect another member to chair.

The chair of the meeting does not have a casting vote.

The Chair of the meeting should abstain from the initial vote but have a casting vote in the event of an equal number of for and against votes.

Votes must be held by a show of hands or written ballot, or another method determined by the chair that is fair and reasonable in the circumstances. If a vote is held initially by show of hands (or any other method determined by the chair), any member may request a vote be held again by written ballot. A ballot must be conducted in accordance with the procedure determined by the chair.

A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

For the purposes of this rule, a member participating in a general meeting through the use of technology as permitted under these rules is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Subject to the Act and these rules, each member has one vote on any question arising at the meeting.

Decisions at a general meeting must be made by majority vote (subject to the provisions in these rules regarding special resolutions).

A special resolution is passed if at least 75% of the members voting at a general meeting vote in favour of the resolution.

No business may be conducted at a general meeting unless a quorum is present.

The chair may adjourn the meeting if a quorum is not reached within 30 minutes of the meeting start time, or if there is not enough time at a meeting to address all business. Notice of the date, time and place of the adjourned meeting must be sent to members as soon as practicable after the meeting. This notice does not have to comply with time for notice requirements, unless the adjourned meeting is more than 21 days after the original meeting date.

No business may be conducted at an adjourned meeting, other than the business that remained unfinished when the meeting was adjourned.

For a general meeting to be held, at least three of the Committee members and 5 full members (a quorum) must be present at the meeting (either in person or through the use of technology), for the meeting to be held.

Members may vote by proxy at general meetings.

Proxy forms must be received by the Secretary (in the form approved by the Committee, if any) 1 day(s) before a meeting.

## **26 Custody of documents and members' access to documents**

The Treasurer must keep custody of the financial records of the association for the current Financial Year and any other financial records as authorised by the Committee. The Secretary must keep custody of all books, documents and securities of the association (other than the financial records held by the Treasurer in accordance with these rules).

The Membership Officer must keep and maintain a register of members in accordance with the Act.

A member is entitled to, subject to certain restrictions found in these rules, inspect the rules, general meeting minutes, relevant documents and the members register at a reasonable time. 'Relevant documents' includes documents such as financial records, contracts and asset records of the association.

If a member asks to inspect the register of members, the association must allow this in a reasonable time. Note that, in certain circumstances, the association may withhold personal member information.

A member may write to the Secretary asking for copies of these documents (with the exception of the members register). The association must provide copies of records of the association (other than the members' register) if a member requests copies in accordance with these rules (and unless the

association is permitted to refuse the request in accordance with these rules). The association may charge a reasonable fee for providing copies.

Subject to the Act, the association may refuse a request to inspect or obtain copies of relevant documents, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or may cause damage or harm to the association.

Subject to the Act, members cannot inspect or obtain copies of committee meeting minutes or parts of the minutes, unless the Committee specifically allows it.

Members may write to the Secretary to ask that the Secretary restrict access to their details on the members register if they have special circumstances. The Secretary will decide if there are special circumstances, and must write to the member outlining their decision.

Writing includes email and other correspondence in electronic form.

## **27 Disciplining members**

The Committee or disciplinary Sub-Committee appointed by the Committee may discipline a member of the association if it considers the member has breached these rules or if the member's behaviour is causing (or has caused) damage or harm to the association.

The Committee must write to the member to tell them why disciplinary action is proposed to be taken.

The Committee must arrange a disciplinary procedure that meets these requirements:

- the outcome must be determined by an unbiased decision-maker;
- the member must have the opportunity to be heard; and
- the disciplinary procedure must be completed as soon as reasonably practicable.

The outcome of a disciplinary procedure may be the temporary suspension or the expulsion of the member. The association cannot fine a member.

Despite any other provision in these rules, a member whose membership has been suspended in accordance with the disciplinary procedure in these rules is not eligible to be elected or appointed as a committee member and is not entitled to vote at a general meeting.



## 28 Resolving disputes

If there is a dispute between a member and another member, a member and the association, or a member and the Committee, the parties involved must first attempt to resolve the dispute between themselves

Where parties involved in a dispute believe that the dispute cannot be resolved, or 48 hours after the occurrence of the dispute, the following grievance procedure must be followed:

- the parties involved must notify the Committee in writing, including their point(s) of grievance;
- the Committee must notify all involved parties that if any one of them believes they cannot resolve the dispute, then the Committee will initiate the mediation procedure;
- parties to a dispute should be reminded of their obligation to adhere to the Club rules applying to the use of carriage services, including social media;
- the Committee must, within 14 days after receipt of a Grievance Notice, appoint an unbiased mediator to hear from all the parties involved and try to find a solution;
- any one of the parties may withdraw from the dispute thereby removing the need for mediation. In the case of a party withdrawing, their grievance will be considered abandoned, and no further action taken;
- the Committee must give the people involved reasonable notice of the time and place of the mediation, which must be held as soon as practicable after the appointment of the mediator;
- at the mediation conference, each party must have an opportunity to be heard;
- each party must do their best to resolve the dispute; and
- in the event of all parties refusing the offered mediation and refusing to withdraw their grievance, the Committee must notify all parties that neither the Committee nor the TOMCC has any further involvement in the dispute, and that they may elect to take the matter further including, where applicable, according to their rights under Division 5, Para 67 of the Act

If the grievance procedure does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

The dispute, as far as the Club is concerned, begins when the committee is notified and ends either upon the withdrawal of a grievance, or when mediation finishes or when one or both opposing parties refuse to take part in mediation offered through the Club.

## **29 Funds**

The association may derive or generate funds from joining and annual subscription fees, donations, grants, fundraising, interest, and any other sources approved by the Committee.

Cheques, EFT transfers or cash payments made from the association's funds must be authorised by two committee members in writing.

All other financial transactions (including credit card payments) must be authorised by two members of the Committee.

Financial records must be kept and stored for seven years.

## **30 Common seal**

The name of the Association must appear in legible characters on the common seal.

A document may only be sealed with the common seal by the authority of the Committee.

The common seal must be kept in the custody of the Secretary.

An electronic version of the common seal may be used to affix to electronic documents.

## **31 Changing the rules**

Subject to the Act, these rules may be changed, added to, or replaced only by special resolution of the association's members at a general meeting.

## **32 Winding up the association**

To wind up the association, the members must vote for this by special resolution at a general meeting.

If the association is wound up, any surplus assets must not be distributed to the members or former members of the association unless the member or former member is an organisation which is described below.

Subject to the Act, any other applicable Act and any Court order, any surplus assets must be distributed to one or more organisations which is prohibited from making distributions to its members to at least the same extent as the association.

## **33 Notices**

Members must give the association their address for notices, and any change in that address.

The address for notices may include an email address.

The association must enter any change in the address of a member in the register of members without delay.

Notice may be given to a member by sending it to the address last given by the member.

Notice may be given to the association or the Committee by sending the notice by post to the registered address, or, if the Committee determines that it is appropriate in the circumstances, by email to the email address of the association or the Secretary.

In these rules a period of notice of a meeting expressed in days does not include:

- the day on which notice is given; or
- the day on which the meeting is held.

Notices sent by post are taken to have been given on the 4th day after posting that is not a Saturday, Sunday or public holiday at that address.

Notices sent by email are taken to have been given on the first day after sending that is not a Saturday, Sunday or public holiday at that address.

In this rule, 'member' includes a committee member.

### **34 Club Regalia**

Regalia is defined as articles (such as clothing) which carries the Club Insignia or the words Triumph Owners Motor Cycle Club of Australia, Triumph Owners MCC Australia, The Triumph Owners Club Australia Inc (or Incorporated), or T.O.M.C.C

All Club regalia is to be approved by the Association

No persons other than Full Members shall be permitted to use, wear or purchase Club Regalia with the Club Shield/Insignia

Only Associate Members shall be permitted to wear Regalia with the Associate Logo

No Member shall wear Club Insignia as a Back Patch

### **35 Club Permit Scheme**

Full members, Life Members, or Associates (at the Committee's discretion), may apply to the Club Permit Scheme Officer to have their vehicle inspected and be provided with necessary documentation to enable them to apply for a Club Permit at VicRoads.

Access to the Club Permit scheme is a privilege and is contingent upon active participation by the Member at Club events. The payment of fees does not guarantee continued access to the Club Permit Scheme via the Club. If a member is not participating through attendance at meetings, rides or other Club events, the Club Permit Scheme Officer or the Committee may take action including requesting that a member increase their engagement with the club; show cause as to why they should be allowed to retain access to the Club Permit Scheme; or the Club may refuse to sign off the Club Permit renewal notice.

Members must abide by any current or future rules set in relation to the Club Permit Scheme by The Association or by VicRoads.

Non-compliances, including a membership being suspended, expired or terminated, will be reported to VicRoads.

### **36 Communications to Members**

All committee communications to members, such as notices of meetings, meeting minutes and renewal information, will be sent by email. It is the member's responsibility to ensure that correct email addresses are provided to the Membership Officer or Secretary to ensure the delivery of these communications, and that these email addresses are current and functional.

Members may request to receive official correspondence by postal mail, which may be granted at the Committee's discretion. The Committee may set an additional fee, over and above annual membership fees, to accommodate the extra cost of printing, postage and related effort.