

## **By-Laws:- Committee and Office Bearers.**

### 1. Committee and Office Bearers.

#### 1.1. Committee shall consist of :

President

Vice President

Secretary

Treasurer

6 to 10 Committee Members

#### 1.2. At each Annual General Meeting all office positions shall become vacant.

#### 1.3. Committee and Office Bearers, other than those listed in section XXX, shall be elected at the Annual General Meeting, and from that date, shall hold office until the next Annual General Meeting.

#### 1.4. The Committee and Office Bearers are to be maintained; such position have the right to attend Committee Meetings and to vote there at.

### 2. Duties of Office Bearers.

#### 2.1 **President**

- The President will preside as Chairman at all meetings.

#### 2.2 **Vice President**

- If there shall be a casual vacancy in the office of either President, Secretary or Treasurer or if any of those three officers shall be absent from a Committee Meeting, or a special or General Meeting of Members, then the Vice President shall fill that vacancy or absence.

#### 2.3 **Secretary**

- The Secretary shall convene and prepare agenda for all meetings and record the minutes and submit them at subsequent meetings for confirmation.
- The Secretary will conduct the correspondence of the club and act on the Club's affairs as directed by the Committee.
- The Secretary, in co-ordination with the Treasurer will keep a Register of all financial and un-financial members. This list will also include address.

## 2.4 Treasurer

- The Treasurer shall be responsible for all monies, properties and other assets of the club.
- The Treasurer shall prepare and send out all invoices and collect all monies due to the club.
- The Treasurer shall initiate the payment of all general accounts. Club room lease fee, Electrical Energy, Telephone, and present details at the next Committee Meeting all other accounts must be referred to the Committee for approval prior to payment.
- The Treasurer, in co-ordination with the Secretary will keep a Register of all financial and un-financial members.
- The Treasurer shall keep correct account books showing the financial affairs of the club.
- The Treasurer shall prepare and present a monthly report to the committee meeting and the same report be available at the general meeting.
- The Treasurer shall prepare and present at the Annual General Meeting a Balance Sheet and Statement of Surplus which shall both be duly Audited.

## 2.5 Committee

- The committee shall assist the Office Bearers in running and managing the club.

## 2.6 Honorary Officers

- Patron
  - Auditors
  - Editor
  - Public Officer
  - Publicity Officer
  - Property Officer
  - Club Co-ordinator
  - Librarian
  - Registrars of the Club Registration System
  - Dating Committee
  - Minute Secretary
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- These positions shall be elected or appointed at the Annual General Meeting. In each case the electee may or may not be a member of the committee.

## 2.7 Duties of Honorary Officers

- Patron:- The Club Patron shall be a permanent appointment until death or resignation. The Patrons role is to assist the committee to foster the preservation of the Model T Ford and fellowship amongst the members.
- Auditors:- The Auditors shall carry out the annual audit of the Balance Sheet and Statement of Surplus as presented at the Annual General Meeting.
- Editor:- The Editor has the responsibility to edit and publish the Clubs periodical "The Buzzer Box".
- Public Officer:- To fill the position as required by the Associations Incorporation Act and to be signatory on behalf of the Club with respect to any relevant legal documents.
- Publicity Officer:-