



# **Vincent Riders Victoria Inc. Information Pack.**

**This consolidated document contains the following**

## **Information Documents**

- About Vincent Riders Victoria Inc.
- Nominated Membership Guide
- VRV Rules/Constitution

## **Event Related Documents**

- VRV Road Safety Statement
- VRV Self-Marshalling System

## **VRV Policy Statements**

- Privacy Policy
- Anti-Harassment Policy
- VicRoads Club Permit Policy

**Please direct all enquiries to [sec.vrv@gmail.com](mailto:sec.vrv@gmail.com)**

Document last updated January 14, 2021.



Vincent Riders Victoria Inc. No. A0104398i

PO Box 7181  
Banyule, Vic 3084  
Phone 0419 499 901  
Email sec.vrv@gmail.com

Vincent Riders Victoria (VRV) is a group of committed International Vincent H.R.D. Owners Club (VOC) members who have formed an association that clearly embraces the aims, objectives and spirit of the VOC. Acknowledging our commitment to the ideals and rules of the VOC, Vincent Riders Victoria has been officially recognised and endorsed by the International Vincent H.R.D. Owners Club as a Local Section of the VOC.

VRV is also a VicRoads Club Permit Scheme (CPS) accredited association.

All VRV members must at all times be either full or nominated financial members of the VOC. Sorry, no Family memberships. We have also mandated a requirement that members be of good character, and that they are not members or associates, former members or associates, or associated in any way, now or at any time in the past, with any outlaw motorcycle club as defined under Australian law.

We embrace the 4 'R's of the Vincent obsession – **R**estoring, **R**iding and **R**ecreation and to a lesser extent **R**acing our magnificent Vincent Machines. Naturally, you do not need to own a Vincent to be part of VRV – just passionate about them.

We hold monthly events at various locations across Victoria, organise regular day rides, the occasional weekend (overnight) run plus there is our annual Vincent Riders Tour (a multi day trip) that is open to all VRV members. As a social orientated group we encourage all members to include their partners in VRV as Nominated members.

Regarding the VRV membership application form – it is mandatory for you to provide your current International VOC membership number. **If you are not a VOC member already, you can join the international VOC via this link [https://www.voc.uk.com/clubshop/newmember\\_1.php](https://www.voc.uk.com/clubshop/newmember_1.php)** You will also need to have TWO current VRV members act as your sponsors.

If you have any questions or want any additional information please do not hesitate to contact me. I am as close as your phone.

A handwritten signature in black ink, appearing to read "Martyn", with a long, sweeping horizontal line extending to the right.

Martyn Goodwin, Secretary  
Phone 0419 499 901



# Vincent Riders Victoria Inc.

Registration No. A01043981

PO Box 7181, Banyule, Victoria 3084, Australia  
Email: [sec.vrv@gmail.com](mailto:sec.vrv@gmail.com) Phone: +61 4 1949 9901

## VRV Nominated Membership Guide

Vincent Riders Victoria (VRV) offers Nominated Membership to any existing VOC member or VOC Nominated member who resides with a current member of Vincent Riders Victoria.

### Becoming a VOC Nominated member

All members of VRV MUST first be, and remain, a Member or Nominated Member of the international Vincent H.R.D. Owners club (the VOC). Rule 18 (f) of the VOC rules state "Membership (of the VOC) shall be open to persons who are nominated for membership by (a current VOC) member with whom they reside".

In order to become a VOC Nominated Member all that is required is for the VOC member making the nomination to send off an email to the VOC Membership Secretary with the request. Here is a suggested email template

Email to: [membership998@voc.uk.com](mailto:membership998@voc.uk.com)

Dear Sir,

*I wish to nominate Helen Blogs, who resides with me, as a Nominated member of the International Vincent HRD Owners Club. Please advise what further action, if any, is required of me to affect this request.*

*Thank You, Bill Blogs, VOC Member 1234AC*

VOC Nominated Membership costs just £6.00 per person per year.

### Becoming a VRV Nominated Member

A VRV member may nominate person with whom they reside as a Nominated Member of VRV BUT the person so nominated MUST already be a member or nominated member of the VOC. Nominated members have ALL the rights of VRV membership save they will not be entitled to receive a VRV newsletter, if any.

All that is required is to complete a VRV membership application form as a nominated member; remembering to include the VOC membership number of the nominated member. There is a VRV once off joining fee, currently \$20 plus an annual fee of \$10.

# OWN RULES

For

VINCENT RIDERS VICTORIA, An INCORPORATED

ASSOCIATION

under the

Associations Incorporation Reform Regulations 2012

## TABLE OF PROVISIONS

<i>Regulation</i>	<i>Page</i>
<b>PART 1—PRELIMINARY</b>	<b>6</b>
1 Name	6
2 Purposes	6
3 Financial year	6
4 Definitions	6
<b>PART 2—POWERS OF ASSOCIATION</b>	<b>7</b>
5 Powers of Association	7
6 Not for profit organisation	7
<b>PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES</b>	<b>8</b>
<b>Division 1—Membership</b>	<b>8</b>
7 Minimum number of members	8
8 Who is eligible to be a member	8
9 Category of Membership	8
10 Application for membership	8
11 Consideration of application	8
12 New membership	8
13 Annual subscription and fee on joining	9
14 General rights of members	9
15 Nominated members	9
16 Rights not transferable	10
17 Ceasing membership	10
18 Resigning as a member	10
19 Register of members	10
<b>Division 2—Disciplinary action</b>	<b>10</b>
20 Grounds for taking disciplinary action	10
21 Disciplinary subcommittee	11
22 Notice to member	11
23 Decision of subcommittee	11
24 Appeal rights	11
25 Conduct of disciplinary appeal meeting	12
<b>Division 3—Grievance procedure</b>	<b>12</b>
26 Application	12
27 Parties must attempt to resolve the dispute	12
28 Appointment of mediator	12
29 Mediation process	13
30 Failure to resolve dispute by mediation	13
<b>PART 4—GENERAL MEETINGS OF THE ASSOCIATION</b>	<b>13</b>
31 Annual general meetings	13
32 Special general meetings	14
33 Special general meeting held at request of members	14
34 Notice of general meetings	14
35 Proxies	14

36	Use of technology	15
37	Quorum at general meetings	15
38	Adjournment of general meeting	16
39	Voting at general meeting	16
40	Special resolutions	16
41	Determining whether resolution carried	16
42	Minutes of general meeting	17
<b>PART 5—COMMITTEE</b>		<b>17</b>
<b>Division 1—Powers of Committee</b>		<b>17</b>
43	Role and powers	17
44	Delegation	17
<b>Division 2—Composition of Committee and duties of members</b>		<b>18</b>
45	Composition of Committee	18
46	General Duties	18
47	President and Vice-President	18
48	Secretary	18
49	Treasurer	19
50	Club Permit Officer	19
<b>Division 3—Election of Committee members and tenure of office</b>		<b>19</b>
51	Who is eligible to be a Committee member	19
52	Positions to be declared vacant	19
53	Nominations	20
54	Election of President etc.	20
55	Election of ordinary members	20
56	Ballot	20
57	Term of office	21
58	Vacation of office	21
59	Filling casual vacancies	22
<b>Division 4—Meetings of Committee</b>		<b>22</b>
60	Meetings of Committee	22
61	Notice of meetings	22
62	Urgent meetings	22
63	Procedure and order of business	22
64	Use of technology	23
65	Quorum	23
66	Voting	23
67	Conflict of interest	23
68	Minutes of meeting	23
69	Leave of absence	24
<b>PART 6—FINANCIAL MATTERS</b>		<b>24</b>
70	Source of funds	24
71	Management of funds	24
72	Financial records	24
73	Financial statements	24
<b>PART 7—GENERAL MATTERS</b>		<b>25</b>
74	Common seal	25
75	Registered address	25
76	Notice requirements	25
77	Custody and inspection of books and records	25
78	Winding up and cancellation	26
79	Alteration of Rules	26

# Own Rules for Vincent Riders Victoria Inc.

## *Note*

*The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.*

*Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.*

## PART 1—PRELIMINARY

### 1 Name

The name of the incorporated association is "Vincent Riders Victoria Inc.".

#### **Note**

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

### 2 Purposes

The purposes of the association are —.

- (a) To further the aims and objectives of our Parent club, the international Vincent H.R.D. Owners Club which is based in the United Kingdom.
- (b) To provide a Local Section for members of the international Vincent H.R.D. Owners Club.
- (c) The furtherance of social and sporting activities in the interests of motorcycling in general and the H.R.D., Vincent H.R.D. and Vincent marques in particular.
- (d) The perpetuation of the H.R.D., Vincent H.R.D. and Vincent marques by encouraging and supporting the continued use of such vehicles.
- (e) The pursuit of other policies and activities that contribute to the fulfilment of the primary objects in paragraphs (a) thru (d) above.

### 3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

### 4 Definitions

In these Rules—

***absolute majority***, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

***Chairperson***, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 47;

***Committee*** means the Committee having management of the business of the Association;

***committee meeting*** means a meeting of the Committee held in accordance with these Rules;

***committee member*** means a member of the Committee elected or appointed under Division 3 of Part 5;

***disciplinary appeal meeting*** means a meeting of the members of the Association convened under rule 24(3);

***disciplinary meeting*** means a meeting of the Committee convened for the purposes of rule 23;

***disciplinary subcommittee*** means the subcommittee appointed under rule 21;

***financial year*** means the 12 month period specified in rule 3;

***general meeting*** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

***member*** means a member of the Association;

***member entitled to vote*** means a member who under rule 14(2) is entitled to vote at a general meeting;

***nominated member*** means a member referred to in rule 15(1);

***section organiser*** means a member referred to as President in rule 47;

***special resolution*** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

***the Act*** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

***the Club*** means the international **Vincent H.R.D. Owners Club**, based in the United Kingdom;

***the Registrar*** means the Registrar of Incorporated Associations.

## **PART 2—POWERS OF ASSOCIATION**

### **5 Powers of Association**

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6 Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—

- (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—
- if this is done in good faith on terms no more favourable than if the member was not a member.

### **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

#### **Division 1—Membership**

##### **7 Minimum number of members**

The Association must have at least 5 members.

##### **8 Who is eligible to be a member**

Any person who supports the purposes of the Association and is and remains a financial member of the international Vincent H.R.D. Owners Club is eligible to apply for membership.

##### **9 Category of Membership**

The association will have members who apply for membership in accordance with rules 10, 11 and 12, and it will also have Nominated Members as defined in rule 15. There will be no other category of membership within the association.

##### **10 Application for membership**

- (1) To apply to become a member of the Association, a person must submit a written application in the form provided for by the Association to a committee member stating that the person—
  - (a) wishes to become a member of the Association; and
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules and to the extent that they do not conflict with these rules, those rules of the international Vincent H.R.D. Owners Club; and
  - (d) is a person of good character; and
  - (e) is not now and for the last 15 (fifteen) years not been a member or associate of an outlaw motorcycle group or associated in any way with an outlaw motorcycle group or criminal organisation as defined within Australian State or Federal laws.
- (2) The application—
  - (a) must be signed by the applicant plus two current members of the association; and
  - (b) must be accompanied by proof of current membership of the international Vincent H.R.D. Owners Club; and
  - (c) may be accompanied by the joining fee and annual subscription.

##### **11 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

##### **12 New membership**

- (1) If an application for membership is approved by the Committee—



- (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person who becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date on which—
- (a) the Committee approves the person's membership and
  - (b) the person pays the joining fee and applicable annual subscription.

### **13 Annual subscription and fee on joining**

- (1) At each annual general meeting, the Association must determine—
- (a) the amount of the annual subscription (if any) for the following financial year; and
  - (b) the date for payment of the annual subscription; and
  - (c) the amount of the joining fee (if any) for the following financial year.
- (2) The Association may determine that a lower annual subscription is payable by Nominated members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
- (a) the full annual subscription; or
  - (b) a pro rata annual subscription based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

### **14 General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
- (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 76; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) more than 10 business days have passed since he or she became a member of the Association; and
  - (b) the member's membership rights are not suspended for any reason.

### **15 Nominated members**

- (1) Nominated members of the Association are—
- (a) Persons who are members or nominated members of the international Vincent H.R.D. Owners Club and are nominated for membership by a Member of the Association with whom they reside. Persons so nominated and admitted to the Association shall be known as Nominated Members.

- (b) Nominated members shall have the full rights of members but will not receive the association newsletter, if any.

## **16 Rights not transferable**

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

## **17 Ceasing membership**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) the membership of a person ceases 60 days after the member ceases to be a financial member of the international Vincent H.R.D. Owners club.
- (3) the membership of a person ceases if they become a member, an associate or knowingly associate with an outlaw motorcycle group as defined within Australian State or Federal laws.
- (4) when a member ceases to be a member all associated Nominated Memberships shall also cease at the end of the associations financial year.
- (5) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

## **18 Resigning as a member**

- (1) A member may resign by notice in writing given to the secretary of the Association.
- (2) A member is taken to have resigned if—
  - (a) the member's annual subscription is more than 6 months in arrears; or
  - (b) where no annual subscription is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within 6 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

## **19 Register of members**

- (1) The Secretary must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) if the member is an nominated member, a note to that effect;
    - (v) any other information determined by the Committee; and
  - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

### **Division 2—Disciplinary action**

## **20 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has for any reason ceased to be a person of good character; or

- (d) has engaged in conduct prejudicial to the Association.

## **21 Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) may be Committee members, members of the Association or anyone else; but
  - (b) must not be biased against, or in favour of, the member concerned.

## **22 Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 24.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **23 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **24 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 23 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—

- (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
- (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **25 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

## **Division 3—Grievance procedure**

### **26 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
- (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

### **27 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

### **28 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 27, the parties must within 10 days—
- (a) notify the Committee of the dispute; and

- (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
- (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
- (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **29 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
- (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **30 Failure to resolve dispute by mediation**

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

# **PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

## **31 Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - (c) to confirm or vary the amounts (if any) of the annual subscription and joining fee;
  - (d) to confirm as required under rule 55 the number of Ordinary Committee Members for the following Year

- (e) conduct any other business of which notice has been given in accordance with these Rules.
- (f) to elect the members of the Committee;
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

### **32 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 34 may be conducted at the meeting.

### **33 Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **34 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 33(3), the members convening the meeting) must give to each member of the Association—
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 35(7).
- (3) This rule does not apply to a disciplinary appeal meeting.

### **35 Proxies**

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) No member is entitled to accept or exercise proxy on behalf of more than ten percent of the total membership of the association or two members of the Association, whichever is the greater.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (5) A proxy is not transferable.
- (6) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (7) Notice of a general meeting given to a member under rule 34 must—
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

### **36 Use of technology**

- (1) 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.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **37 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under rule 33—the meeting must be dissolved;

#### ***Note***

*If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 33.*

- (b) in any other case—
  - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and

- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **38 Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 34.

### **39 Voting at general meeting**

- (1) On any question arising at a general meeting—
  - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
  - (b) members may vote personally or by proxy; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 25.

### **40 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

#### **Note**

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **41 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or



- (d) lost—  
and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

## **42 Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
  - (a) the names of the members attending the meeting; and
  - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
  - (c) the financial statements submitted to the members in accordance with rule 31(4)(b)(ii); and
  - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5—COMMITTEE**

### **Division 1—Powers of Committee**

## **43 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
  - (a) appoint and remove staff;
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.
  - (c) enact by-laws that are operational and internal to the association provided always that such by-laws do not conflict with any other part of these rules.

## **44 Delegation**

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
  - (a) this power of delegation; or

- (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

## **Division 2—Composition of Committee and duties of members**

### **45 Composition of Committee**

The Committee consists of—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) if required, a suitably qualified person as the associations VicRoads Club Permit Scheme Officer; and
- (f) ordinary members (if any) elected under rule 55.

### **46 General Duties**

- (1) **As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.**
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
  - (a) their position; or
  - (b) 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.
- (6) 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.

### **47 President and Vice-President**

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

### **48 Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

- (2) The Secretary must—
- (a) maintain the register of members in accordance with rule 19; and
  - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 72(3), all books, documents and securities of the Association in accordance with rules 74 and 77; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **49 Treasurer**

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

#### **50 Club Permit Officer**

- (1) The Club Permit Officer must—

- (a) manage the associations Club Permit Agreement with the Victorian Government vehicle licencing authority (VicRoads); and
- (b) ensure that requirements of the Club Permit Agreement are complied with; and
- (c) maintain all Club Permit records as required under the Club Permit Agreement; and
- (d) ensure that at least one other committee member has access to the associations Club Permit records.

### **Division 3—Election of Committee members and tenure of office**

#### **51 Who is eligible to be a Committee member**

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

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

#### **52 Positions to be declared vacant**

- (1) This rule applies to—
  - (a) the first annual general meeting of the Association after its incorporation; or
  - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 53 to 56.

### **53 Nominations**

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
  - (a) nominate himself or herself; or
  - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.
- (4) Where no nominations are received for committee then a Special General Meeting must be held within 60 days to wind up the Association.

### **54 Election of President etc.**

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
  - (a) President;
  - (b) Vice-President;
  - (c) Secretary;
  - (d) Treasurer.
  - (e) Club Permit Officer
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 55.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

### **55 Election of ordinary members**

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 56.

### **56 Ballot**

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.

- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
  - (a) each member present in person; and
  - (b) each proxy appointed by a member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
  - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
  - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

## **57 Term of office**

- (1) Subject to subrule (3) and rule 58, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
  - (a) by special resolution remove a committee member from office; and
  - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

## **58 Vacation of office**

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
  - (a) ceases to be a member of the Association; or
  - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 69; or
  - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

## **59 Filling casual vacancies**

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - (a) has become vacant under rule 58; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 57 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

## **Division 4—Meetings of Committee**

### **60 Meetings of Committee**

- (1) The Committee must meet at least **once in each year at the date, time and place** determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President **or by a majority of** members of the Committee.

### **61 Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

### **62 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 61 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

### **63 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

## **64 Use of technology**

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **65 Quorum**

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 64) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) 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 rule 60.

## **66 Voting**

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

## **67 Conflict of interest**

- (1) 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.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

## **68 Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;

- (b) the business considered at the meeting;
- (c) any resolution on which a vote is taken and the result of the vote;
- (d) any material personal interest disclosed under rule 67.

## **69 Leave of absence**

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

## **70 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

## **71 Management of funds**

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

## **72 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

## **73 Financial statements**

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;



- (c) the certification of the financial statements by the Committee;
- (d) the submission of the financial statements to the annual general meeting of the Association;
- (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7—GENERAL MATTERS**

### **74 Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary.

### **75 Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

### **76 Notice requirements**

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 62.
- (3) Any notice required to be given to the Association or the Committee may be given—
  - (a) by handing the notice to a member of the Committee; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Committee determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the Association or the Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Association.

### **77 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—  
*relevant documents* means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—
  - (a) its membership records;
  - (b) its financial statements;
  - (c) its financial records;
  - (d) records and documents relating to transactions, dealings, business or property of the Association.

## **78 Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

## **79 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

### ***Note***

*An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.*

---



# Vincent Riders Victoria

## Road Safety Statement

Motorcyclists are one of the more vulnerable groups of road users on the roads. Therefore it is important that Vincent Riders Victoria members gain and follow as much road safety information as possible to assist in ensuring the safety of themselves, their passengers and fellow road users.

We all know that Motorcycles offer little protection to the rider or passenger in the event of a mishap and the consequences of even a minor crash can be severe – possibly fatal.

This is why your committee has developed this safety statement and why we support awareness programs that promote respect for the road rules and improved rider skills; riders and passengers are encouraged to wear protective clothing and to use "roadcraft" whenever they ride.

Vincent Riders Victoria encourages members to consider additional post-licence training courses to maintain and improve their riding and general road skills.

As a rider and VRV member there are some simple things that you can do to improve your safety:

- Maintain your bike, tyres and gear. A good helmet, protective clothing, boots and gloves, go a long way to reducing the damage to a rider or passenger if something goes wrong.
- Obey all road rules, ride within the conditions and within your abilities. Being predictable and consistent with your riding will help other road users anticipate your riding position.
- Don't drink and ride. A rider needs a clear head and sharp reflexes to keep safe and enjoy the ride. Also follow any safety instructions relating to any medication you may be taking.
- Use **"roadcraft"** to build a **"buffer zone"** around you, and then ride within it, adjusting your speed and position to maintain that space.
- Consider a course to revise the mental & physical skills needed to be a safe rider on a motorcycle on the road in today's frequently hectic traffic conditions.
- And remember when out and about that all motorcyclists need room to manoeuvre to maximise their safety with respect to sight, road surface and space.

Follow the road rules, stay alert and keep a clear head, be aware of the effect of any drugs you may be taking – including alcohol, maintain your bike in a roadworthy condition and above all never ride without wearing full protective clothing.

The only person responsible for your road safety and that of your passenger, is you.



# The VRV Self Marshalling System explained

On most of its rides, Vincent Riders Victoria uses a Self Marshalling System (SMS) to ensure the ride flows smoothly and all riders arrive at the desired destination.

## Definitions:

**Ride Leader (RL)** – is the person who is in the front of the group, 'leading' the ride. The RL knows the route of the ride and sets the ride pace. No rider should pass the RL. Most often the RL will wear a distinctive vest.

**Tail end Charlie (TEC)** – is always at the rear of the group, can sometimes be in a car. Most often the TEC will also wear a distinctive vest.

**Corner Marker (CM)** – the rider on the entry to the corner indicating a change in direction to the oncoming riders. If you DO NOT wish to be a CM do not ride behind the RL.

**What the Ride Leader should do** - When the RL approaches a change of direction in the route at an intersection or roundabout, the RL will indicate with his/her left arm for the rider immediately behind to stop and mark the corner. That rider now becomes a CM. This process repeats at each direction change.

## What the Corner Marker should do

1. The CM will then indicate by hand to the following riders which direction they should take to follow the RL.
2. The CM must ensure that he/she is readily visible to the oncoming riders.
3. The CM must not leave the corner until TEC approaches and indicates that the CM can depart in front of TEC.

The self marshalling system relies on all corner markers doing their job correctly. Just one errant corner marker and the whole system breaks down. The self marshalling system is like a chain with the corner markers being the links. One faulty link and the chain breaks.

**How it goes wrong** - By far the two most common problems are:-

1. The CM is not easily visible to oncoming riders and some or all following riders go the wrong way. CM's should not stop in shadows, behind trees, where other vehicles can obstruct them or anywhere else where they are not easily seen.
2. The CM leaves the corner before the TEC arrives. If there has been a breakdown or accident there might be a considerable delay until the TEC arrives. CM's must not leave the corner until the TEC arrives.

## Notes:

1. CM's should always ensure they stop in a safe position. Park as far to the left as possible or mount the curb or median strip if able.
2. If there is no CM at an intersection or roundabout, riders should go straight ahead.
3. A rider should mark a corner at a change of direction even if the RL does not indicate to do so.
4. The RL and TEC should exchange mobile phone numbers and try to get in contact if a problem or a delay occurs.
5. Any cars taking part should remain behind TEC or they may also proceed on a path of their own choice to the destination



# Vincent Riders Victoria Inc.

## Privacy Policy

This Privacy Policy explains how **Vincent Riders Victoria** ("the Association") collects, uses, stores and discloses your personal information.

The personal information you provide will be used only by the Association and only for the purposes of managing your membership and responding to your enquiries. The Association may also disclose your information if required to do so by law, or if you request it to do so.

The Association will only keep a record of your information for backup or administrative purposes. You have a right to request access to information which the Association holds about you, and to ask the Association to correct it if you believe it is inaccurate or out of date. Please contact the Association if you would like to discuss your privacy rights.

The Association recognises the trust you are placing in us through your dealings with us. We do everything we can to maintain that trust. We are committed to the protection of your personal information.

The Association's policies are fully compliant with the privacy provisions contained within the Victorian Incorporations Act 2012 and its associated Regulations and to the extent required are also compliant with the Commonwealth Privacy Act 1988, the Victorian Information Privacy Act 2000 and the 2018 European Union privacy regulations (GDPR) and are intended to protect your privacy as we collect, use, disclose and retain information we may gather about you.

### What information we collect and why

On joining the Association, and for certain events and rides, you will be asked for personal information, such as name, postal address, telephone and mobile phone numbers, email address, motorcycle details, and other information as required. If you do not wish to provide the information which we request, we may not be able to provide the level of service expected by you as a member.

We ask only for information we require for the operation of the Association. Information provided will be used for one or more of the following purposes:

- To identify the member
- To enable the Association to contact the members, either by mail, telephone, mobile phone, email, or by other means, to transmit or request Association information.
- To enable compliance with the Associations obligations under the VicRoads Association Permit System ("CPS").
- In case of emergency to contact a third party nominated by the member.

The Association will not provide members' information other than specified in the Associations constitution, to anyone else without the members' expresses permission, unless required under any Commonwealth or Victorian law or regulation.

The people/organisations to which we may disclose your personal information include:

- Committee members of Vincent Riders Victoria
- Our membership database manager
- Our CPS officer
- Our paper and electronic newsletter editor and/or publisher.

When you visit our website (if any), our Internet Service Provider (ISP) may automatically record the following information about you for statistical purposes:

- your server address
- the website you visited immediately prior to ours
- your domain name

- the date and time of your visit to our website
- the pages you accessed and the information or documents you downloaded
- the type of browser you used.

### **How your information is stored**

All your personal details and information are stored securely. Any personal information which we receive directly is only accessible by those shown above and ONLY for the purposes outlined above and is either:

- destroyed by us or returned to you if no longer needed, or
- stored securely in either paper or electronic form.

### **How you can update, correct, or delete your personal information**

If you would like to know what personal information we hold about you, or update, correct or delete the personal information we hold about you please contact the Associations Secretary.

### **Disclosing your information**

We understand how important it is to keep your information personal, so when you share your information with us, you are sharing it only with us. We can only disclose personal information we have about you in certain circumstances, e.g.:

- you agree to the disclosure
- we use it for the purposes we collected it (e.g. to manage your membership or investigate a complaint), or
- disclosure is required or permitted by law.

### **Disposal and Destruction of your Personal Information**

When you cease to be a member of the Association we will keep a summary of your personal information for historical purposes. However if you advise us that you no longer want us to hold your personal information summary, we will take reasonable steps to destroy or permanently de-identify that information.

### **Changes to our Privacy Policy**

This information relates to our current privacy policy. We may vary our privacy policy from time to time. A notice of changes will appear in the Association newsletter and on the Associations web site (if any).

### **If something goes wrong**

Please contact us if you believe:

- someone has gained access to your personal information by mistake
- we have breached our privacy obligations or your privacy rights in any way, or
- you would like to discuss any issues about our privacy policy.

### **Contact Us**

The Association's Secretary may be contacted by email to: [sec.vrv@gmail.com](mailto:sec.vrv@gmail.com)



# Vincent Riders Victoria Inc.

## Anti-Harassment & Discrimination Policy and Procedures

### **PURPOSE**

To ensure that all Committee Members, Members, volunteers and visitors associated with the Vincent Riders Victoria Inc. (the Association) enjoy an environment free from harassment and or discrimination of any kind.

### **POLICY**

Harassment or discrimination of any kind is not acceptable at the Association and complaints related to behaviour of this nature (will be treated as serious and will be dealt with promptly, confidentially and impartially by the Committee or chosen independent party. No person who lodges a complaint with respect to harassment or discrimination will be disadvantaged because they have made the complaint.

### **ASSOCIATION PROCEDURES**

- Complaints should be dealt with as most serious and may require the involvement of an independent mediator, or the police in the case of a potentially criminal offence
- Internally, formal complaints should be received by the President (unless the complaint directly concerns the President)
- On receiving a complaint the President will decide whether
  - they are the most appropriate person to receive and handle the complaint;
  - the nature and seriousness of the complaint warrants a formal resolution procedure;
  - to suspend a person's membership pending the outcome of an investigation
  - to appoint a person to **investigate** (gather more information on) the complaint;
  - to refer the complaint to mediation;
  - to refer the complaint to a hearings tribunal;
  - to refer the matter to the police or other appropriate authority; and/or
  - to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.
- Regardless of the process adopted, it will be based on the principles of justice where:
  - Both the complainant and the respondent must know the full details of what is being said against them and by whom and have the opportunity to respond
  - Decision maker(s) must be unbiased, fair and just
  - Penalties imposed must be fair and cannot be financial.



## VicRoads Club Permit Scheme Policy of Vincent Riders Victoria Inc. (The Association)

The VicRoads Club Permit Scheme allows Association members to operate classic motor cycles (25 years or older) for a limited time without the requirement of full registration.

- Vincent Riders Victoria Inc. ONLY supports CPS for standard Motor Cycles over 25 years old or eligible replicas.
- You are NOT required to be a resident of Victoria.
- Your CPS motor cycle MUST be normally garaged within Victoria<sup>1</sup> – **NO EXCEPTIONS!**
- The VRV committee will be the ONLY and FINAL authority to adjudicate on any application under the CPS scheme that VRV administers.
- For new CPS applications you will require a current Victorian Road Worthy Certificate [RWC] for the vehicle. Not needed for renewals.
- It is the permit holders responsibility to become familiar and comply with ALL the conditions of the VicRoads Club Permit Scheme. Full details are on the VicRoads Web Site

Detailed information on Transferring an existing Club Permit to VRV, obtaining a new Club Permit or Renewing an existing Club Permit is obtainable on request from the VRV Secretary or VRV Machine Examiner. Email [sec.vrv@gmail.com](mailto:sec.vrv@gmail.com)

---

<sup>1</sup> VRV interprets this requirement as being garaged within Victoria for at least 9 months of each year.