

**By-Laws  
of the  
Mazda MX-5 Club of Western Australia Incorporated**

ABN 30 339 335 490



This document is complementary to the Constitution of the Club. If a conflict arises between these By-Laws and the Constitution of the Club then the Constitution shall prevail.

By-Laws are a way of documenting Club decisions (policy) and guidelines for Club procedures without the formality of amendments to the Constitution.

These By-Laws were initially approved by the Committee at its meeting of 29 April 2008.

These By-Laws may be amended by the Committee. When a change occurs it is recorded in the meeting minutes and the revised Bylaws are posted on the Club's website.

For clarity, the expressions "Mazda MX-5" or "MX-5" include very similar or identical Mazda cars; for example the "Eunos" or "Miata" models.

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## **1 Safety and Due Care**

The Mazda MX-5 Club of WA has as one of the “objects” in its constitution “*to encourage courtesy, good driving and safety on the roads of Australia.*” To this end the Club:

- Runs driver assistance courses for its Members each year, aimed at demonstrating good car control and defensive driving. These are also offered to family members;
- When running events, organisers reaffirm the Club’s support of safe driving and encouraging Members to be courteous to other road users;
- Club drives incorporate appropriate regroup points to facilitate safe group driving i.e. not trying to keep the group together as a convoy of MX-5’s to the detriment of other road users; and
- The club promotes responsible drinking. To this end if a club event ends at a pub or winery Members are reminded to drink responsibly and designate a driver for the trip home at the pre event briefing and a reminder such as “If you plan to drink; act responsibly and designate a skipper” is included in the final instruction of the cruise notes for such events.

## **2 Relationship with Mazda Australia Pty Ltd, Mazda WA and Mazda Dealers**

Mazda WA was instrumental in the establishment of the Club. The Club shall ensure that its actions do not damage the good name, reputation or public perception of Mazda Australia Pty Ltd, Mazda WA or the brand “Mazda”.

The Club shall endeavour to not favour one Mazda dealer over another other than promote Dealers that are members and or sponsors of the Club over those that are not. Most metropolitan WA Mazda Dealers support the Club by providing discounts to Members.

## **3 Relationship with other Australian MX-5 Clubs**

The club is affiliated with other MX-5 Clubs in Australia and, through the President or designated Committee member, takes part in regular telephone meetings with the other Presidents to discuss matters of mutual interest.

Every two years, the MX-5 Clubs from every State of Australia get together for a national gathering called NatMeet. NatMeet brings together owners from all around Australia in the one place to talk, have fun and show off their pride-and-joy. The event program combines a day of Motorsport with other events like funkhanas, navigation rallies, treasure hunts and cruising with a Concours d’Elegance and a good deal of social activity over the four days.

Memberships are reciprocal between Australian MX-5 Clubs; Mazda MX-5 Club of WA Inc. Members enjoy membership rights with the other Mazda MX-5 clubs when in the eastern States. Similarly Members of any of the other Australian Mazda MX-5 Clubs have membership rights of the Mazda MX-5 Club of WA Inc. when they are in WA.

The reciprocal membership rights to the Mazda MX-5 Club of WA Inc. will be granted, subject to proof of membership of the Mazda MX-5 club of the member’s home State, for the duration of the member’s visit to WA, or if the move to WA is for 6 months or more, until their membership of the Mazda MX-5 club in their home state comes up for renewal.

Reciprocal membership means that interstate visitors can participate in WA club events at members rates (where applicable) whilst they are not required to pay a membership fee. It does not confer voting rights on the visiting interstate member nor an entitlement to MX-Press, the club’s a bi-monthly newsletter.

## **4 Officers of the Association and Committee**

The Committee is the “face of the Club”, it has an important role in welcoming new Members and representing the Club to potential Members and external parties.

Although the Club’s purpose and general business operations are defined in the Constitution, there is very little detail given regarding the role of (General) Committee Members. The following sections provide additional guidance regarding the role of Committee Members.

*Sub-clause 15.3 of the constitution states that the officers of the Association shall be:*

- (a) a President;*
- (b) a Vice-President;*
- (c) a Treasurer;*
- (d) a Secretary;*
- (e) an Events Coordinator*
- (f) a Motorsport Manager*
- (g) A Membership Secretary*

*Sub-clause 15.4 of the constitution states that the Committee shall consist of:*

- (a) the officers of the Association; and*
- (b) up to seven Ordinary Members who will typically also cover the responsibilities of Newsletter Editor and Production Manager, Social Coordinator, Motorsport Administrator, Webmaster and Merchandising Officer. Note that, if elected to do so, an officer or any other committee member may hold more than one responsibility.*

## 4.1 Code of Conduct

Committee Members shall behave in accordance with the following "Code of Conduct":

- Committee Members shall not be part of and/or act in a manner that could discredit the Club, any other Committee Person, and/or the Committee as a management body.
- Committee Members' first obligations are to all Members of the Club. Where a Member has an issue that needs to be dealt with, such issue shall be referred to the Committee for further guidance and action. Where such issue is very urgent and/or of a very sensitive nature, such referral shall be to the President in the first instance.
- Committee Members shall take care when entering into debate, fostering debate, or soliciting opinions from the Membership not to express opinions which they know to be in conflict with the Committee's position.
- Committee Members shall ensure that they adhere to the Club's Privacy Policy, including avoiding the disclosure of Members' email addresses by using the blind copy feature when sending bulk emails as well as the use of email addresses for non-Club business.
- Committee Members shall not commit the Club to any expenditure and/or financial liability without first obtaining a minute in writing authorising them to do so unless it is clearly included in an annual Club budget previously approved by the Committee.
- Committee Members shall do everything in their power to ensure that the Association complies with all legal statutes and its obligations at law.
- Committee Members shall not financially and/or materially gain from their Membership of the Committee.
- Committee Members shall attend the monthly Committee meetings on a regular basis; it is expected that Committee Members will generally attend for at least 9 of the 11 meetings (including the AGM).

## 4.2 President

The President shall:

- Chair all meetings and be responsible for the proper proceedings at all meetings;
- Ensure that all Members are given an opportunity appropriate to their status to participate in the operation of the Association;
- Act as principal spokesperson for the Association;
- Maintain a liaison with Mazda Australia Pty Ltd to ensure that the operation of the Association benefits from the knowledge Mazda Australia Pty Ltd has of the Mazda MX-5 motor vehicle;

- Carry out such duties as the Committee may, by a two-thirds majority or more, direct from time to time;
- Facilitate other Committee Members in performing their roles and provide guidance as required;
- Be the primary conduit of communication with Members and he or she shall ensure they are visible to Members and maintain open lines of communication;
- Be the liaison with the other State Presidents of MX-5 Clubs and shall maintain regular contact;
- The President and Vice President jointly are the “keepers” of the Constitution and By-Laws and shall ensure that these are kept up to date to reflect any changed circumstances in the running of the club. When amendments are made the Vice President shall place an electronic copy of the amended documents into the Club’s Cloud Storage and provide a PDF copy to the Webmaster for uploading onto the Club Website;
- The President and Vice President are also jointly charged with ensuring that all of the club’s business and the conduct of the Committee and members is in accordance with the Constitution and By-Laws; and.
- The President and Vice President jointly are the “Administrators” for the Club’s Cloud Storage on Google Drive.

### 4.3 Vice-President

The Vice-President shall assist the President generally and assume the duties of the President if the latter is unable to perform any or all of the duties set out in 4.2 above.

In practice this position is a floating resource with the incumbent assisting with special projects and assisting the President on plans or special work needed.

### 4.4 Treasurer

The Treasurer shall:

- Collect and receive all monies due to the Association and make all payments authorised by the Association;
- Keep proper accounts and books showing the financial affairs of the Association and shall maintain such records as are necessary to facilitate the audit (if any) of those records with full details of all assets and liabilities, receipts and expenditures connected with the activities of the Association. The Committee may, at any time, require that the accounts and or books showing the financial affairs of the Association, be audited;
- In conjunction with the Membership Secretary, maintain the records of the financial membership of the Association;
- Present to the Members at the Annual General Meeting a statement containing the matters specified in the Act;
- Be responsible for obtaining and maintaining appropriate insurance cover for the club and ensuring that the Committee and members are aware of the cover and limitations of the club’s insurance policies.
- Carry out such duties as the Committee may, by a two-thirds majority or more, direct from time to time;
- Maintain petty cash at a reasonable and workable level (typically \$200 max);
- Ensure excess funds are transferred to a high interest bearing account;
- Ensure sufficient monies are available in the cheque account to meet all cheques issued;
- Liaising with banks to maintain signatories for accounts, etc.;
- Liaising with Merchandising Officer to ensure that excess cash from merchandise sold is banked;
- Liaising with Merchandising Officer to ensure that the value of merchandise is accurately recorded as a Club asset;
- Monthly (approximately); place an electronic copy of the past month’s financial data, including the club’s accounting software database, into the Club’s Cloud Storage;

- Producing an annual operational budget; and
- Manage the Overhead component of the annual budget.

## 4.5 Secretary

The Secretary shall:

- Keep a true record of all minutes of the resolutions and proceedings of each general meeting and each Committee meeting with a record of the names of persons present at Committee meetings;
- Issue notices of all meetings in accordance with the guidelines set out in these Rules;
- Maintain the Association's records in conjunction with the Treasurer;
- Attend to all correspondence of the Association;
- Carry out such duties as the Committee may, by a two-thirds majority or more, direct from time to time;
- Monthly (approximately); place an electronic copy of the past month's Committee meeting, and if applicable general meeting, including (scanned) copies of correspondence and other relevant records into the Club's Cloud storage; and
- Ensure that minutes are circulated to all Members by email;

## 4.6 Events Coordinator

The Events Coordinator, has as prime objective the coordination of Club non-motor sport events such as the Club's first Sunday of the month", "Saturday Night" and Country Cruises as well as "Dawn BreakFast Raids" and Weekend Away Trips, Annual Dinner & Trophy Night, After-Work Get Togethers, the Whiteman Park Classic Car Show, Movie Nights, etc. rather than organising each and every event.

The Event Coordinator is assisted by the Social Coordinator who has responsibility for organising the Club's Social events.

The Event Coordinator shall:

- Encourage Members to organise the Club's "first Sunday of the month", "Saturday Night" and Country Cruises as well as "Dawn BreakFast Raids" and Weekend Away Trips by actively seeking volunteers without coercing Members to do so;
- Ensure the Club's "first Sunday of the month", "Saturday Night" and Country Cruises as well as "Dawn BreakFast Raids" and Weekend Away Trips are planned in advance and keep abreast of Members progress in organising events;
- Manage the Club's coming events calendar in conjunction with the Motorsport Manager, for motorsport events and the Social Coordinator for Club social events;
- Ensure the Club's non-motorsport events are advertised in the Club's MX-Press magazine and on the Club website;
- Email Members with reminders for the Club's "first Sunday of the month", "Saturday Night" and Country Cruises as well as "Dawn BreakFast Raids" and Weekend Away Trips and post reminders on the Club Facebook Page;
- Facilitate Members organising Club events and provide guidance in how to run events, including providing guidance notes on the website;
- Ensure there is a back-up cruise for the "first Sunday of the Month" cruise in the event a Member is unable to run an event;
- Ensure Members running events reaffirm the Club's support of safe driving; adherence to all road traffic rules, driving within Member's and their vehicle's limits, driving to the conditions e.g. taking account of wet patches, dirt on the road, oncoming traffic, etc. and keeping a safe distance from other cars;
- Ensure Members running events reaffirm the Club's encouragement of responsible drinking by reminding Members to drink responsibly and designate a driver for the trip home at the pre event briefing and including a reminder such as "If you plan to drink; act responsibly and designate a skipper" in the final instruction of the cruise notes if a club event ends at a pub or winery;

- Ensure Members running events either appoint a “volunteer” to write a brief story for the MX-Press magazine or write their own report, and that such reports are submitted to the editor in a timely fashion;
- Encourage and coordinate interclub driving events with other kindred Car Clubs;
- Manage the Social component of the annual budget; and
- Monthly (approximately); place an electronic copy of the past month’s cruise notes and other relevant records into the Club’s Cloud Storage.

## 4.7 Social Coordinator

The Committee shall appoint a Social Coordinator on a yearly basis. This position assists the Event Coordinator and has as prime objective the coordination of Club social events such as the Club’s Annual Dinner & Trophy Night, after-work get togethers, the Whiteman Park Classic Car Show, Movie nights, etc. rather than organising each and every event.

The Social Coordinator shall:

- Encourage Members to organise Club social events by actively seeking volunteers without coercing Members to do so;
- Ensure the Club’s social events are planned in advance and keep abreast of Members’ progress in organising these events;
- Provide the Event Coordinator with information to advertise these events in the MX-Press magazine and on the Club website;
- Send Members event reminder emails, post reminders on the Club Facebook Page, and coordinate collation of RSVPs and venue bookings where required;
- Facilitate Members organising Club social events and provide guidance in how to run social events;
- Ensure there is a back-up for the “After-work Get Togethers” in the event a Member is unable to run such an event;
- Ensure Members running social events reaffirm the Club’s support of safe driving; adherence to all road traffic rules, driving within Members and their vehicles limits, driving to the conditions e.g. taking account of wet patches, dirt on the road, oncoming traffic, etc. and keeping a safe distance from other cars as applicable to the social event;
- Ensure Members running social events reaffirm the Club’s encouragement of responsible drinking by reminding Members to drink responsibly and designate a driver for the trip home at the pre event briefing and including a reminder such as “If you plan to drink; act responsibly and designate a skipper” in the instructions if a club event ends at a pub or winery;
- Ensure Members running social events either appoint a “volunteer” to write a brief story for the MX-Press magazine or write their own report, and that such reports are submitted to the editor in a timely fashion; and
- Encourage and coordinate interclub social events with other kindred Car Clubs.

## 4.8 Motorsport Manager

The prime objective of the position is to manage the Club’s Motorsport and driver assistance courses. The Motorsport Manager is assisted by the Motorsport Administrator who has responsibility for the administration of the Club’s Motorsport and driver assistance courses.

The Motorsport Manager shall:

- Encourage Members to participate in motorsport events;
- Organise the Club’s Motorsport events such as the Club’s Autotest and Sprints;
- Organise the Club’s driver assistance courses and Funkhanas;
- Design courses, choose dates, book venues, arrange (AASA) insurance, instructors, helpers, etc. for motorsport events;
- Advise Members on car and driver improvements;

- Ensure the Club's Motorsport events are included in the Club's coming events calendar in conjunction with the Events Coordinator;
- Promote upcoming events in MX-Press and on the Club website;
- Report on the Club's motorsport events competition results in MX-Press;
- Identify non-club motorsport events suitable for Members to participate in and promote, include these in MX-Press;
- Investigate and report competing Members' competition results in non-club motorsport events in MX-Press; and
- Manage the Motorsport component of the annual budget.

#### 4.9 Motorsport Administrator

The Committee shall appoint a Motorsport Administrator on a yearly basis. This position assists the Motorsport Manager and has as prime objective the administration of the Club's Motorsport and driver assistance courses.

The Motorsport Administrator shall:

- Manage member enrolments in the Club's Motorsport and driver assistance courses, including distribution of pre-event notes and programs and the collection of entrance fees in conjunction with the Treasurer;
- Manage the operation of Timing Gear during the Club's motorsport events;
- Email Club's motorsport events competition results to participants and the Webmaster for publishing on the club website;
- Manage catering for the Club's motorsport and driver assistance courses if applicable; and
- Maintain electronic records of Motorsport activities on the dedicated Motorsport Cloud Storage.
- As appropriate place electronic records of the Motorsport Budget, income and expenditure into the Club's Cloud Storage.

#### 4.10 Membership Secretary

This role focuses on increasing Club membership through various means, including following up with prospective and lapsed Members, as well as maintaining a database of financial Members and their details.

The Membership Secretary shall:

- Upon receipt of an application form and payment of the applicable membership fees enter the applicant's name in the register of members and with as little delay as possible, notify the applicant of details of his membership of the Association;
- Keep and maintain a register of members in a spreadsheet in which shall be entered the full name, address and date of entry of the name of each member and such other information as the Committee shall determine from time to time;
- Weekly (If a change has been made within that week); email a copy of the Membership list to the Club Committee. If an existing Club Member has changed any of their details include a description of the change in the email and highlight the affected field in the spreadsheet;
- Weekly (If a change has been made within that week); update the club website membership email list & membership details;
- Weekly (If a change has been made within that week); upload the latest Membership list into the Club's Cloud Storage;
- Provide a list of financial Members, without personal details, on request to people organising Club functions with Club discounts / sponsorship; and
- Manage the Membership component of the annual budget.

## 4.11 Webmaster

The Committee shall appoint a Webmaster on a yearly basis. The Webmaster is responsible for updating and maintaining the Club website at [www.mx5club.com.au](http://www.mx5club.com.au). This includes:

- Facilitate addition of coming events to the Club website and moving them to past events once the date has passed;
- Upload brief descriptions of past events and include event photos resizing images to suit the site and adding the Club URL as a watermark;
- Upload Club / MX-5 related news and photos as required;
- At the end of the club year update the Club History page;
- Update the website when the Committee changes;
- Update the example MX-Press issues on the website with 9 month – 18 month old editions;
- Update Club documents linked to the site when documents are added or changed;
- Update various sections of the website based on input from the Committee or individual Committee Members;
- Monitor Club website statistics, use results to update or fix any site issues and make sure site is compatible with the majority of our worldwide online audience, make changes to suit new browser types and versions;
- Renew the Club domain when required, the Club has an account with Melbourne IT to renew the domain;
- Maintain the Club web host, renew or change as required; the site is currently located at [www.PowWeb.com](http://www.PowWeb.com);
- Maintain and keep up to date the Club email addresses:
  - Email forwards for each Committee Member;
  - The [committee@MX5Club.com.au](mailto:committee@MX5Club.com.au) email group;
  - The [allclubs@mx5club.com.au](mailto:allclubs@mx5club.com.au) email group which includes each Australian MX-5 club state President; and
  - Other email groups as required from time to time.
- Manage the Club's social media presence including the Club's Facebook Group Page; and
- Manage the Website component of the annual budget.

## 4.12 Newsletter Editor

The Committee shall appoint a Newsletter Editor on a yearly basis. This role focus is to provide a bi-monthly newsletter that promotes the organisation and activities of the Club and provides:

- A record of Club events both past and planned;
- A forum for Members to express their views; and
- Content that is varied, informative, interesting and relevant to Club Members.

The incumbent is solely responsible for all content of each newsletter and make decisions accordingly and liaises with Newsletter Production regarding timing, content and progress of each edition and assist when necessary. The incumbent aim is to produce a publication that Members will want to read and encourage others to read and:

- Reviews a draft copy of each issue before publication and edits content to keep within the bounds of decency and legality and provide a high standard of literacy and grammar;
- Continually explores ways of improving the look and content of the newsletter;
- Aims to post MX-Press by the end of the second week following the two month period covered by the edition;

- Encourages Members to make submissions and ensure that any submissions are in prior to the end of the two month period covered by the edition; and
- Manage the Communication's component of the annual budget.

### 4.13 Newsletter Production

The Committee shall appoint a Newsletter Production Officer on a yearly basis. This role assists the Editor in production of the newsletter, in practice this means:

- Retain material submitted by the Editor for the coming edition of MX-Press;
- Encourage Members to make submissions (text and accompanying photos) for MX-Press;
- Liaise with the Editor and Committee Members to obtain submissions;
- Commence building the coming edition approximately 2-3 weeks prior to the closing date;
- Aim to complete draft for review by the Editor in the first week following the two-month period covered by the edition;
- Aim to have the final print to the printers by the end of the first week following the two-month period covered by the edition;
- Liaise with Membership Secretary regarding financial Members to maintain the mailing list for MX-Press;
- Organise to print fliers and inserts for MX-Press;
- Aim to post MX-Press by no later than the second week following the two-month period covered by the edition; and
- Maintaining archive copies (PDF and native files) of MX-Press on a regular basis. Keep a copy of archives at home and electronically on the Club's Cloud Storage.

### 4.14 Merchandise Officer

The Committee shall appoint a Merchandise Officer on a yearly basis. The Merchandise Officer shall be responsible for the following:

- Development of a merchandising budget and marketing plan that provides for seasonal items, disposal sales, and internet sales that are outside the Club Membership, special offers, and promotional events;
- Provision of one-size-fits-all merchandise to Members;
- Design, development and purchasing of such merchandise including enabling members to direct purchase size specific merchandise from nominated suppliers;
- Set prices, organise raffles of merchandise, stock increase or reduction, or other fund raising activity concerned with merchandise in order to achieve the merchandise annual budget.
- Promotion of merchandising items in the Newsletter and on the Club website,
- Ensure one-size-fits-all merchandise is available at meetings and functions;
- Provide a monthly report of sales to the Treasurer;
- Submit a stock valuation to the Treasurer on a 6 monthly basis;
- Reconciliation of purchases, sales, and stock holding on a quarterly basis;
- Manage the Merchandise component of the annual budget; and
- Ensure safe keeping of all stock on hand.
- Maintain relevant records on the Club's Cloud Storage.

### 4.15 Change of Committee

To assist with continuity in the management of both Member activities and Club business matters development plans need to extend beyond the life of a current Committee for review of priorities / adoption / progression by the next Committee, and there needs to be a handover to new Committee Members.

On retirement from a Committee position there is an expectation that the outgoing Committee Member:

- Has a handover to the incoming Committee Member with brief recommendations;
- Provides the incoming Committee Member with all relevant forms, records and files. Please note that all files generated by the Committee Members remain the property of the Club, not the individual Member, including if this person is removed from office for whatever reason; and
- Attend the first 2 Committee meetings after retirement and any subsequent meetings by invitation.

## **5 Club Records**

Key documents such as the Constitution and these Bylaws are available to Members on the Club website. Club records are generally kept electronically using the secure, backed up Club Cloud Storage on Google Drive. Older historical records are stored in hard copy by the Secretary.

Copies of Club Records can be provided to all Members on request to the Secretary.

### **5.1 Archiving**

#### **5.1.1 President**

- At the end of each Club year; ensure that copies of that year's records of liaison with Mazda Australia Pty Ltd, other State Presidents of MX-5 Clubs, Presidential correspondence, the Constitution and By-Laws and other relevant records are placed into the Club's Cloud Storage.

#### **5.1.2 Treasurer**

- At the end of each Club year place an electronic copy of all the Club financial records including bank statements and any files/databases required to maintain the Club accounting software into the Club's Cloud Storage; and
- At the end of each Club year ensure the Club's hardcopy treasury archives (bank statements, receipts, invoices, etc.) are up to date and remove any bank statements and financial records over 5 years old that are not of historical significance. Store these records in a secure, cool, dry and dark place.

#### **5.1.3 Secretary**

- At the end of each Club year; ensure that copies of that year's records including the Club year's minutes in PDF form and/or Microsoft Word and other relevant records are placed into the Club's Cloud Storage; and
- Maintain the Club's historical hardcopy archives and store these records in a secure, cool, dry and dark place.

#### **5.1.4 Events Coordinator**

- At the end of each club year ensure an electronic copy of the past year's cruise notes and other relevant records are loaded into the Club's Cloud Storage.

#### **5.1.5 Motorsport Administrator**

- At the end of each club year ensure electronic records of Motorsport activities on the dedicated Motorsport Cloud Storage are up to date; and
- At the end of each club year ensure the appropriate electronic records of the Motorsport Budget are placed into the Club's Cloud Storage.

#### **5.1.6 Membership Secretary**

- At the end of each Club year place electronic copies of the Club's membership list and Committee list into the Club's Cloud Storage.

#### **5.1.7 Webmaster**

- At the end of the Club year place electronic copies of the Club website and any additional information such as website FTP details and password lists into the Club's Cloud Storage.

### 5.1.8 Merchandise

- At the end of the Club year place electronic copies of the Club merchandise logos and embroidery files into the Club's Cloud Storage if there have been changes during the past year.

### 5.1.9 Newsletter Team

- Keep a printed copy of each issue of "MX-Press" for binding and email a PDF version of the MX-Press to the Club webmaster;
- At the end of the Club year place copies of all the Club year's magazines in PDF form and in the raw Desktop Publishing files (and any attached/included files) into the Club's Cloud Storage; and
- Organize for the Club magazines to be bound as required, bound copies are stored in a secure, cool, dry and dark place at the home of the Newsletter Production Officer.

## 5.2 Cloud Storage Administration

The club's management data is stored on the Club's Cloud Storage on Google Drive under the username **mx5clubofwa**. This Cloud Storage is both secure (access is restricted) and backed up by Google so server or individual computer failures do not result in lost data. Thus, by using the cloud storage, Committee members do not need to organize individual backup solutions and/or store copies of their data off site in secure locations. There are separate folders set up for each Committee area.

The President and Vice President are the Administrators of the cloud storage, only they hold the password for the mx5clubofwa account. Individual Committee members are given shared access with full read and write rights to their own Committee area folders and additionally read-only access to other folders as required (e.g. constitution, bylaws, Committee meeting agendas and minutes, membership list). This way, no one can inadvertently delete or change any information outside their own area. Whilst Committee members can have read-only access to key documents, only "the owner" can edit these documents.

When there is a change in the Committee membership the Administrators shall revoke the sharing rights of those retiring from the Committee, alter those for Committee members that take on new roles and add sharing rights for new Committee members. When either the President or the Vice President retires the account password should be changed so the retiring member no longer has "Administrator Access".

## 6 Club Awards and Recognitions

The Club makes the following awards and recognitions of service to the Club.

### 6.1 Club Person of the Year

- Awarded for excellent service to the Club over the previous 12 months which is deserving of recognition.
- Recipient or Recipients are determined by the President based on recommendations received from individual Committee Members.
- Recipient(s) are announced at the annual anniversary dinner.
- A framed certificate is the physical recognition of the award.

### 6.2 Honorary Life Membership

Life Membership is the highest Award available to recognise the exceptional contribution of individuals to the Club. It is therefore only to be awarded in exceptional circumstances.

In considering the award of Life Membership the following points shall be taken into account:

- The individual should have demonstrated significant, sustained and highly meritorious contributions to the Club;
- The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the Club; and
- The Nominee should be a Member of the Club for at least 10 years

Any 3 Members can nominate another Member for Life Membership. Nominations should demonstrate how the nominee meets the above criteria and should be presented to the President no later than 3 months prior

to the scheduled date of the annual anniversary dinner for consideration prior to the annual anniversary dinner.

- When a nomination has been received the President will establish a Life Membership Committee to assess the nomination for Life Membership. The Life Membership Committee will be made up of a minimum of 3 and up to 6 Committee Members co-opted by the President, except that the Nominee and the nominating Members shall be excused if they are Committee Members.
- The views of the existing Life Members on the Nominee's worthiness of becoming a Life Member shall be taken into consideration by the Life Membership Committee when assessing the nomination.
- Life Membership is awarded if the Life Membership Committee endorses the nomination unanimously.
- Recipient(s) are announced at the annual anniversary dinner.
- A framed certificate is the physical recognition of the award.

## **7 Privacy Policy**

### **7.1 Preamble**

The Club values the importance of maintaining the confidentiality and privacy of its Members and suppliers. The Committee shall adhere to the *Privacy Act 1988* and subsequent amendments including the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* which became operative on 12 March 2014). Our Privacy Policy sets out to outline in plain English:

- The collection of your personal information;
- How we use and disclosure your personal information;
- The quality of your personal information;
- How you can access your personal information;
- Security of your personal information; and
- How to contact us.

### **7.2 What We Collect and How We Collect It.**

We generally collect personal information directly from you, for example, when you submit a membership application or deal with us in person, email, over the telephone or via our web site.

The nature of personal information collected and maintained by us generally comprises information such as your name and address, your contact details (phone and mobile numbers, email and mailing address) and vehicle details.

Financial information is held and recorded only to the extent that we require it to process your financial transactions with us.

### **7.3 What Do We Use It For**

The only purpose that we have in collecting or holding this information is the efficient management of the Club in accordance with the Club's Constitution.

The Club will use your email address for the purpose of alerting Members to coming events or notices regarding Club business. Your email address will not be provided or added to an external mailing list or used or disclosed for any other purpose without your consent. We use your mailing address to send you the club magazine MX-Press.

We will use reasonable endeavours to prevent the disclosure of your personal information except to the extent:

- Indicated at the time you supply the information to us or expressly permitted under any agreement with you;
- Required for performance by us of our activities for you;
- Required under compulsion of law or provided in cooperation with any government authority; and

- Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.

We undertake not to sell, rent or trade your personal information.

Selected personal information may be shared among the Members of the Club unless you tell us otherwise.

## 7.4 Accuracy and Quality of Information

We will use reasonable endeavours to ensure that the information held is accurate and will update our records at the earliest opportunity following notification of any errors or changes.

## 7.5 What Information Does the Club Have on Me

On request, you may access personal information collected and held by us. Further, if you believe that your personal information is not accurate, or incomplete, you may request that we make necessary corrections, additions or deletions. In order to do so, we ask that you put your request in writing.

## 7.6 Who Uses It and Is It Secure

Your personal information will be held in a responsible manner, with access limited to those with a legitimate “need to know”, bona fide officers of the Club or those in the Club with the delegated authority of the Committee.

## 7.7 Any Questions or Complaints

Should you wish to discuss any aspect of this privacy statement, or would like more information on our approach to privacy, please do not hesitate to contact the Secretary.

If you have a complaint in relation to how the Club has dealt with your personal data or if you believe we may have breached our Privacy Policy please email the President at [President@MX5club.com.au](mailto:President@MX5club.com.au). The President will investigate your complaint and respond to you within a reasonable period.

# 8 Membership Fees & Discounts

## 8.1 Membership Fees

Sub-clause 6.1 of the Constitution states that annual subscription fees are as deemed by the Committee and recorded in the Club By-Laws.

Sub-clause 6.2 of the Constitution states that annual subscriptions may be increased or decreased by the Committee PROVIDED THAT a simple majority of Members, whether in writing or at a duly convened meeting of Members, shall be required to ratify such increase or decrease if it exceeds 25% of the entrance fees and/or annual subscriptions as previously determined by the Committee.

From Financial Year 2010/2011 the following annual membership fees apply:

- (a) Full Membership - \$70, first full year of Full Membership - \$95;
- (b) Enthusiast Membership - \$70, first full year of Enthusiast Membership - \$95;
- (c) Foundation Membership - \$70;
- (d) Country Membership - \$25; and
- (e) Honorary Life Membership - nil.
- (f) For New Full or Enthusiast Members who join after December but before April a reduced first year membership fee of \$60 applies for the remaining club year.
- (g) New Full or Enthusiast Members who join after March will pay \$95 membership up to the end of June in the following year.

## 8.2 Membership Discounts

The Club typically sponsors specific events, such as the Annual Dinner and Trophy Night, Motorsport and driver assistance courses, by providing discounts to Members who are financial at the time of the event. These discounts will be as determined by the Committee on a case-by-case basis depending upon surplus funds available, etc.

The Committee should endeavour to provide at least two subsidised events annually.

## **9 Expense Reimbursement Policy and Procedures**

### **9.1 Expense Reimbursement Policy**

It is Club policy to reimburse Committee Members and Club Members for ordinary, necessary and reasonable expenses when directly related to Club business. Directly related means:

- There is the expectation of deriving some current or future benefit for the Club, e.g. Club runs, events and/or weekends away, stationary, etc.
- The Committee Member is actively engaged in an activity necessary to the performance of the Committee Member's duties.

Reimbursement of expenses that are not in compliance with the above policy requires the prior written approval of the President and Treasurer.

### **9.2 Reimbursable Expenses**

The following are reimbursable expenses assuming they are in compliance with the above club policy:

- Petrol use in the planning of monthly cruises and weekends away capped at \$50 for monthly cruises and \$100 for weekends away.
- Hotel or motel accommodation to a value not greater than the accommodation being arranged for a Club weekend away event. This reimbursement only applies for the planning of weekends away, is limited to one (1) overnight stay per event and capped at \$120 per event.
- Other reasonable and necessary business expenses, clearly allowed for in an annual Club budget previously approved by the Committee (for example magazine expenses) and not specifically excluded by this section but approved by the President and Treasurer.

The following expenses are not reimbursable under this policy:

- Traffic fines, parking fees, tips, hotel/motel room movies and other forms of personal entertainment
- Alcohol, drinks and meals
- Oil, tyres, wear and tear and/or vehicle parts
- Motor vehicle insurance excess
- Any medical claim
- Any expenses deemed by the Committee as not in the spirit of this policy.

### **9.3 Committee Members**

Committee Members are expected to exercise prudent judgment regarding expenses covered by this policy and shall ensure that any expenses to be reimbursed are clearly included in an annual Club budget previously approved by the Committee.

All Committee Members are responsible for complying with this policy. Committee Members submitting expenses that are not in compliance with this policy risk a delay, partial or forfeited reimbursement.

No policy can anticipate every situation that might give rise to legitimate Club expenses. Reasonable and necessary expenses which are not listed in section 9.2 may be incurred. Each Committee Member must use his/her best professional judgment in determining if an unlisted expense is reimbursable under section 9.1 of this policy.

### **9.4 Club Members**

Club members may claim for reimbursement in accordance with this policy provided they have been nominated and tasked to conduct Club business on behalf of the Club by a Committee Member for instance for organising a Sunday Cruise or midweek social event.

### **9.5 Policy Exceptions**

Generally, any exception to this policy must have the prior approval of the Treasurer. Request for exceptions should document extenuating circumstances or proposed overall savings to the Club. At certain

times, under unusual circumstances, exceptions may be made after the fact; however, payment by the Club will not be made without the approval of the Committee.

## 9.6 Reimbursement Procedure

Requests for reimbursement of expenses must be submitted to the Treasurer. The Club requires that all requests for reimbursement be substantiated with adequate records. This substantiation must include information relating to:

- the amount of the expenditure
- the time of the expenditure
- the purpose of the expenditure

While original receipts are recommended for all expenses submitted for reimbursement, unless a prior agreement has been made with the Treasurer, they are required for all expenses greater than twenty dollars (\$ 20). Requests for reimbursement lacking this information will not be processed and will be returned to the originator.

The Treasurer is authorised to make payments by electronic transfer with the emailed consent of one or more authorised cheque signatories. Should the Treasurer request reimbursement, approval must be sought from the Committee prior to payment.

## 10 Advertising

### 10.1 Free Advertising

At the discretion of the Editor, private “for sale” notices may be placed in MX-Press free of charge, and such notices may on occasion also be included on the Club website at the discretion of the club webmaster.

### 10.2 Commercial Advertising

It is club policy to allow commercial advertising, to a limited degree, to be placed in the club magazine, MX-Press. This is being done in order to defray the expense of producing and mailing MX-Press to members.

All advertising accepted will be limited to set sizes (full page (A4), half page and quarter page). All advertising for any one issue of MX-Press will occupy no more than a total of two A4 pages. Adverts in the stated sizes will be accepted as ‘one-offs’ as well as annual (six issues of MX-Press) from the date of payment for the advert. Advertising layout in each issue of MX-Press will be at the discretion of the Editor and MX5-Press production personnel.

The Editor of MX-Press will consider applications for advertising in MX-Press and only if deemed contentious will be referred to the Committee. Rates to be charged for advertising will be set by the Editor and agreed with the Committee. These rates will be negotiated with the advertisers at the time of the agreement.

Advertising may extend to a small banner and link within a page on the club website, the Webmaster will be included in any discussion relating to advertising on the website before any agreement is made (with or without the Committee’s approval).

All advertisements, images or web banners are to be provided by the advertiser in the format, size and file size requested by the club.

Parties giving discounts to Club Members are listed on the website and this may include links and logos of such parties. The website also provides links to Mazda dealers in WA.

## 11 Merchandising

One-size-fits-all merchandise such as caps, beanies, scarves and stubby holders, etc. is typically sold at prices that cover the cost of purchasing, plus a mark-up to cover projected unsold or marked down product or the costs involved in carrying unsold or slow moving stock.

Members can order size specific merchandise such as shirts, jackets, etc. directly from the club’s merchandise supplier Aussie Gold. Members can select items from the Aussie Gold online catalogue at [www.aussiegold.com.au](http://www.aussiegold.com.au) and place their order directly by phone or email to [sales@aussiegold.com.au](mailto:sales@aussiegold.com.au)

advising them that they want the item embroidered with the MX-5 club logo (or whatever else you want for that matter). Aussie Gold will then tell members the cost and members pay them directly.

Membership of the Club is not a prerequisite to purchase of merchandise. Mazda MX-5 Club of Western Australia Incorporated merchandise should be made available to any person requesting it.

## 12 Use of Club Name and Logo

The Club name, The Mazda MX-5 Club of Western Australia Incorporated, and Club logo shown on the first page of this document are and remain the property of the Club and its Members.

Ordinary Members are not entitled to use the Club and or logo name without prior written authorisation from the Committee.

The Committee shall, from time to time and in the course of carrying out its responsibilities, use the name and or logo provided always that no individual Ordinary Member shall personally gain materially and/or financially by the use of such Club name.

The Committee shall not unreasonably withhold the authorisation to use the Club name to an Ordinary Member where such use is determined to be in the best interests of the Club.

The Committee in all instances acts as Trustee of the Club name and shall use all reasonable endeavours to apply the name legally and responsibly in carrying out of the Club's general activities.

These provisions exclude car stickers, name badges, merchandise, cruise notes and publications such as MX-Press, that are by virtue of prior consent already in the public domain.

## 13 Grievance Procedure

### 13.1 Preamble

Arguments and misunderstandings are never a nice experience but they do occur. The club encourages the use of informal discussion to resolve grievances. Therefore, unless they feel unable to do so, any member wishing to express a grievance about another member should first of all discuss the issue with the person directly involved in the matter. This provides an opportunity to resolve the grievance without recourse to the formal procedure.

If the matter is not satisfactorily resolved, you may raise the matter, in writing, by emailing the President at [President@MX5club.com.au](mailto:President@MX5club.com.au), who will investigate your complaint and respond to you within a reasonable period. If your grievance is with the President please raise the matter, in writing, by emailing the Vice President at [vicepresident@mx5club.com.au](mailto:vicepresident@mx5club.com.au).

The written description shall set out the nature of the grievance, who it is against and who else was involved. It should specify the time(s) and place(s) of the incident, what was said or done, names and details of any witnesses / previous incidents if any and the complainant's preferred outcomes.

Once the complainant has raised the matter in writing all matters are confidential

### 13.2 Grievance Panel

The Club will convene a Grievance Panel to deal with the matter. The panel normally consist of two persons; the President and Vice President. The panel shall consist of people who are unbiased and don't have a conflict of interest and other committee members or Life Members will be coopted to replace the President and / or Vice President on the panel if they are excused for bias or a conflict of interest. The Grievance Panel shall make decisions based only on information gathered; not on personal views.

### 13.3 Grievance Procedure

The Grievance Panel is the arbiter and its decision is final. The Grievance Panel has no one size fits all grievance procedure; the selected approach may vary dependent on the type and detail of the complaint.

The Grievance Panel ensures both parties get to tell their side of the story before any decision is made and will typically proceed along the following lines:

- The complainant will be advised that his or her concern is being investigated and who the members of the Grievance Panel are
- The other party(ies) will be asked for a written response to the written complaint

- The Grievance Panel may then ask for further particulars and clarification either verbally or written.
- The Grievance Panel will judge the merits or otherwise of the complaint and will provide a written summary to all interested parties of that judgement and the reasons for reaching their conclusion
- The Grievance Panel may then at their discretion refer the matter to the Committee for further disciplinary action either against the subject of the complaint or against the complainant for vexatious action. Such disciplinary action should be relative to the breach

The Grievance Panel will do everything they can to expedite finalisation of all matters

## 14 Insurance

The Club has Vehicle Club Insurance Policy in place that provides both “Public and Products Liability” and “Association Liability” coverage.

“Public and Products Liability” insurance covers legal liability to third parties for injury and or damage to property caused by an occurrence in connection with the Club’s activities.

Club activities include “General Meetings, Static Displays, Swap Meets (up to 200 sites), Touring Runs, Picnics, Barbeques and Club” but exclude “all Racing, Practicing, Qualifying, Timed or Speed Trials, Rallying, Hill Climbs, Motorkhana or any event for which Sanctioning or Permits are required”.

The Club arranges separate AASA insurance for its timed Motorsport events.

The “Association Liability” insurance covers the personal liability of the President, Committee Members, officials and volunteers including any accompanying Member of their families from any claims by reason of any wrongful act in the capacity of “office bearer”.

The Policy does not cover:

- (a) Personal Injury arising out of the ownership, maintenance, operation or use by the insured of any vehicle in respect of which compulsory insurance is or should be available for such personal injury; and
- (b) Property Damage arising out of the ownership, maintenance, operation or use by the insured of any vehicle in respect of which there is required to be in force a policy of compulsory liability insurance.

In other words Members are responsible for their own (vehicle) insurance(s); the Club’s insurances are only aimed at protecting the Club and its officers.

Participants on club cruises are reminded that they are driving on public roads and that the only insurance that they have while taking part in a cruise is the insurance that they have whenever they drive on public roads. Participants take part entirely at their own risk. The club takes no liability whatsoever for any damage or injury that occurs to participants or third parties; “*Participants are on their own*”. If any event occurs that causes, for example, damage to their property or third party property or injury to themselves or to others, the club is not liable in any way.

Participants at Motorsport events are reminded that they are not insured at such events from the commencement of the event until they re-enter public roads where their own insurance takes over. Participants take part entirely at their own risk. The club takes no liability whatsoever for any damage or injury that occurs to participants or third parties; “*Participants are on their own*”. If any event occurs that causes, for example, damage to their property or third party property or injury to themselves or to others, the club is not liable in any way.

The insurance policy documents are held by the Treasurer. Any club member wishing to consult the full text of the policy can do so by requesting access via the Treasurer or any other Committee member.