

ASRF Club Affiliation Enquiry:

Thank you for your enquiry about Club affiliation with the Australian Street Rod Federation Inc. Information for new clubs is contained in the Street Rodders Handbook. Please note the requirements regarding full membership (highlighted).

I have enclosed an ASRF affiliation application form, and blank club member information sheet for you. An explanation of how to go about applying for affiliation of your Club follows.

Number of members

To affiliate and gain ASRF Charter Club status, all members of your club are required to become financial members of the ASRF. At application for affiliation your Club must initially consist of no less than 10 financial members.

Members Fees

Fees are collected by the Club, and forwarded to the National Secretary's Office for processing. ASRF membership fees for Club members are \$88 including GST for each member for a 2-year period. Fees are calculated on a pro-rata basis, to bring any new members renewals into line with the renewal date for Clubs in their respective State. Please contact the National Secretary during office hours to work out how much each member should pay.

Joining Fee

There is an initial charge of a Club affiliation fee of \$55 including GST, payable on application.

Application

When applying, your Club should supply a copy of the Club's constitution, a list of all members (complete with their full details as per the attached "Member's details" form), as well as the names and positions held of your Club Committee, a Club profile, and your \$55 application fee.

All of the above information should be forwarded to the ASRF National Office at PO Box 2569, Burleigh BC, Qld. 4220. Your application will then be submitted at the following monthly Divisional Council (DC) meeting by the Director for its consideration. If deemed necessary by the Director, you may be required to attend a Divisional Council (DC) Meeting. To assist in assessing your Club application, a profile of your Club and its aims, and details of what type of vehicles your member's own/are building would be helpful when the DC is considering your application.

Incorporation

If your club is already incorporated, there may be a need to alter your constitution to include the provision for 100% ASRF membership if the constitution does not already have the provision.

If you have any further questions, please call me at the National Secretary's Office (07) 5576 2100

Kind regards,

Jacki Dowley
National Secretary.

Section 3 - Your Club (extract from ASRF Handbook)

FORMING A CLUB

There is one thing that every would-be club organiser should note and digest well before attempting to form a Rod Club. Practically without exception, strong united Clubs that have stood the test of time are those which were formed by a group of Rodders with the same outlook on the sport, who had the same definite objectives in mind, banded together, set themselves standards and regulations to live by - and stuck to them. The initial group are the Foundation Members. Clubs born in this manner have an inherent strength and ability to withstand both internal and external pressures. These Clubs tend to grow and consolidate, while other Clubs tend to split, fade away, or are continuously involved in dissension among themselves or with their fellow organisations.

1. Once you feel you have sufficient reason to give your group "official" status, call the other Foundation Members together (10 people is the minimum number of like minded rodders to warrant this) and lay the foundations for your Club.
2. Elect from among you a suitable President, Secretary, Treasurer and Divisional Council Delegate. (If you wish to give everyone time to get to know each other it is a good idea to make these positions "Acting" for a three month period and then hold firm elections). At this time you should request nominations for a "Public Officer" for the purposes of Incorporation (See Step 4). Preferably this person should be committed to a long term association with the club and may or may not be a Committee member.
3. Take great pains in drawing up a Constitution that is acceptable to each of the Foundation Members. This is important as the Constitution represents every reason behind your desire to become a Club, and if it is exactly as you all want it and it is adhered to completely, your Club identity and goals should never alter. *Clubs can obtain a sample constitution from Head Office.*
4. Apply for Incorporation. For a nominal fee this provides protection for your members.
5. Open a bank account and obtain the necessary stationery for the club.
6. Obtain a PO Box, if deemed necessary, so mail doesn't get delivered to office bearers that may have moved.
7. Apply for Club Status through your Divisional Council.

Your club must consist of a group of no less than ten (10) persons and be formed in accordance with the above steps, to gain Club Status with the A.S.R.F. Application for affiliation should be made to your Divisional Council and must contain full details of your club and its members, together with any membership fees. Membership fees are due for payment within 30 days of the renewal date. All members will lose all privileges if subscriptions are not paid by the due date.

Club memberships tend to have highs and lows and it is acceptable for re-affiliation if your club membership falls to no less than five people. Members of a club with less than five members revert to "individual" membership. Clubs with less than seven members do not have voting rights on any matter at Divisional Council meetings. All members of a club are required to be A.S.R.F. members and Club Constitutions must contain a clause stating this before affiliation/re-affiliation will be granted.

Now that you have formed an A.S.R.F. Club you can get on with the business of organising and participating in club activities, attracting new members and enjoying your sport. Good clubs become socially active in other non-rodding events so that it creates goodwill with the public and authorities.

****NAMING YOUR CLUB**** - Prior to Incorporation &/or applying for ASRF affiliation, it is important that you check that no other Club associated with the ASRF has the same or a similar name. Refer to www.asrf.org.au club lists.

Changes to existing Clubs e.g. Name Change, should be discussed with your Divisional Director or Head Office, all relevant paperwork needs to be received and approved prior to use of the new name.

TO INCORPORATE OR NOT?

If a Club **does not** incorporate, the disadvantages are that it does not have a separate legal identity, it cannot sue and be sued in the Club's name, and it cannot hold property or enter into contracts in the Club's name. Perhaps more importantly, if the Club runs into debt or has a claim made against it, for example for personal injury, and there is not enough money in the Club bank account to make the payment, members themselves may be personally liable for the money. Clearly this limits the activities of a Club since members naturally enough are reluctant to accept such responsibility. It is not impossible that a member would lose his or her home. Furthermore, other people are often reluctant to have dealings with such an organisation since in the event that a contract is broken or a debt is unpaid, all members of the club may have to be sued individually, a costly and time consuming process.

Conversely, if a club decides to incorporate, there are **many** advantages.

- . It can sue and be sued in its corporate name
- . It can hold property in its corporate name without having to appoint trustees
- . It can enter into contracts in its corporate name
- . Debts and liabilities can be enforced against the club and not against the members or the committee members personally
- . Liabilities of members are limited to outstanding fees
- . It can make a profit as long as the profit is not divided amongst its members
- . It has the statutory power to invest and deal with money not immediately required and to raise or borrow money

A group is eligible to incorporate under the special laws applying to associations provided its primary purpose is not making a profit for its members. Are there any clubs that can afford not to be incorporated?

Contact your State Office of Consumer Affairs for more information. Some may have incorporation kits available, and can offer advice to simplify and reduce the cost of incorporation.

PUBLIC LIABILITY INSURANCE

The Federation has a Public Liability Policy which Affiliated Clubs may use for sanctioned events that they organise.

It is important for clubs to obtain a sanction from their respective Divisional Councils for all club events, however small, to ensure public liability cover.

The insurance covers the club in the case where a member of the public suffers a loss due to the negligent actions of the club members.



Australian Street Rod Federation Inc.

CLUB AFFILIATION APPLICATION

Date:...../...../.....

To the A.S.R.F.,

C/-State Divisional Council,

Our members have agreed to join the A.S.R.F. and accordingly we wish to apply for affiliation as an A.S.R.F. Charter Club. We agree to be bound by the constitution and rules of the A.S.R.F.

CLUB NAME.....

CLUB ADDRESS..... POSTAL

Contact Person-Name..... Telephone.....

<u>Executive Committee</u>			
<u>Name</u>	<u>Position Held</u>	<u>Name</u>	<u>Position Held</u>
.....
.....

DOCUMENTS TO BE ATTACHED TO THIS APPLICATION:

- (1) On the attached list, please supply a full list of all club members, with their details.
- (2) Copy of the club constitution. (& copy of the certificate of incorporation for the Club, if available)
- (3) Details of Club Bank account, branch number and account number.
- (4) Cheque for \$55.00 (includes GST) application fee. (Fees for club members paid separately to the ASRF National Office. Contact the National Secretary for correct fees due, prior to application.

To gain representation and subsequent Charter Status, the A.S.R.F. requires that at the time of application, a Club must consist of a group of not less than 10 persons formed under one name, and having an elected executive, a bank account in the name of the Club, and an acceptable Constitution. All members of the Club are required to be members of the A.S.R.F., and the Club Constitution must include a clause with this requirement. For the security of the club members, it is recommended that all new clubs joining the A.S.R.F. should be incorporated.

We, the undersigned, being the President and Secretary of the

(Club Name)Hereby apply for Affiliation to the Australian Street Rod Federation Inc., on behalf of our Club Members.

Signed.....President

Signed.....Secretary

Date of State Divisional formal approval of the above Club as Charter Club/...../.....

Signature of State Director

Australian Street Rod Federation Inc.



ABN 88 421 326 742

Name Date of Birth

Address P/Code

Telephone (.....) (.....) Occupation

Current ASRF class vehicle (if any)

Are you a member of an ASRF affiliated club? If so, which club ?

Partner Name: DOB:

Individual membership for two years is \$110.00 (including G.S.T.)

*If you are a member of an affiliated club, please contact the National Secretary's office Ph (07) 5576 2100 Fax (07) 5576 2344, or write to find out the amount required to bring your membership date into line with your club's next renewal date due in 2015. **All payments to 'Australian Street Rod Federation Inc.' please!**

Payment by:

Cheque Money Order Credit Card

Credit Card Details:

MASTERCARD VISA *Amount \$

Card Number/...../...../..... Expiry Date /

Cardholder's Name Cardholders Signature

OFFICE USE ONLY

Member No. Notes:

Prev. Due Date

Amount Rec \$

Date Received

New Renew Date



ABN 88 421 326 742

MEMBER RE-JOIN

Name Date of Birth

Address P/Code

Telephone (.....) (.....) Occupation

Current ASRF class vehicle (if any)

Are you a member of an ASRF affiliated club? If so, which club ?

Partner Name: Partner DOB:

Individual membership for two years is \$110.00 (including G.S.T.)

*If you are a member of an affiliated club, please contact the National Secretary's office Ph (07) 5576 2100 Fax (07) 5576 2344, or write to find out the amount required to bring your membership date into line with your club's next renewal date due in 2015. **All payments to 'Australian Street Rod Federation Inc.' please!**

Payment by:

Cheque Money Order Credit Card

Credit Card Details:

MASTERCARD VISA *Amount \$

Card Number/...../...../..... Expiry Date /

Cardholder's Name Cardholders Signature

OFFICE USE ONLY

Member No. < Please include membership number here

Prev. Due Date

Amount Rec \$

Date Received

New Renew Date

AUSTRALIAN STREET ROD FEDERATION INC

Promoting the sport of rodding for tourism and leisure

P.O. Box 2569, BURLEIGH BC, Qld. 4220



Add Partner

Member Name: Member No:

Address: P/Code:

Telephone: Mob:

Club:

Partner's Name: D.O.B.

FREE.

ASRF Head Office: P O Box 2569, BURLEIGH BC QLD 4220.

Phone: (07) 5576 2100 Fax: (07) 5576 2344 Email: asrfsec@bigpond.com

OFFICE USE ONLY

Date Received: Notes:

***Must be amended**

SAMPLE CONSTITUTION

***CLUB ESTABLISHED:** (Date)

CONSTITUTION ESTABLISHED:

***1. NAME**

The name of the incorporation association shall be;

(In these rules called 'The Association')

2. OBJECTS

The objects for which the association is established are:-

To promote Street Rodding in all its facets and to set and maintain a safe standard of street rods.

3. POWERS

The powers of the association are:-

*To take over the funds and other assets and liabilities of the present unincorporated association known as the *(name of Club)*

4. VEHICLES

The association is open to pre 1948 vehicles (street rods) and chassis type vehicles (custom classics)

5. FULL MEMBERSHIP

On joining the association, members are then liable to pay association and A.S.R.F. fees, and are then eligible to vote on association and A.S.R.F. business and to hold a committee position if elected.

5a. NEW MEMBERS

*Financial members of the previously unincorporated association known as *(name of club) will automatically have their membership carried over to the new incorporated association known as *(name of club).*

All new members joining after the incorporation of the association, must be proposed at a quorum meeting by a current financial member and will be accepted by a majority show of hands at that meeting. The proposed member must meet all the above criteria for membership and pay A.S.R.F. fees pro-rata, where application and the association fees in full.

6. CONDUCT

All members are required to drive a safe vehicle and act in a responsible manner which does not denigrate the association name. If an association member is reported at a meeting for having an unsafe or defective vehicle, then he or she will be requested to rectify the fault by the next meeting. Three (3) members will be elected to oversee any such vehicle corrections and will have to be unanimously satisfied that the required work has been carried out before the vehicle is allowed to participate in any further association functions.

6b.

If a member fails to comply with the provisions of the rules, or has membership fees outstanding in arrears for more than 2 months or conducts him or herself in a manner considered by the committee to be prejudicial or injurious to the character of the Association or its interests, then the management committee shall consider whether his or her membership shall be terminated.

The member concerned shall be given a full and fair hearing and then if the management committee resolves to terminate the member's concerned membership it shall instruct the Secretary to advise the member in writing accordingly.

7 FEES

Association fee renewals are due by the (either 1st January or 1st July) being the start of the club financial year. A.S.R.F. fees to be paid in advance bi-annually pro-rata start of membership up to the respective month when they fall next due. The closing date of the Association financial year will be (either 31st December or 30th June)

8. MANAGEMENT COMMITTEE

The management of the association shall be the responsibility of the elected members, which executive shall be comprised of: President, Vice-President, Secretary, Treasurer, Public Officer, Divisional Council Delegate, Technical Advisory Committee Delegate.

The management committee term of office will be for 12 months and will stand down prior to the Annual General Meeting. A new committee will be elected at the A.G.M. Each candidate for a position must be proposed by any 2 financial members at the A.G.M. and a majority show of hands will carry the appointments. Previous committee members will be eligible for re-election upon nominations for re-election.

8b. Any member of the management committee may resign from membership of the committee at any time by giving notice in writing to the Secretary, but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date, or such member may be removed from office at a general meeting of the Association where the member shall be given the opportunity of fully presenting his/her case. The question of removal shall be determined by the vote of the members present at such a general meeting.

8c The management committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the management committee until the next annual general meeting.

8d. The continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the management committee to that number or of summoning a general meeting of the association, but for no other purpose.

8e. The management committee will meet monthly at a prearranged time and place, and will consist of a quorum of not less than 3 of the management committee members, any interim decisions will be ratified by a show of hands by the financial members during the general business at the next monthly meeting.

9. Except as otherwise provided for in these rules and subject to resolutions of the members of the Association carried at any general meeting the management committee:- shall have the general control of the administration of the affairs property and funds of the association; and shall have authority to interpret the meaning of these rules and any matter of the association related to which these rules are silent.

10. ORDINARY MEETINGS

General meetings will be held regularly on the (day of the week) of each calendar month at a place to be appointed at the previous meeting unless unforeseen circumstances intervene in which case the meeting will be delayed until a later date in that month to be agreed between the members.

11. ANNUAL GENERAL MEETING

The annual general meeting will be held at the first meeting following (month) each year at which all financial reports and balance sheet will be presented. An Auditor will be appointed in (month) for the preceding financial year and his report will be presented at the A.G.M. An election of office bearers will take place at the A.G.M.

12 VOTING

Voting will be by a show of hands, unless a majority of members present require a secret ballot.

13. QUORUM

The quorum at all meetings other than committee meetings shall consist of a majority of at least 2/3rd of current financial members.

14. ASSOCIATION FUNDS

The funds of the association shall be banked in an account approved by a vote of the members and operated by the Management Committee for the members. All withdrawals must be signed and countersigned by either the President, Secretary or Treasurer. They have all rights to pay all club accounts less than \$10.00 without reference to the members. All other accounts must be presented for approval.

15. TREASURER

The treasurer will have custody of all financial books and documents and will keep a statement of income and expenditure to be kept available for perusal on request by any financial member of the Association at the monthly meetings. The treasurers report will be presented, after audit and the A.G.M.

16. SECRETARY

The secretary shall keep accurate minutes of all meetings and proceedings in a book to be open for inspection by any financial member who previously applies to the secretary for that inspection;. To ensure accuracy of these recordings, all minutes of each meeting shall be signed by the chairman of that meeting verifying their accuracy, if he is unavailable, then the chairman of the next management meeting will sign verifying their accuracy. This rule shall apply to the A.G.M. also.

17. NON-PROFIT CLAUSE

The assets and income of the association shall be applied solely in furtherance of it's objects and no portion shall be distributed directly or indirectly to members of the association except as a bona-fide compensation for services rendered or expenses incurred on behalf of the association.

18. AMENDMENTS TO THE CONSTITUTION

Subject to the provisions of the Associations Incorporation Act, these rules may be amended, rescinded or added to from time to time by a special resolution with one month notice in advance and carried by any general meeting, provided that no such amendment rescission or addition shall be valid unless the same be approved.

19. COMMON SEAL

*The common seal of the association shall only be used by the authority of the management committee and every instrument to which the common seal is affixed shall be signed by a member of the management committee and countersigned by the Secretary or by a second member of the management committee, or by some other person appointed by the management committee for that purpose.
The management committee shall provide for a common seal and ensure it's safe custody.*

20. MEMBERS REGISTER

The management committee will cause a register to be kept with the names and residential and postal addresses of all persons admitted membership of the Association and the dates of their admission, along with the register of any deaths, resignations, terminations, or re-instatements of membership and any other details the association may require. The secretary shall have safe custody of the Register and it shall be open for inspection at all reasonable times by any member who previously applies to the Secretary.

18 DISSOLUTION

This club shall be dissolved due to insufficient members to form a committee or upon a 2/3rd majority vote of the existing members at a special meeting to discuss the matter. Upon dissolution all remaining funds or assets which remain after payment of all debts and liabilities of the Association shall be distributed evenly among or between 3 charities, funds, institutions or authorities which are non-profit organizations at the discretion of the remaining committee and members in accordance with a majority vote by a show of hands.

THIS CONSTITUTION WAS PRESENTED TO THE MEMBERS OF THESE ASSOCIATION KNOWN AS *(NAME OF CLUB) AT A MEETING ON THE *(DATE) AND WAS UNANIMOUSLY ADOPTED

PRESIDENT. VICE-PRESIDENT. SECRETARY. TREASURER

.....

PUBLIC OFFICER

.....