JAGUAR DRIVERS CLUB OF QUEENSLAND Inc.

BY LAWS

As Amended August 2025

Definitions

''In writing'' means one or more of the following:
by text on paper,
by printable email,
by display in the Queensland Jaguar Driver magazine
by display in other printed or electronic messages

''Notice to each member'' means communication by any one or mixture of the following
By display in the Queensland Jaguar Driver magazine.
By mail through Australia Post.
By printable email.
By display in other printed or electronic messages

"Signed" means any of the following:
A hand scripted personal identifier by markings on paper or other material.
An email despatched from a personal electronic address known to JDCQ.
An email confirmed by acknowledgement of a JDCQ generated return email link.

"Association" means Jaguar Drivers' Club of Queensland Inc.

By-Law 1 Regional Registers

1.1 The Association management committee may create regional registers consisting of members of the association based in a geographical region, as convenient, to carry out of its affairs.

1.2 There may be an unlimited number of regional registers of members, provided there shall not be more than one regional register in any particular postcode area. All regional register members must be members or nominated family members of the association.

1.3 Each regional register shall elect a sub-committee for the regional register and have office bearers consisting of a chairperson, secretary and treasurer, plus other subcommittee members as decided by the members of the regional register.

1.4 A regional register subcommittee shall provide the members in their register area with local activities and opportunities to gather as a group and further the objects of the association and shall keep the regional register members fully informed of such activities and opportunities.

1.5 The regional register secretary shall keep a list of the regional register members as provided by the association.

1.6 Each Regional Register shall hold regular events and an Annual Register Meeting each year for the election of office bearers and to consider the regional register annual accounts.

1.7 'The Regional Registers shall keep the association management committee fully informed on all regional register matters.'

1.8 The regional register treasurer shall keep record of the regional register's financial affairs through the JDCQ book-keeper.

1.9 A copy of the regional register annual and other meeting minutes shall be forwarded to the management committee of the association.

1.10 There shall be no entrance fee or subscription fee payable in respect of regional register membership. When a person becomes a member of the association and their membership address falls within the boundaries of a regional register, they automatically become members of that regional register but may elect to transfer to another on application to the Membership Officer. Members whose address falls outside of all Regional Register boundaries may elect to join a Regional Register of their choice but do not have to do so.

1.11 An initial payment of $200.00 is to be made to a newly formed regional register or such amounts as determined by the management committee.

1.12 All funds and assets held by a regional register remain the property of the association. Each January the Membership Officer will provide to the Treasurer a list of financial members of each Register. The Treasurer will then disburse funds for running of the Registers with each Register receiving $500 and $5 per member.

1.13 Regional registers shall not commit to a liability in excess of the funds held by the regional register without consulting and obtaining the authority of the association management committee.

1.14 Deleted.

1.15 The regional registers shall conform with the association rules, the administration and financial procedures of the association and management committee decisions.

1.16 A regional register shall cease to exist if the register cannot form a committee within 3 months of its annual register meeting date. The balance in the Regional Bank account is to be transferred to the JDCQ bank account.

1.16.1 Election of regional register Subcommittee Members

(1) A member of the regional register subcommittee may only be elected as follows—

(a) any 2 members of the regional register may nominate another regional register member (the candidate) to serve as a member of the regional register subcommittee.

(b) the nomination must be in writing; signed by the candidate and the members who nominated him or her; and given to the regional register secretary before the regional register annual meeting at which the election is to be held.

(c) each member of the regional register present and eligible to vote at the regional register annual meeting may vote for 1 candidate for each vacant position on the regional register subcommittee.

(d) if, at the start of the meeting, there are no candidates nominated for any one or more of the regional register subcommittee positions, nominations for those positions only may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person—

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the Act.

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be read out to the regional register annual meeting and regional register members present given an opportunity to object to any nomination.

(4) If required by the members of the regional register present, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) The regional register subcommittee must ensure that, before a candidate is elected as a member of the regional register subcommittee, the candidate is advised—

(a) whether or not the association has public liability insurance; and

(b) if the association has public liability insurance—the amount of the insurance.

1.17 Regional Register Annual Meeting

a) Each regional register must hold their annual meeting between 11 and 13 months since the previous regional register annual meeting.

1.18 Business to be conducted at the regional register Annual Meeting: -

a. Chairperson open and conducts the meeting.
b. Create a register of all members present at the meeting.
c. Receive apologies from register members not present.
d. Consider and approve the minutes of the register's previous annual meeting.
e. Receive a report from the register chairperson on the activities over the past year.
f. Receive the Register treasurer's report on financial position and affairs.
g. Consider motions on regional register affairs that are put before the meeting.
h. Only after completion of all the above matters, do all members of the sitting subcommittee retire but they are eligible, on nomination, for re-election.
i. A member of the association is then chosen to conduct the election of the new subcommittee.
j. Elect members of the regional register subcommittee for the coming year.
k. Consider such other business as shall be brought forward at the meeting with the consent of members present.
l. Closure of the meeting

1.19 Communication within a regional register

All communication between members of a regional register and communication involving the regional register committee may be by methods agreed by the regional register members at their regional register annual meeting provided that, to be considered present at a meeting, the register member must hear the meeting being conducted.

1.20 Quorum at regional register meetings.

a) At a regional register meeting, the number of members on the regional sub-committee plus one shall form a quorum.

b) At a regional register subcommittee meeting, 50% or more of the members elected to the subcommittee form a quorum.

1.21 Communication with all members of the association.

a) Each regional register shall keep all members of the association informed in relation to activities, through the magazine, web site, face-book or by direct communication with the members.

b) All members of the association must be invited to all regional register activities and meetings.

1.23 Regional Register Geographical Areas are determined by post codes.

1.24 Each regional register shall be entitled to part of the membership fee for those members registered in that Regional Register.

1.25 Duties of the Regional Register Chairperson.

a. Represent the regional register and act as it's spokesperson.
b. Chair all regional register meetings
c. Direct regional register activities in accordance with the club constitution and by-laws.
d. Attend General Meetings of the JDCQ

1.26 That each Regional Register has a member on the JDCQ Management Committee. Any member of the regional register may be nominated for election to the management committee. Also, the regional register committee may nominate any member of their regional register for election.

1.27 The Regional Register representative serving on the JDCQ Management Committee is automatically a member of that Regional Register's Committee.

By-Law 2 Model Registers

2.1 The association management committee may create model registers of like models within the Jaguar range.

2.2 The Jaguar models within each model register shall be determined by the management committee.

2.3 Each model register shall have one or more contact members known as model register secretaries. A model register secretary may be any member of the association with interest in the models within that model register who offers to be a contact for communication regarding the models in that model register.

2.4 A model register may organise events and activities which are to be placed in the Jaguar Driver magazine and on the association website calendar.

2.5 A model register shall not hold funds. Any funds raised shall be given to the association treasurer. A model register may request funding from the management committee for model register events and activities. The management committee will assess each request separately.

2.6 Each model register secretary may make a request to address a management committee meeting of the association and shall be heard by the management committee on matters pertaining to those models and that model register.

By-Law 3 Life Members

3.1 A person or a membership who has made exceptional contributions to the association may be offered life membership of the association for the remainder of the ordinary member's life and their partner member's life.

3.2 A life membership shall be entitled to a complimentary membership for the ordinary member, their partner member and their family members for the remainder of the ordinary member's life and optionally, their partner member's life. They shall have membership voting rights of the Jaguar Drivers' Club of Queensland Inc.

3.3 A person or membership nominated must have been a member of the Jaguar Drivers' Club of Queensland Inc continuously for a period of not less than ten years.

3.4 The nominated person or membership must have been an outstanding facilitator/contributor leaving an indelible mark on the club, having tangibly enhanced the members' benefits and wellbeing, the presence and preservation of the marque, and have been a positive ambassador in the domain of motoring enthusiasts.

Examples could include, but are not limited to:

a) Frequent organisation of numerous significant events, including at least one multiple day event
b) Provision of exemplary service leaving an enduring legacy, either on Committee and/or other official role(s) for multiple years.
c) Enhanced the reputation, public awareness, and furthered the interests and rights of motoring enthusiasts with regulatory bodies over a long period with significant lasting results
d) Active promotion of the Club in a positive manner at various significant forums (eg, with dealer/manufacturer, other club bodies, facility managers, regulatory bodies etc)
e) Creation or significant enhancement of facilities within the Club, such as new software or communication systems
f) Sharing of technical information with members, or researching technical information/history consistently for an extended period, say around 7 years
g) Cementing relationships with other like-minded clubs (such as amalgamation/agreements of co-operation or organising joint events)
h) Regular contributor to Jaguar Driver and/or National or International Magazines
i) Establishment of a new Regional Register
j) Other significant criteria, as defined by the Nominator, that clearly indicates enhancement to the function, facilities or wellbeing of the Club.

It would be expected that a worthy nominee would satisfy 3 or more of the examples above.

3.5 To consider the nominations for life membership, the management committee is to create a temporary sub- committee comprising:

a) the association president
b) the association secretary (only if elected by a General Meeting)
c) the association treasurer
d) two Regional Register Chairpersons - elected by the Management Committee
e) three current Life Members, who have a current close association with the Club or its associated Registers – elected by the Management Committee
f) A nominee for Life Membership cannot serve on the committee
g) The Regional Register Chair of a nominee's register cannot serve on the committee. If any of the President, elected Secretary or Treasurer are Regional chairpersons of a Register nominating a Life Membership, they serve but do not participate in the voting.
h) The committee must have at least 7 members, but can be increased. Extra members must be drawn from active, current Life Members.

.

3.6 Duties of the Life Member approval sub-committee.

a) To consider whether a nominated person or membership is a good ambassador for the Jaguar Drivers' Club Queensland Inc.
b) To verify and substantiate the by-laws 3.03 – 3.04 are met.
c) To liaise with knowledgeable and interested parties to ensure expected criteria are met.
d) The decision to award a Life Membership must be approved by at least a 75% majority.
e) Voting by the Selection Committee shall be by secret ballot.
f) The sub-committee is under no compulsion to select Life Member(s) in any one year, even if there may be Life Member vacancies.
g) The committee shall keep meeting minutes, and a record of information acquired.
h) Inform the management committee of its decision(s) at least one month before the club AGM.
i) The justification for decisions and related deliberation is to remain confidential. However, all information relating to deliberation and justification must be divulged to the Management

Committee at the Management Committee's request.

3.7 Constitution Clauses 10, with the exception of Clause 10.3.(c), 11 and 12 apply to Life Memberships.

3.8 The total maximum number of life memberships shall be 20 or 5% of total membership, whichever is the smaller number.

By-Laws 4 and 5

Removed at Special General Meeting on 18th August 2020 when a motion was passed by 116 members for and 48 members against. The motion was for the JDCQ to cease making trophy awards.

By-Law 6 Rules for JDCQ General Meetings

A) Scheduled General Meetings

That the JDCQ will hold an AGM and schedule General meetings as required.

6.1 No discussion shall take place except on a motion moved and seconded and put in writing and made known to all members in writing at least 14 days before the meeting.

B) Ordinary Resolution

6.2 An Ordinary Resolution may be amended. Only one amendment shall be entertained at one time. If the amendment is carried, it shall become the substantive amended motion, the original motion lapsing and there will be no necessity to put the original motion to the meeting. It will be competent, whether the amendment is carried or not, to receive other amendments, one at a time, to be decided in like manner until the subject is finally disposed of by putting the amended motion.

6.3 When voting on an Ordinary resolution a declaration by the person presiding at the meeting that a resolution has been passed at the meeting by the votes of more than 50% of the members who are present and entitled to vote on the resolution is conclusive evidence of the fact, unless a poll is called, and voting is by secret ballot. If a secret ballot is called the resolution is passed if a majority of votes are in favour of the resolution.

C) Special General Meeting

6.4 Special General Meetings are called to consider an appeal against membership termination, a change to the association name, amalgamation of this association with another, changes to the association constitution or an issue that is too urgent to await the next scheduled General Meeting of the association.

6.5 When a Special General Meeting is called as per Constitution rule 39 the business to be conducted must be presented as a Special Resolution and will be consideration by the membership without change. There can be no motion to amend a Special Resolution put at a Special General Meeting.

6.7 When voting on a Special Resolution, as per Assoc Inc Act 1981 Part 1, Division 3, clause 3 (4) a declaration by the person presiding at the meeting that a resolution has been passed at the meeting by the votes of 75% of the members who are present and entitled to vote on the resolution is conclusive evidence of the fact, unless a poll is called.

6.8 The Chairman of the meeting can call for a poll even though the members attending may not call for one. This is at the discretion of the Chairman but if at least 20% of the members attending call for a poll the Chairman must have one. If a poll is called, all votes are counted and a majority determines the result.

By-Law 7 The JDCQ Management committee may include the following management positions:

7.1 Management Positions for Election at the AGM:

President, Secretary, Treasurer, Webmaster, Membership Officer, Brisbane register representative, Gold Coast register representative, Sunshine Coast register representative, Darling Downs register representative, Wide Bay Burnett register representative, Capricornia register representative, Mackay-Whitsunday register representative and Far North Queensland register representative.

As per constitution rules 18 and 19, all management committee positions become vacant at the AGM. Only if there is no nomination for a position in writing, as per the constitution, then members can be nominated from the floor at the meeting.

7.2 The management committee should confer with and liaise with the following representatives who may attend and be heard at JDCQ management meetings:

- Golden Era Auto Racing (GEAR) Representative
- Concessional Registration officer
- Queensland Historic Motor Council (QHMC) Representative
- Magazine editor
- Club Librarian
- Historian
- Facebook Coordinator
- Regalia Officer

By-Law 8 and 9 Removed at Special General Meeting on 18th August 2020 when a motion was passed by 116 members for and 48 against the JDCQ to cease making trophy awards.

By-Law 10 Papers and Written Reports at meetings.

10.1 Any papers and written reports to be circulated for discussion at a meeting must be distributed to all members, including those attending by electronic means, before the meeting and in sufficient time for members to read and assess the content as appropriate for the matter on hand.

10.2 The Chairman may reject any papers and written material from the meeting if the Chairman considers that there has been insufficient time since the distribution of that material for members to reasonably consider the information contained therein. This is at the sole discretion of the Chairman of the meeting.

By-Law 11 Funding for Attending Events

11.1 Members asked by the JDCQ Executive committee to attend a specific event in an official capacity within the JDCQ structure, whether a JDCQ event or another event, may request an allocation of funds from the JDCQ to meet the direct expenses incurred in attending that event.

11.2 Such a funding allocation and the amounts to be allocated are purely at the discretion of the JDCQ executive committee.

11.3 The approval for funding must be decided before the expenses are incurred though the final amounts may be determined later.

By-Law 12 Memorial Trophies

12.1 There are two memorial trophies that are to be presented each year: the Danielle Herald Memorial trophy for the Female Member of the Year Award and the Fred Donges Memorial trophy for New Member of the Year.

12.2 For the Female Member of the Year: The Award is open to all female members of the Club. For the New Member Encouragement Award: The Award is open to all members of the JDCQ who joined for the first time during the previous membership year (July to June).

12.3 A nominated member will be assessed on their activity in the club and their participation in a variety of club events.

12.4 Nominations for these awards can be made by any member.

12.5 Nomination forms for the Award will be published yearly in the September – October edition of the Queensland Jaguar Driver and will be available on the Club's website.

12.6 Submissions must contain the name of the candidate and details of their participation in club events or the contributions they have made to the club.

12.7 Nominations must be in writing and submitted to the Secretary of the JDCQ, prior to September 30 in each year. The secretary of the JDCQ will acknowledge receipt of each nomination.

12.8 A temporary Selection Panel will be formed, to consider the nominations made up of three or more members and chaired by a member of the Management Committee. The selection panel members must be or have been a register secretary, register chairperson or recipient of either of these awards. The role of the Selection Panel is:
a) To consider which of the nominated members has most participated in club events or made a most significant contribution to the club or to a register.
b) To objectively discuss and compare merits of each nominee, based solely on the content of the nomination form.
c) To make judgement on the award nominations by 21st October in each year.

12.9 The results of the review are to be communicated, in confidence, to the JDCQ President and secretary and to the chairpersons of the registers to which the successful candidates belong.

12.10 The JDCQ President and secretary are to arrange for the preparation of the trophies and the take home trophies.

12.11 The trophies and the take home trophies are to be presented to the award winners by their Regional Register chairperson or their delegate with a short explanation of the origin of the award.

12.12 The awards are to be presented at the recipient's Regional Register's Christmas function or at the next event of their Regional Register that the recipient attends.

12.13 The perpetual trophy is to be retained by the award winner for a month starting from the time of presentation and is to then be returned to the JDCQ trophy cabinet.

12.14 The Honour Board on the Club's website will record the recipients of these Awards.

By Law 13 Impromptu Events

13.1 The JDCQ approves members using the opportunity provided by the Department of Transport and Main Roads (TMR) for Impromptu Events. Members must follow the policy and procedures set by

the JDCQ Management Committee. Details may be found on the JDCQ website under Impromptu Events.

13.2 A car on concessional registration is permitted by TMR to travel to events organised by any car club, not only the club to which the owner is a member. You are not required to instigate an Impromptu Event if the event you are attending has previously been formally advertised by the organising club.

13.3 A copy of the run details must be carried whilst on the event for checks by police and for insurance cover.

13.4 Event instigators must follow the event registration instructions on the club's website. TMR requires that impromptu events have a title, description, a destination, a date and time, and the organiser's contact details. Details of how to enter an Impromptu Event may be found in the "JDCQ Rules for Registering an Impromptu Event on Website Impromptu Calendar" document on the club's website

13.5 Instigators of Impromptu Events must welcome all JDCQ members to join in with that event.

13.6 Members wishing to join an Impromptu Event may wish to register their attendance by one of the following methods:

A) i) Click on the event in the Impromptu Calendar.
ii) Click on the name of the instigator after the "BY" subheading. This will initiate an email to the instigator.
iii) Send the event instigator a short email that you intend to join in with the event.

B) By sending the event instigator a mobile phone text message of the intent to join in with the event.

13.7 Notice of an Impromptu Event must be posted on the Club's web site with sufficient time before the commencement time of the event to allow others to travel to start point or meeting place. The minimum notice is to be 4 hours for a single destination meeting and 12 hours for a run with a separate start and destination.

13.7 Instigators of Impromptu Events must not abuse the system or the concession provided by TMR. It is unreasonable to instigate more Impromptu Events than is suitable leisure use of a classic car. The maximum number of Impromptu Events to be instigated by a membership is one per week, Sunday am to Saturday pm

13.8 The Club maintains a record of all Impromptu Event details.

By Law 14 Code of Conduct

14.1 Jaguar Drivers' Club of Queensland Inc has a zero tolerance policy for inappropriate behaviour. Anyone who experiences or witnesses any of the following behaviour at an JDCQ Inc event or gathering, or on the JDCQ website or social media, not intended as humour or banter, is to report it to the event organiser or a committee member immediately.

- Racism.
- Sexism.
- Sexual Harassment.
- Abuse: Verbal or Physical.

- Intolerance of a person's religion, gender identity or sexual orientation.
- Behaving in a way that disturbs the enjoyment of the event/discussion for other people.
- Any actions deemed to be intentionally hurtful, harmful, threatening or inappropriate.
- Any action of intimidation towards a fellow member.
- Any action to bring the Club into disrepute.
- Any actions that are not compatible with the Clubs stated objects.

Members of JDCQ participate in many types of events, many of which are 'Family Friendly' and can include children.

The Committee aims to enforce the right for all members to enjoy their club in an environment that is safe and without risks to health, violence and aggression.

Therefore, the committee will maintain a zero tolerance towards offensive or obscene language or actions at all events and gatherings.

Any violation of the Code of Conduct, or any action that the event organiser finds to be inappropriate or disruptive, will result in the offending member being removed from the event.

Breaches of the Code of Conduct are to be relayed to the management committee. The JDCQ Inc management committee reserves the right to revoke membership of any member at any time.

14 02 **Handling of Protests Procedure**

Only the people directly involved in making or investigating a complaint will have access to information about the complaint.

Both sides will have an opportunity to detail the complaint. No assumptions will be made and no action will be taken until all available information has been collected and assessed.

No action will be taken against anyone for making a complaint or for helping someone to complain. All necessary steps shall be taken to ensure that no victimisation occurs against anyone who makes a complaint.

All complaints will be dealt with as quickly as possible. Sometimes, a complaint may require additional time to resolve, however, all relevant volunteers and participants will be informed of developments.

14.3 **How To Make A Complaint**

Go to the event organiser or any member of the management committee and verbally voice your complaint.

Committee Members and event organisers are all volunteers. Your event organiser or committee members will listen to your complaint and may choose to try and resolve the dispute informally or may choose to seek additional advice.

14.4 **Informal Resolution**

The event organiser is to immediately inform any committee member present and vice-versa.

- A Committee Member or event organiser talking to those you are complaining about. If the dispute is resolved, then no further action may be necessary though the management committee must be informed. The adjudicator will monitor the situation to ensure the agreed resolution is followed or:

- A Committee Member or event organiser may convene a meeting between you, the complainant, and those you are complaining about. The aim of the meeting is to get the parties to discuss the dispute and reach agreement. The role of such a negotiator is to facilitate the discussion between the parties. If the parties reach an agreement, then no further action is necessary but the management committee must be informed. The negotiator will monitor the situation to make sure that what is agreed happens.

- If you do not want to do this, or it does not work, lodge a formal complaint with the Management Committee in writing.

14.5 **Formal Complaint Resolution**

All formal complaints will be recorded by the secretary in the complaints register and will be dealt with according to the following procedure.

a. Management Committee Members will convene a Dispute Resolution Committee of 3 JDCQ ordinary members. The Dispute Resolution Committee members will take a written record of the complaint.

b. Dispute Resolution Committee members will talk to the persons that are complained about, to get their side of the story.

c. If necessary, the Dispute Resolution Committee members will interview any other members or participants who have witnessed relevant incidents or their effects, to establish the facts. These interviews are confidential.

d. The Dispute Resolution Committee members will then assess the findings.

e. The Dispute Resolution Committee will make a written report of their findings and may make recommendations for action by the Management Committee.

f. Based on the report of the Dispute Resolution Committee, the Management Committee will make a decision about what action will be taken.

g. The Management Committee will advise both parties of the outcome of the complaint giving reasons for the decision. If either party is not satisfied with the decision, it should be pursued through the appropriate legislative body. Otherwise, the management committee decision is final and the matter is not to be discussed, advertised or lobbied by either party with other members.

Management Committee Members will follow up the complaint to ensure that the solution is working.

By Law 15 Electronic Data

15.1 All electronic data acquired on association business or club activities always remains the property of JDCQ. The management committee is to have access at all times to all association electronic data.

15.2 The President, Secretary and Web-master are to be kept informed of all entry procedures and passwords as they are created.

15.3 The management committee to solely decide who has access to JDCQ electronic data and who may work with or amend that data. This includes all data of the regional and model registers.

15.4 Any member with electronic files appertaining to JDCQ affairs agrees to transfer such files as directed by the management committee. Such member to then delete their copy and access to those files from any personal computer as directed by the management committee.

By Law 16 Plebiscites

16.1 The management committee may seek the opinion of the members by electronic plebiscite.

16.2 Each register may seek the opinion of those members within that register by electronic plebiscite.

16.3 The outcome of each plebiscite is to be reported to the JDCQ management committee, reported in the Jaguar Driver Magazine and on the JDCQ web site.

By Law 17 Duties of Club Officers

17.1 **Duties of all Committee Members.**

- Provide assistance on any problem facing the committee.
- Provide assistance to all committee members in the execution of their duties.
- Assist with the implementation of the JDCQ Strategic Plan.
- Uphold the Constitution of the JDCQ.

17.2 **Duties of President.**

- Represent the club and act as its spokesperson.
- Chair all club general, committee and extraordinary meetings.
- Direct club activities in accordance with the club constitution.
- Ensure that each JDCQ function has been delegated to a responsible organiser

17.4 **Duties of Secretary**

- Ensure proper management and retention of records including meeting minutes, correspondence outside of the club, notice of meetings, agenda and supporting documentation.
- Give proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- Liaising with other organisations as required.
- Establish contact with those who know details of the organization's records and related materials.
- Provide advice and resources to the committee on topics such as governance issues, laws and amendments that will assist them in fulfilling their fiduciary duties.
- As the custodian of the organization's records, maintain accurate documentation, any legal requirements such as annual filing deadlines and ensure all documents are safely stored and readily accessible.
- deleted
- Respond to inbound correspondence in a timely manner and ensure the response is filed.

- authorise eft payments if requested by the treasurer.
- Receive nominations for committee and prepare nomination and election summary sheets for the JDCQ AGM.

17.5 **Duties of Treasurer**

- The Treasurer's duties include the financial administration of the Jaguar Drivers Club of Queensland Inc.
- Properly keep all books of account and accounting documents in accordance with the club rules and past audit report recommendations.
- Issue receipts for, the safe custody of, banking and disbursement of all moneys relating to the JDCQ.
- Be one of the signatories for all banking transactions.
- Prepare a monthly statement of the JDCQ financial position, for consideration by the JDCQ committee, provide clarification where requested, and publish in the club periodical magazine.
- Prepare the statement of the financial position of the JDCQ and Regional Registers and all other accounting documents for an annual audit. Sign the annual report when it is accepted by the membership.
- Immediately report to the President any loss or suspected loss or misappropriation of JDCQ moneys.

  Prepare eft payments before approving and requesting the President or other signatory to approve.
  Complete all payment records.
- Invest JDCQ monies in accordance with the requirements and approval of the JDCQ committee.
- Prepare accounts for clients. Distribute and then advise the President of accounts unpaid by the prescribed date of payment.
- Prepare an annual budget to assist the committee in decision making with respect to funds management.
  Accounts and supporting documentation be preserved for the required statutory period as prescribed under taxation law.

17.6 **Duties of the Membership Officer**

- Maintain membership list, including financial status for the secretary.
- Within the membership list, maintain mailing information for other parties which the club does business with and who receive a copy of the club magazine eg advertisers, dealers, other clubs and ACJC delegates.
- Maintain vehicle records as per supplied advice.
- Process applications for membership and membership renewals.
- Distribute information about the club in response to enquiries from potential members
- Provide register information to register secretaries on a regular basis
- Provide membership mailing lists to magazine distributors as required
- Investigate changed member addresses when mail is returned undelivered and correct records
- Provide new members with a welcoming kit of agreed (by committee) contents to ensure they are properly welcomed
- Provide analysis of membership details to the committee or committee members as required

- Provide the club magazine editor with a list of new members for publication in the next club magazine
- From time to time in conjunction with the editor provide interesting facts and statistics eg how many of each car model in the club
- Organise with the Regalia Officer, any membership anniversary year badges to all Regional Registers as required for presentation at the end of year functions
- Maintain and update the Procedures of the Membership Officer-Expanded Details document. Ensure that this is always up-to-date as a detailed document fully describing the tasks of all of the duties of the Membership Officer.

17.8 **Duties of Editor**

- Compile articles sent for publication into a magazine with a frequency determined by the JDCQ committee.
- Assess the suitability of articles and content.
- Promote club events or other events that could be of interest to members.
- Compile a calendar of coming events.
- Attempt to validate the accuracy of submitted material before publishing.
- Facilitate the delivery of the magazine content to the printer.
- Advise the Treasurer and Membership Officer of new advertisers.
- Assist Regalia Officer with their advertising pages.
- Delete classified ads after two months unless otherwise notified by the webmaster.
- From time to time ensure the magazine is produced in the most cost effective manner.

17.9 **Duties of the Librarian**

- Provide a library service of magazines, books, workshop manuals, DVD's and other such material to members of the JDCQ.
- Store the library in a suitable dry and accessible place.
- Transport a small selection of library items to any meetings or events being attended by the librarian.
- Post library items to members when requested, any postage to be at the member’s cost.
- Promote library material and particularly new items to members via:
- Announcements at JDCQ committee and Regional Register meetings when attended.
- Publish details about new items on club Facebook page.
- Publish Library News in the club magazine and list library holdings yearly in the January/February edition.
- Update Library catalogue on the club website.
- Maintain an inventory of library holdings.
- Record loans, deposits, and returns.
- Recommend to JDCQ committee the purchase of new material (including annual magazine subscriptions). Arrange purchase of approved items.

- Survey club members with regard to the type of material to be available from the library.
- Dispose of excess library holdings by nominal sale to members or transfer to Regional Registers.

17.10 **Duties of the Club Historian**

- Keep a record of the movement, distribution and storage of all club trophies not held by regional registers.
- Keep a photographic record of all club trophies not held by regional registers.
- Hold and archive financial records and documents as contributed by the treasurer.
- Hold records, reports and other items of significance to the club.
- Prepare summaries of Jaguars Cars and of the club's history at significant milestones.
- Provide the Editor of the club magazine information on Jaguar and club milestones.

17.11 **Duties of Website Administrator**

- Maintain and update the JDCQ website on a regular basis.
- Update the events calendar with club and register events as required.
- Publish news flashes and important events on the website home page.
- Publish photos taken at club events in the website gallery.
- Maintain up to-date contact details on the website for the executive and register committees.
- Liaise with the website developer for technical issues and software updates.
- Liaise with the website hosting company regarding website availability and hosting.
- Ensure that the club's website domain name (www.jaggld.org.au) registration is renewed every two years. Failure to do so will lead to the website going off-line and possible loss of domain name.
- Ensure that the website hosting fee is paid on an annual basis.
- Receive, collate, format and publish classified advertisements on the club's website.
- Publish classified advertisements and forward the classified advertisements to the Magazine Editor for inclusion in the club magazine.
- Publish the electronic copy of the JDCQ club magazine, Queensland Jaguar Driver, on the website and set up a newsflash on the home page announcing its availability.
- Publish electronic newsletters received from Regional Registers in the relevant section of the website.
- Publish member contributed technical articles hints and tips in the Tech Talk section of the website forum.
  Provide a report to the JDCQ Management Ctte meetings on the status of the website and any relevant matters affecting it.
- Respond to enquiries directed to the club via the website, directly, or by forwarding to the relevant committee member.
- Liaise with the JDCQ Librarian to ensure the online library system is kept current.
- Liaise with the Regalia Officer regarding regalia items to be made available to members via the online shopfront.

- Maintain current allocation of generic club email addresses and their redirection.
- Publish electronic newsletters received from other Australian Jaguar Clubs in the relevant section of the Library page of the website.
- Maintain the club's Zoom web conferencing software subscription.
- Arrange Zoom meeting schedules for Management Committee meetings and others as required.
- Host Zoom web meetings and assist others with the use of the software application.
- Record and store copies of Zoom meeting files as directed.
- Maintain the OneDrive cloud storage facility provided as part of the Club's Microsoft Office 365 subscription.
- Upload the Zoom recordings of Management Committee meetings, the AGM, Special General meetings and other meetings to OneDrive as directed by the Management Committee.
- Upload copies of the Constitution, By-Laws, committee minutes, club magazines and other club documentation to OneDrive for safe storage as directed by the Management Committee.

17.13 **Duties of the Regalia Officer**

- Supply club related regalia by offering a variety of club related goods.
- Canvass the members wants and needs for regalia.
- Ensure the goods remain attractive and saleable.
- Liaise with suppliers regarding the acquisition of regalia products.
- Invoice members for products.
- Liaise with club committee regarding purchases, promotion, payment and distribution of regalia.
- Provide regalia promotional material and price list to the club magazine editor and the Web Site Administrator for publication
- Submit all payments to the Treasurer for processing

17.14 **Duties of the Delegate to the Australian Council of Jaguar Clubs (ACJC)**

- Deleted- The ACJC no longer exists.

17.16 **Duties of the Facebook Co-ordinator**

- Manage all aspects of the day to day operation of the club Facebook page.
- Liaise with JDCQ committee and regional registers regarding information and events to be promoted via Facebook.
- Source articles and information relevant to the club and/or Jaguar related and share via Facebook.
- Build relationships with promotional partners by cross-posting and cross promotion via Facebook.
- Publish on Facebook reports and/or pictures of JDCQ events in a manner which positively promotes the club.
- Act as Facebook administrator to control all entries and content on the JDCQ Facebook page. The Facebook page is a closed page and all postings must be approved by an administrator or editor before being posted on the site.
- Make a request to the management committee for any appointments of Facebook administrators and editors.
- With the management committee, review the Facebook administrators and Facebook editors annually.

By-Law 18 Concessional Registration.

18.1 Members who own cars over 30 years old might be entitled to concessional (Special Interest Vehicle Scheme) (SIVS) registration.
A letter from the JDCQ is required in order to apply for concessional registration.
The letter is provided by the JDCQ Concessional Registration Representative.

18.2 To apply for the concessional registration letter, a member must inform the concessional registration representative of their car's particulars:

- make,
- model,
- date of manufacture
- colour,
- VIN/chassis number,
- engine number,
- current registration number (if available)

18.3 Membership of a car club (not necessarily the JDCQ) must be maintained to continue using concessional registration. If the owner is not a member of a car club, the car could be considered to be unregistered.

18.4 If a member's membership of JDCQ ends then that member must either join another car club or stop having concessional registration on any cars that were on the SIVS through the JDCQ.

18.5 The concessional registration representative keeps a copy of each letter issued to a member to obtain SIVS registration.

18.6 A member who sells a car that has concessional registration must inform the concessional registration representative of the sale and whether the purchaser is a member of JDCQ.

18.7 A member who deregisters a car that was on concessional registration must inform the concessional registration representative so that records may be kept updated.

18.8 The use of cars on concessional registration has limitations. It is a concession whereby special interest vehicles may to be driven on Queensland roads to car club meetings or they may be driven for maintenance and testing purposes. Members with cars on concessional registration must ensure that they are aware of the current permissions from Queensland Transport.

By-Law 19 Constitution and By-Law Reviews

19.01 The JDCQ Constitution and By-Laws must be reviewed and amended as needed in order to always comply with the Associations Incorporation Act 1981, any amendments to that Act and any other subsequent legislation from the Queensland Government.

19.3 A Sub-Committee of Review is to be created every 4 years and must review the JDCQ Constitution and By-Laws in full.

19.4 Any changes to the Constitution must follow the procedure in clause 43 of the Constitution and are not effective until registration with the Chief Executive of the Office of Fair Trading is confirmed.