

GCMGCC By-Laws

Updated February 2023

Index

	Page
1. Membership	2
2. Life Membership.....	3
3. Management Committee	3
4. Sub Committees and Working Groups	4
5. Club General Meetings - Procedure for Motions.....	6
6. Voting by Proxy.....	6
7. Club Magazine	7
8. Annual Club Trophies & Awards	8
9. Point Score Schedule	8
10. Concours and Annual Display Day.....	9
11. Delegates to a National Meeting.....	10
12. The Qld & NSW Concessional Registration Scheme.....	10
13. Impromptu Runs	11
14. Reimbursement of Expenses Incurred by Members	13
15. Donations to Charities.....	14
16. Club Investment Fund.....	15
17. Insurance.....	15
18. Club Affiliations	16

Attachments to the By-Laws

Attachment A:	Position Descriptions
Attachment B:	Club Logos
Attachment C:	Sample Nomination Forms
Attachment D:	Sample Proxy Form
Attachment E:	Membership Application Form
Attachment F:	Perpetual Trophies
Attachment G:	How to Organise a Club Run
Attachment H:	Concours d'Elegance
Attachment I:	Pride of Ownership
Attachment J:	Concours - Peer Judging
Attachment K:	Raffle Monies

GCMGCC By-Laws

These By-Laws and Attachments reflect the policies of the Gold Coast MG Car Club (the Club). They should be read in conjunction with the Constitution of the Club which gives authority for the general control and management of the Club to the Management Committee. Attachments A - K form part of the By-Laws.

All By-Laws are authorised by the Management Committee which has the discretion to make whatever changes it deems appropriate. Any changes are recorded in the minutes of the Management Committee or, if the change is discussed and approved at a General Meeting, in the minutes of that meeting.

This document should be regularly updated to reflect any changes.

By-Law No 1

Membership

Fees & Applications

Membership fees are determined from time to time by the Management Committee and ratified by the general membership at the following General Meeting.

1. The Annual Ordinary Membership fee for 2021-22 is \$70
2. Life Members, Family Members and Honorary Members do not pay an annual fee.
3. New members joining between 1 January and 31 May pay half the annual fee for that year.
4. New members joining in June pay the full fee, which also covers the annual fee for the following year.
5. A joining fee applies to all Ordinary Members and Family Members over 18 years of age. The joining fee for 2021-22 is \$20.
6. Membership of the Club ceases if a person fails to renew their membership within three months of the beginning of the Club's new financial year. Within the same financial year they may rejoin by paying the annual fee.
7. The membership of a Family Member ends on the date of cessation of the membership of the member to whom they are linked.
8. A re-joining fee applies to those whose membership has lapsed for more than a year.
9. Application for membership must be in writing and be made using either the on-line application process on the Club's website or using application forms available from the Membership Secretary.
10. Applications for membership must be approved by a majority of the Management Committee.
11. New membership applications will be considered with the aim that at least 90% of Ordinary Members are owners of MGs.

Rights and Privileges

12. An Ordinary Member is entitled to all the rights and privileges of membership, including a single vote at any General Meeting of the Club, and to hold positions of office within the Club.
13. A Family Member aged 18 years or more is entitled to vote on club matters and to hold a position of office within the Club.
14. Life Members are exempt from membership fees. They are entitled to vote on club matters and to hold a position of office within the Club.
15. Honorary Members are exempt from membership fees but have no voting rights. Nor are they eligible to hold a position of office within the Club.

By-Law No 2

Life Membership

Life Membership is awarded in recognition of exceptional service rendered to the Club over a considerable period of time.

1. Any member of the Club may nominate another member of the Club to be appointed a Life Member.
2. The nomination must be in writing and addressed to the Club President. The nomination should include the names and signatures of the club members who propose and second the appointment and outline the reasons for the proposal.
3. The nomination must be considered at a meeting of the Management Committee.
4. The factors the Committee may take into consideration include but are not limited to:
 - whether the nominee has played an active role on the Management Committee or as a club official;
 - their attendance and contribution to a range of club events, functions, runs and meetings.
 - other actions or initiatives that have had a positive effect on the club.
5. If the Management Committee endorses the proposal the nomination is put as a Special Resolution at a General Meeting. Pursuant to the Act, a Special Resolution is passed if it gains the support of 75% of the members present and eligible to vote at the meeting.
6. If a General Meeting votes in favour, the Management Committee may award the Life Membership at an appropriate occasion.

By-Law No 3

Management Committee

Committees are necessary to run the Club on behalf of members, but committees are not separate from the membership. When they act as a committee, they are acting on behalf of members who are entitled to know what is being done in their name.

Members are free to attend Management Committee meetings if they wish. They can participate in the discussion if invited to do so, but only Committee Members can vote.

1. The Management Committee of the Club includes the three executive positions (President, Secretary, Treasurer) and normally a maximum of 9 members. The duties of the three executive positions are listed in Attachment A.
2. At the discretion of the Management Committee other positions may be established from time to time, for example Vice-President, Club Captain, Membership Secretary, Editor, and Web Master.
3. Only one executive position may be held by any one person.
4. The positions of President, Secretary and Treasurer may not be held by a member and their partner, nor by another member from the same family at the same time.
5. At the discretion of the Management Committee an individual committee member may perform more than one role (apart from executive positions).
6. The Management Committee has the right to reassign non-executive roles within the Committee.
7. The Management Committee may also delegate one or more of these roles/responsibilities to an individual who is not a member of the Management Committee.
8. The Management Committee is expected to meet at least 10 times a year to exercise its functions.
9. Committee members are required to give prior notice if they are unable to attend a meeting.
10. To maintain the history of the Club, Minutes of all meetings should be stored safely.
11. Minutes should be ratified as soon as possible, usually at the following meeting. Until ratification, minutes should be clearly marked as Draft.
12. Once ratified, minutes of any meeting may be made available to a financial member upon written request to the Secretary.

By-Law No 4

Sub Committees and Working Groups.

The establishment of a Sub Committee or a working group can assist the work of the Management Committee when there are time-consuming or detailed issues at hand that do not need the attention of all members of the Committee in the initial stages.

For example, a Sub Committee can do research on behalf of the Management Committee, undertake the day-to-day management of an event under instructions from the Management Committee, or develop a range of options for subsequent consideration by the Management Committee.

A working group can undertake a particular item of work such as drafting documents or preparing materials that can then be more efficiently considered by the Management Committee.

Sub Committees

A Sub Committee must include at least one member of the Management Committee. The Management Committee is free to appoint to the Sub Committee whoever else they think is best placed to assist, whether they be other members of the Management Committee, other Members of the Club, or in special circumstances, outsiders.

The essential principle is that the Sub Committee acts at the behest of the Management Committee and reports to it. It does not acquire or exercise independent authority, nor act outside its terms of reference.

1. Sub Committees may be appointed by the Management Committee at any time to investigate and report on a particular issue.
2. Membership of a Sub Committee can be drawn from the Management Committee itself, the general membership, or a mixture of both. Expert advice may be sought outside the Club if the issue warrants.
3. A Sub Committee is bound by the terms of reference set by the Management Committee. Changes or additions to the terms of reference may not be made without the approval of the Management Committee.
4. A Sub Committee must minute any agreed outcomes of their deliberations and must promptly provide a copy to the following meeting of the Management Committee for consideration.
5. Sub Committees do not have an independent status and have no authority to make decisions as these are properly the responsibility of the Management Committee
6. Sub Committees are dissolved prior to the AGM (along with the Management Committee that appointed them). If the work of a Sub Committee is incomplete at the end of the Club year, an interim report should be given to the Management Committee. The incoming Management Committee may revive the Sub Committee if it so wishes, although it is not obliged to retain the same membership of that Sub Committee.

Working Groups

The Executive is free to establish a working group and appoint whoever they think is in a good position to assist, whether they be other members of the Management Committee, other members of the Club, or in special circumstances, outsiders.

A working group undertakes specific identified activities for the sole purpose of producing material, documents or other items for the consideration of the Management Committee. A working group operates under the instruction and control of the President, is not a Sub Committee of the Club and has no authority to act on behalf of the President, the Executive or the Management Committee.

The composition of the working group and any finalised items produced by a working group must be recorded in the minutes of the Management Committee meeting following their delivery.

By-Law No 5

Club General Meetings – Procedures for Motions

The guiding principles for club meetings are to ensure that (a) members have an opportunity to express their opinion, and that (b) all members understand the process by which decisions are made.

There are widely accepted formal rules for the conduct of meetings. It is expected that club officials or members in the chair on such occasions will have regard to accepted practice. The nature of the club favours sensible, moderate discussion among club members rather than rigid formality.

1. A member who wishes to bring business before a General Meeting must give notice. The member must ensure that the agenda item is raised with the Secretary in time for it to be included in the notice calling the General Meeting. The required notice for a General Meeting is 14 days.
2. This rule does not preclude the Chairman of a General Meeting from allowing spontaneous motions from the floor that are not controversial and do not deal with substantive issues.
3. The Chairman of a General Meeting may defer any spontaneous motion put forward that appears to deal with a substantive issue or which may be regarded as contentious.
4. Members at that meeting can also propose deferral on the same grounds.
5. The proposer of a motion must have the motion endorsed by another member who 'seconds' the motion.
6. The motion should be clearly stated and definitive.
7. When a motion is considered by the meeting, it may be 'carried' (i.e. accepted by the meeting), defeated, replaced with an amendment, or deferred.
8. It is the responsibility of whoever is chairing the meeting to ensure that the discussion is conducted in an orderly way, providing members an opportunity to have their views heard and considered.
9. Both sides of an argument must be presented and considered.
10. After discussion and voting, the result whether carried, defeated, or amended must be clearly stated. Otherwise, the matter should be deferred to another meeting.
11. The Minutes of the meeting must record the motion and the result.

By-Law No 6

Voting by Proxy

The Constitution allows members unable to attend a meeting to vote by proxy. See Attachment D for a blank Proxy Form which may be used to appoint a proxy.

1. The Secretary is required to maintain a register of the member and their proxy and to ensure the limitations and requirements posed by the Constitution are met.

By-Law No 7

Club Magazine

The Time Machine is produced by the Club to promote the objectives of the Club as defined in the Club Constitution. It is normally produced bi-monthly and made available in print and electronically.

Distribution

1. One copy of *The Time Machine* is to be made available per financial member of the Club. Other persons, organisations, clubs, advertisers or business may also receive a copy as determined by the Management Committee.
2. The choice of paper or electronic versions does not affect the annual subscription fee.
3. As a general rule, one copy (paper or electronic) of *The Time Machine* is provided to all Australian MG Car Clubs.

Content

4. Publication in *The Time Machine* of any item submitted by a club member or any other person or business is at the discretion of the Editor. The Editor may refer any submission to the Committee for guidance if required.
5. Members submitting material for publication in *The Time Machine* are entitled to be advised if the Editor decides not to accept the item, or if the article needs significant editing.
6. Submitted or sourced material (including but not limited to text, photographs, sketches, cartoons and advertisements) that does not serve the purpose of *The TimeMachine* shall not be published.
7. A submission may also be considered unsuitable for inclusion for reasons such as:
 - space or balance of content reasons
 - if the subject has been previously presented or adequately discussed.
8. Members whose item has been refused publication, or accepted only subject to significant editing, may refer the matter to the Committee for review of the decision. The decision by the Committee is final.
9. As the magazine is a public document, it should not be used as a medium for detailed discussion of matters for and against a committee or member proposal.

Editor's Responsibilities

10. The committee member who is elected or appointed as Magazine Editor is responsible to club members through the Management Committee.
11. Such is the scope of the responsibilities of the Editor that assistance in the delivery of their responsibilities may be necessary. This assistance can be arranged by the Editor or the committee.

Advertising Rates

12. The rates for advertising in *The Time Machine* are determined by the Management Committee.
13. All advertising should be clearly identified as such.

By-Law No 8

Annual Club Trophies and Awards

The term “MG” in this By-Law means any car produced by the MG Motor Car Co and its successors.

The award of trophies recognises involvement in club activities and success in competitive events. The Club presents a number of perpetual trophies and other awards at its annual presentation dinner. Attachment F provides a list of Perpetual Trophies

1. Only members of the Gold Coast MG Car Club Inc are eligible to receive club awards.
2. The award of a perpetual trophy to a club member is accompanied by a small plaque/trophy retained by the member as a permanent memento.
3. At the Committee’s discretion other awards may be made for ‘Exceptional Service’ to members who have contributed to the Club in a manner beyond that which would normally be expected of ordinary members.
4. At the Committee’s discretion other awards may be presented to those participating in events organised by the Club.
5. Awards are based on events and activities that are within the club year July 1 to June 30. However, if an event is scheduled to start prior to June 30 and is postponed, or not completed e.g. a Display Day, a weekend run, or a series of competitive sprints, points scored for these events may be allocated to the year that the event starts. The annual presentation dinner will then be delayed until all such events are complete.

By-Law No 9

Points Score Schedule

1. All events that have points allocated will be marked with a P in the Club’s Calendar.
2. All points awarded go towards the ‘Roger Thompson tray’ and the ‘Veoveden Trophy’.
3. Points are awarded and recorded by a member designated by the Committee to members competing for the various annual awards on the following basis:

Sunday, Mid Week and Coffee Runs

- | | |
|----------|--|
| 1 point | Attendance in a car other than an MG |
| 2 points | Organise a Coffee or Brunch Run |
| 3 points | Attendance in an MG |
| 3 points | Write up for TTM |
| 5 points | Organise run (apart from Coffee or Brunch Run) |

Other Runs

2 points Leading a run to a scheduled event

Week End & overnight runs

10 points Organising a weekend or overnight run. (Attendees are given points as above)

Competitive (those events that require level 2 and above CAMS license)

3 Points entering a competitive event in an MG

4 Points 3rd fastest in a competitive event in an MG

7 points 2nd fastest in a competitive event in an MG

10points Fastest in a competitive event in an MG

The Time Machine

5 points Writing an article (topic that is relevant to the MG marque) that is published in the TTM

National Meeting

5 points Attendance at a National Meeting in an MG. (All attendees receive equal points – those who gain a position in their class are rewarded via the Nat Meet trophies)

Natter Nights, General Meetings 0 points

By-Law No 10**Concours and Display Day**

The main purpose of the day is to display as many cars as possible for the benefit of members and to expose MGs to the public. The Concours and the awarding of Trophies is important but is secondary to this aim.

A Concours d'Elegance is a traditional method of selecting the best MG in each class and is a feature of the very successful annual Australian National Meeting of MG Car Clubs.

The 'Display Day' format allows all members to take part and display their cars, whether or not they have an interest in the formal concours.

In addition to the formal concours categories for judging the Club has adopted the practice of judging and awarding cars in a broader, less technically demanding category of 'Pride of Ownership'.

1. Where possible the Concours and Display Day are run in conjunction at the same venue.
2. Financial members of the GCMGCC may enter their MGs in the Concours.
3. Suggested Concours Rules and Procedures are in Attachments H and I. The Organiser and the Committee can adapt them as seems appropriate considering the available pool of qualified judges and the number of MGs entered.
4. Suggested Rules and Procedures for Pride of Ownership are contained in Attachment J.
5. Participants should be informed of the rules and procedures in good time prior to the event. They may be published in the magazine or on the web or may be distributed to the membership by other means.

6. Any MG accepted as a participant may win their class and be eligible for an award. However only financial members of the GCMGCC are eligible for the award of a perpetual trophy.
7. Trophies can be awarded at the Concours/Display Day or at another appropriate occasion.
8. At the discretion of the Committee the Display Day may include other marques, cars owned by Club members, and cars from other invited clubs and non-members.

By-Law No 11

Delegates to a National Meeting

A National Meeting of MG Car Clubs normally includes a “Post-NatMeet” Meeting of Club Delegates.

1. When there is to be a delegates meeting, the Committee may formally appoint up to two members of the Club to be delegates of the Club at the meeting.
2. Delegates represent the Club only on matters concerning the efficient running of a Natmeet. Any commitment on behalf of the GCMGCC can only be made with prior approval.
3. Delegates are drawn from members already attending the Natmeet and expenses associated with their attendance are not eligible for re-imburement.

By-Law No 12

The Queensland Special Interest Vehicle Concession Scheme & the NSW Historic Vehicle ConditionalScheme.

The Queensland and New South Wales Governments have established concessional registration schemes for special interest vehicles intended for limited road use.

The Gold Coast MG Car Club is a State Government recognised Club participating in the Queensland Special Interest Vehicle Concession Scheme (SIVCS), the NSW Historic Vehicle Scheme (HVS) and NSW Classic Vehicle Scheme (CVS).

It is Gold Coast MG Car Club member’s responsibility to be informed of and comply with current State Government regulations in regard to concessional registration. Information on these schemes is available via your local Ministry of Transport Office or their approved websites. Go to:

<https://www.nsw.gov.au/topics/vehicle-registration/how-to/historic-vehicles>

<https://www.qld.gov.au/transport/registration/fees/concession/special-interest>

The club does not adjudicate on what is or is not reasonable in terms of the limited use envisaged by the legislation. Nor does the club have a role to play in enforcing or monitoring compliance with government legislation.

Owners are individually responsible for compliance with government legislation. If a problem arises that involves either the police or insurance companies (for example) the onus is on the owner, not the club, to show they are compliant.

The Club usually facilitates concessional registration only for MG vehicles, but consideration will be given to extending that service to MG derivatives manufactured at the MG facility at Abingdon for example Spridgets, Wolseley 4/44 & 15/50 derivatives of the ZA/ZB Midgettes. The Club will also

assist with classic vehicles of a different make but only if the owner also has an MG registered with the Club.

Club Responsibilities

1. Certify that club members who wish to participate in the SIVCS, the HVS and/or the CVS are financial members of the Club;
2. that the vehicle is eligible (that is more than 30 years old and has not been significantly modified);
3. remind members participating in these schemes to keep themselves informed of the scheme guidelines; and
4. keep a register of club vehicles registered under the SIVCS, the HVS and/or the CVS.

Club-Member Responsibilities

5. be a financial member of the Club;
6. present the vehicle as required by the Club;
7. operate the vehicle within the published guidelines;
8. read and comply strictly with their State regulations as amended from time to time; and
9. advise the Club Secretary within 14 days of any change in circumstances (e.g. the sale or disposal of a vehicle, a significant modification to a vehicle, an intent to allow registration to lapse or a transfer to full registration).

By-Law No 13

Impromptu Runs

Background

1. An Impromptu Run is a run that would, with more notice, have been able to be included in the Club's schedule of coming events.
2. The Queensland Government and insurers provide concessional arrangements for the limited use of Special Interest Vehicles on the road without the need for full road registration. Since 2017 the concessional arrangements have also included participation in an Impromptu Run initiated at short notice by a Special Interest Vehicle owner, but only if that run has the prior endorsement of a motor vehicle club, given in accordance with the Department of Transport's Special Interest Vehicle Guidelines.
3. The Club's insurance arrangements require that participation in an endorsed Impromptu Run is available only to Club members. Non-members can only participate if the run is also separately endorsed as an Impromptu Run by the motor vehicle club to which they belong.
4. The Club encourages the use of Special Interest Vehicle as often as is practical. To that end, a process is provided on the Club's website for a member with a Special Interest Vehicle to obtain endorsement of the member's proposed Impromptu Run.
5. The purpose of this by-law is to enable a member with a Special Interest Vehicle to obtain the Club's endorsement, as required under the Special Interest Vehicle Concession Guidelines, for that member to organise and conduct an Impromptu Run.

Application of By-Law

6. This by-law applies to all applications for endorsement of and an endorsed Impromptu Run.

Endorsement of an Impromptu Run

7. The Club will only endorse an Impromptu Run that:
- a) is applied for using the Club's website application process and complies in all respects with that process; and
 - b) satisfies in all respects, the Special Interest Vehicle Concession Guideline's requirements for an Impromptu Run.

Requirement for Wider Member Opportunity to Participate

8. The Special Interest Vehicle Concession Guidelines require, among other things, that the wider membership must have the opportunity to participate if they so wish, in an Impromptu Run.

Requirement for Communication to Wider membership

9. The Special Interest Vehicle Concession Guidelines also require that the wider membership of the Club be informed of the Impromptu Run via the Club's communication channels (e.g., website, newsletter, social media).

Club Ground Rules for Endorsement

10. The Special Interest Vehicle Concession Guidelines enable a Club to have policies and make rules concerning the Club's endorsement of an Impromptu Run.

Time Between Application and Commencement of Run

11. So that the Club can efficiently comply with its regulatory obligations, the Club will only endorse an Impromptu Run that is scheduled to commence not less than two days after the application for endorsement was made.

Responsibilities of Organisers and Participants in Impromptu Runs

12. It is the responsibility of organising and participating members to comply with the Special Interest Vehicle Concession Guidelines at all times.
13. The Club's endorsement of an Impromptu Run does not diminish the responsibility of participating members to ensure their own safety as well as the safety of third parties and their property.
14. An organiser of an Impromptu Run must keep and provide to the Club details of the run's participants, upon conclusion of the run. Any accidents, damage to persons, vehicle and other property must be notified to the Club as soon as possible after the occurrence of the incident.

By-Law No 14

Re-imbursment of Expenses incurred by members.

Background

1. The Club acknowledges and very much appreciates that it benefits from the

services provided through the efforts of members, freely given on a voluntary basis.

2. The Club very much appreciates the willingness of members to absorb minor 'out of pocket' expenses when undertaking tasks and activities for the Club's benefit. However, there may be occasions when a reasonable case can be made for reimbursement of specific expenditure, on a case-by-case basis.

Purpose

3. The purpose of this By Law is to establish the eligibility criteria for and the process by which a member may obtain reimbursement of an 'out of pocket expense'.

Application of By Law

4. This By law applies to all member applications for and the reimbursement of, 'out of pocket' expenses.

Eligible Expenses

5. Reimbursement of an 'eligible out of pocket' expense incurred when undertaking a task or an activity for an approved or sanctioned Club event, may only be claimed if all of the following applies:
 - a) the amount had the prior approval of the Club or is reasonable in the circumstances; and
 - b) the expense was incurred with the prior approval of the club unless it was an unforeseen or a recurrent expense, in which case clause 7 will apply; and
 - c) the claim is made in accordance with the Club's reimbursement processes (see clause 8).
6. For the purposes of this By Law:
 - a) the types of tasks and activities sanctioned by the club include those necessary for organising an event that would normally be included in the Club's schedule of events, such as an observation run, a coffee run, a LSIM, a motor sport event, a noggin & natter but do not include an Impromptu Run;
 - b) an expense for accommodation, breakdown and recovery costs, hire cars, and other expenses precluded by the Committee from time to time, is not an 'eligible out of pocket expense' and is precluded from reimbursement; and
 - c) expenses requiring prior approval include meals, permit and entry fees, photography, printing and any others determined by the Committee from time to time.

Unforeseen Expenses and Recurrent Expenses

7. A member may still claim reimbursement for an eligible out of pocket expense when prior approval was not obtained, if:
 - a) the incurring of the expense was unforeseen (for example, the printer runs out of ink in the middle of a print run); or
 - b) it was not practical to seek prior approval; or
 - c) the expense is recurrent expenditure usually incurred as a matter of course in undertaking the activity or task (for example, web hosting, club magazine, affiliation fees, insurance, postage, printing, catering, software).

Claiming Reimbursement

8. A claim for reimbursement will only be considered:
 - a) if made using the form and processes required by the Committee from time to time; and

- b) is supported with proof of payment, such as tax invoice, receipt, credit card statement, etc.; and
- c) is made within 30 days of the expense being incurred.

Reimbursement Approval

- 9. Approval to incur an expense, and approval of a claim for reimbursement, is made by the Committee, acting fairly and reasonably. The Committee may delegate the approvals function to one or more of the Executive (President, Secretary and Treasurer).

Treasurer to Report

- 10. The Treasurer must provide a report of all claims for reimbursement (approved, rejected or pending) at each Committee meeting.

Repair or Replacement of Club Property

- 11. Members who organise or assist in organising an event will generally not be held responsible for the damage or loss of club property where the property is being transported or has been set-up for the general use of other club members.
- 12. The Committee, acting reasonably, will exercise discretion in considering responsibility for damage or loss of club property and if appropriate, may apply a proportionate reimbursement.
- 13. Members are responsible the cost of the repair or replacement of club property that has been loaned to them for their personal use, whether the property is used at a club event or not. (e.g., if a member borrowed tools or a shelter for their exclusive use at a motorsport or particular display event).
- 14. The cost of repair or replacement of member's personal property is not reimbursable by the Club and will not be considered. Examples include damage to a vehicle, trailer, printer, tool or shelter.

By-Law No 15

Donations to Charities

In the spirit of community support, the Club may support a local charity or cause which is selected by the Committee as worthy.

- 15. The charity to benefit each year will be proposed at the first meeting of the new committee following the Annual General Meeting.
- 16. Normally, the funds are to be raised by raffles or other activities run throughout the year specifically designated for this purpose.
- 17. The Committee will decide on a case by case basis the amount of any donation.

By-Law No 16

Club Investment Funds

The general aim of the Club budget is for a minimal annual operating surplus.

1. Cash that is surplus to the operating requirements of the Club is normally transferred to accounts to be known as the investment funds.
2. These funds are normally invested in interest earning accounts (e.g. cash management) in secure financial institutions.
3. These funds are managed by the Management Committee as part of its normal responsibilities. However, the endorsement of the general membership is required in cases where significant expenditure is involved, or where there are likely to be significant implications for the club's operations or objectives.
4. In circumstances where expenditure would reduce the Fund to below \$75,000, the matter must be referred to a Special General Meeting of the Club
5. The Fund can be considered to consist of three parts. The Management Committee may draw on the account in accordance with the arrangements outlined below.
 - a) **Capital Reserve (up to 50% of the Fund)**
 - To ensure the continued financial viability of the Club.
 - To provide seed funding to for major projects or events. In the case of a special event, it is preferable that any funding from this source be recovered in the budget for that event.
 - b) **Club Foundation (up to 30% of the Fund)**
 - The purpose of this is to provide funds to promote the objectives of the Club as detailed in the Club Constitution.
 - This includes but is not limited to strategic club promotion, encouragement of new members, the collection and preservation of club history, junior member support and development, driver development
 - c) **Equipment Fund (up to 20% of the Fund)**
 - To provide for club assets such as computers and/or specialist workshop equipment and tools for the use by club members. It could also, for example, include books and DVDs for the library.

By-Law No 17

Insurance

1. It is responsibility of the Treasurer to ensure the Club's insurance is current at all times.
2. The Secretary is responsible for maintaining a record of the Club's insurance.
3. The Insurance cover must be such that it qualifies the Club members to compete in motorsport under the Motorsport Australia (CAMS Limited) requirements.
4. The scope of cover for members via the Club's insurance may be made available to members via the membership application form, the web or other appropriate means.

By-Law No 18

Club Affiliations

1. Gold Coast MG Car Club is affiliated with:
 - a) The MG Car Club United Kingdom,
 - b) The Confederation of Australian Motor Sport Limited (operating as Motorsport Australia).
 - c) Queensland Historic Motoring Council
2. The Club may be represented at meetings of the affiliated organisations as required by the Management Committee. Representatives of the Club must be appointed by the Management Committee.

Attachments to the By-Laws

Attachment A:	Position Descriptions
Attachment B:	Club Logos
Attachment C:	Sample Nomination Forms
Attachment D:	Sample Proxy Form
Attachment E:	Membership Application Form
Attachment F :	Perpetual Trophies
Attachment G:	How to organise a Club Run
Attachment H:	Concours d'Elegance
Attachment I:	Concours - Peer Judging
Attachment J:	Pride of Ownership
Attachment K:	Raffle Monies Procedure

Attachment A: Position Descriptions

These descriptions cover duties and responsibilities of executive positions in the Management Committee.

President

Status: Committee-Executive and bank signatory.

Brief: Club leader, manages Committee and Club meetings.

Responsibilities:

- Club's leader, responsible for overseeing the management of the Club providing guidance, ideas and facilitating communication.
- Is usually the Chair of Committee Meetings and General Meetings
- Official spokesperson for the Club
- Ensure that the Club and Committee adhere to the Club Constitution and By-laws.
- Ensure that the Secretary (as Public Officer) submits the required annual return to Qld Registrations Authority.
- Is a signatory for the Club cheques and payments.
- Is responsible for the management of all General Meetings.
- Present a report on the year's activities to the AGM
- Regularly attend Committee meetings and assist the Committee in the administration of the Club.

Secretary

Status: Committee-Executive and bank signatory.

Responsibilities:

- Perform the function of Club public officer as required under the QLD Associations Incorporation Act 1981.
- Ensure that a copy of the Club Constitution and By-laws is provided for every new Committee Member and that a copy is available at all Committee and Club meetings.
- Ensure that the By-Laws are updated and changes/amendments properly recorded.
- Keep updated records of all insurance policies and affiliation documents.
- Maintains the register of key holders and passwords.
- Prepare agendas and take minutes of all Committee, Ordinary General Meetings, Special General Meetings and the Annual General Meeting, and ensure they are circulated as quickly as possible; and that these are available to a financial member upon request.
- Clear the Club mailbox and keep a record of all correspondence in and out. File documents as required.
- Ensure that the register of members of the Club is maintained.
- Ensure that the Club history is maintained, and that copies of the Club magazine and Minutes of Meetings are preserved each year.
- Is a signatory for Club cheques and payments.
- Regularly attend Management Committee meetings and assist the Committee in the administration of the Club.

Treasurer

Status: Committee - Executive and bank signatory.

Brief: Responsible for the processing and record-keeping of the Club's financial affairs.

Responsibilities:

- Collects payments due and pay correctly presented invoices.
- Track and report all income and expenditure.
- Provide a financial statement at each Committee and Ordinary General Meeting
- Provide an audited, detailed financial report at each Annual General Meetings.
- Arrange the independent audit of all Clubs' accounts prior to the AGM.
- Ensure the Club's insurance is current at all times.
- Liaise with the auditors to ensure accounts are maintained acceptably.
- Liaise with the Club's financial institution regarding Club bank accounts.
- Hold the Club cheque book.
- Act as a signatory for club cheques and payments.
- Following liaison with the Committee, ensure that the Club's investment account is appropriately managed and reinvested.
- Oversee the recording of capital items purchased for the Club.
- Prepare draft budget for presentation by no later than the May Committee meeting for Committee approval.
- Liaise with the Editor concerning advertisers and submission of invoices for advertising in *The Time Machine*.
- Liaise with the members assigned to sell raffle tickets concerning the banking of the proceeds.
- Regularly attend Committee meetings and assist the Committee in the administration of the Club.

Attachment B: Club Logos

There are three logos currently used by the Club. The logo with 'GOLD COAST' on the top was designed specifically for the Club. The shield next to it is the logo of the MG Car Club UK. As we are affiliated with that club, we are entitled to use it. The last logo was developed for use in relation to the Club's regalia and marketing.

High grade electronic copies (jpeg files) should be kept by the editor, the web master, the membership secretary and the regalia officer.

Members are encouraged to promote the Club and its benefits by displaying the Club's logo on their MGs and at other places as appropriate.

Former members should refrain from displaying the Club's logo without permission after their membership has ceased.



Attachment C: Sample Nomination Forms

COMMITTEE NOMINATION

This form is usually included in the TTM prior to the AGM with a reminder of the due date. The general positions may vary from year to year.

GOLD COAST MG CAR CLUB INC.

NOMINATION FOR COMMITTEE 2016/2017

POSITIONS:	PRESIDENT	VICE PRESIDENT
	SECRETARY	TREASURER
	CLUB CAPTAIN	MEMBERSHIP SECRETARY
	EDITOR	COMMITTEE MEMBER

I hereby nominate

For the position of

Nominated by (Name and Signature)

Seconded by (Name and Signature)

I accept nomination for the above position on the Committee of the Gold Coast MG Car Club Inc. and I am available for Committee Meetings on the first Monday of each month.

Signature

**To be nominated you must be a financial member of the Club*

Attachment C (continued): Sample Nomination Forms

DISPLAY FORM FOR NOMINATIONS RECEIVED.

This form is usually displayed outside the Club rooms. The Committee positions may vary from year to year.



GOLD COAST MG CAR CLUB INC

Annual General Meeting



Date

Nominations for **year** Committee

Executive Committee:

President:

Secretary:

Treasurer:

Committee:

Vice President:

Club Captain:

Membership Secretary:

Editor:

Ordinary Members:

Attachment D: Sample Proxy Form

**GOLD COAST MG CAR CLUB INC.
PROXY FORM**

I

being a member of the GCMGCC (above named Association), hereby appoint,

.....

**as my proxy to vote for me on my behalf at the (annual) general meeting of the GCMGCC,
to be held in August 2015 and at any adjournment thereof.**

Signed this day of2016

Signature

Attachment E: Membership Application Form



Gold Coast MG Car Club Inc.

PO Box 1018
Southport QLD 4215



Membership Application

Email:
goldcoastmgcarclub@hotmail.com
Website:
www.goldcoastmgcarclub.com.au

PLEASE PRINT

	FIRST NAME	SURNAME	(office use)		
Member					
Family Members (Spouse / Partner and /or children under 18)					

POSTAL ADDRESS

#	STREET (or PO Box #)	SUBURB	POST CODE

RESIDENTIAL ADDRESS (If Different from Postal Address)

#	STREET	SUBURB	POST CODE

CONTACT DETAILS

EMAIL	HOME PHONE	MOBILE PHONE

Annual Membership Fee (\$70) for a full year (July to June) and renewals are due on July 1.

If joining **between 1 January and 31 May**, then half-year fees are due. If joining **in June**, then a full year's fee is due which includes membership for the following year.

A **Joining Fee** applies for each new membership application.

Fees payable		\$
New Membership – Joining Fee	\$20.00 per person	
Annual Membership	\$70 per family	
TOTAL		\$

Enclosed is my Cheque No: of \$ for Membership

Direct Deposit Details: Gold Coast MG Car Club Inc Date of Direct Deposit:
BSB 084 852, A/C 14920 3252, Ref: *Your surname* / / 20

I/ we hereby apply for membership of the Gold Coast MG Car Club and agree, if approved, to abide by the Club Constitution and By-Laws. (Copies are available on the club's website www.goldcoastmgcarclub.com.au)

Name of Member Signature

Family Member Signature

Dated

PLEASE COMPLETE INFORMATION OVER PAGE

MG and Special Interest Vehicle Details

	Car 1	Car 2	Car 3	Car 4
MAKE and MODEL				
TYPE (or MODEL)				
YEAR				
REGO NO.				
CHASSIS NO.				
ENGINE NO.				
BODY COLOUR				
Will you be applying for Concessional Registration for this Vehicle (Yes / No)				

Concessional Registration is restricted to vehicles over 30 years old and have not been substantially modified.

Vehicles registered under the QLD Special Interest Concessional Registration Scheme are subject to very strict and limited road use.

Interests & Activities

By completing the following information, you will assist us greatly in planning future activities and events.

Optional Information

	Occupation / Trade/ Profession (Previous or Current)
Member	
Family Member	

My/ our interests are:

Please rate importance: LOW HIGH

Social	0, 1, 2, 3, 4, 5
Restoration	0, 1, 2, 3, 4, 5
Concourse- Display	0, 1, 2, 3, 4, 5
Magazine	0, 1, 2, 3, 4, 5
Sporting Competitor	0, 1, 2, 3, 4, 5
Racing Competitor	0, 1, 2, 3, 4, 5
Touring	0, 1, 2, 3, 4, 5
Motorkhana/Funkhana	0, 1, 2, 3, 4, 5

Regalia

The club has an extensive range of quality regalia items. i.e. caps, shirts, jackets, grill badges to name a few. They are available at our meetings, prior to runs and by mail order. Details in *The Time Machine* or visit the Club Website www.goldcoastmgcarclub.com.au

Clubroom address

Gold Coast Antique Auto Club rooms, (Historic precinct) Mudgeeraba Road, Mudgeeraba (UBD Gold Coast map 48 A-B 18)

Meetings

Monthly Management Committee Meetings are held at our club house on the first Monday of each month commencing at 7:00 pm. All members welcome.

Membership/ Name Badges

Preferred Names to appear on your Membership Badges	

Proposed & Seconded by:-

Name Signature

Name Signature

Applications can be **Posted** or **Emailed** to the address appearing on the first page.

Attachment F: Perpetual Trophies

Awards for Contribution and Participation

Roger Thompson Tray

First awarded in 1976, this is the founding President's trophy and is awarded to the most successful MG, i.e. the car that earns its owner the maximum points by attendance at Gold Coast MG Car Club events. Awarded annually.

The Veoveden Trophy – The Spirit of MG

Presented in 1977 by the late Tony Veoveden and awarded for the highest points earned by a pre-1955 MG through the attendance at Gold Coast MG Car Club events. Awarded annually.

The Presidents Trophy

Introduced by Murray Arundell (Life Member) in 1994 and awarded to the member who in the President's opinion has contributed most to the Club in the past year. Awarded annually.

Maintaining the Breed Trophy

Presented in 1985 by the Hiley family of Abingdon Motors. Awarded for maintaining the spirit of MGs either by personal effort or an outstanding restoration. Not necessarily awarded each year.

Awards for Concours

Abingdon Motors Concours d'Elegance

Since 1977, the Rose Bowl, originally purchased in the UK is awarded to the best pre-MGA Concours car of the day. Awarded annually.

John Thornley Bowl

Since 1994 presented to the best post MG TF Concours car of the day. Awarded annually.

Modern MG Award

Awarded to the best post 2000 Concours car of the day.

This award was first presented at 2006 Gold Coast MG Car Club Concours. Awarded annually.

Awards for Competitive Sporting Events

The Sattler Trophy

Donated by Jeff Sattler in 1977, to be awarded to the Best Male Competitor in an MG.

Conway-Jones Shield

Donated by Marie Conway-Jones in 1994, to replace the Sinclair Trophy and to be awarded to Best Female Competitor in an MG.

The Ian Finlayson Perpetual Trophy

First presented in 1977 for the most improved competitor, this is an encouragement award. May not be awarded annually.

Attachment G: Organising a Club Run

1. The starting point of your run usually has to be established a few months ahead so it can be promoted in the club magazine. This information should also include the type of run, e.g. publunch, picnic ‘BYO everything’ and whether BBQ facilities are available or not.

If a venue has been arranged, inform members of any cost that will be incurred.

Supply your phone number so members can contact you. You may need to know how many are coming.

After that, you will have a breathing space, but don't leave it to the last minute to finalise your run!

2. Time your run, between breakfast and morning tea and lunch stops. Usually 30 minutes approx. is allowed for the morning tea stop and this should be included in your time schedule.
3. The run can be anywhere that you enjoy driving your MG but do spare a thought for the older models if planning a run through steep and hilly country. If it is a ‘Last Sunday In The Month Run’, try to include some “activity” for the members – points of interest to look out for; a museum; a game; etc.
4. For weekend and overnight runs it is traditional to have a Sunday lunch where day trippers can join the run.
5. Things to look for when determining a break during the run:
 - a. Toilets (an absolute must have)
 - b. Good parking facilities (off road if possible)
 - c. Shelter sheds and seating
 - d. Check to see if BBQ facilities are available.
6. When writing up your run make the instructions clear and easy to follow, use of obvious landmarks can help the navigator if the route is difficult.
7. Important note: Check your run again prior to the big day if there is any possibility that conditions may have changed, such as road works, flooding etc.
8. Type up your run and determine how many copies you need for members to use as navigation sheets.
9. The big day has arrived. You are the ‘Leader of the Pack’ for the day. When you are handing out the navigation sheets, take this chance to inform the members of anything you feel may not be crystal clear, such as a street sign that is hard to read, or a turning they may come upon very quickly, that sort of thing. Make a note of these things for yourself when doing your run to remind you to pass on the information.
10. Remind members that should anyone decide to abandon the run they should inform someone so that a search party is not launched unnecessarily.

11. Remind members to keep an eye on the rear-view mirror to make sure the car following is okay. Some members may not know their way around as well as others. Some may not be familiar with navigating. Some cars may only have a driver and cannot read a sheet. It will be less frustrating if everyone keeps a 'gentle' eye out for each other. Usually the organiser of the run leaves off last but this is not a hard and fast rule.
12. Remember to carry the safety kit – you should collect this from the last month's run organiser.
13. Relax and enjoy your day, everyone else will. It's all common sense really and if you have been on runs set by other members you will know what works and what doesn't.

Attachment H: Concours d'Elegance

Classes

The suggested classes can be merged or split, depending on the number of cars presented for judging. Each class needs to contain at least 3 entrants for judging to occur.

The following are suggested:

- Class A MGs built from inception up to, and including, MG TF (1955).
- Class B MGA (all models), Mk1 MGB and MGBGT, Mk1&2 Midget and Z series Magnette and MK 111 and MK 1V Magnette.
- Class C MK2 and later MGB and MGBGT's, MGBGTV8, MGC, Mk3 Midgets, MG1100, and MG1300.
- Class D MGs built after 1980, including Metro, Montego, and Maestro (all variants), RV8, F, TF, ZR, ZS and ZT and any subsequent MG model.
- Class E Specials and Variants.

Note that with effect from 2023 onwards:

1. There is also an additional class "Concours Master Class"

Commencing at the 2023 Club Display Day, a "Concours Masters" class will be inaugurated. Entries will consist of Concours class winners from the past 3 Club Display Days. (Some other MG club's both in Australia and overseas, have adopted the Masters Class idea.)

2. Any modern MGs less than 2 years old will automatically be entered as a Concours MG.

Any modern MGs less than 2 years old will automatically be entered as a Concours MG, and not in the "Pride of Ownership" category. The same criteria will apply for future Display Days, unless the MG has changed ownership.

Awards

At the conclusion of the Concours there may be a formal presentation of winners, Certificates may be awarded to 1st, 2nd and 3rd place-getters in each Class, the Overall winner, and the Peoples' Choice winner.

At the Annual Presentation Dinner trophies will be presented to Class winners, the Overall winner and the Peoples' Choice winner.

Guidelines for the presentation of the cars.

1. For roadsters, hoods are to be erected, passengers side screen to be fitted, drivers side screen to be stowed in correct compartment.
2. Boot and bonnet are to be raised on all vehicles.

3. Series specific tools are to be in their special locations in the vehicle and /or laid out in from of the vehicle.
4. Vehicles are to be unlocked with keys left in the ignition.

Traditional judging

Formal judging of each Class may be conducted by a panel of two or three appointed judges and on a consensus basis. At the conclusion of Class judging, the body of judges will assess the winner and runners up of all Classes and will select an Overall Winner of the Concours.

People's Choice

In addition to the formal judging, all entrants and other Club members and their guests may be handed a voting slip for the 'People's Choice' award and encouraged to complete the slip and place in the voting box from which three place-getters in the Entrants' Choice will be selected, based on the counting of votes.

Judging Considerations

Note: All cars do not have to be judged. Judges may select cars from a Class for judging. So as not to detract from the prestige of the Concours d'Elegance, only those cars considered by the Chief Judge to be concours condition should be awarded certificates.

The winner of each Class will be the car achieving the highest total of points in that class. The Overall Winner will be assessed by one team of judges from amongst cars already judged as the top two in each Class.

A suggested breakdown of points.:

- | | |
|-------------------------|-----|
| a. Exterior | 100 |
| b. Engine bay | 100 |
| c. Interior | 100 |
| d. Underside | 100 |
| e. Mechanical condition | 50 |
| f. Originality | 50 |

Originality is not a factor in any judging area other than that for that of originality.

The primary aim in a Concours is to present a car for judging as it would have left the factory production line or delivered from the dealer's showroom. A great deal of common sense should be used in judging originality. While the organisers may appoint an originality judge with sound knowledge and background in the type being judged, none of us can be perfect experts in originality and in respect of some types there were considerable variations especially in vehicles which left Abingdon in CDK kits.

As examples of common sense being applied: an unrestored or older restoration with a patina of

age might be judged higher than a recently restored car which has a “newness” which may seem inappropriate.

An “over restored” car where a very high standard of finish has been achieved in areas where this was not done when the car was built, e.g. an MGB fuel tank which has a high gloss similar to external bodywork or leaf springs finished in high gloss paintwork may be considered as a minus rather than a plus.

The basic judging standard should be of a car when it was delivered to its first owner.

Tuning or mechanical modifications or the fitting of accessories, although they may affect the totality of originality, should not invoke penalties provided they are in character with the vehicle AND they represent modifications or fittings that were available and used at the time the vehicle was manufactured.

For example:

- the fitting of a Rootes or Judson supercharger to a TC is in character as many TCs were so fitted;
- the fitting of a rocker cover and side plate retaining nuts with the MG emblem and/or an emblem tipped dipstick is in character and were available for fitment at the time;
- similarly, the fitting of aero screens to T and earlier types; the fitment of a chrome luggage rack to a Midget, MGA or MGB should not incur a penalty provided the rack is of a style comparable with those available at the time of manufacture of the car;
- the fitment of radial ply tyres should not incur penalties provided they are of generally similar size to the original cross-ply tyre for the type. Care should be taken when judging a vehicle which has been converted from LHD to RHD. If it has been converted in such a manner that it is now identical to a car that had left the factory or assembly line as a RHD vehicle, it should not be penalised in respect of the conversion. If done properly it may not be obvious that the vehicle has been converted.

To be considered in judging Originality Points

- Paint. Does it correspond to a standard colour for the type?
- Wiring harness. Should it be cotton or PVC plastic covered as appropriate?
- Bolts and Nuts. Are they genuine originals stamped Linread, Wiley, Rubery Owens or GRS?
- Is engine painted to correspond with the standard engine paint colour? Is the rocker cover so painted also?
- Are the brake drums painted black?
- Are all identification plates and decals attached and are they in the correct position?
- Are all badges and knobs centred and is the steering wheel in the straight-ahead position?
- If a radio is fitted, is it of correct period type? Is the radio aerial non-retractable into the mudguard? (late model cars may have retractable aerials)
- Is the tool kit displayed and is it complete?
- Are any parts chrome plated which were not originally so plated? (be careful here as most T type owners have tappet covers chrome plated and it could almost be classified as a period modification)
- Is rear vision mirror of a genuine type?
- Are the hose clamps of original type?
- Are the door hinges and the bonnet, boot safety catch bonnet lock all of the correct body colour?
- Are the headlights, sidelights, taillight assemblies, steering wheel and pedal rubbers of original type?
- Are the original horns or horn fitted?

Attachment I: Concours - Peer Judging

Guidelines for the presentation of the cars

- If your MG has a soft-top, put it up!
- All but one sidescreen or window should be up.
- Leave no personal belongings in the car.
- Be ready to open the engine bay and the boot for inspection.
- Make sure the car is clean, very clean – top, bottom, in, out, and under!

Peer Judging

Owners will be judging their class, but not their own car:

- Owners assemble next to the Class Sign near their car.
- One person in each class will be given the scoring sheet and the group will judge each car in turn.
- The group will need to agree on the individual results for each requirement listed in the scoring sheet.
- When the group gets to a car, the owner will step back and let the others judge that car.
- When all the cars that have elected to be judged are completed, the forms will be returned to the official table.

A suggested breakdown of points.:

Exterior:	
Paint condition; cleanliness, chrome, lights, glass, hood/roof	20
Interior:	
Upholstery, carpets, dashboard, sidescreens/windows	20
Engine bay	
General cleanliness, tools, labels	20
Underside	
Wheels, axles, exhaust condition, cleanliness	20
Originality	
Deduct points for non-original features	40
Total Points:	<u>120</u>

Attachment J: Pride of Ownership

The 'Pride of Ownership' Display Day category is open to all good clean MGs that are not entered in the Concours d'Elegance, and are more than 2 years old, no matter what their condition.

Suggested Classes

- **Vintage:** includes pre-war MGs and T and Y Types
- **Classic:** includes Z Magnettes, MGAs, MG Midgets, MGBs, MGCs, FWD, and MGR V8s.
- **Modern:** includes MGF (F and TF) and MG saloons post 2000

A class may be divided if it has a large number of entrants.

Judging

Judging of each class is conducted by a panel of two or three appointed judges and on a consensus basis.

The winner of each class is the MG achieving the highest total of points awarded in that class.

Judging will be of the topside and interior – bonnets and boots remain closed. Chassis and running gear are not inspected. If the MG is a roadster, owners may be asked to erect the hood and/or fit the side screens during judging. To help with the judging of 'usage', owners are requested to provide the judges with some kind of statement of use.

Points will be awarded for presentation on the following basis:

- | | |
|---|-----------|
| a. Cleanliness | 30 points |
| b. Points of interest (display of the history of the car, photos) | 25 points |
| c. Usage (as listed on the entry form) | 25 points |

Total: 80 points (max)

Allocation of points to 'reward' Usage

Very occasionally	4 points
Occasionally	8 points
Monthly	12 points
Fortnightly	17 points
Weekly	22 points
Daily driver	25 points

Attachment K: Raffle Monies

The process for running the Club Run Raffles

- A member(s) is appointed to be responsible for the raffle(s). These raffles may be held at any of the runs, the Natter nights or such events as decided by the committee.
- These members will source and purchase suitable items for the raffle, either MG regalia from the Regalia officer or motoring accessories etc. to the value of approximately \$20 - \$25 per raffle. Donations may be received from time to time which can be used as raffle prizes.
- The money taken each month is transferred to the Club account and the Treasurer is informed. An amount may be withheld to pay for further prizes, raffle tickets and gift bags etc. The amount retained can vary, as a float is kept in order to purchase raffle prizes every few months.
- A book is kept by the member responsible for the raffles, detailing the date, prize, the cost of same, the amount transferred to the club and the amount retained, which is added to the float. They would also keep all receipts for goods bought.