

STANDING ORDERS OF
THE PORT AUGUSTA VEHICLE RESTORERS CLUB INC
A8590

1. These Standing Orders shall be applicable to all General Meetings, Annual General Meeting, Extraordinary General Meetings and Committee Meetings and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of quorum, start at the time set out on the notice and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse and, subject to any resolution previously passed, the Chairperson shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall take precedence over new business.
4. Any member desiring to speak at a General or Extraordinary General Meetings or in the Committee of the Whole shall rise in their place and when called upon by the Chairperson shall address the Chair. If two or more members rise simultaneously, the Chairperson shall call upon the member who first caught his eye.
5. When the Chairperson rises to speak any member on his feet shall resume his seat.
6. In all meetings, no member, other than the proposer of a motion or an amendment, shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
7. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
8. If required to do so by the Chair, the proposer of any motion or amendment shall submit it either verbally or in writing.
9. A motion or amendment before the Chair may be reworded by the mover subject to the agreement of the meeting.
10. Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right to reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

11. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
12. When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair is disposed of.
13. The Chairperson shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or in the case of a motion, to move an amendment, the motion or amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
14. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time of the alleged irregularity occurring. An explanation or contradiction shall not constitute a point of order.
15. Any member disagreeing with the Chairperson's ruling on a point of order may move dissent. The Chairperson shall then vacate the Chair and such motion shall be put forthwith without debate.
16. On an equality of voting, the Chairperson shall declare the question resolved so as to maintain the status quo.
17. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. The Chairperson may also on his own volition put the question if he feels that adequate discussion has taken place. In either case the mover of a motion shall retain his right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
18. A member may at any time move, "That the speaker be no longer heard" or "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.
19. During the discussion of a motion (but not of an amendment) a member who has not already participated in the debate on the motion may move, "That the question be not now put". This motion shall be open to debate, and shall be debated together with the

original motion. If carried, the original shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right to reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.

20. A member may move, "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over all other business before the Chair except points of order.
21. A General or Extraordinary General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.
22. Standing orders 1 – 21 or any of them may be suspended by a majority of those present at an Extraordinary General Meeting or Annual General Meeting. A motion to this effect shall be open to debate. Alterations to the Standing Orders shall only be made by an Extraordinary General Meeting or Annual General Meeting after 14 days notice has been made.
23. No member shall reflect on the vote of a meeting, except on a motion for the recession of any resolution previously adopted. No member shall reflect on a Section of the Constitution or a Standing Order except on a motion (of which due notice was given) to amend such Section or order.
24. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision was made.
25. Any matters not dealt with in these Standing Orders shall not be governed by the customary procedure at meetings.

These Standing Orders were presented to the members of the Club at an Annual General Meeting on 01 / 05 / 2022 and were adopted

Alterations to the Standing Orders may be made by the Committee after fourteen (14) days notice has been given to members of the Committee.

The Standing Orders should be read in conjunction with the Constitution.

DUTIES OF OFFICERS OF
THE PORT AUGUSTA VEHICLE RESTORERS CLUB INC

CHAIRPERSON

- To lead the management of the Club
- To Chair the meetings
- To attend all official club meetings, if or where possible
- To represent the Club on official business where necessary and possible
- To ensure the efficiency of all departments of the Club
- As a member of the Committee to formulate and be responsible for Club policy and management
- To liaise with Vice Chairperson and Secretary re publicity
- To carry out such other duties as required by the Committee

VICE CHAIRPERSONS

- To assist the Chairperson in their duties and in his absence to take over his functions
- To attend all official club meetings, if or where possible
- As members of the Committee to formulate and be responsible for Club policy and management
- To liaise with the Chairperson and Secretary re publicity
- To carry out such other duties as required by the Committee

SECRETARY

- To receive and deal with Club correspondence
- To follow up all enquiries for membership and to place all applications for membership before the Committee for approval
- To attend all official club meetings if or where possible
- To take down and compile the minutes of all club meetings
- As a member of the Committee to formulate and be responsible for Club policy and management
- To liaise with Chairperson and Vice Chairperson re publicity
- To carry out such other duties as required by the Committee

TREASURER

- To keep and maintain proper books of accounts
- To receive all monies and issue receipts for all monies received by the Club
- To receive all proper invoices and issue payment against such documented invoices presented to the meeting
- To prepare and issue bills against Club debtors
- To ensure that the Club monies are invested as the Committee instructs
- To assist the Secretary in the execution of their duties and in their absence to take over their functions
- As a member of the Committee to formulate and be responsible for Club policy and management

- To carry out such other duties as required by the Committee
- To attend all official club meetings if or where possible

PUBLIC OFFICER

- To carry out the duties of Public Officer as required by law

CLUB REGISTRAR

- Collate a registration of Club Vehicles and Historical Vehicles
- To maintain a current register of members and of vehicles
- Liaise with the Federation
- Issue Log Books
- Update Club Members on any changes in Federation Rules and SA Government Registration changes
- Issue of MR334

CLUB CAPTAIN

- To arrange Club runs and competitions
- To ensure that only eligible members compete in events
- To record the attendance of club members at club events
- To attend all official club meetings if or where possible
- As a member of the Committee to formulate and be responsible for Club policy and management
- To carry out such other duties as required by the Committee

Alterations to the duties of officers may be made by the Committee after fourteen (14) days notice has been given to members of the Committee.

These duties of officers were presented to members of the Committee at an Annual General Meeting held on 01/05/2022.