



CLUB PERMIT SCHEME - CODE OF PRACTICE

The Morris Car Club (Victoria) Inc., has **implemented** the following Code of Practice with respect to the Club Permit Scheme, effective from **31st January 2015**. This Code remains in force until such time as it is formally modified or withdrawn by the committee.

The Morris Car Club (Victoria) Inc. Code of Practice is in line with the ***VicRoads Club Permit Agreement, State Laws and Affiliated Association By-Laws*** wherever practicable and is effective of **31st January 2015**.

Morris Car Club (Victoria) Inc. Code of Practice is as follows:

1. Initial and transferring Club Permit Scheme Applicants must be **financial members** of Morris Car Club (Victoria) Inc. for not less than **three (3) months** and have attended at least **three (3)** Morris Car Club (Victoria) Inc. functions from the date that the member has become financial¹.
2. Club Permit Scheme renewal applicants must be **current financial members** of Morris Car Club (Victoria) Inc. and have attended at least **three (3)** Morris Car Club (Victoria) Inc. functions per **financial year**¹.
3. **Life members** of Morris Car Club (Victoria) Inc. are **exempt** from points 1 and 2.
4. Morris Car Club (Victoria) Inc. members that are considered as Country, Interstate or Overseas must **lodge** an application using the *Morris Car Club (Victoria) Inc. Application for Exemption* form, for an **exemption** to points 1 and 2 with the **Committee** of Morris Car Club (Victoria) Inc.
5. All Morris Car Club (Victoria) Inc. members may **apply** to the **Committee** of Morris Car Club (Victoria) Inc. using the *Morris Car Club (Victoria) Inc. Application for Exemption* form for an **exemption** to points 1 and 2.
6. All Club Permit Scheme Vehicles must **comply** with ***VicRoads Safety and Modification Standards***.
7. All initial Club Permit Scheme applications for vehicles produced before **January 01 1949** must be accompanied by a *VicRoads Vehicle Safety Inspection checklist* and *VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles* and *Proof of Ownership and/or Management of the Club Permit Scheme Vehicle* and *Certificate of Eligibility from Morris Car Club (Victoria) Inc.*
8. All initial Club Permit Scheme applications for vehicles produced after **December 31 1948** must be accompanied by a **Current** *VicRoads Certificate of Roadworthiness, VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles* and *Proof of Ownership and/or Management of the Club Permit Scheme Vehicle* and *Certificate of Eligibility from Morris Car Club (Victoria) Inc.*
9. All **Transferring** Club Permit Applications must be accompanied by a *Signed and Dated Letter from the Morris Car Club (Victoria) Inc. Member* (the applicant) advising of the change of club and list any **Club Permit Vehicles** that they wish to **Transfer** to Morris Car Club (Victoria) Inc., a *VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles* for each Club Permit Scheme vehicle and a

Certificate of Eligibility from Morris Car Club (Victoria) Inc. for each Club Permit Scheme vehicle.

10. All initial and transferring Club Permit Scheme applications must be accompanied by a **Series of Photographs** of the vehicle that is to be placed on the Club Permit Scheme, these photos must be **Signed** and **Dated** by the **Applicant** and must include images of the Front, Driver's Side, Rear, Driving Position (side-on with the driver's door open) and, where possible, any Identifiers such as Chassis Number and Engine Number².
11. Initial Club Permit Scheme Application Forms, Certificate of Eligibility from Morris Car Club (Victoria) Inc. and Club Permit Scheme Renewals can **only** be signed by the **President, Secretary** or **CPS Officer** of Morris Car Club (Victoria) Inc.
12. VicRoads Vehicle Safety Inspection checklist and VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles can **only** be signed by the **Club Scrutineer** of Morris Car Club (Victoria) Inc.
13. Whilst participating in the Club Permit Scheme the **applicant** must comply fully with VicRoads and Morris Car Club (Victoria) Inc. **Rules and Regulations**.
14. Should the Morris Car Club (Victoria) Inc. member with Club Permit Scheme vehicle/s cease to become a **financial member** of Morris Car Club (Victoria) Inc. they will **no longer** be eligible for the Club Permit Scheme.
15. Should a Club Permit Scheme vehicle be **unfit, removed** from road use or **sold**, it's **log book** must be **returned** to either the **Secretary** or **CPS Officer** of Morris Car Club (Victoria) Inc. for **destruction** and the Club Permit Scheme plates **must** be **removed** from the vehicle.
16. Morris Car Club (Victoria) Inc. will **notify** VicRoads within **seven (7) days** of being informed of any of the above to coincide with our **Club Permit Agreement**.
17. Morris Car Club (Victoria) Inc. members **must notify** the **Secretary** or **CPS Officer** of Morris Car Club (Victoria) Inc. immediately if the vehicle is **involved** in an **accident**.
18. Should a Morris Car Club (Victoria) Inc. member make a **modification** to a Club Permit Vehicle within VicRoads Standards for allowable modifications, that member must **provide** updated photos of the vehicle and must have a VicRoads Vehicle Eligibility and Standards Declaration for Club Permit Vehicles **completed**.
19. **Failure** to adhere to *Morris Car Club (Victoria) Inc. Club Permit Code of Practice* will mean Morris Car Club (Victoria) Inc. will **NOT** endorse the Morris Car Club (Victoria) Inc. **member's** next Club Permit Scheme Renewal application form for all the **Club Permit Vehicle/s** owned by the Morris Car Club (Victoria) Inc. member. The Morris Car Club (Victoria) Inc. member **may** also face **disciplinary action** under the *Incorporated Associations Reform Act 2012*.
20. Morris Car Club (Victoria) Inc. is **NOT obligated** to accept a Morris Car Club (Victoria) Inc. member's Club Permit Scheme Renewal application form if the *Morris Car Club (Victoria) Inc. Code of Practice* has not been adhered to.

NOTES:

¹ Morris Car Club (Victoria) Inc. functions include **club runs, monthly general meetings** and other **social outings** organised by Morris Car Club (Victoria) Inc.

² Morris Car Club (Victoria) Inc. will keep the photographs on record as we may be required to provide them to VicRoads within **seven (7) days** of a receipt of written request from VicRoads.