

MOTORCYCLE RIDERS' ASSOCIATION-VICTORIA.

TREASURERS REPORT FOR JULY-DECEMBER 1982.

INCOME

Membership	\$ 15618	
Stock	\$ 13586	
Donations	\$ 9832	
Miscellaneous	\$ 20868*	
Postage	\$ 25	
Rent	\$ 3512	
Bank Interest	\$ -	\$ 63441
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EXPENDITURE

Stock	\$ 18346	
Print & Stat.	\$ 7484	
Postage	\$ 2282	
Telephone	\$ 1544	
Insurance	\$ 74	
Entertainment	\$ 10	
Functions	\$ 7237*	
Donations	\$ 768	
Advertising	\$ 377	
Miscellaneous	\$ 5448*	
Rent	\$ 6340	
Petty Cash	\$ 661	
Power & Light	\$ 1024	
Travell. Expenses	\$ 318	
Build. Maintenance	\$ 824	
Transf. of Funds	\$ 830	
Purch. of Equipment	\$ 2346*	\$ (55913)
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PROFIT/LOSS .....	\$ 7528
LEDGER BALANCE .....	\$ 517
BANK ADJUSTMENTS.....	\$ ( 44)
OUTSTANDING DEPOSITS.....	\$
UN-PRESENTED CHEQUES.....	\$
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BALANCE AS PER BANK STATEMENT.....	\$ 8001
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\* N.B. Break-down of figures shown overleaf.

MISCELLANEOUS INCOME.

Swap meetings	\$ 745
Transfer of funds	\$ 830
Raffles	\$ 149
Pin ball machines	\$ 19
Victorian Government Grant	\$ 9500
Loan from Queensland member	\$ 1000
M.R.A. Bike Show	\$ 6208
M.R.A. Toy Run	\$ 1220
Photo copier sale	\$ 100
Dinner dance	\$ 40
Stay upright course	\$ 162
Howqua '83	\$ 10
Miscellaneous	\$ 885
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	\$ 20868

MISCELLANEOUS EXPENSES.

Repayment of loan (C.C.C.)	\$ 1340
Building rates	\$ 2385
Building stamp duty	\$ 225
Bank charges	\$ 304
Petty cash	\$ 589
Repairs to equipment	\$ 245
Legal fees	\$ 88
Films and video tapes	\$ 272
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	\$ 5448

FUNCTIONS EXPENSES.

Miss M.R.A. Quest	\$ 4719
M.R.A. House dinner dance	\$ 1865
Toy run	\$ 653
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	\$ 7237

PURCHASE OF EQUIPMENT EXPENSES.

50 chairs	\$ 435
Dodge truck	\$ 488
Transceivers	\$ 85
Nashua copier	\$ 800
Photographic enlarger	\$ 200
Datsun van	\$ 338
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	\$ 2346

## M.R.A. PROMOTIONS

M.R.A. Promotions is a company set up and run by two members of the M.R.A. Victoria Committee, namely Lewis Bordon and Damien Codognotto.

M.R.A. Promotions is one of the few feasible means for the Association to significantly supplement its funds, bypass restrictions and increase services to members.

M.R.A. Promotions has been granted the use of the M.R.A.'s logo and colors by the Association, so as to conduct its business in a manner best suited to the spirit of the original M.R.A. Constitution supplied by the founding Branch, Victoria. The granting of the logo and colors to M.R.A. Promotions by the Association was a means of controlling M.R.A. Promotions so that it remained in line with the spirit of the Constitution and acted in the best interests of the members. The Committee has the power to withdraw the logo offer which could mean the collapse of M.R.A. Promotions or could stop individual projects.

In payment for the use of the logo, M.R.A. Promotions pays 10% per annum of its nett yearly profit to the Association. Further to that, M.R.A. Promotions employs 2 persons on a full time basis. Because the Association and M.R.A. Promotions have the same interests, the 2 persons employed are virtually working for the Association. This saves the Association approximately \$30,000 per year in wages. Due to the nature of the Association, and the limits on its funds, the Association can not afford to employ full time workers.

To further aid the Association, M.R.A. Promotions has, and will, purchase items required to make the Association function at its best, e.g: the computer, sound and video equipment, offset printing and photographic systems, vehicles, renovations to M.R.A. House, telephones etc.

## LIMITATIONS TO THE BUSINESS FUNCTIONS OF THE ASSOCIATION

### 1. Funds.

The income of the Association is limited by the number of members that join and the lack of full-time staff to run bigger money making functions.

### 2. Status

- (a) Non Profit Association
- (b) Taxation
- (c) Constitution

## M.R.A. PROMOTIONS

### 1. Separate entity

- (a) The use of the M.R.A.'s logo and colors benefits the Association.
- (b) Any financial loss is borne by M.R.A. Promotions, not the Association.
- (c) Payment for use of the logo and colors is 10% of M.R.A. Promotions annual profit to the Association.

### 2. Employees

Two persons now. The Association is not able to employ staff and is not likely to be able to in the near future.

### 3. Promotional Work

Benefits the name and public image of the Association, e.g: Motorcycle Expo. Supplies services to members, otherwise not available, e.g: Motorcycle Insurance.

4. Controlled by Name

The M.R.A. Committee can stop any project that the State Committee deems not in the interests of the members or not in keeping with the spirit of the Constitution by withdrawing the use of the colors and logo.

M.R.A. Promotions has been operating for 2 years and has proved its worth in promoting the good name and the functions of the M.R.A., in purchasing equipment, operating M.R.A. House and providing services to members.

MOTORCYCLE RIDERS' ASSOCIATION

INTERNAL DIRECTIVE

No. 2

DATE:

1st January, 1983

SUBJECT: PUBLIC RELATIONS STANDS (PR STAND)

1. GENERAL

- 1.1 M.R.A. Public Relations Stands must be authorised by the M.R.A. State Committee and be co-ordinated by an appointed Committee person or authorised member, (known as PR Stand Co-ordinator).
- 1.2 The PR Stand Co-ordinator shall nominate, organise and instruct staff re: the operation of the stand under his/hers responsibility.
- 1.3 The PR Stand Co-ordinator shall organise and supervise the location of the stand, the times the stand will operate and the operation of the stand.
- 1.4 Any member working for a PR Stand shall at all times be subject to the provisions of the M.R.A. Constitution.
- 1.5 A copy of these guidelines shall be issued to the PR Stand and members working for a stand shall familiarise themselves with the details.
- 1.6 Each PR Stand will be issued with the following items:
  - \* M.R.A. receipt books
  - \* M.R.A. cost sheets
  - \* A supply of blank membership cards & member detail sheet
  - \* A date stamp & pad
  - \* M.R.A. stock
  - \* M.R.A. leaflets, applications, newsletters etc.
  - \* One cash tin
  - \* Tables, notice boards etc. (as required)
  - \* One M.R.A. banner
  - \* One copy of Constitution and these guidelines
  - \* Other material as required

2. MEMBERSHIPS

- 2.1 New members or membership renewals shall complete the membership details sheet and pay the prescribed annual fee.
- 2.2 New members or membership renewals shall be issued with an M.R.A. receipt, signed by an authorised member, and a date STAMPED membership card for a period of 12 months. Membership cards should be signed immediately.
- 2.3 New members shall be given any relevant M.R.A. leaflets, i.e: calendars, newsletters, discount listing etc.
- 2.4 A record of membership shall be entered onto the monthly cost sheet.
- 2.5 Membership details are to be posted or delivered to M.R.A. House-membership secretary-184 Brunswick St., Fitzroy 3065 within 14 days of receipt.



MOTORCYCLE RIDERS' ASSOCIATION

INTERNAL DIRECTIVE

DATE:

1st January, 1983

No. 1

SUBJECT: USE OF M.R.A. VEHICLES

DIRECTIVE (The M.R.A. State Committee shall appoint a Transport Officer for the purpose of the following directive.)

1. Use of M.R.A. vehicles
  - 1.1 M.R.A. vehicles are not to be used for private purposes. Unless authorised by the State Committee.
  - 1.2 No person shall drive an M.R.A. Vehicle unless he/she is the holder of a current drivers' licence. Members are reminded that in the case of an accident to a motor vehicle driven by a person who does not hold a current drivers' licence, the insurance policy is invalidated and the driver will be liable for any costs or damages resulting from the accident.
  - 1.3 A member who may be required to drive an M.R.A. vehicle must, before first doing so, present his current licence to the Transport Officer for notation and must advise such officer immediately he ceases to hold a current driving licence for any reason.
  - 1.4 The driver of an M.R.A. vehicle is responsible for the preservation of the vehicle entrusted to him/her.
  - 1.5 The vehicle must be locked when it is left unattended.
  - 1.6 Drivers must observe traffic regulations and by-laws at all times.
  - 1.7 Drivers must ensure that every courtesy is shown to other road users and pedestrians.
  - 1.8 M.R.A. vehicles are to be driven at safe speeds at all times and always within speed limits.
  - 1.9 M.R.A. vehicles are not to be used for the purpose of giving tuition to driving without prior approval of the State Committee.
  - 1.10 M.R.A. vehicles are not to be used for carrying private passengers except on official business.
  - 1.11 Members driving M.R.A. vehicles are subject to provisions of the Motor Car Act which requires a probationary licence holder to display "P" plates on the front and rear of any motor vehicle which he/she drives within a period of 12 months after the date of issue of his licence. Sets of these "P" plates are available for loan from M.R.A. House.
2. Booking a Vehicle: Use of Log Books
  - 2.1 Bookings for transportation are to be made with the responsible Transport Officer, at M.R.A. House.
  - 2.2 Drivers are to ensure that particulars concerning the operation of the vehicle are properly recorded in the log book provided. Where vehicles are allocated to a specific member, single entries must be made daily and each sheet

2.2 (Cont)

forwarded to the Transport Officer at the end of each calendar month or when the sheet is full, whichever is the earlier. In the case of pool vehicles, i.e.: more than one driver, entries are to be made after each trip and sheets are to be forwarded as above. These log sheets will be examined, recorded and retained by the Transport Officer.

3. Purchase of Petrol, Oil, Tyres & Tubes.

- 3.1 Petrol, oil, tyres & tubes shall be obtained only with permission from the Transport Officer. These purchases must be recorded in the log book.
- 3.2 Petrol, oil, tyres & tubes may be purchased only in emergencies and then only in quantities sufficient to reach M.R.A. House. The Transport Officer must be notified of these purchases as soon as possible.
- 3.3 Vehicles are not to be returned with a fuel level of less than a quarter of a tank.

4. Servicing & Repairs

- 4.1 Servicing & repairs to M.R.A. vehicles must be authorised by the Transport Officer.

5. Accidents

- 5.1 If an M.R.A. vehicle is involved in an accident, the driver should take the following steps:
- (1) Immediately stop
  - (2) Immediately render whatever assistance you can.
  - (3) Do not admit liability
  - (4) Do not make any statement-verbal or written- in regard to the accident to any person other than members of the Police Force.
  - (5) At the scene of the accident give-
    - (a) Your name and address
    - (b) The M.R.A.'s name and address
    - (c) The vehicle registration number to-
      - (1) Any person injured or the owner of any injured animal or property; or
      - (11) Some person representing such injured person or owner
      - (111) Any police present
  - (6) At the scene of the accident, obtain the names and addresses of all concerned and of as many witnesses as possible. Make a note of the make and registration numbers of all relevant vehicles and, if possible, the name of each driver's insurance company and driving licence number. Also endeavour to obtain the name and official number of any member of the Police Force, or an employee of the Tramways Board, Fire Fighting Service, Railway Department etc., involved in attending the accident.



- (7) Make a rough plan of the scene of the accident showing intersections, directions from which vehicles were approaching at the time the accident occurred, position of vehicles and pedestrians, wheel tracks and skid marks of all vehicles involved.
- (8) If there are no police present, and any person has been injured, report the facts to the nearest Police Station. If property is damaged and the owner or his representative is not present, report it to the nearest Police Station.
- (9) Report the circumstances promptly to the Transport Officer  
Note: Every case of damage to an M.R.A. vehicle must be promptly reported, whether or not another vehicle is involved.
- (10) Repairs to a vehicle may be authorised only by the Transport Officer.
- (11) It should be remembered that drivers may be held responsible for any damage to vehicles arising from circumstances within their control.
- (12) In particular, officers must ensure that, when driving M.R.A. vehicles, their ability is not at any time impaired by the consumption of alcohol. Every officer is warned that, if he/she is found to be responsible for any accident where it is proved that the percentage of alcohol in his blood at the time of the accident was above the prescribed limit, he/she shall be held personally responsible for the cost of repairs to the M.R.A. vehicle and the cost of repairs to other vehicles/property involved.

## 6. Towing

- 6.1 Towing for accident or breakdown purposes must be authorised by the Transport Officer. If an accident or breakdown occurs in the metropolitan area and it is not possible to contact the Transport Officer the vehicle is to be towed to M.R.A. House. The driver of the vehicle is at liberty to select any operator.

## 7. Fire Damage or Theft

- 7.1 In case of fire damage to an M.R.A. vehicle or theft of or from an M.R.A. motor vehicle-
  - (a) Notify the nearest Police Station, make a note of its location, and the Police Officer's name, rank and number.
  - (b) Furnish a detailed report of the circumstances to the Transport Officer giving a full description of the damaged or stolen items.
  - (c) The M.R.A. will take no responsibility for damage or theft or personal property carried in M.R.A. vehicles except that required to carry out normal duties.

8. Accessories

- 8.1 Accessories for motor vehicles must not be purchased without the prior approval of the Transport Officer.

9. Claims by Other Persons

If any person involved in an accident expresses an intention of claiming on the M.R.A., or the driver of an M.R.A. vehicle, no liability should be admitted. The person making the claim should be advised to write, setting out the reasons for making the claim, together with details of alleged damage. Following registration, the letter is to be forwarded to the Transport Officer without delay.

10. Garaging of Vehicles

Vehicles are normally to be garaged at M.R.A. House except for those located in country areas. City based vehicles may only be garaged at member's homes in the following circumstances.

- (a) The vehicle is required for M.R.A. business outside normal hours, overnight or for any purpose authorised by the Transport Officer.

11. Cleanliness of Vehicles

- 11.1 The cleanliness of vehicles is the responsibility of the driver.

12. Traffic and Parking Infringement

- 12.1 Drivers will be responsible for the payment of any fines incurred whilst vehicles are in their care.
- 12.2 Only in special circumstances will an approach be made on behalf of Officers to the Police or municipalities in relation to traffic offences or parking infringements. In this case, a full explanation of the circumstances should be supplied to the Transport Officer.

13. Interstate Travel

- 13.1 No M.R.A. vehicle is to cross the Victorian state border without the prior approval of the Transport Officer.

14. Vehicle Copies

- 14.1 A copy of this directive shall be included in each M.R.A. vehicle.

Approved by the M.R.A. State Committee.

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(Date)

Signed

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(President)