

WANGARATTA FOUR WHEEL DRIVE CLUB INC.

BY-LAWS AND CODE OF PRACTICE

1. COMPLIANCE WITH LAWS OF THE REALM

- 1.1 Notwithstanding anything contained within these By-laws or not specifically covered by them, no member shall, whilst engaged in any official Club business or activity, violate any law or regulation of the Commonwealth of Australia or of the State or Territory of Australian in which that business or activity is being conducted.

2. IDENTIFICATION WITH CLUB

- 2.1 No member shall act in the Club's name, or use the Club's name in any way whatsoever without the full knowledge and consent of the Executive Committee.
- 2.2 For the purposes of these By-laws, only those activities which have been approved by the Committee shall be recognized as official Club activities. An activity not so approved shall be considered as a private activity of a member(s).
- 2.3 Any members who at any time, allow themselves or their vehicles to be identified with the Club either visibly or in any other way, shall be bound to comply with these By-laws.

3. DUTIES OF THE EXECUTIVE

- 3.1 Notwithstanding provisions for a Committee quorum, any member of the Executive Committee unable to attend a meeting may deputise his duties to another member of the Committee
- 3.2 The Chairman shall preserve order and conduct meetings in accordance with the Rules and By-laws, and shall ensure that every member receives a fair hearing on any matter properly introduced.
- 3.3 The Secretary should attend meetings of the Club and its Committee and record minutes of proceedings. General Meeting minutes are to be included in the Club Newsletter, and Committee Meeting minutes circulated to Committee members and made available to other members on request.
- 3.4 The Secretary shall ensure that business requested by a member is included on the agenda of an appropriate meeting.
- 3.5 The Secretary is responsible for the Club's correspondence; no correspondence shall be conducted on behalf of the Club without the Secretary's approval.
- 3.6 The Treasurer shall be responsible for the recording of all financial transactions of the Club.
- 3.7 The Treasurer shall give a statement of the Club's financial position at each meeting.
- 3.8 The Treasurer shall present the books of account to the Committee for audit at the last Committee meeting before the A.G.M., and shall give a written report and statement, together with the auditor's report thereon, regarding the Club's financial affairs for the past year, at the A.G.M.

4. GENERAL DUTIES OF THE COMMITTEE

- 4.1 The Committee is responsible for ensuring that the following tasks are undertaken.
- 4.2 Regularly publish, print, and distribute the Club Newsletter and other approved material (EDITOR).
- 4.3 Generate and coordinate a program of regular club trips (TRIP COORDINATOR).
- 4.4 Prepare a calendar of events and provide a varied forward program for Club General Meetings (EVENTS AND MEETING PROGRAM COORDINATOR).
- 4.5 Coordinate all Club social activities (SOCIAL COORDINATOR).
- 4.6 Store and maintain Club property (PROPERTY STEWARD). At the commencement of each Club year, prepare a fully documented list, including description and location, of all club property.
- 4.7 Ensure that suitable persons are selected from members to act as Representatives of the Club and Delegates to the VICTORIAN ASSOCIATION OF FOUR WHEEL DRIVE CLUBS or any other similar body.
- 4.8 Follow up enquiries about membership of the club, ensure membership applications are complete and duly considered by the Committee, and introduce and welcome new members to the Club (MEMBERSHIP COORDINATOR).
- 4.9 Assist suitably qualified members to become accredited 4WDV Driver Training Instructors, and provide members with at least two Driver Training opportunities each club year (DRIVER TRAINING).
- 4.10 Obtain SPONSORSHIP in the form of advertisements which appear in the Club Newsletter.
- 4.11 Maintain the Club's WEBSITE.
- 4.12 Ensure that the financial management of any grant monies received by the Club is undertaken in accordance with the Guidelines attached as Appendix A to these Bylaws.

5. MEMBERSHIP

- 5.1 A PROSPECTIVE MEMBER must attend a minimum of two club general meetings and 1 trip before an application for membership is considered by the committee.
- 5.2 TEMPORARY MEMBERS / VISITORS may attend a maximum of three club meetings or club trips then must apply for club membership.
- 5.3 PROPORTIONATE FEES of 50% of the annual subscription will be charged for new members joining the club between 1 January and 30 June.
- 5.4 Members expecting to be absent from the Club for twelve months or more, may apply to the Committee for leave of absence; their membership fees shall then be waived until their return when they may resume full membership.

6. TRIP PLANNING AND OPERATION

- 6.1 Each Club activity, including individual trips, requires prior approval by the committee so that the Association, the Club, and its members are covered by the Association's insurance policy.
- 6.2 Prior notice of all trips is to be given preferably in the club newsletter, but may also be given at club general meetings. All members are to be given the opportunity to participate in trips subject to limits on vehicle numbers, driver qualifications, and vehicle suitability.
- 6.3 The **LEADER** of an official Club activity shall be a consenting member authorized by the Committee.
- 6.4 When an official Club activity is to be conducted on Parks Victoria and DSE Management Tracks and or Council closed roads the **Trip Leader** shall ensure that approval for the use of tracks or roads in the area is obtained from these agencies prior to entering these areas. An equivalent procedure shall be followed where appropriate in respect to any area controlled by any other Land Management body, authority or individual, e.g. Aboriginal Land Councils. The Trip Leader shall be responsible for determining whether or not such procedure is appropriate.
- 6.5 Any driver whose vehicle is inadequately equipped for the planned trip, or not roadworthy, or in such condition as to prejudice the safety or wellbeing of other participants, may be barred by the Trip Leader from participation.
- 6.6 The Trip Leader shall ensure that to the best of their knowledge and ability the By-laws of the Club are observed at the Official Club activity of which they are the leader. The Trip Leader shall provide **NAMES** of all participants to the Program Coordinator for recording.
- 6.7 In consultation with the club Trip Coordinator, the trip leader will grade the trip according to conditions expected to be encountered.
The appropriate trip gradings are:
Easy – Sealed roads or good unsealed tracks with limited 4WD driving expected.
Medium – Low range may be needed with a snatch recovery possible. Obstacles and hazards should be negotiated by vehicles without assistance, although some assistance may be required.
Difficult – Steep or rutted terrain. Considerable low range driving. Snatch or winch recoveries may be required. Minimum tyre requirement – A/T or better but more aggressive tyres may be specified at the discretion of the trip leader.
Extreme – Steep, rutted terrain or rock hopping WILL be encountered. Winch and aggressive tyres are mandatory on all vehicles.
- 6.8 With the exception of trips graded **easy**, all drivers are required to have satisfactorily completed a Wangaratta Four Wheel Drive Club or a Nationally accredited driver training course.

- 6.9 All Temporary Members / Visitors are required to complete the relevant Trip Participation Form and pay the appropriate insurance fee before participating in a club trip or other activity.
- 6.10 The Trip Leader shall remind drivers of the requirement to carry in the glove box an envelope containing personal details for each person in the vehicle.
- 6.11 The Trip Leader shall ensure that recovery gear and first aid equipment satisfy the requirements of the planned activity.
- 6.12 Convoy procedure appropriate to prevailing conditions shall be determined by the Trip Leader and shall be observed by drivers of all vehicles involved.

In the absence of Trip Leader directions to the contrary, the following **CONVOY PROCEDURE** shall be observed by drivers of all vehicles on Official Club Trips:

- Arrive before time so that the trip can leave on time.
- When turning at intersections, each member of the convoy is to wait for the following vehicle before proceeding. When no vehicle is waiting at the intersection proceed straight through.
- Maintain a safe distance from the vehicle in front. To avoid confusion and delays attempt to keep it reasonably in view.
- At difficult parts of the trip designated by the trip leader, vehicles should proceed one at a time.
- After completing a difficult section, move your vehicle to an area well away to allow room for the following vehicles.
- If problems arise – **STOP** – notify the trip leader of the situation.
- Use headlights during bad weather (e.g. fog, heavy rain or dust) so vehicles in front and behind can see where you are.
- Leave track clear for passing traffic when stopping for breaks, e.g. morning tea, lunch, mechanical repairs, etc.

7. CONSERVATION

- 7.1 Members shall observe the Australian National Four Wheel Drive Council's **Code of Ethics**.
- 7.2 Members shall conduct themselves at all times in such a manner as to conserve native fauna and flora and the natural environment, and should encourage others to do likewise, specifically:
- (a) All vehicles shall be absolutely restricted to travelling on defined tracks / roads;

(b) No litter shall be disposed of in an improper manner. Litter which cannot be placed in a receptacle provided for that purpose, or disposed of properly, shall be transported to a place where proper disposal is possible. In areas controlled by Parks Victoria they have specified that the removal of rubbish from the area is the proper means of disposal;

(c) Wild game shall be conserved by the observance of specific closed seasons, bag limits, minimum size, and method of capture or killing. No form of wildlife shall be killed indiscriminately or maimed. Laws covering protected species shall be fully observed.

7.3 Regulations relating to lighting of fires shall be strictly observed.

8. FIREARMS

8.1 Members are prohibited from carrying firearms during Club activities unless such an activity is specifically organized for hunting.

8.2 No firearm shall be discharged within one kilometer of the Club's main party or any other party.

8.3 All firearms shall be transported in a safe manner.

9. GENERAL

9.1 All pets are prohibited from Club trips and functions.

9.2 Drivers and passengers are to abstain from consuming alcohol until the completion of each day's travel.

9.3 All Club members are to have 2 way radio communications in their vehicles on all Club trips. Channel 14 on the UHF band will be the nominated channel unless otherwise directed by the Trip Leader.

9.4 THE WANGARATTA FOUR WHEEL DRIVE CLUB NEWSLETTER '**TRACK TORQUE**' will be published on an annual basis of eleven (11) issues, coinciding with the Committee term of office and will be made available to members on the club website, or mailed to members who do not have internet access. At the discretion of the Committee, distribution of the Newsletter will be extended to such persons, 4WD Clubs, Associations, Government Bodies or like instrumentalities as may be deemed appropriate from time to time.

9.5 Club equipment shall only be loaned to members for private trips when that equipment is not required for Club trips. Club equipment must not be loaned to non-members.

9.6 The By-laws of the Club, a copy of which shall be made available to members on request, may be amended by a decision of the Committee. All such changes shall be notified to members by post, facsimile or electronic transmission.

Appendix A

WANGARATTA FOUR WHEEL DRIVE CLUB INC. GUIDELINES – FINANCIAL MANAGEMENT OF GRANT MONIES

PREAMBLE

From time to time the Club has benefited by being a recipient of financial grant funding from sources such as state and local government. It is vitally important that public money is both sought and expended in an appropriate manner and that the processes used by the Club are transparent, equitable and comply with good practice as well as all mandatory requirements.

These Guidelines have been prepared to assist the Committee and Club to manage the process of applying for and disbursing such funds with appropriate probity and compliance with relevant requirements including applicable legislation, grant provider requirements, and the Club's Rules and Bylaws.

APPLICATIONS FOR GRANTS

Applications made on behalf of the Wangaratta Four Wheel Drive Club must be approved by the Committee prior to submission, in accordance with Bylaw 2.1. Any application must address priorities established by the Club or Committee which are consistent with the intent and purposes of the grant program. Applications should consider in addition the capacity of the Club to expend the funds sought in the manner required and within the required timeframe. Commitments should not be entertained where these are beyond the Club's resources.

RECORDING AND DISBURSEMENT OF FUNDS RECEIVED

The Treasurer should ensure that the Club's financial records include sufficient detail to enable clear tracing in the Clubs financial records of the receipt of funds from a grant, and of all expenditure against a particular grant. Expenditure must be in accordance with the Club's stated objectives, the proposals outlined in the application submission and the intended use of the funds. Any reporting to the granting agency must be undertaken as required.

Any physical equipment purchased with grant monies should be added to the Club's Asset Register and kept by the Equipment Officer.

Payments should be made only with prior approval by the Committee; in cases where this is not possible the expenditure must nonetheless be noted and reported to the Committee for ratification.

At the least, a report should be prepared for the Committee for each grant received at the date by which the grant is to be expended under the terms of the grant. Where expenditure will extend over more than one cycle (i.e. expenditure continues beyond an Annual General Meeting), a report should be prepared as part of the financial report by the Treasurer to the Annual General Meeting to inform the membership and the new Committee of the status of any such grant funding and any commitments made on behalf of the Club.

SUMMARY

Application:

- Decision to apply made

- Completed application approved by Committee

Records:

- Club Treasurer establishes separate record of monies received
- Record updated as funds are expended
- Club's Asset Register updated to include any equipment purchased

Reports:

- Progressive reports to Committee on expenditure
- Separate report to AGM on status of all grants applied for and received
- Report to funding agency as required.

Ratified at the March 2014 AGM