

GETAWAY 4WD CLUB Inc.

RULES AND CODES MANUAL

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Appendix 1 - Copyright and Disclaimer Clause

Appendix 2 – Privacy Policy

1 INTRODUCTION

The intent of this manual is to contain the entire Club Rules and Codes as they have been accepted by the Club membership, however, it is up to each Member to make themselves aware, if there have been any updates, since this Manual was printed.

Updates to this Manual will be issued at general meetings and or by e-mail, facsimile or post to Members.

All Members and Visitors, shall, at all times whilst engaged in Club activities, abide by the Club Constitution, Club Rules and Codes and the rules and regulations as laid down by State and Statute Authorities.

All participants, whether Club Members or Visitors, shall abide by all sensible directions and instructions given by the Trip Leader during a trip or social activity.

This Club Rules and Codes Manual should be read in conjunction with the Club Constitution.

All new Club members will be issued with a copy of each, the Club's Constitution and the Club Rules and Codes Manual.

Extra or replacement copies may be purchased from the Club Secretary.

2 THE CLUB'S OBJECTIVES

- (a) To encourage responsible and skilful use of four wheel drive vehicles in all situations.
- (b) To encourage Members to respect and preserve the natural environment, the location of historical relics and historical sites.
- (c) To enhance the social activities between owners and users of 4 wheel drive vehicles.

3 THE CLUB'S AIMS

- (a) To provide a base for Members to plan and execute recreational trips using their four wheel drive vehicles.
- (b) To provide the opportunity for people with a common interest in recreational four wheel drive travel, to get together.
- (c) To foster Club spirit while developing friendships.
- (d) To provide members with the opportunity to travel and explore remote regions of Australia with the security of other Members.
- (e) To provide social activities for Members.
- (f) To share experiences and skills with fellow Members.
- (g) To obtain discounts for purchases of products and equipment, in particular, for four wheel drive vehicles and camping, for Members.

4 THE CODE OF ETHICS

All Club Members and Visitors are required to abide by the Club's Code of Ethics

The numbering is not to be considered as the order of importance, as each item has equal importance

- (a) Obey all road traffic rules that apply in that state and be road courteous.
- (b) Keep your vehicle mechanically sound and clean to reduce the environmental impact.

- (c) Obey the laws and regulations for Recreational Vehicles that apply to public lands.
- (d) Respect the cultural, heritage and environmental values of public/private land, by obeying all restrictions that may apply.
- (e) Respect our flora and fauna and natural environment. Stop and look, but never disturb.
- (f) Keep to formed vehicle tracks.
- (g) Keep the environment clean. Carry your own and other rubbish out.
- (h) Adopt minimal impact camping and driving practices.
- (i) Obtain permission before driving on private land. Do not disturb livestock or watering points. Leave gates as you found them.
- (j) Wash well away, 30 metres, from waterholes, lakes and creeks so that wash water has a chance to filter through the soil.
- (k) Do not use soaps, toothpastes and detergents in water holes, lakes or creeks and livestock watering troughs.
- (l) Do not camp within 500 metres of livestock drinking water supplies.
- (m) In areas without toilets, select a spot at least 30 metres away from waterholes, lakes or creeks and bury your waste
- (n) Enjoy your recreation with respect to the rights of others.
- (o) Plan ahead and lodge trip details with a responsible person. Be self sufficient. Take adequate water, fuel, spare parts and first aid kit. Where possible travel with at least one other vehicle. Trips to remote areas should have Royal Flying Doctor service or the Australian National 4WD Radio Network Inc. radio contact.
- (p) When using a camp fire;
 - (i) Only use fallen and dead timber.
 - (ii) Observe all fire restrictions.
 - (iii) Be very cautious when using campfires in windy conditions. It may be wise not to light a fire if a wind break cannot be effected
 - (iv) When leaving your campsite, be absolutely sure that your fire is out by placing soil on it and patting it down.
- (q) Support and promote four wheel drive touring as a responsible and legitimate recreational activity.
- (r) Be responsible for all your actions.
- (s) Be safety conscious and show a duty of care and if possible, assist in the welfare of other travellers.

5 VISITORS

Visitors may be invited to attend and participate in Club activities, providing that, they agree to abide by the Club Constitution, Rules and Codes.

Although Visitors should read all of this manual and the Club Constitution so as to determine that they are prepared to accept the conditions and rules therein, the Visitor/s is expressly directed to the following sections of this Rules and Codes Manual.

- (a) Clause 4 THE CLUB'S CODE OF ETHICS

- (b) Clause 5 VISITORS
- (c) Clause 6 4WD VEHICLES
- (d) Clause 7 THE CLUB'S MANDATORY EQUIPMENT LIST
- (e) Clause 8 TRIPS AND OTHER CLUB ACTIVITIES
- (f) Clause 10 TRIPS CONTRIBUTIONS
- (g) Clause 11 CONVOY PROCEDURES
- (h) Clause 12 TRIP LEADER'S AUTHORITY AND RESPONSIBILITIES
- (i) Clause 13 TAIL END CHARLIE'S RESPONSIBILITIES
- (j) Clause 14 RADIO COMMUNICATIONS PROCEDURES
- (k) Clause 15 RADIO COMMUNICATIONS CHANNEL
- (l) Clause 26 SMOKING
- (m) Clause 27 CONSUMPTION OF ALCOHOL
- (n) Clause 28 ILLEGAL SUBSTANCES

By joining the Trip or other club activity, the Visitor or Visitors have indicated that, they have accepted the Clubs Constitution, Rules and Codes and that they will abide by them.

Where a Club Member invites along a Visitor/s to a trip or other Club activity, it is that Members responsibility to act as monitor for the Visitor/s and to advise the Visitor/s of the Club's requirements, in particular:

- To loan to the Visitor/s, a copy of the Club Constitution and a copy of the Club's Rules and Codes Manual to read and then return, to enable the Visitor/s to determine that they are prepared to accept and abide by the conditions and rules therein, in order to participate in Club activities.
- That the Visitor's vehicle is fitted with and or carries the equipment as listed in the Club's Mandatory Equipment List.

NOTE:

Trip Leaders will need to satisfy themselves that, Visitors have read, accepted and agreed to abide by the Club Constitution, Rules and Codes.

The Trip Leader may also exempt the Visitor from some of the items listed on the Club's Mandatory Equipment List, but not from the Mandatory Recovery Points, front and rear of their vehicle.

Visitors should be aware that, their behaviour and actions on Club Activities will be considered, if they are invited to make an application for membership.

6 4WD VEHICLES

6.1 TYPE OF VEHICLE

Vehicles that are classed as 4 wheel drive, either constantly or by manually invoking the second set of wheels to be driven by the motor via gearbox/transfer box are suitable. However, it is strongly recommended that:

- The vehicle is equipped with high and low range gears.
- The vehicle has good ground clearance.
- The vehicle has good approach, departure and ramp over angles.

- The vehicle is of a reasonable size and has reasonable carrying capacity to permit the carrying of all gear necessary for extended trips, to be self sufficient, as trailers/campervans are rarely permissible on trips.

6.2 REGISTRATION

All vehicles must have current motor vehicle registration.

6.3 DRIVER'S LICENCE

Any driver of a vehicle on a Club activity, whether on road or off road, must hold a current Driver's Licence.

6.4 INSURANCE

All vehicles must have minimum third party property insurance cover that insures the owner of the vehicle against property damage that their vehicle may cause in an accident. Make sure that the insurance covers your vehicle whilst in off road activities.

NOTE: Third Party Property Insurance is not to be confused with third party injury insurance that is a State Legislation requirement with the registration of the vehicle to cover passengers and other persons for bodily injury.

7 THE CLUB'S MANDATORY EQUIPMENT LIST

It is the responsibility of each participant on the trip, whether Club Member or a Visitor, to make certain that their vehicle and equipment is suitable for the job required from it.

All Vehicles participating on Club Trips, must be fitted with and or to carry and use when required, the items, as described below.

It is at the discretion of the trip leader, as to what equipment a visitor may be exempt from carrying.

The numbering is not to be considered as the order of importance, as each item has equal importance

7.1 RECOVERY POINTS

All participating vehicles on all trips shall be fitted with appropriate Recovery Points to both front and rear of the vehicle.

The Recovery Points, (hooks or rings), shall be fitted with suitable strength and sized high tensile bolts, directly to the chassis, or a reinforced extension of the chassis, as recommended by the manufacturer or after market supplier.

7.2 FIRST AID KIT

All participating vehicles, on all trips, shall carry a suitable **OFF ROAD FIRST AID KIT**.

7.3 SNATCH STRAP

All participating vehicles on all trips shall carry a snatch strap, marketed as such and in good order without fraying to any part of it.

Note: Snatch straps are not designed, nor are the recovery points usually designed, to take the extra loads that are imposed on them, when a recovery is from mud or water due to the increased loads caused by suction. It is far better to use a tow rope or winch to slowly extract the vehicle from a mud or water bog.

7.4 RATED SHACKLES

All participating vehicles on all trips shall carry at least 2 (two) rated and marked shackles of a minimum of 3.25 tonnes.

Note: You may want to consider carrying more shackles, particular if you wish to use bridles (or slings) to take advantage of two recovery points to help distribute the load or as spares.

7.5 **SHOVEL**

All participating vehicles, on all trips shall carry a shovel, preferably with a long handle.

7.6 **TOW ROPE**

All participating vehicles, on all trips shall carry a tow rope of approx 6 metres long, preferably with loops spliced at each end of the rope or eyes in a wire rope.

7.7 **UHF RADIO**

All participating vehicles, on all trips shall have a fully functioning "in car", properly and conveniently fixed to the vehicle, a UHF 40 channel radio.

7.8 **JACK and JACKING PLATE**

All participating vehicles, on all trips shall carry a jack and jacking plate.

7.9 **FIRE EXTINGUISHER**

All participating vehicles, on all trips shall carry a fire extinguisher.

7.10 **BASIC TOOL KIT**

All participating vehicles, on all trips shall carry a basic tool kit appropriate for that vehicle.

8 **TRIPS AND OTHER CLUB ACTIVITIES**

- Each membership is expected to individually organise and lead at least one 4x4 trip every two years.
- Club office bearers will be exempt from running trips during the period of their tenure
- The Committee will have the power to excuse any membership from running a trip if illness or other extenuating circumstance is present

8.1 **PETS**

For the safety of your pet and the comfort of all participants, no pets are permitted on any club trip or social activity.

Please be aware that,

- There are poisonous baiting programs in place throughout the country that your pet may pick up, and
- Many of the Club activities use National Parks, which do not permit pets.

8.2 **CONSUMPTION OF ALCOHOL**

For the safety and comfort of all participants and others, **drink driving** (D.U.I) on any Club trip, is not permitted.

Drivers are to abide by current Statutory Regulations and Limits.

CONSUMPTION OF ALCOHOL WILL ALWAYS BE IN MODERATION

Refer to Clause 26. CONSUMPTION OF ALCOHOL rule of this document

8.3 **SMOKING**

Smoking will not be permitted during trip briefing meetings and other group meetings of participants.

Be aware that subject to the Trip Leaders discretion, that smoking may not be permitted on trips or within certain guidelines.

Refer to Clause 25. SMOKING rule of this document

8.4 ILLEGAL SUBSTANCES

The use of an illegal substance by a Member or Members on any Club activity, may result in the expulsion of that Member or those Members, in accordance with section 25 *EXPULSION OF A MEMBER*, in the Club's Constitution.

The use of an illegal substance by a Visitor or Visitors on any Club activity, may result in that Visitor or those Visitors not been eligible for Membership.

Refer to Clause 28. ILLEGAL SUBSTANCES rule of this document

8.5 LITTER

Each participant must take out their own litter and dispose of it in appropriate waste bins at suitable locations in towns.

Dispose of litter that will burn only after all cooking has been completed and only after approval of the Trip leader or Tail End Charlie has been obtained.

No cans, bottles, aluminium foil or toxic packaging shall be burned in the camp fire.

8.6 SELF SUFFICIENT

All participants must be self sufficient for the duration of the trip, unless pre arranged with other participants and with the approval of the Trip Leader.

The Trip Leader will advise participants on trips that may require "top ups" of fuel, water and provisions on route.

8.7 VEHICLE REFUELLING OR FUEL DECANTING

When refuelling at a camp site, the vehicles for refuelling and the fuel vessels shall be no less than 200 metres from the location required for the fire, whether it is alight or not. This distance may need to be increased after consideration to, wind direction, nature of the vegetation, for example, very dry and dense, the weather and the temperature, so that refuelling can be carried out in a safe manner.

The Trip Leader will determine the acceptable location.

8.8 PARTICIPANT'S MEDICAL CONDITION OR DISABILITY

For the safety and comfort of all participants, prior to placing their name on the Trip Sheet, a Participant with a medical condition or physical disability, is strongly urged to advise the Trip Leader of their condition, so as to:

- Receive special assistance in case of an emergency.
- Allow the Trip Leader to be aware of any activity that is planned for the trip, that may cause discomfort or aggravate an existing medical condition, so that if possible, alternative plans may be considered.

NOTE:

It is not the Club's intention to pry, but when participating in Club activities, all Participants have a duty of care to each other and to limit any inconvenience or hardships that they may inadvertently cause others. If a Participant wants to minimise the number of persons knowing about their condition/s, then they may use the "Buddy System".

The Club is suggesting that at least one person on the trip knows of the Participants needs, what treatment may be required and where their medication is located.

All information pertaining to this clause that is received by the Trip Leader and or the “Buddy”, must not be unlawfully disclosed, as it could lead to legal action and or expulsion from the Club.

8.9 MISBEHAVIOUR ON A TRIP

The term Trip, as used in this Rule, applies to all Club activities, whether, an off road, camping, etc or a social function or any combination of these.

Disciplinary action may be taken against any Member who misbehaves on a trip.

Refer to Clause 38. DISCIPLINARY ACTION of this document.

9 FOR YOUR INFORMATION

Trips may be rated as follows, however, it is only a guide to help give Members and Visitors some indication of what they may expect on that particular off road Trip. Please note, that circumstances, such as recent rains, heavy traffic, etc., may suddenly cause an easy rating to become a difficult one, so always be prepared.

9.1 TRIPS RATINGS

- SCENIC:** Bitumen and gravel surfaces, limited 4WDing, vantage points, lookouts, flora and fauna of the local area, other points of interest.
- EASY:** Mainly off road, formed tracks, some 4WDing, no steep inclines or deep crossings.
- MODERATE:** Bush terrain, slight inclines, slight side slopes, easy creek crossings.
- HARD:** Off road, rough terrain, steep inclines, steep side slopes, rough creek crossings, possible towing.
- DIFFICULT:** Off road, very rough terrain, very steep inclines, steep side slopes, difficult creek crossings, some towing, snatching or winching.

9.2 TRIP DEPARTURE POINTS

(a) North of Perth City

TDP No. 1 - BULLSBROOK:	Information Bay Bullsbrook. Approximately 7 kms north of Bullsbrook town site, on the west side of Great Northern Highway, Bullsbrook.
TDP No. 2 - NEERABUP:	Light Horse Heritage Trail Entrance. Approximately 9 kms north of Wanneroo town site, on the west side of Wanneroo Road, Neerabup.

(b) East of Perth City

TDP No. 3 - HOVEA:	Parking Bay top of Greenmount Hill, just past the John Forrest National Park entrance, approximately 6 kms east of traffic lights, corner of Great Eastern and Roe Highways, Midvale on the north side of Great Eastern Hwy, Hovea.
TDP No. 6 – MIDDLE SWAN	Parking Bay on the northern side of Toodyay Road, Middle Swan, approximately 1.3 kms from the traffic lights at the corner of Roe

	Highway and Toodyay Road, Middle Swan.
TDP No. 7 – BELLEVUE	Carpark at northwest corner of Great Eastern Hwy and Farrell Rd intersection, adjacent to Red Rooster.

- (c) South of Perth City

TDP No. 4 - KELMSCOTT:	Coventry's Carpark in Kelmscott, eastern side of Albany Highway, corner Fancote Street, Kelmscott.
TDP No. 5 - SUCCESS:	Carpark at north west corner of Gateways Shopping Centre, Corner of Beeliar Drive and Wentworth Parade, Success. (Near the suburb of Jandakot)
TDP No. 8 – BYFORD	Parking Bay in between hall and shops. Entrance off South West Highway, corner Clifton St, Byford.

9.3 **RUNNING LATE TO THE DEPARTURE POINT**

Should you be running late to meet with fellow Trip Participants, out of courtesy, please try to contact the Trip Leader or another participant, who can relay your message to the Trip Leader.

Do not expect the Trip Leader to wait for you, however, you may be able to arrange a suitable "catch up point" with the Participants, further down the road, or at their camp site.

Would all Participants please have their mobiles and radios on prior to departure and for as long as possible after departure, if there is a latecomer.

10 **TRIP CONTRIBUTIONS**

Trip contributions are to be paid on a per vehicle basis by both Members and Visitors, participating on any Club activity, except on any working activity (busy Bees), whether for the Club or other organisation acceptable to the Executive Committee.

Trip contributions are \$5.00 per vehicle.

On trips of an extended duration, the Trip Leader may require the Participants to pay extra contributions for the purchase of, and payments for items, such as, maps, permits, etc.

Other contributions may be required for reimbursing the Trip Leader for out of pocket expenses. These will be determined by the Trip Leader, and if necessary, approved by the Committee and conveyed to the Participants.

11 **CONVOY PROCEDURES**

Where the word vehicle is used, it implies that there is a driver in charge of that vehicle.

- (a) Observe state road rules at all times.
- (b) All vehicles are responsible for the following vehicle when making turns, whether off road or not. That is: the front vehicle should wait on corners or other places where the following vehicle may lose sight of it and wait till the following vehicle has acknowledged the change of direction.
- (c) Vehicles leaving the convoy for any reason,
 - Must advise the Trip Leader and or Tail End Charlie, either at an informal meeting or by radio.

- Advise following convoy members by radio or wave them on.
- (d) Trip Leader is to appoint a Member to act as Tail End Charlie. (T.E.C.) Refer to Tail End Charlie Responsibilities.
- (e) No participant to pass the Trip Leader, except in an emergency and were advised to do so, by the Trip Leader.
- (f) Keep a safe distance behind the vehicle in front at all times. Remember to increase distances when travelling in hilly country, wet, sandy or muddy terrain and in dusty conditions.
- (g) Always allow the vehicle in front to complete the crossing of difficult terrain or climbing or descending a hill before proceeding and only after the vehicle in front has radio called or waved, that they are clear of the situation described above.
- (h) The lead vehicle to carry and display a red flag on a 3.6 metres, approximately, above ground pole, fixed to the vehicle when leading on tracks through hilly terrain. *It is recommended that all participants carry a similar red flag on a pole fixed to their vehicle.*
- (i) Track Marshals may be nominated by the Trip Leader before the trip commences or during the trip.
- All reasonable instructions issued by Track Marshals are to be followed.
 - The Tail End Charlie automatically is a Track Marshal.
 - Track Marshals may be required to direct and regulate traffic in emergency situations or in other dangerous locations, such as blind corners or hills, water crossings and the like.
- (j) Participant's vehicles carrying emergency personnel or equipment (emergency vehicles) are to be given clear passage and right of way.
- (k) In the event of an accident or incident all non emergency vehicles are to clear the area to allow for first aid or recovery, as may be required, by the emergency personnel.
- (l) During recovery activities:
- Where winching is required, the winch operator, whether hand or powered winch, will automatically become the Track Marshal.
 - Where other forms of recovery are required, then if the Trip Leader or a Track Marshal is not available at the location, then the driver of the recovery vehicle becomes Track Marshal.
- (m) All drivers are responsible for their passengers and passenger's actions.

12 TRIP LEADER'S AUTHORITY AND RESPONSIBILITIES

- (a) The Trip Leader has the right to refuse any participant from joining the trip, where that participant has:
- Been banned under disciplinary action from attending trips.
 - Their vehicle is not considered road worthy.
 - Does not carry the necessary mandatory equipment.
 - Does not carry the necessary spares and vehicle equipment as required for that trip.

- Does not carry the necessary equipment to be self sufficient as required for that trip.
- (b) The Trip Leader assumes full authority for the normal operations of the convoy.
- (c) The Trip Leader has the sole decision to abort the trip.
- (d) The Trip Leader shall call the participants to a meeting, prior to start of the trip to give instructions and to remind or advise all participants of the Convoy Procedures, their duties and responsibilities.
- (e) The Trip Leader Nominates Tail End Charlie (T.E.C.) and a Deputy T.E.C. if required.
- (f) The Trip Leader decides on the convoy order.
- (g) The Trip Leader nominates a Scribe/s to prepare a written report for distribution to Club Members.
- The Scribe is to forward the Trip Report, to the Trip Leader, who will only vet the report for any activity or comment, that may be defamatory or may adversely effect the Club and shall not have any other editorial input. The Trip Leader will advise the Author of this concern, so that it may be amended.
 - Where the Trip Leader and the Author cannot agree, then the matter is to be referred to the Executive Committee.
 - The Trip leader, shall forward the amended Trip Report to the Magazine Editor.
 - The Magazine Editor will publish the Report in accordance to the Magazine guidelines.
- (h) The Trip Leader may nominate a Member to give a verbal report at the next general meeting after the trip's completion.
- (i) The Trip Leader may nominate a Member to collect fines, if applicable to the trip.
- (j) The Trip Leader shall arrange for the carrying, by the Participants, of special or communal use equipment.
- (k) The Trip Leader checks with Participants that communications radios are operational.
- (l) The Trip Leader to ensure all rules and procedures are adhered to.
- (m) The Trip leader ensures that the Club Property is:
- Obtained for the trip.
 - Makes certain that the property is responsibly looked after.
 - Cleaned and returned to the Property Officer.
 - Advises if any property is in need of repairs or maintenance.
- (n) The Trip Leader to list the full names of all participants, whether members or visitors and any children participating on the trip and to supply same to the Trip Co-ordinator as soon as practicable after the completion of the trip.
- (o) The Trip Leader is to issue to all Members a copy of the Novelty Awards Nomination Sheet, and when completed at the end of the trip, to collect and then forward them onto the Awards Points Keeper.
- (p) The Trip Leader is to report any infringements of rules, misconduct, etc. to the Committee.

13 TAIL END CHARLIE'S RESPONSIBILITIES

- (a) Assists the Trip Leader with the convoy as directed by the Trip Leader and acts as the Trip Leaders Deputy when necessary.
- (b) Advises the Trip leader:
 - When the convoy is mobile.
 - When the convoy has completed a change of direction.
 - When participants leave the convoy
 - Of any break downs or other incidents that may hold up the convoy.
- (c) Stays with vehicles that may need to leave the convoy for any short period or have a minor breakdown and advises the Trip Leader when mobile again.
- (d) Closes gates or leaves them open as advised by the Trip Leader.
- (e) Ensures cleanliness of the area at all stops before leaving or directs those responsible to make good.
- (f) Ensures that camp fires are completely extinguished and covered with soil and patted down, if required, before leaving the camp site.

14 RADIO COMMUNICATIONS PROCEDURES

- (a) Radio use must not override or interfere with required convoy procedures.
- (b) Recovery communications take precedence over any other radio use.
- (c) Do not use foul language over the radio.
- (d) Establish radio contact with the required party before carrying on conversation.
- (e) Identify yourself when making contact over the radio.
- (f) The Trip Leader will appoint a centre Participant to relay radio messages to the rest of the convoy and Tail End Charlie, where transmissions do not travel the full distance of the length of the convoy.
- (g) The Trip Leader is to respond or delegate response to any "breakers".
- (h) Where the Club radio channel cannot be used due to air waves congestion, then the Trip Leader shall nominate another channel.
- (i) When wishing to make a radio call, listen first to be sure you will not be calling over the top of an existing conversation.
- (j) If you wish to join into a conversation, transmit a "breaker" preferably inbetween "overs" and wait until you are invited to respond.
- (k) Always acknowledge a message so that the sender knows that you have received it, usually with a "roger".
- (l) Switch off radios (and mobile phones) when refuelling

15 RADIO COMMUNICATIONS CHANNEL

Channel 19 will be the Club's convoy radio channel on the UHF radio system. Reverting to another channel, as determined by the Trip Leader, when channel 19 is congested.

16 DISPUTES ON A TRIP

16.1 INVOLVING PARTICIPANTS

Should a dispute arise on a trip, the Trip Leader will attempt to resolve the matter, which may include the refusal for the participant or participants to continue on the trip.

16.2 INVOLVING THE TRIP LEADER

Should a dispute arise on a trip that involves the Trip Leader, then, a person from the following list and in that sequence, should attempt to resolve the matter:

- The Tail End Charlie, or
- A Committee Member, or
- Another participant.

If it is found that the Trip Leader is at fault, then the participants may, by majority vote, decide on any of the following:

- Refuse the Trip Leader from holding that position for the duration of the trip.
- Refuse the Trip Leader from continuing with the Trip.
- Cancel the continuation of the trip.

If the matter cannot be resolved and none of the above are suitable, then the participants will need to decide on their best individual alternatives.

16.3 REPORTING OF DISPUTES

The Trip Leader and the Participants must report any unacceptable behaviour on trips to the Committee within 30 days of the end of the trip.

The Committee may investigate the dispute and follow up with disciplinary action in accordance with clause 38 DISCIPLINARY ACTION within this manual.

The Committee will provide a report, kept by the Secretary, of any dispute or incident of unacceptable behaviour, which may be used to determine a Member or Members Renewal of Membership application.

17 MEMBERSHIP AND ASSOCIATED FEES

17.1 MEMBERSHIP TYPES

Membership of the Club shall consist of the following classes: **(To a maximum of 30 memberships)**

- Single membership
- Family membership
- Life membership
- Honorary membership

(a) Single Membership

A person over the age of 17 years, who satisfy the Committee that they are the owner of a 4 wheel drive vehicle.

NOTE: A person, who wishes to become a member and is under the age of 18, will require their Guardian's approval and signature on the Membership Application Form.

(b) **Family Membership**

A family membership is a unit of up to 2 adults and their children, under the age of 18 years, who satisfy the Committee that they are the owner of a 4 wheel drive vehicle.

(c) **Life Membership**

A member, with a minimum of 10 years continuous membership, may be nominated to the Committee, for Life Membership.

More detail may be obtained from the Committee or the Club's Constitution.

(d) **Honorary Membership**

A person, who is not a Club member, may be nominated to the Committee for Honorary Membership.

More detail may be obtained from the Committee or the Club's Constitution.

PLEASE NOTE:

The Club pays fees on a per membership basis, that also includes Life and Honorary Memberships, to the 4WD Association of WA and to the Insurance Company, for Public Liability Insurance. These fees may increase from time to time.

17.2 NEW CLUB MEMBERSHIP APPLICATION

A Person wishing to become a member of the Club, will be required to:

- (a) Attend a minimum of 2 Club overnight camping trips to a maximum of 3 overnight camping trips using their own vehicle and the driver or drivers and the vehicle shall comply with clause 6 Type of Vehicle.
- (b) Attend a minimum of 2 Club General Meetings to a maximum of 3 General Meetings.
- (c) Rules 17.2 (a) and (b) may be waived by the Committee in cases where adult children (that is, over the age of 17 years) of Club Members who have met the requirements of those Rules.
- (d) After attending the prescribed minimum number of Club trips and meetings, may be invited, by the Committee, to make an application for membership of the Club.

The prospective member shall then:

- (a) Complete a Membership/Renewal Application Form.
- (b) Have a Proposer and Seconder sign the Application Form.
- (c) Include the payment of a non refundable application fee.
- (d) Include the payment of the prescribed fee for the type of membership, adjusted for the period of membership.
- (e) Submit their application and associated fees to the Club Treasurer.

The Club Treasurer, after receipting the moneys, will pass the Application to the Club Secretary, who will record the Membership Application.

The Secretary shall give 14 days written notice to the Membership of when the Membership Application will be heard by the Committee, either in the next issue of the Club Magazine or by e-mail or facsimile or post.

17.3 OBJECTION TO A NEW MEMBERSHIP

Any Member who wishes to make an objection, (or has information that should be made known to the Committee), to a new Membership, must do so in writing, either in the form of a letter, a facsimile or e-mail and received by the Secretary or other Executive Committee Member, 1 working day prior to the Committee meeting at which the Application for Membership is to be assessed.

The objector/s may attend the Committee meeting to put objections forward in person, and may be questioned by the Committee Members. After the objector/s have made their presentation, they will be asked to leave, so that the Committee may discuss and make a determination.

The Committee may wish to defer their decision until it has had the opportunity to discuss any matter with the Applicant.

17.4 NEW MEMBERSHIP AND MEMBERSHIP RENEWAL ACCEPTED OR REJECTED

Each application for membership and for renewal will be assessed by the Committee who will determine the acceptance or rejection of that application.

Membership and Membership renewal determination will be based upon, but not limited to the following criteria:

- (a) That the applicant/s for new membership satisfy the Committee that they are the owner of a 4 wheel drive vehicle.
- (b) The applicant/s is/are of good standing.
- (c) That their 4WD vehicle has current registration.
- (d) That their vehicle has a minimum of Third Party Property Insurance.
- (e) That the Applicant has complied with the Club's Constitution, Rules and Codes when they attended Club activities.

Upon acceptance of an Application for Membership, the new or renewed Member/s shall be bound by the Constitution, Rules and Codes of the Club.

Decision of the Committee is final and no correspondence will be entered into.

17.5 NEW MEMBERSHIP PRO RATA FEES

Where an application for a new membership is received in between the financial year, the fees are to be adjusted as follows:

- (a) If membership is within the months of July, August or September, then full fees apply.
- (b) If membership is within the months of October, November or December, then 75% of the full annual fees apply.
- (c) If membership is within the months of January, February or March, then 50% of the full fees annual apply.
- (d) If membership is within the months of April or May, then 25% of the full annual fees apply.
- (e) If membership is within the month of June, then full fees will apply for the following year with the month of June being free.

17.6 APPLICATION FEE

Application fees are to help offset Club expenses associated with assessing New and late Renewal Membership Applications.

- (a) An Application fee of \$20.00 (twenty dollars) shall be applied to all New Applications for Membership and is non refundable.

- (b) An Application fee of \$20.00 (twenty dollars) shall be applied to all late Renewal for Membership Applications and is non refundable. Late renewal is after the 30 June of the due year.

18 MEMBERSHIP FEES

- (a) Membership fees for a Family Membership is (as determined from time to time by the members) per annum.
- (b) Membership fees for a Single Membership is (as determined from time to time by the members) per annum.

18.2 FEE CONCESSIONS

Since fees are kept to a minimum, no concessions will apply.

18.3 MEMBERSHIP RENEWALS AND DUE DATE

All Members are to pay membership renewals **on or before the 30 June**, each year, for the following year's membership upon request by the treasurer.

Renewal shall be as follows:

- (a) All Members wishing to renew their membership shall complete a Renewal for Membership Application form, so that up to date records can be maintained, and
- (b) It must be accompanied with the appropriate membership fee.

- (c) Any current Members, not having an accepted reason (reason, if any, to be considered by the Club Committee), who have not provided both fee and Renewal Form by the end of July in any prospective Club Calendar Year will be considered to have abandoned Club membership, and in the case of fees having been paid (but no Form returned) that the fees be repaid to the 'former' member.

19 VOTING RIGHTS OF MEMBERS

At any General, Annual or Special meeting, the voting rights of members shall be as follows:

- Family Membership 2 Votes
- Single Membership 1 Vote
- Life Membership 1 Vote
- Honorary Membership No Vote

To exercise both votes, in the event of a Family Membership, both Adult Members must be present at the meeting.

A simple majority of vote's cast shall decide any motion except for amendments to the Constitution, where 75% of the Club members present, are required to be in favour.

In case of an equality of votes, the Chairperson of the meeting has the casting vote.

20 MEMBERSHIP RESIGNATION

Resignation from the Club will only be accepted:

- In writing addressed to the Club Secretary, or
- Personally announced during General Business at a General meeting, Annual General meeting, Special meeting or a Committee meeting.

A member who resigns, must return their Membership Card, return any Club property they may have at the time, pay any outstanding fees and remove from their vehicle or clothing, any identifying marks that associates the resigned Member with the Club.

21 CLUB ACTIVITIES TO BE SUBSIDISED

The Club may subsidise the following events, subject to club funds available at the time and the adopted Budget, however, the **Committee** shall determine whether the use of Club funds, will adversely affect the operations of the Club and if so, may cancel or reduce the subsidy.

- (a) The Club may subsidise the cost of the meal only of the cost for Club Members who wish to participate in the Club's Christmas event.

NOTE: Visitors wishing to attend the above activities must pay full fee/cost of these Club activities

- (b) The Club may subsidise the cost of the entry fee for Club Members who wish to participate to represent the Club in the WA 4WD Association's Night Navigation event, for up to a maximum of 2 (two) teams. Each team to consist of 2 (two) members per vehicle with 2 (two) vehicles per team.
- (c) The Club may subsidise the cost of the entry fee for Club Members who wish to participate to represent the Club in the WA 4WD Association's Gymkhana event, for up to a maximum of 2 (two) vehicles and their respective Club Members, to form up to 2 (two) teams.

NOTE: Visitors/non Club members cannot represent the Club at any event.

22 REFUNDS AND CHARGES FOR CLUB ACTIVITIES

The Membership will be advised of a Club activity that requires payment, either in the form of a deposit or the full payment and the due date for such payments.

The Social Activities Co-ordinator (or Trips Co-ordinator) will require these payments by that due date in order to make the booking.

Members or Visitors, who fail to provide their payment by the due date, will not be included.

Where full payment or the balance of payment is required, prior to an event, then these monies must be paid by the due date to the Social Activities Co-ordinator (or Trips Co-ordinator), otherwise Members or Visitors will be refused entry to that activity.

Usually these activities are discounted based on numbers to attend, therefore, deposits or payments made by Club Members or Visitors, are not refundable to Members or Visitors who fail to attend.

The Committee shall determine any exceptions to this refund rule.

Trip contributions will be collected by the Vice President, from Members who indicated that they would attend the trip or social function, but failed to turn up and did not provide the required notice.

23 NOTICE OF CANCELLATION OF ATTENDANCE TO A CLUB ACTIVITY

23.1 FOR TRIPS

The required notice shall be 3 days prior to the departure date for a trip, however, this does not necessarily relieve the Member or Visitor from any other payment obligations where the Trip Leader has booked and or paid other fees on behalf of that Member or Visitor.

Some of these fees are as follows, but not limited to:

- Deposit for fuel.
- Payment for fuel.
- Payment for travel and access Permits.

- Bookings.
- Postage.
- Telephone calls and facsimiles.

23.2 FOR SOCIAL ACTIVITIES

The required notice for a Social activity, shall be that required by the organisation with which the Club has booked the activity.

NOTE: Failure to attend Club activities prior to resigning or not renewing membership does not distinguish liability. These ex members will be actively pursued for full payment and any incurred extra legal charges, including recovery costs.

24 SMOKING

All smoking is banned at all Club meetings and Social activities.

Smoking on trips is banned during trip participants meetings and any social interaction as a group.

The Trip Leader will determine the extent and or locations where smoking may be acceptable during a trip.

25 CONSUMPTION OF ALCOHOL

For the safety and comfort of all participants and others, **drink driving** (D.U.I.) on any Club trip, is not permitted.

Drivers are to abide by current Statutory Regulations and Limits.

CONSUMPTION OF ALCOHOL WILL ALWAYS BE IN MODERATION.

Any person who is considered to be causing or has caused a nuisance by the consumption of alcohol could be required to leave the travelling group.

DISCIPLINARY ACTION

The Trip Leader or other trip participants may cause disciplinary action to be taken against the person/s who it was considered to be causing or had caused a nuisance by the consumption of alcohol, by notifying the Club Committee with details of the incident.

Refer to SECTION 38 DISCIPLINARY ACTION rule within this document

26 ILLEGAL SUBSTANCES

The use of an illegal substance by a Member or Members on any Club activity, may result in the expulsion of that Member or those Members, in accordance with section 25 *EXPULSION OF A MEMBER*, in the Club's Constitution.

27 CLUB MAGAZINE

A Club Magazine will be produced periodically and distributed to all Club Members and may be to affiliated non members.

Distribution of Magazines will be at the Club's General meetings for Members and by post to affiliated non members.

For Members that cannot attend the Club General meeting, the Magazine will be posted to them, up to a total of 3 Magazines in any one financial year. Magazines required to be posted out, after the allocated 3, will be charged at the current postage rate at time of posting and cost of envelopes. The Member will need to provide payment prior to the magazine been posted.

Members are strongly advised to make alternative arrangements for collection of their copy of the Magazine, such as, to have a fellow Member pick up, on their behalf or provide appropriate sized, self addressed and stamped envelopes.

The Committee may determine that only some or none of the postal charges will apply to a Member, based on past duties performed by that Member, for the Club.

The Committee may adopt alternative distribution methods at times, which may include the use of e-mail or web site, however, for Members without e-mail or Internet access, hardcopies will continued to be distributed.

CLUB MAGAZINE GUIDELINES AND CONTRIBUTIONS

The Magazine Editor, may, from time to time, with approval of the Committee, alter the format of the Magazine or require that contributions be forwarded in a prescribed manner and format.

Details of contribution delivery requirements and format will be published in the Magazine.

28 AWARDS

28.1 MAIDEN TRIPS AWARD

An Award will be presented to a Member for planning and Leading their first trip.

This Award is in the Form of a Certificate, unless otherwise determined by the Committee and issued as soon as practical after the trip, at the next General meeting.

28.2 NOVELTY AWARDS

At the discretion of the Trip Leader Members on a trip are eligible to vote for a fellow participant, who must also be a Member, who they consider is most deserving of a novelty award for that Trip.

Voting consists of placing a Member's name against the Novelty Award that best suits the Member's activity on the Novelty Award Nomination sheet.

The Trip Leader will issue and collect the Novelty Award Nomination Sheets, at or near the end of the trip and forward them to the Awards Officer.

These Awards are in the Form of a Certificate or other novelty, unless otherwise determined by the Committee and issued as soon as practical after the trip, at the next General meeting.

29 FINANCIAL MATTERS

29.1 ANNUAL CLUB FINANCIAL BUDGET

The Committee will prepare a Financial Budget to be presented to the General meeting to be held in the month of June of that year for ratification and then implementation for the following financial year, commencing the 1st of July.

The budget should identify all expected Club running costs, the costs of any additional property, proposed functions and maintenance.

Once the Budget has been ratified, the Executive Committee is empowered to carry out all of its content without the need to have the Membership resolve any of its parts.

29.2 INCREASES TO FEES

Membership and other fees shall be increased,

- when necessary to meet reasonable budget needs, or
- to meet financial needs caused by other financial impacts.

The Committee shall assess the situations requiring increases, as and when they arise. The Committee shall then,

- Investigate the requirements for any fee increase.
- Determine the minimum increase required.
- Implement the increase.
- Advise the General Membership of the increase at the next Annual, General or Special meeting and in the next suitable issue of the Club Magazine.

29.3 FUND RAISING

Special fund raising activities should only occur when additional funds are required to meet the costs of specific needs with a goal pre set.

29.4 COMMITTEE AND MEMBERS EXPENSES

(a) General Expenses

Members or Committee Members may be reimbursed by the Club, for any "out of pocket" costs that they may incur on any official business, that has been authorised by the Committee, prior to that expense being incurred.

The Member or Committee Member shall present to the Treasurer, an official receipt as soon as practicable after the expense has been incurred.

Members or Committee Members, with the approval of the Committee, may accumulate expenses, such as telephone costs, facsimiles, postage, etc. and present an account to the Treasurer for payment, when a reasonable amount has been reached.

The Committee may determine up to what amount a Member may accumulate at a time prior to presenting their account with appropriate documentation prior payment.

(b) Meetings Expenses

Generally, Members attending meetings are expected to bring along their own supper and refreshments.

The Committee may approve, prior to the meeting, either a fixed payment or actual cost of the light supper, where an official meeting is held at a Member's residence. Receipts must be produced for an actual cost reimbursement.

(c) Unforseen Costs to a Member

Where a Club Member on Club Business incurs an unforeseen cost, reimbursement of "out of pocket" and actual costs of the purchase, if applicable, will be determined by the Committee. Receipts must be produced.

(d) Advances

An advance payment may be issued to any Member or Committee Member, if it is considered appropriate, by the Committee.

(e) Levy

The Committee may prepare a report to submit to the Membership from time to time and move a motion at a General, Annual or Special meeting to impose a reasonable levy to meet a short fall in the budget or to meet other expenses. A majority of votes shall determine the outcome.

30 MEETINGS

30.1 ANNUAL GENERAL MEETING

The Annual General meeting shall be held in August of each year at a date to be determined by the Executive Committee, by giving a minimum 21 days notice in writing, which can include the Club Magazine, facsimile e-mail or post to Club Members.

Annual General meetings are generally open to:

- All Club Members.
- Guests and Visitors

30.2 GENERAL MEETINGS

General meetings shall be held when called for by the Executive Committee by giving a minimum 21 days notice in writing, which can include the Club Magazine, facsimile e-mail or post to Club Members.

General meetings are generally open to:

- All Club Members.
- Guests and Visitors

30.3 COMMITTEE MEETINGS

Committee meetings shall be held when called for by the President giving a minimum 7 days notice in writing, which can include the Club Magazine, facsimile e-mail or post to Committee Members.

Committee meetings are generally open to:

- All Club Members.

Committee meetings are closed when called for, by the President, in consultation with the Committee, for any specific matter.

Committee meetings are closed when New, Life, and Honorary memberships are being discussed.

30.4 EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings shall be held when called for by the President by giving a minimum 3 days notice in writing, which can include the Club Magazine, facsimile e-mail or post to Executive Committee Members.

Executive Committee meetings are generally open to:

- All Club members, but only by invitation of the President.
- Guests/Visitors, but only by invitation of the President.

30.5 GUESTS OR VISITORS

Any Member who wishes to invite Guests or Visitors to a meeting, must obtain approval from the Club President.

The Member shall advise the President of which meeting and the numbers of Guest/Visitors expected at least 7 days prior to the meeting.

Where meetings are held in private residences, then the President shall seek approval from the Hosts of that meeting and advise the Member of the outcome.

Where meetings are held in a "hall type" environment, then Members who wish to invite Guest/Visitors shall advise the President of the numbers expected, so that facilities can be made available and to make certain that the hall is not overcrowded by limiting numbers, if applicable.

31 CLUB OFFICE BEARERS AND DUTIES

For continuity of knowledge, Office Bearers of the Executive Committee, will hold Office for a term of two years with half retiring on alternative years, subject to membership renewal.

All other Office positions are for a term of one year. All Office terms expire on the 30 June of each year, if membership renewal has not be effected, for the following year.

Where membership has been effected, then at the Annual General Meeting to be held in August, Office Bearers whose term expires, shall step down and new elections are to be conducted.

Past Office Bearers may renominate and may hold more than one Office position.

Adults from a Family Membership may both hold Committee and non-Committee Office positions, at the same time, but cannot both hold Executive Committee positions at the same period.

The following Office Bearers are the Executive Committee:

31.1 PRESIDENT

The President chairs Club and Committee meetings in an impartial manner and ensures the Club functions successfully within the guidelines of Club's constitution, Rules and Codes.

The President is the Club's nominated spokesperson for all official business and to the media.

The President is one of the four Executives that can Co-sign cheques.

- Holds the second key to the Club's Post Office Box.
- Greets Visitors and obtains their names.
- Attends the President's Meetings of the WA4WDA
- Seeks advertising for the Club magazine.
- Arranges and determines advertising fee rates.
- Seeks payment from Members who failed to attend trips, but indicated that they would and did not provide the required notice.

31.2 VICE PRESIDENT

The Vice President stands in when the President is absent and will help any other committee member when necessary and will meet and introduces the visitors to the meeting.

The Vice President is one of the four Executives that can Co-sign cheques.

- Assists the President as requested.
- Greets Visitors & provides their names to the Chair.
- Seeks advertising for the Club magazine.
- Liaises with other Office Bearers and Members to co-ordinate Advertising.
- Seeks and makes recommendation on the most favourable insurance arrangements for Club members.
- Arranges and maintains the Club's insurances.
- Liaises with the WA 4WD Association on insurance matters.
- Explains and co-ordinates insurance business on behalf of Club members.
- Seeks advertising for the Club magazine.

32 SECRETARY

The Secretary will maintain accurate records of Club and Committee meetings, deal with all inward and outward correspondence, maintain membership records and give assistance as requested by the President.

The Secretary is one of the four Executives that can co-sign cheques.

- Holds the key to the Club's Post Office Box and clears it prior to each meeting and periodically in between.
- Holds the Club's Seal.
- Maintains a Log of Resolutions.
- Advises the membership of new Membership Applications.
- Seeks advertising for the Club magazine.

32.1 TREASURER

The Treasurer will maintain accurate records of Club's income and expenditure, financial Members, Club purchases and sales and gives assistance as requested by the President.

The Treasurer is one of the four Executives that can co-sign cheques.

- Holds the Club's cheque book.
- Prepares a financial statement for presentation at each meeting.
- Seeks advertising for the Club magazine.

The following Office Bearers are Committee Members and with the Executive Committee, form the Club's Committee:

32.2 TRIP CO-ORDINATOR

The Trip Co-Ordinator, co-ordinates Club trips. Forms and chairs the Trip Sub-committee and maintains the Club's trip calendar.

The Trip Co-ordinator promotes Members to run Club trips.

- Collates and presents information on forthcoming trips.
- Liaises with the Magazine Editor for publication of trip's information in the Club Magazine.
- Maintains a Club library of maps and other informational material suitable for trip preparation.
- Seeks reports at each meeting of past trips
- Advises of future planned trips.
- Attends the Trips Co-ordinator's Meetings of the WA4WDA
- Holds and Maintains Club Property, ie Banner and Wooden Name Plaque
- Seek advertising for the Club magazine.

32.3 ENVIRONMENTAL OFFICER

The Environmental Officer endeavours to keep abreast of relevant environmental issues on behalf of the Club.

The Environmental Officer will liaise with the WA 4WD Association, Government and non government Agencies, in the promotion and pursuit of environmental awareness, education and projects.

- Presents a report to the meeting and publishes it in the next issue of the Club's Magazines.
- Attends the Environmental Officer's Meetings of the WA4WDA
- Seeks advertising for the Club magazine.

32.4 SOCIAL ACTIVITIES CO-ORDINATOR

The Social Activities Co-ordinator arranges social gatherings and functions for Club Members. Forms and chairs the Social Sub-committee and maintains the Club's social activities calendar.

The Social Activities Co-ordinator promotes Members to organise social activities.

- Provides a report at each meeting of the past social activities and advises of the future planned functions.
- Holds social function's equipment, being tea, coffee, urn etc and brings this equipment to meetings and social functions as required.
- Organises raffles and prizes for meetings or other functions.
- Organises and promotes the annual Christmas function.
- Seeks advertising for the Club magazine.

32.5 MAGAZINE EDITOR

The Club's Magazine Editor collates information, articles, club reports, advertising, the social and trip calendar and any other newsworthy item and then compiles and edits the Magazine.

The Editor distributes it to all members and to affiliated non members.

- Forms and chairs the Magazine Sub-committee.
- Holds any equipment required for production of the magazine.
- Maintains a library of the Club's magazines as well as magazines from other clubs.
- Liaises with the Vice President regarding advertising for the magazine.
- Develops the Guidelines for style, format and the standard of the Magazine.
- Corrects spelling of contributor's articles and reports.
- Corrects minor grammatical errors and refers major grammatical errors back to the contributor, in case the intent may be altered.
- Will bring to the attention of the Executive Committee, any contributions, including letters that may be considered controversial or defamatory so that they may deal with the matter.
- Seeks advertising for the Club magazine.

32.6 ASSOCIATION DELEGATES (TWO REPRESENTATIVES)

The Association Delegates represent the Club and present Club views at the WA 4WD Association meetings held each month.

- They report back to the Club membership at meetings and may have their reports published in the Club Magazine.
- They vote on behalf of the Club at WA 4WD Association meetings.
- They attend the Association Delegate's Meetings of the WA4WDA
- Seek advertising for the Club magazine.

The following Office Bearers are non Committee positions:

32.7 AWARDS OFFICER

The Awards Officer presents Maiden and Novelty awards when required plus:

- Helps the Social Activities Co-ordinator to arrange Social Functions.
- Seeks advertising for the Club magazine.

32.8 TRIP LEADERS

Generally, the Trip Leader will select the destination/s to which to run a trip. The Trip Leader accepts the responsibility for the trip's organisation prior to departure and the navigation during the trip.

They may arrange Pre Trip meetings to:

- Seek assistance, either or both, physically or financially.
- To advise prospective participants of the trips destination.
- To advise of resource requirements.
- To advise of necessary equipment.
- To advise participants of their duties.

For more detail, refer to Section 13. Trip Leader's Authority and Responsibilities.

33 COMMITTEE COMPOSITION

The Committee is made up of the following four (4) members that form the Executive Committee:

- PRESIDENT
- VICE PRESIDENT
- SECRETARY
- TREASURER

And the following six (6) Committee Members:

- TRIP CO-ORDINATOR
- ENVIRONMENTAL OFFICER
- SOCIAL ACTIVITIES CO-ORDINATOR
- MAGAZINE EDITOR
- ASSOCIATION DELEGATE (Number One)
- ASSOCIATION DELEGATE (Number Two)

34 EXECUTIVE COMMITTEE POWERS

Generally, the Executive Committee administers the ratified Club budget. It attends to the day to day business activities for the proper management of the Club. In accordance with the Club's Constitution, it may be given other powers from time to time.

The Executive Committee will meet as often as may be required to carry out the Club's business activities. They will report to either the Committee or the General Membership, or both, on any activity that is considered to be of importance to, or may effect the Members or the Club entity.

Any expenditure that the Executive Committee approves, shall be presented at the following General Meeting.

The Executive Committee is empowered to carry out the following functions, but not limited to:

- Authorise up to \$500.00 worth of expenditure in between any Committee meetings or between any General meetings that exceed the accepted budget.
- Where the Club subsidises events, the Executive Committee shall determine whether the use of Club funds, will adversely affect the operations of the Club and if so, may cancel or reduce the subsidy.
- Authorise reimbursed to Club Members, for "out of pocket" costs.
- Authorise any amendments to the refund policy.
- Authorise amounts to be paid for Meeting Expenses.
- Authorise amounts to be paid for Unforseen Cost to a Member.
- May determine that only some or none of the postal charges for posting the hardcopy version of the Magazine be paid by a Member.
- Shall determine the actual date in August of each year when the Annual General meeting shall be held.

- Shall determine the charges for a replacement copy of the Club's Constitution and the Rules and Codes Manual.
- May adopt alternative distribution methods for the Club Magazine from time to time, which may include the use of e-mail or a web site.

35 **COMMITTEE POWERS**

Generally, the Committee will plan the Club's "corporate type" strategy. It will consider the overall aspects of the Club's aims and plan long term directions. They will focus on the broader issues that may affect the Club or its Membership.

In accordance with the Club's Constitution, the Committee may be given other powers from time to time.

The Committee will meet as often as may be required to carry out and further develop the Club's "corporate type" strategy.

36 **DISCIPLINARY ACTION**

The following Disciplinary Action does not provide for the Expulsion of a Member.

Refer to section 26 Expulsion of a Member, in the Club's Constitution, for expulsion procedure.

The term Trip, as used in this Rule, applies to all Club activities, whether, an off road, camping, etc or a social function or any combination of these.

36.1 **CLUB MEMBERS**

Any Club Member, Visitor or a member of the Public may cause disciplinary action to be instigated against a Club Member by notifying the Club Committee with full details of the incident.

The Member against whom the action has been instigated, will be invited to a Committee meeting, at which, the incident/s are to be discussed and may provide information and evidence for their own defence and bring witnesses.

The Committee will have the right to defer any decision in order to seek further information or evidence or for consultation purposes. A majority of votes cast shall decide the Members outcome.

The Member may choose to have the matter considered at a General meeting instead of the Committee meeting. A majority of votes cast at the General Meeting shall decide the outcome to the incident/s.

All Members, either at a Committee or at a General meeting, which may have an interest in the matter, will be required to step down from voting.

If the Committee or the General Meeting's outcome is for the Member to be disciplined, then that decision shall be effective immediately.

The Committee shall decide on the action to be taken against the Member. This may be in the form of, but not limited to the following:

- the removal of Club privileges, such as banning from future Trips and Social activities for a period of time,
- and/or a fine.

The President shall inform the Member, in writing, giving reasons for the decision and the form that the Disciplinary Action is to take.

There is no appeal to the Committee or General meeting's decision, however, the Member will be given ample time, as determined by the Executive Committee, to prepare and present their defence.

36.2 OFFICE BEARERS

Where a Club Member feels that an Office Bearer has not, or is not carrying out their duties satisfactorily, then the Club Member may advise the Committee, either in writing or personally at a Committee meeting of the incident or incidents.

The Committee Member must step down from the Office during the hearing of the incident or incidents.

The Committee Member will have the right of reply and or may seek time to prepare a response prior to replying and may have witnesses attend the hearing.

Subject to the nature of the matter, the Committee may decide to suspend that Committee Member until the matter is resolved and seek a temporary Office Bearer to carry out that Committee Members duties.

If the Committee Members is found to be guilty of the matter, then the Committee shall issue appropriate disciplinary action.

37 MEETINGS STANDING ORDERS

This rule applies to Annual, General or Special Meetings that may be held from time to time.

37.1 RULES OF DEBATE

(a) Chairperson to Take Part in Debate

Subject to the provisions of this Rule, it shall be appropriate for the Chairperson to take part in the discussion upon any question before the Meeting.

(b) Priority of Speaking

Where two or more members rise to speak at the same time, the Chairperson shall decide which of them is entitled to priority.

(c) Speaking Without Interruption

A Member, who is addressing the meeting through the Chairperson, shall not be interrupted, except on a point of order, in which event, the Member shall be seated, until the Member raising the point of order, has been heard.

Once the question of order has been disposed of, then the Member so interrupted, may continue, but only if permitted by the Chairperson.

(d) Speaking Twice

No Member shall speak twice, except the Member who moves an original motion or an amendment to a motion, who has the right of reply, at the end of the debate on that motion or amendment, prior to it being put to the vote.

(e) Calling to Order for Speaking Twice

The Chairperson shall call to order, any Member proceeding to speak a second time, on the same motion or amendment.

(f) Mover or Seconder to be Held to have Spoken

- (i) A Member moving a motion or amendment shall be held to have spoken thereon.
- (ii) A Member, who seconds a motion or amendment, shall be held to have spoken thereon, unless, at the time of seconding the motion or amendment, the Member reserves the right to speak on the motion or amendment.

The Member shall then speak prior to the redress from the original mover of the motion or amendment.

(g) **Resolution to Allow Speaking Twice**

The Membership may, by resolution moved without notice, permit a Member to speak twice, subject to the time restraints, herein contained.

(h) **Questions during Debate**

A Member may ask a question relevant to the motion under debate at any time during the debate, on a motion before that motion is put to the vote, but no discussion thereon is permitted.

(i) **No Speaking after Motion put to the Vote**

No member shall speak on any motion or amendment -

- (i) after the mover has replied; or
- (ii) After the question has been put to the vote.

(j) **Limit of Speeches**

- (i) A Member shall not speak upon any motion or amendment or in answer to any question with or without notice, for a longer period than 4 minutes.
- (ii) A Member shall not speak in reply for a longer period than 3 minutes, without the consent of the Membership to extend, which shall be signified without discussion.
- (iii) The Membership shall not consent to the extension of a Member's time for speaking beyond 4 minutes.

(k) **Speaking in Reply**

A Member speaking in reply, shall not introduce any new matter, The Member must strictly confine themselves to answering previous speaker/s.

(l) **Division of Motions**

The Chairperson, or the Membership by resolution passed without debate, may order a motion to be divided and put in the form of two or more motions.

(m) **Withdrawal of Motions**

A motion or amendment may be withdrawn by the mover with the consent of the Membership, which shall be signified without debate, and it shall not be appropriate for any Member to speak upon the motion or amendment after consent to withdrawal has been granted.

38 MOTION OF NO CONFIDENCE

A Club Member who believes that a Committee Member or Members have lost the confidence of the Membership, may present the issue at an Annual, General or Special meeting.

The Club Member must then move a “Motion Of No Confidence” against that Committee Member or Members.

If the motion is seconded, then debate may ensue.

The Committee Member or Members who are the subject of the Motion of No Confidence, must step down from their Office/s and if necessary, that Office or those Offices, may be temporarily filled by other Committee Members, or by temporarily electing Club Members.

After debate, the motion must be put to the Membership present and a majority of votes cast shall decide.

Should the motion carry, then the Committee Member or Members must resign immediately from Office/s and new nominees sought for that Office or those Offices and an election conducted.

39 SHARING INFORMATION WITH NON CLUB MEMBERS

Any written or verbal information or statement to non Club members must go through the President, for approval, in accordance with section 10.1 of the Club’s Constitution.

Whether another 4WD Club, individual or the media requests information, the following procedure is to apply.

39.1 Verbal

(a) To the Media

Only the President shall issue statements to the media. He/she may wish to consult with the Executive committee prior to, but does so at his/her discretion.

The President may wish to delegate the issuances of the statement to another Club Member.

(b) To All Other Non Club Members

The Member shall forward a transcript of the statement to be made to the President, who may wish to consult with the Executive Committee, at his/her discretion and then either give approval, amend or reject it.

The President shall either issue the statement directly or may wish to delegate the issuances to another Club Member.

39.2 Written

(a) The Club Magazine

The distribution of the Club Magazine to non Club members shall be as follows:

(i) For Advertisers

A copy of the Magazine, containing the Advertiser’s advert, shall be forwarded to the Advertiser.

(ii) For Clubs that are Members of the 4WD Association of WA

The Club’s Magazine shall be swapped on a one for one basis, with fellow member Clubs of the 4WD Association of WA and arranged by our Delegates to the 4WD Association of WA.

(iii) **For Visitors and Guests to General Meetings or Events**

The Club's Magazine shall be provided to those interested Visitors and or Guests, at the time that they attend a General meeting or Event.

(iv) **For All Other Persons or Entities**

The Club's Magazine may be provided to other non Club Members on the basis that it be issued to selective and potential members.

Note: Please arrange (and give suitable notice) with the Magazine Editor for Club Magazine copies that you may require.

(b) **Trip Reports and other Written Material**

(i) **Trip Reports (as published in the Magazine)**

Where a Member wishes to forward a Trip Report to a non Club member, then that Member shall:

- Make certain that the Author's approval is obtained.
- That the Author/s retains authorship.
- That approval be obtained from any Participant whose name appears in the Trip Report or their name is deleted or disguised as per their requirements.
- Include the Copyright and Disclaimer Clauses.
- Transfer the Trip Report onto the Club's Letterhead (which may include the Copyright and Disclaimer Clauses as footers.
- If a provided document is likely to be copied by the recipient, then it shall all include a statement:
That if copied, then it must be copied in its entirety.
- Obtain the President's approval.

And if approval is granted, then,

- Provide a copy for the Club's Secretary for record purposes. Include the number of copies and the details of the recipient.

(ii) **Other Written Material (and Trip Information as sought by non Club members)**

Should a Member wish to provide trip information, as a Club Member, to non Club members, then the requirements as above for (i) **Trip Reports (as published in the Magazine)** shall apply.

(iii) **Trip Information or Consent for access or Camping as sought by Club Members**

Where a Club Member seeks at no cost, information or consent for access or camping, as a Club member, then they will need to comply with the following:

- Use the Club Letterhead, whether posted or e-mailed and or the Club Facsimile sheet, if faxed.
- Provide a copy to the Club's Secretary for record purposes.
- After the trip, forward a thankyou letter, as may be applicable.

Please Note:

If consent is not required, there may be occasions when it would be advisable to forward a letter to advise that you are running a trip in a particular area at a particular date.

39.3 Electronic Copies of the Club's letterhead

Electronic copies of the Club's letterhead will be provided to the Club's Committee Members.

Members who wish to use the Club's letterhead for any of the above listed requirements, may obtain an electronic copy from the Secretary whom will keep a record of issue.

APPENDIX 1 – Copyright and Disclaimer Clause

COPYRIGHT

All material contained within this Magazine, is protected by copyright law. Copyright of the material resides with the Getaway 4WD Club Inc. or the contributing Author/s for their articles/s. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the Copyright Act 1968, no part may be reproduced or re-used for any purposes, whatsoever, without prior written permission of the Getaway 4WD Club Inc. or the contributing Author/s.

DISCLAIMER

The information and any advice provided within this Magazine, is made available in good faith and the information is provided solely on the basis that the reader will be responsible for making their own assessment of the matters discussed herein and are advised to verify all relevant representations, statements and information.

The Getaway 4WD Club Inc. provides No assurance to the accuracy of any information or advice contained within the Club's Magazine. It is the responsibility of the user to make his or her own decisions about the accuracy, currency, reliability and correctness of the information.

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The material contained within this Magazine may include the views or recommendations of third parties, which do not necessarily reflect the views of the Getaway 4WD Club Inc.

APPENDIX 2 Getaway 4WD Club Privacy Policy

Getaway Four Wheel Drive Club Inc. Privacy Policy

We value your privacy and at Getaway Four Wheel Drive Club Inc we understand the importance of maintaining privacy and confidentiality. We adhere to the **Privacy Act 1988**, as amended by the **Privacy Amendment (Private Sector) Act 2000** and have a firm commitment to protecting your privacy.

Our Privacy Policy outlines our information handling practices, covering issues such as:

- ❖ collection of your personal data
- ❖ use and disclosure of your personal information
- ❖ direct marketing
- ❖ our duty of confidentiality
- ❖ your consent
- ❖ quality of your personal information
- ❖ access to your personal information
- ❖ security of your personal information
- ❖ how to contact us

Collection of your personal data

Generally we collect personal information directly from you, for example when you deal with us in person, by telephone or via our web site. The nature of the personal information collected and maintained by us generally comprises information such as your name, address, contact details (such as Telephone, email and fax numbers) and place of work.

Use and disclosure of your personal information

Your personal information is collected for the purposes of establishing and maintaining our data records and to service our relationship with you. We may use your personal information to facilitate these purposes and related purposes such as:

- Internal administration; and,
- to assist us to identify and inform you of activities conducted by us or other members that may be of interest to you.

We will use reasonable endeavours to prevent the disclosure of your personal information except in the extent;

- indicated to you at the time you supplied the information to us;
- expressly permitted under an agreement with you;
- required for performance by us of our activities for you;

- required under compulsory law or provided in cooperation with any government authority; or
- where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you

We undertake not to sell, rent or trade your personal information to any individual or entity outside Getaway Four Wheel Drive Club Inc and its members. Your personal information may be shared among the entities operated by Getaway Four Wheel Drive Club Inc. unless you tell us in writing other wise. However Club information relating to Name of club, meeting times and places, Committee Member contact details etc will be displayed on our web site, and advertising flyers promoting Getaway Four Wheel Drive Club Inc. We aim to keep this information up to date subject to our club members supplying in writing via our Email address up dated information.

Quality of your personal information

We will use reasonable endeavours to ensure that information held is accurate and update our records at the earliest opportunity following notification of any errors or changes.

President
Getaway Four Wheel Drive Club Inc