

1. THE COMMITTEE:

- a. The Committee may approve any expense, to be paid with Club funds, up to the value of eight hundred (800) dollars, for the day to day running of the club.
- b. Any expenses over the set amount set out in 1(a) must be approved by a majority vote of the Members at the next occurring General Meeting.
- c. The Committee expense limit set out in 1(a) may only be changed by a majority vote at the AGM.
- d. All acquisitions of capital equipment must be approved by a majority vote at a General Meeting.
- e. The committee may appoint a sub-committee for a specific purpose and for a revocable term, not exceeding the period for which the committee is in office.
- f. A sub-committee cannot decide to act on an issue but can only investigate and report to the committee.
- g. Committee duties are listed as per attachment.
- h. Committee members should attempt to attend ALL meetings where possible.
- i. Identify ideas and organise events to generate funds for the club through fundraising

2. COMMITTEE VACANCY:

- a. An existing committee member shall fill an unexpected committee vacancy until an election can be held.
- b. Secretary position to be filled as per Model Rules for an Incorporated Association.
- c. Following the vacancy of a committee position, all members will be advised of the vacancy no less than seven (7) days prior to the General Meeting at which the election is to be held.
- d. The election of the vacancy should be held as soon as practicable, but no later than two (2) months after the vacancy becomes official. Normal election procedures will apply.

3. MEMBERS/PUBLIC OFFICER:

- a. The Members Officer must be a financial member.
- b. The Members Officer shall be an ex-officiate of the committee.
- c. The Member's Officer is elected per normal election procedures.

- d. The Members Public Officer shall chair the Annual General Meeting after all committee positions are declared vacant.
- e. The Members Public Officer shall govern until he/she notifies the committee in writing of his/her intention to resign.
- f. The Members Officer shall ensure that the Model Rules and By-Laws are adhered to.

4. FEES:

- a. New Members accepted into the club during the financial year will be offered a pro rata fee at 6 months.
- b. The one of joining fee will remain at 100%.
- c. The Club pro rata fees will consist of any pro rata discount offered by Four Wheel Drive Victoria (4WDVic). The remaining portion of the Club Fee will be a reduction of 50% from 1st January (6) months. Any Renewing Members will only be offered a pro rata fee reduction, based on the pro rata discount offered by Four Wheel Drive Victoria (4WDVic).

5. FAMILY MEMBERSHIP

- a. Family Membership is inclusive of the member, their partner or spouse and any current and/or future dependent children.
- b. Children cease to be covered under the umbrella of family membership when they purchase their own Four-Wheel Drive vehicle and wish to participate in club events.
- c. Children that are no longer covered by the Family Membership are required to pay their own Membership Fee and Joining Fee with the club to become a Financial Member.
- d. Adult Dependent Children can undertake basic driver training with the club.
- e. All members of the Family Membership are considered Financial, and therefore any member of the family can hold a committee position.
- f. More than one (1) member from the same family membership may be in office at one time.

The Family counts as one (1) Membership.

6. VOTING:

- a. All committee members are eligible to vote on matters arising at committee meetings.

- b. Only Financial Members are allowed to vote at General meetings.
- c. One (1) membership means one vote.

7. LIFE MEMBERSHIP:

- a. Life Membership is NOT automatic
- b. Only Members who have achieved 15 years continuous Membership are eligible.
- c. Time spent in the Club by children as a Family Member does NOT count towards the Life Membership
- d. Potential Life Members must have been actively involved in the Club for those 15 years (i.e.: Been on Committees and/or regularly attend Club Functions such as meetings, trips, and social functions).
- e. Potential Life Members must either self-nominate or be nominated and seconded by another Financial Members.
- f. When nominated and seconded, an application must be received in writing for the potential Life Member at least 3 months prior to the next AGM.
- g. Written applications must contain all contributing factors.
- h. Written applications will be published in at least two Club Magazines prior to the AGM.
- i. Life Members will be personally liable for all fees levied upon the club by Four Wheel Drive Victoria (4WDVic).
- j. Acceptance of Life Membership application will be subject to a vote at the AGM by the Club's current Financial Members.
- k. In the event of a tied vote, the applicant shall be granted Life Membership.

8. TRIP ORGANISATION:

- a. All members should ensure that they are in possession of the following basic equipment on all club trips:
 - i) A rated recovery strap
 - ii) Two (2) appropriately rated shackles.
 - iii) First-aid Kit.
 - iv) Rated Recovery Points on the front and rear of the vehicle.
 - v) A UHF radio
 - vi) A fire extinguisher.
- b. The trip leader shall ensure that all details and equipment requirements are published prior to the trip, and that the club equipment (eg Sat Phone) is made available, if appropriate.

- c. The trip leader shall ensure that the Trip Register is completed prior to the trip commencement.
- d. The Trip Leader shall ensure that any visitors on trips complete a temporary member/visitor trip participation form.
- e. All members and/or non-members on a trip must have minimum third party property insurance and the vehicle must be registered.
- f. Visitors can attend up to three club trips or functions.
- g. The trip leader shall ensure that an incident report is completed if required.

9. TRAINING:

All new members are to complete Proficiency “basic” training, or provide evidence of equivalent training within 12 months of joining

10. FIREARMS:

- a. Firearms are not to be brought on any club function unless that function has been specifically organised for that purpose.
- b. Any function organised specifically for the purpose of hunting or sport shooting must be specially approved by the Committee.