

MANNING VALLEY - GREAT LAKES
4 X 4 CLUB INCORPORATED
CONSTITUTION

October 1997 – Revised 10/2/04

1 NAME

The name of the club formed under this Constitution shall be The Manning Valley - Great Lakes 4 x 4 Club Incorporated and shall be a non-profit organisation.

2 OBJECTS

The objects for which the Association is established are:

- 2.1 To promote goodwill and fellowship between club members.
- 2.2 To ensure the correct representation of the recreational use of Four Wheel Drive vehicles.
- 2.3 To promote the conservation of the natural environment.
- 2.4 To promote road safety.
- 2.5 To cooperate wherever possible with other clubs having similar interests.
- 2.6 To assist with community services where possible.

3 MEMBERSHIP

- 3.1 Club members must have access to a 4WD vehicle.
- 3.2 Members must be prepared to adhere to the club's code of ethics and club by- laws.
- 3.3 All new prospective members must become financial members and must attend a training day before they are allowed to drive on any 4WD trip with the club.

4 CODE OF ETHICS

See addendum 1.

5 **CLUB FEES**

- 5.1 Club annual membership fee and club joining fee will be determined by the club membership at the Annual General Meeting. Each member will also be required to pay the Recreational 4WD Club's "Association Subscription Fee", as determined by that association.
 - 5.1.1 Members joining three months or less before the end of the club's financial year will be required to pay the full annual membership fee but it shall apply to the full extent of the new financial year also. The applicable pro-rata fee to the recreational 4WD club's association is the member's responsibility.
 - 5.1.2 On application the President may at his/her discretion, and for a fee at the President's discretion, grant an honorary membership for a period of not more than one month which membership may be for the purpose of a competition event or club event.
 - 5.1.3 New members are to pay a Club Joining Fee.
 - 5.1.4 Membership fees to close off at the 30th September; renewals after this date will incur a joining fee.

6 **FINANCIAL YEAR**

- 6.1 The club's financial year shall conclude on 30 June of each year.

7 **OFFICE BEARERS**

- 7.1 The office bearers of the club, hereafter known as the Executive Committee, shall be a:
 - President
 - Vice President
 - Secretary
 - Assistant Secretary
 - Treasurer
 - Assistant Treasurer
 - Registrar
 - Publicity Officer and
 - Trip coordinator

and shall be elected by a simple majority of club members present and voting at the Annual General Meeting of each year or when necessary between Annual General Meetings.

- 7.2 All Executive Committee Members shall be and act in an honorary capacity.
- 7.3 All Executive Committee Members shall be elected for a period of one year and shall be eligible for re-election.
- 7.4 Duties:
 - 7.4.1 President:
The President shall conduct all meetings of the club and shall be responsible for the organisation of the club.

- 7.4.2 Vice President:
The Vice President shall assist the President in his/her duties.
- 7.4.3 Secretary:
The Secretary shall be responsible for keeping minutes of all meetings and shall attend to all correspondence and club records.
- 7.4.4 Assistant Secretary:
The Assistant Secretary shall assist the Secretary in his/her duties.
- 7.4.5 Treasurer:
The Treasurer shall handle all monies of the club, keep all associated records and present a financial statement at each General, Annual General and Executive Committee Meetings.
- 7.4.6 Assistant Treasurer:
The Assistant Treasurer shall assist the Treasurer in his/her duties.
- 7.4.7 Publicity Officer:
The Publicity Officer shall be responsible for the projection of the Clubs image
- 7.4.8 Trip Coordinator:
The Trip Coordinator shall liaise with all trip leaders and shall advise trip leaders on their responsibilities as per club by-laws.
- 7.4.9 Registrar:
The Registrar shall be responsible for the keeping of all records pertaining to club membership.
- 7.5 The Executive Committee shall be empowered to act on behalf of the club in its best interest and within the bounds of the Constitution. Any action, including financial transactions, undertaken by the Executive Committee shall be reported to the clubs members as soon as possible.
- 7.6 The appointment of any Executive Committee member may be terminated at a General Meeting by a simple majority of members present and voting.

8 MEETINGS

- 8.1 General Meetings of the club shall be held once a month, usually on the second Tuesday of each month except for School Holiday periods, when meetings may need to be suspended.
- 8.2 The Annual General Meeting of the club shall be held not later than 30 June in each year, when the annual reports, balance sheet and honorary auditor's report of the previous financial year shall be presented.
- 8.3 The Annual General Meeting shall be convened by the Secretary who shall provide notification of one month in advance, stating time, place and nature of the meeting and business to be transacted in the form of an Agenda. The President or any three members of the club may request the Secretary to convene such meetings.

- 8.4 Extra ordinary meetings of the club may be convened by the President or any three members of the club. As much notice as is practicable shall be given for an extra ordinary meeting and such notice shall state the business to be transacted. No business other than that of which notice has been given shall be conducted at such a meeting.
- 8.5 Minutes of the proceedings of all meetings shall be kept.
- 8.6 Voting shall be on the basis of one vote per member with a maximum of two votes per family membership.
- 8.7 A simple majority of votes cast shall decide any motion except where otherwise provided.
- 8.8 In motions requiring a simple majority in which there is a split vote, the motion shall lapse for that meeting and may be reconsidered at a subsequent meeting.

9 QUORUM

- 9.1 At all meetings of the club, a quorum shall be 25% of the clubs members or a minimum of 9, whichever is the lesser figure.

10 FUNDS

- 10.1 The funds of the club shall be deposited in an account with a bank or building society and such account operated upon by any two of: the President, Vice President, Secretary and Treasurer.
- 10.2 The income and property of the club shall be applied solely towards the promotion of the objects of the club.
- 10.3 No income other than the annual membership fees shall be received unless approved by the Executive committee and full sources details re provided to the subsequent General Meeting.
- 10.4 No money shall be paid to individual members of the club unless by way of reimbursement for monies spent on behalf of the club.

11 INDEMNITY

- 11.1 Office bearers of the club who by the authority of the club accept or incur any pecuniary liability on behalf of the club shall be held indemnified by the club against any personal loss in respect of such liability.

12 AUDIT

- 12.1 The Honorary Auditor shall be appointed at a General Meeting and it shall be his/her responsibility to examine all accounts, vouchers, receipts and books etc, and furnish a report thereon.

13 AMENDMENTS

- 13.1 The Constitution may be amended at a General Meeting provided that at least 21 days notification of the notice of motion has been given in writing to all club members, and provided that such notice shall specify all proposed amendments.
- 13.2 All proposed amendments shall require a majority of 75% of members present and voting.
- 13.3 Amendments to the Constitution may be proposed in writing to the Secretary of the club by any member of the club.

14 CONDUCT

- 14.1 The club may expel any members whose conduct it shall consider in its absolute discretion to be prejudicial to the well being of the club. The appropriate member shall be notified and given the right to one appeal - such decision shall be the decision of a 60% majority vote and shall be incorporated as a notice of motion in the Secretaries notification of a General Meeting.

15 DISSOLUTION

- 15.1 The club shall be dissolved:
 - 1) If there are less than the number of members required to form a working committee.
- 15.2 After dissolution, assets and funds on hand shall, after payment of all expenses and liabilities, be handed over to the Recreational 4WD clubs Association of NSW and ACT Incorporated or such registered charity as a majority of club members present at the extra ordinary General Meeting may decide.

16 TERMINATION OF CLUB MEMBERSHIP

- 16.1 Members terminating membership or disposing of vehicles bearing club membership identification must delete such identification upon termination or disposal.

RECREATIONAL VEHICLES CODE OF ETHICS

The following recreation vehicle code of ethics was prepared by the then Commonwealth Department of Science and the Environment (now the Department of Home Affairs and the Environment). It is endorsed fully by the Association.

- 1 Keep to the laws and regulations on recreation vehicles. They change from state to state.
- 2 Others have a right to peace and solitude - avoid noisy driving or riding near settlements and general recreation areas.
- 3 Keep to constructed vehicle tracks. Drive or ride off roads only when you have special permission.
- 4 Alpine areas, swamps and vegetated dunes are easily damaged. Avoid them.
- 5 Respect our wildlife. Stop and look, but never disturb or chase animals. It can affect their survival.
- 6 Keep the environment clean. Carry your own - and maybe other peoples rubbish home.
- 7 Keep all fire restrictions. Extinguish your fire before leaving. Don't let your exhaust emit sparks.
- 8 Keep to restrictions on use of public land. Respect National Parks and other conservation areas.
- 9 Get permission before driving on private land. Leave livestock alone and gates as found.
- 10 Keep your vehicle mechanically sound and quite with an efficient muffler.
- 11 Take adequate water, food, fuel and spares on trips. In remote areas, travel with another vehicle.
- 12 Join an appropriate and responsible recreation vehicle club if you use your vehicle mainly for recreation.
- 13 Help in bushfire emergencies and search and rescue if you are properly able.

VEHICLES

Vehicles used by club members, while on four wheel drive outings, would be of the type equipped with four wheel drive capabilities, registered in accordance with Government Regulations and often fitted with extra equipment which can be used to protect the vehicle against superficial damage, aid in self-recovery or provide recovery assistance to other vehicles.

Because of the nature of the recreation and the areas visited, all vehicles must be in a well maintained condition before venturing into four wheel drive terrain. Obviously not all breakdowns can be avoided; however, as club members travel in groups, any repairs and recoveries can be achieved within the group.

Generally vehicles are in such condition as to not impose any undue or excessive effect on the surrounding environment or other users of the environment. In test conducted by the Environment Studies Association of Victoria, it was found in one test that, at a distance of 10 metres, a blowfly caused a higher decibel reading than a correctly driven four wheel drive vehicle.

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CLUB BY-LAWS

1 GENERAL

- a) All persons attending club trips must obey the By-Laws of the club.
- b) In addition to the By-Laws stated below, members must abide by any conditions or restrictions placed on entry to an area by the owner or controller of property.
- c) Firearms or explosives will not be used or displayed on club outings.
- d) No racing, speed trials or driving in a manner which could be construed as competition between drivers will be allowed on club trips.
- e) Vehicles must not detour from an existing track, unless to deviate around an immovable or hazardous object.
- f) All members attending a club trip must advise the trip leader or other designated person of their intention not less than 24 hours prior to the commencement of the trip.
- g) All gates and property entrances should be left as found.
- h) Members terminating membership or disposing of vehicles bearing club membership identification must delete such identification upon such termination or disposal.

2 VEHICLES, DRIVER AND ROAD SAFETY

- a) All vehicles on club trips must be registered and in a roadworthy condition and their drivers must be licensed to drive that class of vehicle.
- b) Motor traffic regulations must be obeyed at all times.
- c) Members should refrain from drinking excessive alcohol during the course of the days travel.
- d) Riding on the exterior of vehicles should be avoided.
- e) Drivers must not drive in a manner, or at speed, that could endanger themselves or any other person.
- f) All vehicles on four wheel drive trips must have towing points front and rear and carry at least a seven (7) metre length of towing medium.
- g) All vehicles on four wheel drive trips are to be equipped with a suitable Citizens Band Radio.

3 THE ENVIRONMENT

- a) Every effort must be made by members to assist in the conservation of flora, fauna and landforms in all areas visited.
- b) All rubbish must be conveyed to where it can be disposed of in a proper receptacle and every effort must be made to remove other peoples litter from areas visited.
- c) Every effort must be made to avoid track damage.
- d) Any track damage caused by club vehicles must be repaired before moving from that point.
- e) Vehicles must only travel on existing tracks.

4 FIRES

- a) The lighting and use of fires must comply with fire regulations in force at the time, and only then with the permission of the trip leader.
- b) Any fires lit must be completely extinguished before leaving the immediate area. Temporary fire places must be dismantled and raked over.

5 TRIP LEADERS RESPONSIBILITIES

- a) Before moving off, the trip leader should explain convoy procedures to all trip members, remind all drivers that these procedures will be followed throughout the trip and allocate convoy positions to all vehicles on the trip.
- b) Trip leaders are to ensure that the group is self sufficient and should only call on outside bodies for assistance as a last resort.
- c) Trip leaders are responsible for all fires it on their trip.