



4WD CLUB

Incorporated Registration No. A0016002M

CFA 4WD Club

By Laws & Code of Practice

25th October 2012

1. COMPLIANCE WITH LAWS OF REALM.

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

2. IDENTIFICATION WITH CLUB

- 2.1 No member shall act in the Club's name, or use the Club's name in any way whatsoever without the full knowledge and consent of the Committee.
- 2.2 For the purposes of these By-Laws, only those activities which have been approved by the Committee shall be recognized as official club activities. An activity not so approved shall be considered as a private activity of a member or members.
- 2.3 Any members who at any time, allow themselves or their vehicles to be identified with the club either visibly or in any other way, shall be bound to comply with these By-Laws.
- 2.4 A member resigning from the club, or expelled from the club in accordance with the provision of Clause 8 of the Club Constitution, or otherwise ceasing to be a member because of non-payment of fees, must return to the club any membership badges, tokens, or like items which may be in their possession and remove all club identification from their vehicle(s). The Committee may take legal steps against any such person(s) whose actions and improper identification with the club, discredit the name of the club.
- 2.5 Duplication and use of the club logo and name must be approved by the committee.

3. POWERS OF THE COMMITTEE

- 3.1 Within limits set forth by the Club Rules, the Committee shall be empowered to decide upon issues not specifically covered by these By-Laws.
- 3.2 Only the Committee shall have the power to appoint a Sub-committee for the specified purpose(s) and for a revocable term not exceeding the remaining period of the Committee in power.
- 3.3 It shall be the responsibility of the Committee to ensure that, to the best of its knowledge, candidates for membership are capable of fulfilling their obligations to the club, and the Committee may refuse admission to membership in accordance with Rule 3.



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4. DUTIES AND PRIVILEGES OF COMMITTEE

- 4.1 Notwithstanding provisions for Committee's quorum, any member of the Committee unable to attend a meeting may deputize his/her duties to another member of the Committee.
- 4.2 The CHAIRMAN shall preserve order and conduct meetings in accordance with the Rules and By-Laws, and shall ensure that every member receive fair hearing on any matter properly introduced.
- 4.3 The Chairman shall have the casting vote in the event of equal voting.
- 4.4 The SECRETARY should attend all meetings of the club and its Committee, and shall record minutes of the proceedings in the minutes book which shall be made available to members at the following meeting.
- 4.5 The Secretary shall be responsible for ensuring that members receive proper notification of meetings.
- 4.6 The Secretary shall ensure that business requested by a member is included in the agenda of an appropriate meeting.
- 4.7 The Secretary is responsible for the club's correspondence; no correspondence shall be conducted on behalf of the club without the Secretary's approval.
- 4.8 The TREASURER shall be responsible for the recording of all financial transactions of the club.
- 4.9 The Treasurer shall give a statement on the club's financial position at each Committee Meeting, and shall make such a statement available for publication in the club's minutes
- 4.10 The Treasurer shall present the books of account to the Committee for audit at the last Committee meeting before the Annual General Meeting of the club, and shall give a comprehensive written report and statement, together with the auditors report thereon, regarding the club's financial affairs for the past year, at the Annual General Meeting.
- 4.11 The EDITOR shall be responsible for the regular publishing, collating and dispatching of the club's approved printing matter.
- 4.12 The PROPERTY STEWARD shall be responsible for the recording, issue, storage, and maintenance in good order, of all club property.



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4.13 The TRIP CO-ORDINATOR shall prepare and publicise a Calendar of events, and supervise their organization, and shall also maintain a record of trips and participants, and of all relevant information for the perusal by trip members.

4.14 The Training Co-Ordinator (To be inserted)

5 MEETINGS

5.1 Business at a general meeting shall be restricted as far as possible, to reports by the Committee, reports of and arrangements for official club activities and social events, and to matters arising from such reports. Members wishing to introduce business covering the administrative affairs of the club should inform the Secretary of their intentions, prior to the meetings; the matter will be included in the agenda of an appropriate meeting.

5.2 Business at Special General Meetings shall be confined to matters for which such a meeting is called.

6 ELECTION OF COMMITTEE

6.1 The Committee shall be elected at the Annual General Meeting and shall govern the club for the term of two years commencing on the first day of July.

6.2 A club member becomes eligible to be nominated as an officer of the association after one continuous year of full membership. All full members are eligible to be nominated for ordinary committee positions

6.3 Primary nominations of eligible consenting members for specified Committee positions shall be submitted to the Secretary. A member may be nominated for one (1) position only.

6.4 Contested Committee positions shall be decided by simple majority in a secret ballot, subject to Clause 4.3.

6.5 Notwithstanding provision 6.3; at the conclusion of election for each position, each unsuccessful nominee may accept a secondary nomination from the floor for one other subsequent position. Such secondary nomination should then be included in the appropriate list of nominations.

6.6 By-Laws 6.1 & 6.3 shall be waived in the event of an election resulting for a no-confidence vote in the Committee, or in any of its members, in which case:-

(a) Nominations shall close one month from the date of this affected vacancy/ies,



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(b) Elections shall be held at the following General Meeting,

(c) The new Committee thus elected shall govern the club from the time of election to the date of the following Annual General Meeting.

6.7 In the event of a Committee position becoming vacant, a by-election shall be held in accordance with sub-clauses (a) & (b) of clause 6.6; the new member(s) of the Committee thus elected shall hold office from the time of by-election to the date of the following Annual General Meeting.

7. REGIONAL SUB COMMITTEES

7.1 Each Regional Sub Committee formed shall work under all of the rules of the Association and can only vary such rules with the consent of the Executive Committee.

8. MEMBERSHIP

8.1 The annual membership fee shall be as determined by the Committee, due as defined in Clause 4 of the Club Rules. A member shall be deemed un-financial when fees are twelve weeks overdue. Any member who remains in an un-financial position after the 1st September shall be required to re-apply for membership

8.2 CANDIDATES for membership shall pay the membership fee as determined by person named on the application form of a member may become a member on payment of an additional fee.

8.3 PROPORTIONATE FEES shall be 50% of the current fee, for March, April and May inductees. The full rate shall apply to all others.

8.4 A visitor is defined as any non-member, other than the immediate family or accepted companion of a member, who attended more than three (3) club activities in any one financial year. Genuine visitors shall be welcome at club activities provided always that they abide by the club By-Laws.

8.5 Members expecting to be absent from the club for twelve months or more, shall apply to the Committee for leave of absence; their membership fees shall be waived until their return when they may resume membership without obligations prescribed in By-Law 6.2.



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9 TRIP PLANNING AND OPERATION

- 9.1 When an official club activity is to be conducted in a forest district administered by the Department of Sustainability & Environment, the Trip Leader shall ensure that approval for the use of tracks in the area is obtained from the appropriate office prior to entering the district. An equivalent procedure shall be followed where appropriate in respect to any area controlled by any other Land Management Body, authority or individual. The Trip Coordinator shall be responsible for determining whether or not such procedure is appropriate.
- 9.2 The TRIP LEADER of an official club activity shall be a consenting member authorised by the committee.
- 9.3 The trip leader shall ensure that to the best of his/her knowledge and ability the By-Laws of the club are observed at the official club activity of which he/she is the leader; and provide NAMES of all participants to the Secretary for recording.
- 9.4 The trip leader shall make sure that recovery gear and first aid equipment satisfy the requirements of the planned activity.
- 9.5 Convoy procedure appropriate to prevailing conditions shall be determined by the trip leader and shall be observed by drivers of all vehicles involved.
- 9.6 Any driver whose vehicle is inadequately equipped for the planned trip, or not roadworthy, or in such condition as to prejudice the safety or well being of other participants, may be barred by the trip leader from participation.
- 9.7 No alcohol is to be consumed by any persons while travelling, and will only be permitted at recognised meal breaks. The normal laws relating to alcohol consumption while driving are to be strictly observed.



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10. CONSERVATION

- 10.1 Members shall conduct themselves at all times in such a manner as to conserve native fauna and flora and the natural environment, and should encourage others to do likewise, specifically:
- (a) All vehicles shall travel on defined tracks and roads, where possible;
 - (b) No litter shall be disposed of in an improper manner. Litter which cannot be placed in a receptacle provided for that purpose, or disposed of properly, shall be transported to a place where proper disposal is possible. In areas controlled by DSE, the Department has specified that the removal of rubbish from the area is the proper means of disposal;
 - (c) Wild game shall be conserved by the observance of specific close seasons, bag limits, minimum size, and method of capture or killing. No form of wildlife shall be killed indiscriminately or maimed. Laws covering protected species shall be fully observed;
 - (d) Observe all the laws and regulations relating to recreational vehicles. Remember these laws vary among States;
 - (e) Recognise the right of others to solitude and peace. Avoid competitive activities close to settlements and recreation areas;
 - (f) Keep to constructed vehicular tracks. Drive off roads only in areas specially set aside for the purpose, if you have special permission to do so;
 - (g) Observe all restrictions on the use of public land. In national parks and other conservation areas use your vehicle only as conventional transport;
 - (h) Obtain the landowners permission to drive on private land. Respect property and livestock. Leave gates as found;
 - (i) Alpine areas, swamps and vegetated sand dunes are easily damaged. Strictly avoid these areas;
 - (j) Observe all fire restrictions & regulations. Extinguish your fire before leaving;
 - (k) Ensure your vehicle is mechanically sound, has an efficient muffler, and the exhaust does not emit sparks which could cause a fire;
 - (l) Ensure you have adequate water, food, fuel, and spares for any trip. In remote areas travel with at least one other vehicle to reduce the risk in case of trouble;



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(m) If you and your vehicle are equipped and able, assist the authorities in emergencies such as bushfires or search and rescue operations.

(n) Firearms are not permitted on club events

12 GENERAL

- 12.1 Members taking animals on club events shall maintain proper control over them at all times. The Committee or its representative has the right to have a member or owner remove any animal deemed to be a nuisance, from the vicinity of other members either temporarily or on all future occasions. All members must abide by the rules and regulations of the land owner/governing body.
- 12.2 It shall be the responsibility of the Committee to ensure that the required number of suitable persons be selected from full members to act as delegates to the Victorian Associations of Four Wheel Drive Clubs or any other similar body.
- 12.3 It shall be the responsibility of the Committee each year to publish a fully documented list, including description and location of all club equipment.
- 12.4 It shall be the responsibility of the outgoing Committee to compile, by the month of July, a membership list for the ensuing year, incorporating a full mailing list for the incoming Committee.