



BY-LAWS
of the
Southern Tablelands
Four Wheel Drive Club
Incorporated

Foreword

The Southern Tablelands Four Wheel Drive Club was established on 16 November 1976, and incorporated under the *Associations Incorporation Ordinance 1953* as the *Southern Tablelands Four Wheel Drive Club Incorporated* on the 15th of August 1980 (Certificate of Incorporation A.731).

With effect 1 January 1992 the Associations Incorporation Ordinance 1953 was repealed with Legislative instruments made under this Act that were in force on 1 January 1992 continued in force under the Associations Incorporation Act 1991.

These by-laws are authorised by the club committee and support the constitution of the club.

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Southern Tablelands 4WD Club – By-Laws

Part I - Preliminary

1. Introduction

- (1) The by-laws shall comprise:
 - (a) statements of interpretation of the rules of the constitution of the Southern Tablelands Four Wheel Drive Club Incorporated where considered necessary; and
 - (b) additional instructions on the management, procedures and policies of the club as considered necessary.
- (2) These by-laws should be read in conjunction with the constitution.
- (3) The committee may make, amend and repeal by-laws from time to time for the efficient management of the club, however changes to the by-laws must not be inconsistent with the rules in the constitution.
- (4) The committee must inform all members of the club in writing of any changes made to the by-laws within 14 days of the committee making those changes.
- (5) These by-laws may be supported by policies and procedures approved by the committee and published separately, as considered necessary.

Part II - Membership

2. Categories of Membership

- (1) In subsequent clauses of these by-laws, the term "member" shall include all those categories of membership described here except where specific reference is made to a particular category of membership.
- (2) Full Member
 - (a) A full membership of the club may be open to any person interested in the furtherance of the objects of the club, provided that he or she holds a licence to drive in Australia and
 - (i) is an owner or part-owner of a four wheel drive vehicle registered in Australia, or
 - (ii) is a current family member with their own registered four wheel drive vehicle or with permission to use the family's registered four wheel drive vehicle.
 - (b) In the event that a full member does not own/part-own or have permission to use the family's registered four wheel drive vehicle at the time their membership falls due for renewal, that member is ineligible for renewal of their membership, and their membership lapses. Upon regaining the ownership/part-ownership of a registered four wheel drive vehicle, a lapsed

full member can rejoin the club without penalty, as described in by-laws section 4(3).

- (c) In the event that a full member does not renew membership within 18 months of their anniversary of membership renewal they become a lapsed member and may submit an application to re-join the club without penalty, as described in the By-Laws (4)(3) for committee approval.

(3) Family Member

- (a) Family membership is extended to those persons who are:
 - (i) the spouse or partner of the full member, or
 - (ii) a dependent child of the full member or their spouse or partner, and
 - a. are under the age of 21 years, and
 - b. are living under the same roof.
- (b) A family member (other than the spouse or partner of the full member) must be at least 18 years of age to vote at a meeting or be appointed to the committee.
- (c) A family member (other than the spouse or partner of the full member) who wishes to become a full member:
 - (i) must be under the age of 21 years or must have been a family member before turning 21,
 - (ii) must hold a licence to drive in Australia and must own a registered four wheel drive vehicle or have permission to use the family's four wheel drive vehicle, and,
 - (iii) must submit a membership application for committee approval

Note: family members becoming a full member are not required to pay the joining fee

- (d) A current or former family member of a full member who joined after 22 September 2016 may become a full member for the purpose of undertaking basic driver training by paying the annual membership fee and:
 - (i) may return to family membership status upon expiry of twelve months full membership; or
 - (ii) remain as a full member by renewing annual membership; and
 - (iii) must submit a membership application for committee approval

Note: The full members must maintain full membership during the 12 month period that the family member transfers to full membership to undertake basic driver training.

(4) Life Member

- (a) Life membership of the club may be awarded to a member who has been a member of the club continuously for at least 10 years, and has in the opinion of the committee contributed significantly to the endeavours of the club.

3. Membership Entitlements

(1) The entitlements of each of the categories of membership shall be as follows:

Table 1.

	Full Member	Family Member	Life Member
Joining fee payable	Yes ¹	No	n/a
Annual membership fee payable	Yes ²	No	No
Vote at monthly general meetings and the annual general meeting	Yes ³	Yes ³	Yes
Join the committee as ordinary member	Yes ³	Yes ³	Yes
Be appointed an officer of the club	Yes ^{3 4}	Yes ^{3 4}	Yes ^{3 4}
Participate in a sub-committee or working group	Yes	Yes ³	Yes
Access to the club website with member entitlements	Yes	Yes	Yes
Receive the club newsletter	Yes	Yes	Yes
Access to Talooge Park	Yes	Yes	Yes
Participate in basic driver training course	Yes	No	Yes
Participate in supplementary driver training courses	Yes ⁵	Yes ⁵	Yes

	Full Member	Family Member	Life Member
Participate in ancillary education courses	Yes ⁶	Yes ⁶	Yes ⁶
Participate in club events (subject to event requirements or grading)	Yes	Yes	Yes

Notes to Table 1:

1. A person who was previously a full member and is a returning member (has allowed their membership to lapse) is not required to pay a joining fee. A family member wishing to become a full member is not liable for a joining fee.
 2. The full annual membership fee shall be paid by any new member, and by any family member changing to a full member.
 3. To vote at a meeting or be appointed to the committee a member must be at least 18 years of age.
 4. An office-bearer of the club and the spouse/partner or child of that member may not occupy a position as office-bearers of the club at the same time.
 5. To participate in supplementary driver training, a member cannot be in the first 12 months of their full membership and must have previously completed the basic driver training course. Supplementary driver training courses include the sand driving and water crossing, winching and recovery, intermediate and advanced driver training courses, and any other courses introduced by the driver training unit from time to time.
 6. Ancillary education courses include the navigation course, first-aid course, and any other courses offered by the club that are not run by the driver training unit.
- (2) Entitlements in respect to access to Basic Driver Training apply to persons who became members on or after 22 September 2016. In accordance with the Club by-laws in effect prior to this date, any person who was the spouse or partner of a Full Member of the club who was a member prior to 22 September 2016 will have access to Basic Driver Training without the requirement to be a Full Member.
 - (3) Priority for Basic Driver Training will be given to Full Members.
 - (4) Access to Basic Driver Training for the spouse or partner of a Full Member of the club who was a member prior to 22 September 2016 will be based on spaces available on each training course, and the spouse or partner who is not Full Member may be required to give up their place on the training course for a Full Member.

4. Membership Fees

- (1) Fee Structure.

Table 2.

Membership Type	Joining Fee	Annual Membership
Full	\$230	\$100
Family	n/a	n/a
Life	n/a	n/a

- (2) Membership is based on a 12 month period.
- (3) Renewing members must pay the full annual membership before the yearly anniversary of the date on which the membership was approved. Late payments will be deemed as being for the 12 month membership commencing on the previous anniversary date.
- (4) The Committee may offer a part refund for an annual membership fee:
- (a) at its discretion, and
 - (b) where the member can reasonably demonstrate just cause for a refund of membership fees
- (5) New or upgrading members must pay the full annual membership fee before the date on which the membership is approved.
- (6) Current or past family members upgrading their membership, or persons renewing a lapsed membership, are not required to pay the joining fee.
- (7) Changes to joining fees and annual membership fees may only be made in accordance with section 8 of the constitution.

5. Applications for and Renewal of Membership

- (1) The club's procedures for consideration of applications for new membership shall be based on the following principles:
- (a) the committee may refuse any application for membership; and
 - (b) the committee may require an applicant for full membership to provide proof of ownership in the form of a current motor vehicle registration slip for the prescribed vehicle and proof of age by provision of a current driver's licence or birth certificate, or a statutory declaration in their stead; and
 - (c) all new applications shall be considered by the committee and the decision shall be notified verbally or in writing; and
 - (d) the application form for club membership shall require the applicant to declare that they will abide by the constitution and by-laws of the club.

- (2) The club's procedures for renewal of membership shall be based on the following principles:
 - (a) members who have not renewed their membership by paying the annual membership fee before their membership anniversary date are deemed unfinancial, and
 - (b) unfinancial former members are not entitled to any membership rights or entitlements.

6. Membership Lists

- (1) The register of members is confidential to club members. Access is available to members on request to the membership secretary; excepting that personal data including home address and contact details shall not be shared to other members without explicit permission from the member whose information is being sought.
- (2) The membership secretary shall produce listings of members from time to time as required by the committee.

Part III - Committee

7. Duties

- (1) The authority and duties of the committee are described at Part III of the constitution.
- (2) In discharging those duties, it is important for the smooth running of the committee and the club that committee members recognise and respect the responsibilities of other committee members. As such, action impacting the responsibilities of others should not be undertaken without prior consultation.

8. Conflict of Interest

- (1) The following guidance is offered in pursuit of the general principles outlined in the constitution section 20.
 - (a) The committee shall engage in an open, transparent and ethical decision making processes.
 - (b) In carrying out their duties as a member of the committee and in considering matters of club business, committee members have a legal and ethical responsibility to place the interests of the club above their own.
 - (c) No committee member shall obtain any unauthorised benefit (profit) from their position, even unintentionally.
 - (d) Conflicts of interest are not uncommon and should not be a source of embarrassment to committee members. A conflict of interest does not inherently suggest that a committee member is attempting to put their own interests ahead of those of the club. However, a conflict of interest can lead to a perception by others that a member's interests are being placed above those of the club, or an accusation that this has occurred. By correctly

identifying and managing conflicts of interests these perceptions and accusations can be avoided.

- (e) Conflicts of interest shall be pro-actively managed to ensure and maintain club members' confidence in the committee and the effective management of the club.
- (f) All committee members will declare potential, perceived and/or actual conflicts of interests and any personal or material interest they may have in a matter.

(2) Definitions

- (a) A conflict of interest occurs when a committee member has a personal or material interest in a matter before the committee.
- (b) A personal interest occurs when a decision a person makes or is involved in making, directly or indirectly benefits themselves or associates including (but not limited to):
 - (i) immediate and extended family members or other persons with a strong personal bond such as relatives and close friends; or
 - (ii) organisations in which the person is actively involved (e.g. church, sporting club, etc.); or
 - (iii) business partner/s, employees or employers.
- (c) A material interest occurs when a person and/or their associates may indirectly or directly stand to benefit financially (including the avoidance of financial loss) from the decision being made by the decision maker.

(3) Procedure

- (a) Members elected to positions on the committee must disclose any personal or material interests, financial or otherwise, that may affect or potentially conflict with the performance of their committee responsibilities.
- (b) Declarations of conflict of interest will be sought before the business of the meeting commences. Members will be asked by the presiding officer if any member has any potential conflicts relating to the agenda. Regardless of whether or not the member's interest aligns with the club's interest, the existence of the personal or material interest may be perceived to, potentially or actually, place them in conflict with their duty to act in the best interests of the club and to make impartial decisions.
- (c) Any committee member who believes another committee member has an undeclared conflict of interest should respectfully refer this to the committee and state the basis of this perceived conflict.
- (d) If the conflict of interest is a minor issue, the presiding officer in consultation with the committee may decide that disclosure and recording of the conflict of interest is a sufficient course of action.
- (e) If the conflict is significant, the presiding officer in consultation with the committee shall determine whether the person who has the conflict should be invited to present a briefing or answer questions but thereafter must be excluded from all discussions about the conflicted issue with committee

members (both within and outside of committee meetings) and the decision being made regarding the matter.

- (f) If the conflict pertains to the issuing of a contract the person shall be excluded from the decision making process except as otherwise determined by the presiding officer at section (e) above, and the conflict reported at the next general meeting.
- (g) Conflicts of interest shall be recorded in the minutes.

9. Office-bearers of the Club

- (1) The president shall be responsible for the general coordination and management of the club including:
 - (a) chair meetings of the office-bearers of the club; and
 - (b) chair meetings of the committee; and
 - (c) chair general meetings; and
 - (d) chair annual general meetings; and
 - (e) encourage courteous and considerate behaviour by members at all meetings.
- (2) The vice-president shall:
 - (a) deputise for the president in his/her absence; and
 - (b) nominate and brief delegates to national and regional association meetings with which the club is affiliated; and
 - (c) oversee and assist, where appropriate, the activities of the public relations team; and
 - (d) undertake duties as club insurance officer.
- (3) The secretary shall be responsible for:
 - (a) discharging statutory obligations as described in the constitution section 15; and
 - (b) receiving correspondence and distributing for action as appropriate; and
 - (c) preparing general correspondence consistent with committee policy; and
 - (d) compiling the agenda and papers, and preparation of minutes of general and committee meetings; and
 - (e) undertaking the role of returning officer for club elections, referenda and surveys; and
 - (f) legal contracts; and
 - (g) maintaining custody or control of club records, books and other documents; including determining, with the approval of the committee, record keeping requirements for the club.
- (4) The treasurer shall be responsible for:
 - (a) discharging statutory obligations as described in the constitution section 16; and
 - (b) budget analysis and review; and

- (c) correspondence relating to financial matters; and
- (d) financial management; and
- (e) supporting the accurate record keeping of the club by creating and managing relevant records according to standard accounting practice.

10. Structure

- (1) In addition to the office-bearers of the club, the titles and duties of ordinary members of the committee are established as follows:
 - (a) Education coordinator who shall coordinate the activities of the education team;
 - (b) Events and trips coordinator who shall coordinate the activities of the events and trips team;
 - (c) Publications coordinator who shall coordinate the activities of the publications team;
 - (d) Property coordinator who shall coordinate the activities of the property team;
 - (e) Membership secretary who shall coordinate the activities of the membership team;
 - (f) Public relations coordinator who shall coordinate the activities of the public relations team;
 - (g) Information coordinator who shall coordinate the activities of the information team;
 - (h) General committee member (maximum four positions) who may be responsible for one or more tasks as agreed with the president. These tasks may include, but are not limited to:
 - (i) organising venues and resources required for meetings;
 - (ii) organising the general meeting such as, the physical venue, suppers, guest speakers, audio-visual presentations, demonstrations of equipment;
 - (iii) arranging prizes for and organising the raffles at club meetings;
 - (iv) assisting the membership team welcoming visitors and new members to club meetings;
 - (v) managing club social functions and undertaking fund-raising activities;
 - (vi) assisting in the provision of a calendar of social activities to integrate into the club events and trips calendar; and
 - (vii) supporting coordinators in the discharge of their duties.

Part IV - Organisation and Responsibilities

11. Committee

- (1) See Part III - Committee.

12. Code of Conduct

- (1) The Club has an expectation that as a member you will:
 - (a) abide by the 4WD Australia Code of Conduct – Off Road Driving, that the Club supports and endorses, available on the club’s web site;
 - (b) promote the Club’s purpose and reputation with the members, potential members, sponsors and the general public;
 - (c) behave responsibly and ensure you will not injure the reputation of the Club on any trip or event, or when representing the Club, or when displaying membership of the Club;
 - (d) treat other members and Club guests fairly, equally and with respect and courtesy;
 - (e) not physically or verbally harass others;
 - (f) report any inappropriate behaviour of a member to the Committee for follow up and action;
 - (g) respectfully address any concerns about the Club, its direction or a Club member to the Committee.

- (2) As a member you can reasonably expect that you will:
 - (a) be able to enjoy the benefits of Club membership;
 - (b) be able to use club assets;
 - (c) be treated fairly, equally and with respect by the Club, its Committee and other members;
 - (d) be informed of and be able to actively participate in Club trips, events and training (subject to satisfying required criteria);
 - (e) be able to undertake trips, event and socialise in an environment free from all forms of harassment and discrimination;
 - (f) have the Committee act on behalf of the members for the benefit of the Club and all members;
 - (g) have privacy and confidentiality concerning records, documentation and any other communication containing your personal information (in accordance with Privacy Act (1988)), unless consent is otherwise provided;
 - (h) be able to voice your opinions and suggestions to the Committee in a respectful manner;
 - (i) where needed, be able to have any disputes or issues resolved through the Club’s grievance processes.

13. Questions to the Committee

- (1) General enquiries relating to the operation and management of the Club may be made to any Committee Member who may:
 - (a) provide a response verbally, (noting that if the question is relevant to one of the Roles of the Committee then it should be referred to that member), or

- (b) refer the enquiry to the relevant Committee Member (role) or to the Committee as a whole for response
- (2) Members may submit Questions on Notice (written questions) to the Committee in regard to management of the Club. Questions on Notice should be forwarded to the Secretary and should:
- (a) Clearly indicate the name of the Member(s) raising the question
 - (b) State the nature of the question and the area of responsibility
 - (c) Specifically detail the question and the information sought in simple terms
 - (d) Be respectful and factually state any claim of mismanagement
 - (e) Not include:
 - (i) derogatory or inflammatory statements, or
 - (ii) innuendo or unfounded/unsubstantiated allegations
 - (iii) personal attacks on Committee or General members
 - (f) recognise the volunteer status of the Committee, and all club members performing authorised activities on behalf of the club.
- (3) The Secretary will respond acknowledging the question and will either:
- (a) Forward the question to the responsible Committee Member for preparation of a response; or
 - (b) Add the Question to the agenda for the next Committee Meeting
- (4) The Committee reserves the right to provide incomplete or no response where disclosure of information would:
- (a) Be in breach of privacy legislation
 - (b) Disclose information of a personal or confidential nature
- (5) Should the correspondence/question fail to meet the requirements specified in Section 13 (2) the Committee has the right to:
- (a) Refuse to respond to the question other than advising that the question does not meet the requirements of this section; or
 - (b) Respond to the question if they consider a response appropriate; or
 - (c) Initiate investigation of the Member under the Club's Grievance Procedures for a breach of the Club's Code of Conduct
- (6) A response to the question will be provided by the Committee no later than 28 days after the question has been raised, or 7 days after the next Committee Meeting at which the question was discussed. This period may be extended providing that the Committee notifies the member raising the question that further information/advice is being sought in order to respond to the question.

14. Complaints and Grievances

- (1) From time to time disputes/issues can arise between members, or there may be a perceived breach of the Code of Conduct by a member including Committee Members. This formal dispute resolution process has been established so that all

disputes, complaints and associated issues can be sought to be resolved in an amicable timely fashion, to the satisfaction of the members and the Club. All members have a responsibility to participate in reasonable actions to resolve disputes/ issues.

- (2) For the purposes of this section, the terms Complaint and Grievance are deemed to have the same meaning and are interchangeable.
- (3) Persons making complaints or responding to complaints must ensure that any statements made as part of the Complaints process, either in writing or during discussions, do not result in libel, slander or defamation. The Committee/Club accepts no liability for any damage that may result from defamatory comments made by persons making or responding to complaints; all liability will rest with the individual who made the comments.
- (4) Submissions of Complaints
 - (a) In the first instance parties to a Complaint should endeavour to resolve the matter between themselves in a responsible and amicable manner. It must be demonstrated that all reasonable efforts to resolve the Complaint have been made between the relevant parties prior to lodgement of the Complaint with the Committee. Where appropriate a committee member may be requested to act as intermediary between the parties. The Committee has no obligation to fulfil this role, and the members involved may seek the input of other club members as appropriate.
 - (b) Where the parties cannot resolve the matter, the complaint should be submitted in writing to the Secretary, President, or Vice President. If the complaint is in regard to all three of these persons the complaint should be submitted to another member of the Committee.
 - (c) Submission must be made in writing and must clearly indicate:
 - (i) The person raising/lodging the Complaint
 - (ii) The nature of the Complaint, including;
 - (iii) The persons involved in, or the subject of, the complaint
 - (iv) The date and time of the actions which have raised the complaint
 - (v) Where appropriate, the location or event at which the incident occurred
 - (vi) The nature of the complaint
 - (vii) Any witnesses to the actions resulting in the Complaint
 - (viii) Relevant supporting information
- (5) Review of Complaint (or Appeal).
 - (a) The Committee will be notified of the Complaint (or appeal) at the next Committee meeting or earlier if the next meeting is more than 14 days hence.
 - (b) The Complaint (or appeal) will be managed by a Complaints Sub-Committee.
- (6) The Complaints Sub-Committee will normally comprise:

- (a) Vice-President;
 - (b) Secretary, and
 - (c) Treasurer
- (7) The President is not be permitted to be a member of the Complaints Sub-Committee.
- (8) If the complaint is in regard to one of the Complaints Sub-Committee members then a random draw from remaining Committee members will be undertaken to replace the person who is the subject of the complaint.
- (9) Where a member of the Complaints Sub-Committee has a Conflict-Of-Interest or is unavailable to participate on the Sub-Committee that member shall be replaced by a random draw from remaining Committee members.
- (10) Should the Sub-Committee not be able to be comprised of Committee Members in the first instance, or the complaint is against the whole or the majority of the members of the Committee, or the outcome of the complaint has been appealed, composition will be derived from members of the club who:
- (a) Are Financial Members and will continue to be Financial Members for the duration of the Complaints process
 - (b) Are willing to participate in the hearing/review of the Complaint or the appeal
 - (c) Do not have a conflict of interest regarding the complaint or the possible outcome
 - (d) Are agreed by all parties to the Complaint
 - (e) Are a minimum of 18 years of age.
- (11) Should it not be possible to form the Complaints Sub-Committee the complaint (or appeal) may be presented at a General Meeting (members in attendance of the General Meeting will take the role of 'Complaints Sub-Committee' for the duration of the meeting). Members submitting a complaint (or appealing a Complaint finding) to be heard at a General Meeting assume all liability for any potential legal action that may arise from libel, slander or defamation that may arise against them.
- (12) The complaint (or appeal) will be reviewed by the Complaints Sub-Committee.
- (13) The person(s) who is/are the subject of the Complaint (where relevant) must be notified of the complaint with 7 days and invited to:
- (a) respond to the complaint
 - (b) provide any supporting information or nominate witnesses to the incident resulting in the complaint (where relevant)
 - (c) attend any meeting of the Complaints Sub-Committee and provide verbal representations to the Sub-Committee
 - (d) nominate/provide details of witnesses to provide additional information relating to the Complaint
- (14) Any submissions from the person(s) who may be the subject of the complaint must be received within 7 days of them being notified of the Complaint. The Complaints Sub-Committee may grant extensions to the 7 day period at their discretion when requested by the person(s) making the submission(s).

- (15) The complaint will be assessed for validity and the Complaints Sub-Committee will determine whether the complaint:
 - (a) is supported by evidence and is considered to be valid
 - (b) simply needs to be recorded and responded to
 - (c) requires further investigation
 - (d) requires formal action to remedy
 - (e) requires mediation/resolution between the parties
 - (f) requires imposing some form of sanction against one or other party (if complaint is severe and founded then against the subject of the complaint, or if it is frivolous then potentially against the complainant) in accordance with Section 11 of the Constitution.
- (16) The Sub-Committee may convene meetings as required to discuss the Complaint and investigate information. All parties to the Complaint must be provided an invitation to attend a meeting to discuss the complaint with the Sub-Committee or to provide evidence. The Sub-Committee may seek additional information or witnesses, and convene as many meetings as it deems fit to ensure that all evidence is considered and a balanced outcome is achieved.
- (17) The review of the complaint must be completed within 14 days of the due date of any submissions from the person(s) who may be the subject of the complaint or the final meeting of the Complaints Sub-Committee, and a report and recommendation on the appropriate course of action prepared.
- (18) On completion of the draft report by the Sub-Committee the report and any recommendations are:
 - (a) to be submitted to the relevant parties (lodging, or the subject of, the Complaint), including an invitation to provide submissions on the findings no later than 7 days from date of the notification, and
 - (b) To be kept confidential until all submissions from involved parties have been received (or the date for submission has passed) and the final report has been prepared and submitted to the Committee
- (19) The Sub-Committee may revise their report and recommendations based on the submissions of the relevant parties. The report of the sub-committee, including any revisions, is to be:
 - (a) provided to the relevant parties, and
 - (b) submitted to the Committee for consideration.
- (20) On receipt of the report from the Complaints Sub-Committee, the Committee will:
 - (a) consider the report and submissions at the next scheduled Committee meeting, or convene a Special Committee meeting to consider the report
 - (b) make a determination based on the findings of the report and the recommendations.
- (21) Where the complaint is against a member or several members, the Committee may (by a majority of the Committee members not involved in the sub-committee):

- (a) accept the recommendations of the Complaints Sub-Committee and enact the recommendations
 - (b) request the Sub-Committee to reconsider evidence and revise the report
 - (c) dismiss the complaint in its entirety
- (22) The outcome of the review will be reported to the persons involved in the Complaint no later than 7 days after the Committee meeting at which the complaint was considered.
- (23) Should the Outcome of the Complaint involve Disciplinary Action this must be undertaken in accordance with the Constitution (Sections 11 and 12).
- (24) Members involved in a Complaint have the right of appeal against the findings.
- (25) Appeals against the findings of the Complaint:
- (a) Complaints brought directly to the membership at a general Meeting may not be appealed through the Club's Complaints process.
 - (b) Appeals against the finding of the complaint will be reviewed by a new Complaints Sub-Committee to be formed in accordance with paragraph X above
 - (c) Members of the Complaints Sub-Committee hearing the original complaint cannot be members of the Complaints Sub-Committee investigating the appeal.
 - (d) All evidence (not covered by privacy legislation or confidentiality provisions) including the original findings and report of the Complaints Sub-Committee investigating the complaint will be made available to the Sub-Committee. Parties to the complaint, including representatives of the Complaints Sub-Committee responsible for reviewing the original Complaint, will be provided the opportunity to present information to the Complaints Sub-Committee reviewing the appeal.
 - (e) Should the appeal be reviewed by the general membership at a general meeting, a motion to uphold the findings of the original Complaints Sub-Committee will be put to the membership and decided by a secret ballot using a simple majority. In the event that the original findings are overturned then subsequent motions will be put at the meeting to determine the appropriate course of action.
 - (f) The findings of the Appeals Sub-Committee or General Membership at the general meeting will be final.

15. Driver Trainers and Education Team

- (1) The driver trainers and education team shall be responsible for:
- (a) developing driver training policies for approval by the club committee; and
 - (b) developing course structure, competencies and content for approval by the club committee; and
 - (c) implementing and delivering an education program for club members; and
 - (d) improving driver skills with particular regard to safety and environmental issues; and

- (e) improving the standard of trainers; and
 - (f) providing a training program to integrate into the club events and trips calendar; and
 - (g) training club members wishing to participate in four wheel drive trips to a minimum driver skill standard, as defined by the committee from time to time; and
 - (h) supporting the property coordinator in the management of the club driver training facility; and
 - (i) supporting accurate club record keeping with the maintenance of training records.
- (2) The Driver Unit is responsible for delivering driver training instruction to Club members. It is coordinated by the Chief Instructor. The Chief Instructor is appointed by the Committee.

16. Events and Trips Team

- (1) The events and trips team shall be responsible for:
- (a) creating and maintaining the club events and trips calendar with input from other coordinator roles; and
 - (b) providing a program of ongoing driving trips to integrate into the club events and trips calendar; and
 - (c) publicising the established club policy and procedures related to the running of club activities; and
 - (d) supporting accurate club record keeping including maintaining a register of trip leaders and other trip records; and
 - (e) promoting the club's trainee trip leader program by fostering the interest of members in trip leadership; and
 - (f) seeking endorsement of all activities by the committee.
 - (g) supporting accurate club record keeping by creating and maintaining relevant records.

17. Publications Team

- (1) The publications team shall be responsible for:
- (a) club publications and their dissemination; and
 - (b) managing and maintaining the official archive collection of club publications; and
 - (c) publishing member advertising to the club's web site; and
 - (d) encouraging articles from members and others on various topics aimed at promoting and encouraging the sport of four wheel driving for inclusion in club publications and on the web site; and
 - (e) overseeing the production of any promotional materials that depict club activities and which encourage and promote the sport of four wheel driving; and

- (f) submitting to the committee for approval proposed major changes to material displayed in club publications and on the web site; and
- (g) supporting accurate club record keeping with the maintenance of publishing records.

18. Public Relations Team

- (1) The public relations team shall be responsible for:
 - (a) all club pronouncements of a public nature including:
 - (i) written submissions to statutory authorities, governments, and other organisations and individuals; and
 - (ii) press releases;

and

 - (b) in consultation with the vice president, liaising with state and national four wheel drive organisations, national parks, forestry and lands authorities, emergency services, and other similar authorities; and
 - (c) ensuring that good relations are maintained between the club and other organisations or individuals; and
 - (d) overseeing the design, production and sales of club stickers, clothing, badges, logos, and posters; and
 - (e) providing a calendar of community based events to integrate into the club activities calendar; and
 - (f) organising club participation in externally-organised community events, and other charitable and community service activities with a view to encouraging and promoting the sport of four wheel driving amongst the community; and
 - (g) soliciting and managing appropriate advertising from the business community; and
 - (h) submitting to the committee for approval an annual schedule of advertising charges; and
 - (i) supporting accurate club record keeping with the maintenance of public relations records including lists of advertisers and other public relations contacts.

19. Club Property Team

- (1) The club property team shall be responsible for:
 - (a) managing the club property Talooge Park, including:
 - (i) preparing policies on management and use for approval by the committee; and
 - (ii) preparing and maintaining development plans for committee approval; and
 - (iii) coordinating maintenance activities; and

- (iv) preparing budget proposals for any recurrent and/or capital expenditure; and
- (v) managing the relationship between the club, its neighbours, local council and other relevant authorities;

and

- (b) managing the club's assets by:
 - (i) maintaining a register of assets; and
 - (ii) ensuring that assets are maintained in good working order; and
 - (iii) ensuring secure storage of all assets; and
 - (iv) overseeing asset use by club members; and
 - (v) developing budget proposals for any recurrent and/or capital expenditure on assets;

and

- (c) arranging the competitive bulk purchasing of goods or the provision of discounted services relevant to the activities of the club; and
- (d) supporting accurate club record keeping with the maintenance of property and asset records including listings of neighbours and other appropriate property contact information or records.

20. Membership Team

- (1) The membership team shall be responsible for:
 - (a) supporting accurate club record keeping with the management and maintenance of membership records; and
 - (b) Producing member lists from time to time as directed by the committee; and
 - (c) managing access rights to the club web site for all members upon membership approval by the committee; and
 - (d) promoting the club to prospective new members; and
 - (e) developing budget proposals and managing membership expenditure; and
 - (f) seeking committee approval of new member applications; and
 - (g) providing all new members with a club information package endorsed by the committee; and
 - (h) issuing a reminder to all persons whose membership is due to expire; and
 - (i) welcoming new members and visitors at general meetings.

21. Information Team

- (1) The information team shall be responsible for:
 - (a) investigating and recommending electronic information and communication systems to support the efficient and cost-effective operation of the club, including service providers and disaster recovery; and

- (b) arranging, managing and certifying contracted information technology services and service providers; and
- (c) maintaining and developing the club web site structure and content, email services, and other data repository services to meet agreed requirements, including the management of access control and editorial responsibilities; and
- (d) providing technical support and user advice for the systems used in support of club operations; and
- (e) maintaining a list of requested changes and desirable developments of information systems and recommending priorities; and
- (f) developing budget proposals for recurrent and/or capital expenditure; and
- (g) ensuring electronic information is managed in compliance with Commonwealth and ACT legislation and regulations as relevant to the club; and
- (h) supporting accurate club record keeping by creating and maintaining relevant records.

Part V - Meetings Procedure

22. Committee Meetings

- (1) Committee meetings will be conducted as described in the constitution section 19.
- (2) The secretary shall receive items of priority consideration on the agenda of a committee meeting no later than one week prior to that meeting and the agenda shall be included with the notification to the committee members.

23. Annual General Meeting

- (1) The annual general meeting will normally be held on the second Tuesday in October of each year.
- (2) The committee shall give notice to each club member of the annual general meeting:
 - (a) in accordance with the rules set out in the club constitution Part IV; and
 - (b) through email and other electronic media including the club web site.
- (3) Such notice is to include:
 - (a) a call for nominations for election to positions on the committee; and
 - (b) a statement on the titles and duties of the members of the committee, reflecting those defined in these by-laws; and
 - (c) a reminder that the deadline for receipt of nominations is ten days before the date of the annual general meeting.
- (4) The annual general meeting will be conducted as described in the constitution sections 23 and 24. The election of committee members will be conducted in accordance with section 14 of the constitution.

24. General Meetings

- (1) General meetings shall be conducted in accordance with sections 25 to 29 of the constitution.
- (2) The powers and functions to be exercised by a general meeting shall be limited to:
 - (a) the level of club subscription fees, and
 - (b) the election of the committee at the annual general meeting, and
 - (c) the rescission of a resolution of the club, and
 - (d) any matter referred to it by the committee.
- (3) Any item of general business raised at a general meeting by motion of a club member:
 - (a) must be accepted by the presiding officer of the meeting; and
 - (b) may be referred to the committee for consideration at the discretion of the presiding officer.

Part VI - Financial

25. Books of Account

- (1) The method of bookkeeping of the accounts of the club shall be determined by the committee on the recommendation of the treasurer, with advice in writing from a chartered or certified practising accountant as considered appropriate.
- (2) An inspection of the club accounts of receipts and expenditure by a financial club member shall be available under the conditions described at section 41 of the constitution.

26. Budgeting and Financial Control

- (1) The club's financial operating year is from 1 July to 30 June.
- (2) The committee shall, by 31 May in each year, prepare a budget for the next operating year. The budget shall be presented to the members for information after it has been agreed in committee.
- (3) In the preparation of the budget the committee shall be guided by the objects and purposes of the club. In particular the committee shall take account of:
 - (a) current and projected levels of membership and subscription fees; and
 - (b) trends in expenditure/income for individual budget items; and
 - (c) club long-term objectives which may require a saving plan for future expenditure, or repayment of moneys borrowed for past expenditure; and
 - (d) ways and means of generating income, including charges for advertising.
- (4) No expenditure may occur other than that specifically approved in the budget or by subsequent agreement in committee.

- (5) Expenditure which has been adequately justified and authorised in an approved budget may proceed without further reference to the committee, however:
 - (a) all such expenditure is to be limited to the specific approvals given and must be supported by detailed documentation provided to the treasurer in support of payment and/or inclusion in the asset register; and
 - (b) any proposed variations to the approved budget shall be presented to the committee for approval; and
 - (c) the treasurer shall prepare a monthly financial report comprising statement of income and expenditure, budget analysis and assets report for committee review and approval; and
 - (d) the committee may suspend or revise the approved budget as necessary to acknowledge prevailing circumstances.
- (6) No member of the club may take a commission in cash or kind in respect of any business transacted on behalf of the club with a third party.

27. Cash Management

- (1) No cash advances are to be paid.
- (2) Cash floats may be provided at the discretion of the committee and are maintained according to the imprest system:
 - (a) a fixed amount of cash is allocated to a petty cash fund, which is stated in a separate account in the general ledger; and
 - (b) all expenditure from the petty cash fund is documented with receipts; and
 - (c) at all times, receipts and balance of cash must tally to petty cash fund as per allocation in general ledger; and
 - (d) petty cash disbursements are the basis for periodic replenishments of the petty cash funds.

28. Asset Control

- (1) The property coordinator shall make provision for a register of the assets of the club, incorporating the identity of each item, its cost at purchase, and the particulars of its loan to any club member or other person.
- (2) The use of club equipment shall be restricted to financial members, and according to procedures incorporating the following principles:
 - (a) priority shall be given to leaders/organisers of club activities; and
 - (b) no item of club equipment shall be on loan for more than two weeks for the one activity unless a longer period is approved by a vote of the committee; and
 - (c) allocation of an item of equipment subject to conflicting requests of members shall be decided by the property coordinator or delegated equipment officer so as to maximise the benefits of the equipment to the greater number of members; and

- (d) club equipment shall not be released to the custody of a person other than a financial club member without the prior approval of the committee; and
- (e) any damage to an item of club equipment while in the possession of a person, if considered by the property coordinator or delegate to be beyond the level of 'fair wear and tear', shall be made good by the person concerned. The person may lodge an appeal in writing to the committee and the matter shall then be decided by a vote of the committee.

Part VII - Miscellaneous

29. Public Officer

- (1) The requirement for, and the full responsibilities of, the public officer are described in the Associations Incorporation Act 1991.
- (2) The committee shall appoint a member to be the public officer of the club. The public officer must reside in the ACT and must be at least 18 years of age. The public officer may also hold a committee position if they have satisfied all the requirements for election to a committee position.
- (3) A person who is appointed to be the public officer must, not later than 1 month after being appointed, lodge with the registrar general a notice of the appointment.

30. Disqualification from office - Public Officer and Committee

- (1) The Act disqualifies from accepting a position of public officer or as a member of the committee any person who:
 - (a) in the last five years has been convicted of an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - (b) in the last five years has been convicted of offences involving fraud or dishonesty punishable by imprisonment of three months or more.
- (2) A person who is disqualified from office as public officer or as a member of the committee under sub-section (1) must not, within the period of 5 years after the person was convicted or released from imprisonment for the offence, whichever is later, without leave of the Supreme Court, accept an appointment or act as the public officer or a member of the committee of an incorporated association.
- (3) A person who is bankrupt or personally insolvent must not, without leave of the Supreme Court, accept an appointment or act as the public officer or as a member of the committee of an incorporated association.

31. Vacancy in the office of Public Officer

- (1) The office of the public officer is taken to be vacant if the public officer:
 - (a) is removed from office by the club; or
 - (b) resigns from office; or
 - (c) dies; or
 - (d) becomes bankrupt or personally insolvent; or

- (e) suffers from mental or physical incapacity; or
 - (f) was convicted or released from imprisonment for an offence mentioned in section 63 (1) of the Associations Incorporation Act within 5 years immediately before the public officer's appointment, or is convicted of such an offence after taking office; or
 - (g) is subject to a disqualification order under Associations Incorporation Act section 63A; or
 - (h) ceases to reside in the Australian Capital Territory; or
 - (i) ceases to be a member of the club.
- (2) If the position of public officer becomes vacant, the committee must appoint a person to the position within fourteen days.

Record of Amendments

These by-laws were initially established on 19 December 1989 under the constitution (as amended in November 1988).

1	24 Apr 1990	Minor changes were approved by the committee
2	17 Feb 1998	Changes were approved by the committee
3	10 Mar 1998	Revised by-laws adopted by general membership. constitution and by-laws document up-dated to Word 2000 format 22 April 2001.
4	16 Mar 2004	Minor changes were approved by the committee.
5	15 Feb 2005	Webmaster included, approved by the committee.
6	9 Mar 2006	Fifth General committee member added.
7	13 Mar 2007	Revision of the by-laws approved by the committee namely: Change to the constitution made in November 2006 concerning Associate member and Competition Member Clarification of late renewal Clarification of Categories of membership and their rights Listing of membership fees Talooge Park management Restructure of the Publications team to include the Webmaster Restructure of Property Management Team to include Equipment Officer Rescind fifth General committee Position
8	24 Jul 2008	Revision of Sections 16-19 to reflect changes in Family Membership in the constitution and to clarify fees
9	4 Jul 2010	Revision to expedite Membership approval process approved by the committee in March 2009. by-laws document reformatted and up-dated to Word 97-2003 format. Some clauses renumbered for consistency.
10	2 Oct 2011	4 amended, 9 amended, 17 amended 19 amended to reflect changes in membership entitlements. 20 amended to reflect increase from three to four years reduced rejoining fee for lapsed members. 31 Inserted. Individual Members have the right to request that their details are not available for dissemination in Membership Lists.
11	3 May 2011	6 (d) moved from Publications Team to 7 (g) Public Relations Team.
12	11 Jan 2012	Updated page 6 Section 19 Table Membership Entitlements to allow for Family members who are a spouse or partner of an owner member or life member to vote at Annual General Meetings and Special General Meetings.
13	1 May 2012	Document migrated to DotNetNuke website format
14	6 Jun 2012	17 changed "paragraph 16(b)" to "paragraph (b)". 31 changed from "All listings of club members are to be considered confidential to club members. Individual Members have the right to request that their details are not available for dissemination in Membership Lists" to "The Register of members is to be considered confidential to club members"

15	30 Jun 2012	Major revision by committee approved by committee 14 August 2012 subject to constitution changes subsequently approved by Special General Meeting 9 October 2012.
16	6 May 2014	The conflict of interest policy was approved by the committee.
17	August 2016	Complete review and revision in conjunction with revised constitution.
18	22 September 2016	Revised by-laws effective from date of ORS approval of revised Constitution
19	6 December 2016	Amendments to Section 1 (Introduction – By-laws) GM 13 September 2016 resolution and Section 3 (Membership Training Entitlements) 8 November 2016 GM resolutions.
20	8 May 2018	Amendments to Part II Membership, 2. Categories of Membership (3) (c) Family Membership and Part II, 4. Membership Fees (5) to remove joining fee family transfer to full membership– approved by resolution 8 May 2018 General Meeting.
21	July 2019	Deletion of the wording in, 3. Membership Entitlements (2). Amendments to 4. Membership Fees, (2), (3), (4) and (5) Approved at the July 2019 General Meeting
22	3 December 2019	The Code of Conduct has been added as Section 12 to provide members with a clear understanding of the standard of conduct expected as a member of the Club and what members can expect from the Club. Subsequent By-Law sections are cascaded. Approved by resolution at 3 December 2019 Committee Meeting
23	July 2020	Amendments to 3 - Membership Entitlements, and notes, to reflect changes made to the Education Policy. Amendments to 13 to reflect changes made in the Education Policy referencing the Driver Trainers and Education Team, and the addition of clause (2) – Chief Instructor.
24	June 2022	Amendments to Club Financial Year Amendments to definitions of a Full Member and a Family Member and procedure for transfer of a Family Member to a Full Member Addition of rules governing Questions to the Committee Addition of Dispute/Grievance Resolution procedures