

BY-LAWS of the 4WD ADVENTURERS CLUB OF SOUTH AUSTRALIA INC.

These By-laws supplement and are to be read in conjunction with the Constitution.

1. MEMBERSHIPS FEES

- 1.1 Membership Fees shall be levied on Members as determined at the Annual General Meeting, and become due on the first day of the Club financial year.
- 1.2 Late fees and joining fees shall also be determined at the Annual General Meeting.
- 1.3 Late fees are payable if Membership Fees are not paid by the Annual General Meeting
- 1.4 Membership shall be deemed to have lapsed if payment of Membership fees are not received in full within 30 days of the Annual General Meeting. The Committee may reinstate membership on such terms as it sees fit.
- 1.5 Persons whose Memberships have lapsed will not be permitted to participate in trips or events.

2. MEETINGS

- 2.1 General Meetings will normally be held on the first Wednesday of each month commencing at 7:30pm, (excluding January), unless notice is otherwise given.

3. CONDUCT OF MEETINGS

- 3.1 All meetings of the Committee, General, Special and Annual General Meetings shall be conducted in accordance with the generally accepted rules of meetings.
- 3.2 Minutes of the meetings are to be recorded accurately, without embellishment, and are to be distributed at the following General, Committee or Annual General Meeting in each respective case, and at the following General Meeting following a Special Meeting
- 3.3 In the absence of a quorum, thirty minutes after the published commencement time of any meeting, the meeting shall lapse.

4. VOTING AT ANNUAL, GENERAL AND SPECIAL MEETINGS

- 4.1 Notwithstanding the requirements of Clauses 10 and 12 of the Constitution, voting at General Meetings will be by a simple majority.
- 4.2 Voting will be by a show of hands, unless a ballot is requested by not less than two (2) Members.

5. DUTIES OF THE COMMITTEE

The Committee is empowered to oversee the efficient administration of the day-to-day affairs of the Club, implement the policy decisions of the Members and properly represent the Club and its Members in an official capacity at meetings / functions / events to which the Club may from time-to-time be invited to be represented.

The Committee may authorise Club expenditure for amounts up to and including \$300.00 per item, but must seek approval of a General Meeting for amounts in excess thereof.

6. DUTIES OF THE PRESIDENT

The President is the Chief Officer of the Club and shall:

- 6.1 Direct the activities of the Club in accordance with the Constitution, By-laws and meetings of Members of the Club.
- 6.2 Chair meetings of the Club.
- 6.3 Report to Members at meetings on the progress and activities of the Club.
- 6.4 Receive advice and recommendations from Sub-Committees with regard to activities and policies consistent with the objects of the Club.
- 6.5 Subject to a majority vote of a General Meeting or the Committee, approve and authorise the establishment or winding up of Sub-Committees in accordance with Clause 7 of the Constitution.
- 6.6 Ensure that all positions which are appointed positions are filled as required.
- 6.7 Together with the Secretary, prepare the agenda for Committee and General meetings.
- 6.8 At any meeting, have a casting vote if votes are equal.

7. DUTIES OF THE PUBLIC OFFICER

The Public Officer shall:

- 7.1 Receive letters and notices sent by the Corporate Affairs Commission (part of Consumer and Business Services)
- 7.2 File returns and notices of rule and name changes with the Commission.

8. DUTIES OF THE VICE PRESIDENT

The Vice President is to deputise for the President, assume all duties for the President in his/her absence and carry out such other duties as may be authorised by the Committee.

9. DUTIES OF THE SECRETARY

The Secretary shall:

- 9.1 Prepare and issue notice of meetings in accordance with the Constitution.
- 9.2 Maintain all correspondence and meeting minutes of the Club, including archives.

10. DUTIES OF THE MINUTE SECRETARY

The Minute Secretary shall record and publish the minutes of all Committee, General, Special and Annual General Meetings.

11. DUTIES OF THE TREASURER

The Treasurer shall:

- 11.1 Ensure that all moneys received on behalf of the Club are paid into an account authorised by the Committee in the name of the Club. Payments for expenditures incurred on behalf of the Club shall be made by cheque, Electronic Funds Transfer (EFT) or petty cash, upon receipt of an invoice or reimbursement request, accompanied by applicable receipt(s).
- 11.2 Ensure that a Register of Assets is maintained.
- 11.3 Ensure that records are kept of all receipts and payments and other financial transactions. Such records shall be available for inspection by any Member by arrangement with the Treasurer.

- 11.4 Prepare the annual budget and present the financial statements of the Club at each General Meeting, in accordance with the Clubs Incorporations Act.
- 11.5 Ensure that annual financial statements comprising of either an account of receipts and payments and a statement of assets and liabilities or an account of income and expenditure and a balance sheet, shall be prepared following the end of the Club's financial year.
- 11.6 Present all financial records and books of account to the Auditor for audit prior to the Annual General Meeting.
- 11.7 Present the Auditor's Report to the Committee when available and to the Members at the Annual General Meeting.

12. DUTIES OF THE MEMBERSHIP OFFICER

The Membership Officer shall:

- 12.1 Maintain all club membership records, for both current and past members, as required by the Associations Incorporation Act.
- 12.2 Maintain visitor records
- 12.3 Maintain meeting attendance records
- 12.4 Notify the Committee of potential new members
- 12.5 Produce information packets for new members containing as a minimum, current Club Rules and Policies.

13. DUTIES OF THE EVENT OFFICER

The Event Officer Shall:

- 13.1 Present all potential Trips and Events to the Committee for approval
- 13.2 Maintain a calendar of all approved Trips and Events
- 13.3 Generate trip sheets for all approved Trips and Events
- 13.4 Coordinate with Trip Leaders on completion of trip sheets before a Trip or Event.
- 13.5 Collect and maintain all trip sheets after Trip or Event completion.
- 13.6 Report on pending Trips and Events at Club meetings

14. FINANCIAL TRANSACTION AUTHORITY

- 14.1 Committee members authorized to sign for financial transactions are the President, Vice President, Treasurer and the Secretary, unless Clause 14.2 applies. Two authorized signatures are required to expend funds from the Club's bank account.
- 14.2 If two of these positions are held by one membership or related parties, then only one may have signature authority.
- 14.3 The Committee may authorize other members to hold signature authority, at their discretion.

15. CLUB FINANCIAL YEAR

The financial year of the Club shall conclude on the 31st of May each year.

16. APPOINTED POSITIONS

- 16.1 The Committee may appoint additional positions as the need arises (e.g. Assistant Treasurer, Driver Advice Coordinator, etc.)
- 16.2 The Committee shall notify Members of any vacancy in appointed positions as and when they occur and call for nominations to fill same.
- 16.3 The Committee shall consider each nomination for an appointed position and make such appointment by a simple majority vote for the remaining term specified by the Committee. The appointment is to be ratified at the next General Meeting.

17. PUBLIC STATEMENTS IN THE NAME OF THE CLUB

A public statement is defined as:

A media release, pamphlet, letter, oral statement (at a public meeting or any other club or Club meeting, or to any section of the media), given in such a way as to infer that it is the opinion of the Club.

18. PRESERVATION OF RIGHTS OF MEMBERS

No public statement is to be made by any Member or the Committee which may cause to commit, or appear to commit, the Club or any Member to a course of action in which their rights or those of their Members may be impaired.

19. MISUSE OF THE NAME OF THE CLUB

Misuse of the name of the Club shall be deemed to have occurred where any Member or individual representing themselves as a Member of the Club, endorses directly or by implication any product or service without the express written permission of the Committee. This equally applies to any representation that may cause, or be likely to cause, disrepute or detriment to the good name of the Club and any or all of its Members.

20. CLUB INSURANCE

- 20.1 The Committee shall obtain and maintain Public Liability Insurance which shall include cover for Directors and Officers. Such insurance shall apply to the Club, and all Members and shall at all times indemnify and keep indemnified the Club and all classes of Membership from Public Liability loss. The Committee may rely on insurance provided through Four Wheel Drive SA, or similar bodies, to whom the Club pays affiliation fees.
- 20.2 The Club and its Members shall not knowingly permit the use of unregistered/unroadworthy vehicles on Club Trips and/or where compulsory third party/bodily injury insurance and third party property insurance for Members is not in place, unless an accepted alternative liability insurance is in force.

21. MEMBER RESPONSIBILITIES

- 21.1 General
Members shall not act in a manner that contravenes the Club Constitution or By-laws, or act in a manner which in the opinion of the Club is unbecoming of a Member or prejudicial to the interests of the Club. Such behaviour may be reported to the Committee for consideration of disciplinary action. At a Club Meeting, the President (or Vice President) may ask the Member to leave the meeting if such

behaviour takes place. On a Club Trip, the Trip leader may ask the Member to leave the trip or activity if such behaviour takes place.

21.2 Vehicles

All vehicles shall be maintained in good working, roadworthy order and have recovery points.

21.3 Insurance

All vehicles must be insured for third party property damage, as a minimum.

21.4 Participation

Members are encouraged to become involved in club roles, including volunteering for committee positions, trip leading, social organisation, supper support or helping at club events.

22. CLUB TRIPS AND ACTIVITIES

22.1 General

Members must abide by appropriate Federal, State and Local rules whilst on Club trips, including those dealing with road traffic, alcohol consumption, use of illegal drugs and firearms. A Club Trip is one that has been listed with the Club Event Officer and displayed on the Club Trip calendar.

22.2 Trip Leader

The Trip Leader of a Club Trip shall have overall responsibility over that trip or activity and Members are expected to comply with any fair and reasonable directive given.

22.3 Caravans and Trailers

The use of trailers, camping trailers or caravans shall be at the discretion of the Trip Leader.

22.4 Generators

Generators may not be used on a trip without prior permission from the Trip Leader.

22.5 Firearms

The carrying or use of firearms on Club trips is not permitted.

22.6 Motorcycles & Power Boats

Motorcycles and Power Boats may not be used on a Club trip without prior permission from the Trip Leader.

22.7 Pets

Pets are not permitted on Club trips without prior permission from the Trip Leader. Where permitted, they must be kept under control at all times.

22.8 Radios

The Club standard radio for convoy communications shall be a UHF Citizen Band Radio.

22.9 Supplies

Members should carry food, water, spare parts and equipment appropriate for the needs of the trip or activity, and as recommended by the Trip Leader.

22.10 Equipment:

Members shall have at least the following equipment in their vehicle for use on Club trips: a UHF Citizen Band Radio, a fire extinguisher, a First Aid Kit and such equipment as the Trip Leader deems necessary.