



**Bundaberg Four Wheel Drive Club Incorporated**

# **HANDBOOK**

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Bundaberg Four Wheel Drive Club Incorporated

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# **Foreword**

**This handbook has been designed to give all members the necessary information about the club and its procedures. All members are required to be familiar with the Club Handbook.**

The Bundaberg 4WD Club has been part of the Bundaberg Four Wheel Driving scene since its first meeting in August 1975, becoming an incorporated identity in January 1988.

The Club promotes safe and responsible recreational Four Wheel Driving in a family setting. We support principles of minimal environmental impact and we endeavour to enjoy Four Wheel Driving and other recreational activities in a responsible manner leaving our recreational areas as we find them.

Prospective members are asked to pay a \$10.00 joining fee that covers them for a three month trial period. This requirement is only for the benefit of the new member to ensure that they are happy with the club. After the trial period the fee for full membership is payable on a pro-rata basis of per month.

Club meetings are held on the last Wednesday in every month except for December. The Annual General Meeting is held in August each year. Renewal of membership is due at this time.

Day trips are normally held on the first or second Sunday of each month except for January. Camps are usually held on the first or second weekend of each month except for January. We try to have 12 trips/camps a year. Small fees are charged for day trips and camp trips. New members receive one free trip with the club.

Members are required to carry a UHF radio, ensure their car is fitted with rated recovery points (front and rear), carry a suitable rated recovery strap that meets Australian Standards, suitably rated bow shackle's and a suitable first-aid kit.

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# Constitution

## 1 WORDS AND EXPRESSIONS TO HAVE MEANING IN ACT

- 1.1 A word or expression that is not defined in these model rules, but is defined in the Associations Incorporation Act 1981 has, if the context permits, the meaning given by the Act.

## 2 NAME

- 2.1 The name of the incorporated association is

**Bundaberg Four Wheel Drive Club Incorporated**

(hereinafter also referred to as the “Club”)

## 3 OBJECTS

The Bundaberg Four Wheel Drive Club Incorporated is organised as a non-profit organisation for the purpose of;

- 3.1 Provide social, educational and recreational activities for its members;
- 3.2 Provide the opportunity for members to gain experience and knowledge in operating their four-wheel drive vehicles efficiently and safely in all weather conditions;
- 3.3 To promote goodwill and friendship between member clubs;
- 3.4 To ensure the correct representation of the recreational use of the four-wheel drive vehicles;
- 3.5 To promote the conservation of the natural environment;
- 3.6 To promote safety;
- 3.7 To cooperate wherever possible with other groups having similar interests to the club;
- 3.8 To assist with community services where necessary;

## 4 POWERS

The powers of the Club are:-

- 4.1 Take over the funds and assets and the liabilities of the present unincorporated association known as the Bundaberg Four Wheel Drive Club;
- 4.2 To subscribe to, become a member of and co-operate with any other association whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to the extent at least that imposed on the association under or by virtue of its rule 36;
- 4.3 In furtherance of the objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions both liquid and solid, for the members of the Club or persons frequenting the Club's premises;
- 4.4 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Club: Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall deal with the same in such manner as is allowed by law having regard to such trusts;
- 4.5 To enter into any arrangements with the Government or Authority that are incidental or conducive to the attainment of the objects, and the exercise of the powers or that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club: to

- obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights and concessions;
- 4.6 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Club;
  - 4.7 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated Club, or in or about the incorporated Club or promotion of the incorporated Club or in the furtherance of its objects;
  - 4.8 To construct, improve, maintain, develop, work, manage, carry out, alter, or control any houses, buildings, grounds, works or conveniences which may seem directly or indirectly to advance the Clubs interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
  - 4.9 To invest and deal with the money of the Club not immediately required in such a manner as may from time to time be thought fit;
  - 4.10 To take or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
  - 4.11 In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
  - 4.12 To borrow or raise money either alone or jointly with any person or legal entity in such a manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage charge, lien or other security upon the whole or in part of incorporated Clubs property or assets present or future and to purchase, redeem or pay-off any such securities;
  - 4.13 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
  - 4.14 In furtherance of the objectives of the Club to sell, improve, manage, develop, exchange, lease, dispose of turn to account or otherwise deal with all or any part of the property and rights of the Club;
  - 4.15 To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others;
  - 4.16 To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Clubs but subject always to the proviso in sub-rule 4.4;
  - 4.17 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise;
  - 4.18 To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects;
  - 4.19 In furtherance of the objects of the Club to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Club and which shall

prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under or by virtue of rule 36;

- 4.20 In furtherance of the objects of the Club to purchase 'or otherwise acquire and undertake all or any part of the property, assets, -liabilities and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate;
- 4.21 In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;
- 4.22 To make donations for patriotic, charitable or community purposes;
- 4.23 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- 4.24 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club;

## **5 CLASSES OF MEMBERS**

- 5.1 The membership of the Club shall consist of any of the following classes:
  - 5.1.1 Trial Members;
  - 5.1.2 Ordinary Members;
  - 5.1.3 Life Members;
- 5.2 The number of members in each class shall be unlimited;

## **6 MEMBERSHIP**

- 6.1 A person who on the date of Incorporation 13<sup>th</sup> Day of January 1988 of the Club was a member of the unincorporated association and who on or before the day of incorporation agrees in writing to become a member of the Club shall be admitted by the Management Committee to the same class of membership of the Club as that member held in the unincorporated association, and shall not be required to pay any further subscription until the next due date for payment of that subscription;
- 6.2 A member of the incorporated Club who, before becoming a member, has paid the member's annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable by the 30<sup>th</sup> Day of June 1988;
- 6.3 An applicant for membership of the Club, other than the members of the unincorporated association mentioned in section 6.1, must be proposed by 1 member of the Club (the - proposer.) and seconded by another member (the \*seconded.);
- 6.4 The application or membership must be:
  - 6.4.1 in writing; and
  - 6.4.2 signed by the applicant and the applicant's proposer and seconded; and
  - 6.4.3 in the form decided by the management committee;
- 6.5 Membership will not be granted to any applicant until the applicant has attended to one (1) Club Activity or has completed the three months trial period. Club membership operates on a per-four-wheel-drive-vehicle basis and is renewable in August each year (first Wednesday). Club fees are currently a once-only joining fee and an annual membership fee. The first name on the membership application form will be regarded as the ordinary member of the family/group after completion of the three month trial period and payment of remaining membership, and will have sole voting rights at club meetings;



- 6.6 Life membership may be granted to any member who has completed 20 years continuous membership of the Club, however in the case of any member who is transferred from the District through the members employment, illness, etc., and re-joins the Club at a later date, when the members aggregate years of membership reaches 20, he shall be eligible for consideration of being granted life membership;
- 6.7 The Management Committee may nominate a member eligible under section 6.6 at a meeting immediately proceeding the Annual General Meeting for consideration at the Annual General Meeting. Such nomination shall be successful if passed by four-fifths of members present;

## **7 MEMBERSHIP FEES**

- 7.1 The membership fee for each class of membership-
- 7.1.1 is the amount decided by the members from time to time at a general meeting; and
- 7.1.2 is payable when, and in the way, the management committee decides;

## **8 ADMISSION AND REJECTION OF MEMBERS**

- 8.1 The management committee must consider an application for membership at the next meeting of the committee held after it receives-
- 8.1.1 the application; and
- 8.1.2 the appropriate membership fee for the application.
- 8.2 The management committee must decide at the meeting whether to accept or reject the application.
- 8.3 If a majority of the management committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.
- 8.4 The secretary of the Club must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

## **9 WHEN MEMBERSHIP ENDS**

- 9.1 Members may resign from the Club by giving a written notice of resignation to the secretary.
- 9.2 The resignation takes effect on-
- 9.2.1 the day and at the time the notice is received by the secretary; or
- 9.2.2 if a later day is stated in the notice - the later day.
- 9.3 The management committee may terminate a members membership if the member -
- 9.3.1 is convicted of an indictable offence; or
- 9.3.2 does not comply with any of the provisions of these rules; or
- 9.3.3 has membership fees in arrears for at least 2 months; or
- 9.3.4 conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club.
- 9.4 Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 9.5 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

## **10 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

- 10.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- 10.2 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- 10.3 If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- 10.4 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 10.5 Also, the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
- 10.6 An appeal must be decided by a vote of the members present at the meeting.
- 10.7 If a person whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the member.

## **11 REGISTER OF MEMBERS**

- 11.1 The management committee must keep a register of members.
- 11.2 The register of members must include the following particulars for each member-
  - 11.2.1 the full name and residential address of the member;
  - 11.2.2 the date of admission as a member;
  - 11.2.3 the date of death or resignation of the member,.
  - 11.2.4 details about the termination or reinstatement of membership;
  - 11.2.5 any other particulars the management committee or the members at a general meeting decide.
- 11.3 The register must be open for inspection at all reasonable times.
- 11.4 However, before the member may inspect the register, the member must apply to the secretary to inspect it.

## **12 SECRETARY**

- 12.1 If the Club has not elected an interim officer as secretary for the Club before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the Club within 1 month after incorporation.
- 12.2 If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the Club within 1 month after the vacancy happens.
- 12.3 The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is -
  - 12.3.1 a member of the Club elected by the Club as secretary; or
  - 12.3.2 any of the following persons appointed by the management committee
    - 12.3.2.1 a member of the Club's management committee;
    - 12.3.2.2 a member of the Club;
    - 12.3.2.3 another person.
- 12.4 The management committee may appoint and remove the Clubs secretary at any time.

## **13 MEMBERSHIP OF MANAGEMENT COMMITTEE**

- 13.1 The management committee of the Club consists of a president, vice-president, secretary, treasurer, and any other members the Club members elect or appoint at a general meeting.
- 13.2 A member of the management committee, other than the secretary, must be a member of the Club.
- 13.3 At each annual general meeting of the Club, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- 13.4 Each member of the management committee shall have one primary vote.

#### **14 ELECTING THE MANAGEMENT COMMITTEE**

- 14.1 A member of the management committee may only be elected as follows-
  - 14.1.1 any 2 members of the Club may nominate another member (the \*candidate\*) to serve as a member of the management committee;
  - 14.1.2 the nomination must be-
    - 14.1.2.1 in writing; and
    - 14.1.2.2 signed by the candidate and the members who nominated him or her; and
    - 14.1.2.3 given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
  - 14.1.3 each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies;
  - 14.1.4 if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 14.2 A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be tabled at the annual general meeting.
- 14.3 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

#### **15 RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER**

- 15.1 A management committee member may resign from the committee by giving written notice of resignation to the secretary.
- 15.2 The resignation takes effect on-
  - 15.2.1 the day and at the time the notice is received by the secretary; or
  - 15.2.2 if a later day is stated in the notice - the later day.
- 15.3 A member may be removed from office at a general meeting of the Club if a majority of the members present at the meeting vote in favour of removing the member.
- 15.4 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 15.5 A member has no right of appeal against the member's removal from office under this section.

#### **16 VACANCIES ON MANAGEMENT COMMITTEE**

- 16.1 If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Club to fill the vacancy until the next annual general meeting.

- 16.2 The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 16.3 However, if the number of committee members is less than the number fixed under these rules as a quorum of the management committee, the continuing members may act only to
- 16.3.1 increase the number of management committee members to the number required for a quorum; or
- 16.3.2 call a general meeting of the Club.

## **17 FUNCTIONS OF MANAGEMENT COMMITTEE**

- 17.1 Subject to these rules or a resolution of the Club members carried at a general meeting, the management committee -
- 17.1.1 has the general control and management of the administration of the affairs, property and funds of the Club; and
- 17.1.2 has authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent.
- 17.2 The management committee may exercise the powers of the Club -
- 17.2.1 to borrow, raise or secure the payment of amounts in a way the Club members decide; and
- 17.2.2 to secure the amounts mentioned in paragraph 17.2.1 or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Club's property, both present and future; and
- 17.2.3 to purchase, redeem or pay off any securities issued; and
- 17.2.4 to borrow amounts from members and pay interest (section 17.3) on the amounts borrowed; and
- 17.2.5 to mortgage or charge the whole or part of its property; and
- 17.2.6 to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club; and
- 17.2.7 to provide and pay off any securities issued; and
- 17.2.8 to invest in a way the members of the Club may from time to time decide.
- 17.3 For section 17.2.4, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -
- 17.3.1 the financial institution for the Club; or
- 17.3.2 if there is more than 1 financial institution for the Club - the financial institution nominated by the Club.

## **18 MEETINGS OF MANAGEMENT COMMITTEE**

- 18.1 Subject to sections 18.2 to 18.16, the management committee may meet and conduct its proceedings, as it considers appropriate, and all minutes of such meetings to be presented at the next general meeting for ratification.
- 18.2 The management committee may meet, as it considers appropriate to exercise its functions.
- 18.3 The committee must decide how a meeting is to be called.
- 18.4 Notice of a meeting is to be given in the way decided by the committee.
- 18.5 If the secretary receives a written request signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.
- 18.6 A request for a special meeting must state-
- 18.6.1 why the special meeting is being called; and
- 18.6.2 the business to be conducted at the meeting

- 18.7 At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- 18.8 A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 18.9 A management committee member must not vote on a question about a contract or proposed contract with the Club if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- 18.10 The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.
- 18.11 A notice of a special meeting must state-
- 18.11.1 the day, time and place of the meeting; and
  - 18.11.2 the business to be conducted at the meeting.
- 18.12 The president or, if there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice-president is to preside as chairperson at the meeting.
- 18.13 If the president and the vice-president are absent from a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
- 18.14 If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
- 18.15 If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to-
- 18.15.1 the same day, time and place in the next week; or
  - 18.15.2 a day, time and place decided by the committee.
- 18.16 If, at the adjourned meeting mentioned in section 18.15, a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

## **19 DELEGATION OF MANAGEMENT COMMITTEE POWERS**

- 19.1 The management committee may delegate the whole or part of its powers to a subcommittee consisting of the Club members considered appropriate by the committee.
- 19.2 A subcommittee may only exercise delegated powers in the way the management committee decides.
- 19.3 A subcommittee may elect a chairperson of its meetings.
- 19.4 If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- 19.5 A subcommittee may meet and adjourn, as it considers appropriate.
- 19.6 A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **20 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- 20.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- 20.2 Section 20.1 applies even if the act was performed when-

- 20.2.1 there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
- 20.2.2 a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

## **21 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

- 21.1 A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 21.2 A resolution mentioned in section 21.1 may consist of several documents in like form, each signed by 1 or more members of the committee.

## **22 FIRST GENERAL MEETING**

- 22.1 The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the Club is incorporated.
- 22.2 The management committee must decide where the meeting is to be held.
- 22.3 The business to be conducted at the first general meeting must include the appointment of an auditor.

## **23 FIRST ANNUAL GENERAL MEETING**

- 23.1 The first annual general meeting must be held within 18 months after the day the Club is incorporated.

## **24 SUBSEQUENT ANNUAL GENERAL MEETINGS**

- 24.1 Each subsequent annual general meeting must be held -
  - 24.1.1 at least once each year; and
  - 24.1.2 within 3 months after the end of the Club's previous financial year.

## **25 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING**

- 25.1 The following business must be conducted at each annual general meeting -
  - 25.1.1 receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Club for the last financial year;'
  - 25.1.2 receiving the auditor's report on the financial affairs of the Club for the last financial year;
  - 25.1.3 presenting the audited statement to the meeting for adoption;
  - 25.1.4 electing members of the management committee;
  - 25.1.5 appointing an auditor.

## **26 SPECIAL GENERAL MEETING**

- 26.1 The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after-
  - 26.1.1 being directed to call the meeting by the management committees, or
  - 26.1.2 being given a written request signed by-
    - 26.1.2.1 at least 33% of the members of the Club presently on the management committee; or
    - 26.1.2.2 at least the number of ordinary members of the Club equal to double the number of members of the Club presently on the management committee plus 1; or
  - 26.1.3 being given a written notice of an intention to appeal against the decision of the management committee-
    - 26.1.3.1 to reject an application for membership; or

26.1.3.2 to terminate a persons membership.

***This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement)***

26.2 A request mentioned in section 26.1.2 must state-

26.2.1 why the special general meeting is being called; and

26.2.2 the business to be conducted at the meeting.

## **27 NOTICE OF GENERAL MEETING**

27.1 The secretary may call a general meeting of the Club.

27.2 The secretary must give at least 14 days notice of the meeting to each Club member.

27.3 The management committee may decide the way in which the notice must be given.

27.4 However, notice of the following meetings must be given in writing-

27.4.1 a meeting called to hear and decide the appeal of a member against the rejection or termination of the members membership by the management committee; or

27.4.2 a meeting called to hear and decide a proposed special resolution of the Club.

27.5 A notice of a general meeting must state the business to be conducted at the meeting.

## **28 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING**

28.1 Subject to section 28.5, at a general meeting the number of members equal to double the number of members of the Club presently on the management committee plus 1 form a quorum.

28.2 No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.

28.3 If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the Club, the meeting lapses.

28.4 If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the Club, the meeting is to be adjourned to-

28.4.1 the same day, time and place in the next week; or

28.4.2 a day, time and place decided by the management committee.

28.5 If at an adjourned meeting, a quorum under section 28.1 is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.

28.6 The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

28.7 If a meeting is adjourned under section 28.6, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

28.8 The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

28.9 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

28.10 In this rule -

***"member" includes a person attending as a proxy or representing a corporation that is a member.***

## **29 PROCEDURE AT GENERAL MEETING**

29.1 Subject to these rules, at each general meeting -

- 29.1.1 the president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson; and
- 29.1.2 if the vice-president is absent or unwilling to act as chairperson, the members present must elect 1 of their number to be chairperson of the meeting; and
- 29.1.3 the chairperson must conduct the meeting in a proper and orderly way; and
- 29.1.4 each question, matter or resolution must be decided by a majority of votes of the members; and
  - 29.1.4.1 members who are entitled to vote are financial ordinary members, and life members who have attended a minimum of 50% of the clubs activities within the preceding 12 months prior to the vote.
  - 29.1.4.2 Trial members are not entitled to voting rights.
- 29.1.5 each member present or entitled to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
- 29.1.6 a member is not entitled to vote at a general meeting if the member's annual subscription is more than one month in arrears at the date of the meeting; and
- 29.1.7 voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
- 29.1.8 if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and
- 29.1.9 the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and
- 29.1.10 a member may vote in person or by proxy or by attorney and-
  - 29.1.10.1 on a show of hands, each person present who is a member or a representative of a member has 1 vote; and
  - 29.1.10.2 in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 vote; and
- 29.1.11 an instrument appointing a proxy must be in writing; and-
  - 29.1.11.1 if the appointer is an individual - signed by the appointer or the appointer's attorney properly authorised in writing; or
  - 29.1.11.2 if the appointer is a corporation - either under seal or signed by a properly authorised officer or attorney of the corporation; and
- 29.1.12 a proxy may be a member of the Club or another person; and
- 29.1.13 the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- 29.1.14 if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form-

**The Bundaberg Four Wheel Drive Club Incorporated**

I, .....



of .....

being a member of The Bundaberg Four Wheel Drive Club Incorporated,

appoint .....

of .....

as my proxy to vote for me on my behalf at the (annual) general meeting of the Bundaberg Four Wheel Drive Club Incorporated, to be held on

the ..... day of ..... 20 ....., and at any adjournment of the meeting.

Signed this.....day of.....20.....

Signature.....

This form is to be used \*against / in favour of the resolution.

\*Strike out whichever is not wanted.

(Unless otherwise instructed, the proxy may vote, as the Proxy considers appropriate.)

and

29.1.15 each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

29.1.16 the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and

29.1.17 the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.

29.2 To ensure the accuracy of the minutes recorded under section 29.1.16

29.2.1 the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy; and

29.2.2 the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

29.2.3 the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Club that is a general meeting or annual general meeting, verifying their accuracy.

**30 BY-LAWS**

30.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Club.

30.2 A by-law may be set aside by a vote of members at a general meeting of the Club.

**31 ALTERATION OF RULES**

31.1 Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

31.2 However an amendment, repeal or addition is valid only if it is registered by the chief executive.

## **32 COMMON SEAL**

- 32.1 The management committee must ensure the Club has a common seal.
- 32.2 The common seal must be-
  - 32.2.1 kept securely by the management committee; and
  - 32.2.2 used only under the authority of the management committee.
- 32.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by-
  - 32.3.1 the secretary; or
  - 32.3.2 another member of the management committee; or
  - 32.3.3 someone appointed by the management committee.

## **33 FUNDS AND ACCOUNTS**

- 33.1 The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the management committee.
- 33.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.
- 33.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 33.4 All cheques must be signed by any 2 of the following-
  - 33.4.1 the president;
  - 33.4.2 the secretary;
  - 33.4.3 the treasurer;
  - 33.4.4 another member authorised by the management committee for the purpose.
- 33.5 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable\*.
- 33.6 If a petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 33.7 All expenditure must be approved or ratified at a management committee meeting.
- 33.8 The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
  - 33.8.1 the income and expenditure for the financial year just ended;
  - 33.8.2 the Clubs assets and liabilities at the close of the year;
  - 33.8.3 the mortgages, charges and securities affecting the property of the Club at the close of the year.
- 33.9 If the Club is incorporated within 3 months before the end of the Club's financial year, section 33.8 does not apply for the financial year in which the Club is incorporated.
- 33.10 The auditor must examine the statement prepared under section 32.8 and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 33.11 The income and property of the Club must be used solely in promoting the Club's objects and exercising the Club's powers.

## **34 DOCUMENTS**

- 34.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Club.

**35 FINANCIAL YEAR**

35.1 The financial year of the Club closes on 30th day of June in each year.

**36 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

36.1 This section applies if the Club-

36.1.1 is wound-up under part 10 of the Act and

36.1.2 it has surplus assets.

36.2 The surplus assets must not be distributed among the Club members.

36.3 The surplus assets must be given to another entity -

36.3.1 having objects similar to the Club's objects; and

36.3.2 the rules of which prohibit the distribution of the entity's income and assets to its members.

36.4 In this section –

*“Surplus assets” has the meaning given by section 92(3)11 of the Act.*

*Part 10 (Winding-up) of the Act*

*Section 92 (Distribution of surplus assets) of the Act.*

# By Laws

## 1 MEMBERSHIP

### 1.1 Fees

1.1.1 Club membership is \$40.00 per year.

1.1.1.1 Membership renewal discount period two months from Annual General Meeting

1.1.2 Pro-rata membership cost is \$3.50 per month for 10 months or less.

1.1.3 Joining Fee/Trial Membership fee is \$10.00 and includes club handbook

1.1.4 Life Members are exempt from memberships fees if they so wish.

1.1.5 Day trip costs are \$2.00 and camps are \$3.00.

1.1.5.1 Trips where volunteer work, fundraising, promotion of the club or community service shall be exempt from trip costs.

1.1.6 Day trip and camp costs maybe changed or waived on occasions by the executive committee.

1.1.7 New members receive one trip free prior to joining

1.1.8 Visitors are allowed one free trip per calendar year.

1.1.9 Non Club members who are members of another club which is a member club of any State or Australian 4WD club or association which is deemed to be a sister club will be allowed one free trip then charged trip costs.

### 1.2 Requirements

1.2.1 All vehicles must be registered for use on public roads and in roadworthy condition.

1.2.2 All drivers must hold and carry a valid driving license.

1.2.3 All vehicles must have 3<sup>rd</sup> party property insurance.

1.2.4 All members and visitors must comply with convoy, camping rules and code of ethics.

1.2.5 All vehicles must have rated recovery points front and rear and carry basic recovery equipment.

1.2.6 All vehicles must carry working UHF radio (mounted or hand held).

### 1.3 Petty Cash

1.3.1 No petty cash is to be kept.

## 2 CLUB ACTIVITIES

### 2.1 Calendar

2.1.1 Ensure there is a balanced activity calendar that fulfills members requirements over a calendar year.

2.1.2 Balanced trip ratings from scenic to extreme, from bush to beach over a calendar year.

### 2.2 Objectives to be pursued;

2.2.1 A minimum of 10 day trips in a calendar year

2.2.2 A minimum of six camps in a calendar year

2.2.3 Easter trip

2.2.4 A minimum of four social events in a calendar year (BBQ etc) includes end of year breakup and awards or Christmas party.

2.2.5 A fun day or navigation trip

2.2.6 Two driver awareness days

2.2.7 Program the Country Meeting

2.2.8 At least one other activity like fishing, boating, abseiling etc

- 2.2.9 Clean up Australia day to be supported
- 2.2.10 New member recruitment drive
- 2.2.11 Participate in community based activities

### **3 MAGAZINE**

#### 3.1 Procedures

- 3.1.1 Magazine closes 7 days prior to the monthly general meeting.
- 3.1.2 Magazine is to be ready for printing 5 days prior to each meeting.

#### 3.2 Objectives

- 3.2.1 Contain previous meetings minutes
- 3.2.2 Minutes of Queensland Association meetings.
- 3.2.3 An Executive report
- 3.2.4 Coming trip details
- 3.2.5 Activity calendar
- 3.2.6 Trip reports
- 3.2.7 Sponsors advertisements
- 3.2.8 And any other material such that the editor deems fit to be included

### **4 CLUB POSITIONS AND DUTIES**

(Ideally these positions should be held for a maximum of 2 consecutive years, if insufficient nominations and member is willing then can continue on in the position as long as clause 14 is adhered to.)

#### 4.1 PRESIDENT

- 4.1.1 It is the duty of the president to preserve order, and conduct the meetings in a business-like manner, in accordance with the constitution.
- 4.1.2 Have the casting vote should any vote be tied.
- 4.1.3 If, for some reason the time and place of the meeting is to be changed, it is the president's responsibility to organise other arrangements and inform all club members.
- 4.1.4 To liaise with the Vice President, Secretary, Treasurer, other office bearers and sub committees.
- 4.1.5 Delegate any tasks deemed necessary.
- 4.1.6 Prepare a monthly report for the club magazine

#### 4.2 VICE PRESIDENT

- 4.2.1 Shall fulfil all duties in the absence of the President.
- 4.2.2 Perform all tasks as so directed by the President.

#### 4.3 SECRETARY

##### 4.3.1 PREPARING FOR THE MEETING.

- 4.3.1.1 Check minutes of last meeting, and pencil items for "business arising".

##### 4.3.2 AT THE MEETING

- 4.3.2.1 Circulate attendance book.
- 4.3.2.2 Read the minutes and correspondence.
- 4.3.2.3 Take notes on discussions to assist in compiling minutes.
- 4.3.2.4 Note meeting's decision on correspondence.
- 4.3.2.5 Record all motions and amendments, irrespective of their fate.
- 4.3.2.6 Have a copy of all rules and necessary records.

##### 4.3.3 BETWEEN MEETINGS

- 4.3.3.1 Write up the minutes as soon as possible.
- 4.3.3.2 Write all letters as directed by the committee.
- 4.3.3.3 Keep a register of correspondence, inward and outward, and file copies of all letters written. Pin letters and replies together and file in monthly folders.
- 4.3.3.4 Check correspondence regularly (at least once a week).
- 4.3.3.5 Keep the President informed of any correspondence requiring urgent attention.
- 4.3.3.6 Keep the membership list up to date, and check it with the Treasurer.
- 4.3.3.7 Perform all tasks as so directed by the President.

#### 4.4 TREASURER

- 4.4.1 Keep a clear record of receipts and expenditure.
- 4.4.2 Receive subscriptions and monies due.
- 4.4.3 Issue a receipt for every amount received.
- 4.4.4 Bank money received and file bank receipts.
- 4.4.5 Present accounts to committee to be passed for payment.
- 4.4.6 Draw cheques for accounts passed, and obtain further signatures as required.
- 4.4.7 Pay accounts as instructed.
- 4.4.8 Prepare financial statement for each meeting, accompanied by bank statements.
- 4.4.9 Prepare Annual Report and Balance Sheet, and forward to auditor with account books, receipts, bank statements, etc., for inspection.
- 4.4.10 Present report and audited Balance Sheet at the Annual Meeting (August), and move their adoption.
- 4.4.11 Perform any tasks as so directed by the President.

#### 4.5 PROPERTY OFFICER

- 4.5.1 To store the clubs property in a clean and working condition.
- 4.5.2 To keep a log of whom and when club property is borrowed and returned.
- 4.5.3 First aid kits are to be checked and replenished in June and December each year.
- 4.5.4 Perform any task as so directed by the President.

#### 4.6 TRIP LEADER

- 4.6.1 To organise their allotted trip as per trip Calendar. If unable to do so arrange for another club member to take trip on, allowing enough notice for pre-running and the approval of permits and booking of campsites.
- 4.6.2 To notify club members of changes to trip plans if for some reason they are different to what was decided at the previous meeting.
- 4.6.3 To ensure members and guests follow club camping and convoy rules.
- 4.6.4 Trip Report
  - 4.6.4.1 Prepare a trip report and give to the magazine editor by the Wednesday one week before the next meeting.
  - 4.6.4.2 Complete Club Trip Report Form and hand to the Secretary.
- 4.6.5 Ensure they have the Trip Log Book on the day of the trip and have had every person on the trip sign the book (members, guests and families) before departure.
- 4.6.6 To hand the Trip Log Book in at the next meeting or pass on to the next trip leader.
- 4.6.7 Ensure all relevant club equipment is on hand and in working order.
- 4.6.8 Ensure the hand held UHF radios are in working order for the trip and pass them on with the trip book.
- 4.6.9 Perform any task as so directed by the President.

#### 4.7 MAGAZINE EDITOR

- 4.7.1 Prepare the monthly club magazine and have ready for publishing on the website the Friday before the meeting.
- 4.7.2 Arrange for the printing and compilation of the club magazine.
- 4.7.3 Appoint a Sub Editor.
- 4.7.4 Appoint Sponsorship Officers and keep an advertisement register and follow up renewals when due.
- 4.7.5 Send magazine to Secretary and Home Page Co-ordinator
- 4.7.6 Perform all tasks as so directed by the President.

#### 4.8 SUB EDITOR

- 4.8.1 Help the Magazine Editor.
- 4.8.2 Remind members of the closing date of the magazine.
- 4.8.3 Carry out any instructions given by the Magazine Editor.
- 4.8.4 Perform all tasks as so directed by the President.

#### 4.9 DRIVER AWARENESS OFFICER

- 4.9.1 Organise driver awareness days.
- 4.9.2 Perform all tasks as so directed by the President.

#### 4.10 ENVIRONMENT OFFICER

- 4.10.1 Attend or ensure someone attends any meeting that deals with four wheel drive access.
- 4.10.2 Relay any environmental issues that arise and present them to the club at the next meeting.
- 4.10.3 Perform any task as so directed by the President.

#### 4.11 ACTIVITY CO-ORDINATOR

- 4.11.1 Ensure the activity calendar is always 12 months in advance.
- 4.11.2 Ensure the club calendar complies with the club activity objectives.
- 4.11.3 Report to the President if a problem arises.
- 4.11.4 Appoint trip leaders if required.
- 4.11.5 Perform all tasks as so directed by the President.

#### 4.12 HOME PAGE CO-ORDINATOR

- 4.12.1 Keep the home page as current as possible
- 4.12.2 Ensure electronic version of magazine is available by the first Wednesday of each month.
- 4.12.3 Keep activity calendar content up to date.
- 4.12.4 Report on site status.
- 4.12.5 Perform all tasks as so directed by the President.

#### 4.13 GENERAL MEMBERS

- 4.13.1 Welcome visitors.
- 4.13.2 Assist on Sub-committees as required.
- 4.13.3 Help find company sponsorship for the magazine and other activities.
- 4.13.4 Perform any task as so directed by the President.

## **5 MEETING PROCEDURES**

### 5.1 GENERAL AND SPECIAL MEETINGS

- 5.1.1 Open meeting (President)
- 5.1.2 Welcome visitors and introduce them to the club members (President)
- 5.1.3 Apologies (Secretary)
- 5.1.4 Read minutes of previous meeting (Secretary)
- 5.1.5 Minutes read and confirmed by Secretary and seconded by .....

- 5.1.6 Business arising from minutes
  - 5.1.7 Correspondence inward and outward (Secretary)
  - 5.1.8 Secretary move that “The inward be received and the outward be endorsed” and seconded by .....
  - 5.1.9 Treasurers report
  - 5.1.10 Treasurer moves report be accepted and seconded by .....
  - 5.1.11 Trip report
  - 5.1.12 Next trip
  - 5.1.13 Trip co-ordinator asks for volunteer for next available activities. No volunteers a trip leader will be nominated.
  - 5.1.14 Reports by other officers /co-ordinators
  - 5.1.15 General Business
  - 5.1.16 Next meeting date
  - 5.1.17 Meeting closed at .....
- 5.2 ANNUAL GENERAL MEETINGS
- 5.2.1 Open meeting (President)
  - 5.2.2 Apologies (Secretary)
  - 5.2.3 Read minutes of previous meeting (Secretary)
  - 5.2.4 Minutes read and confirmed by Secretary and seconded by .....
  - 5.2.5 Business arising from minutes
  - 5.2.6 Correspondence, good wishes and regrets (Secretary)
  - 5.2.7 Presidents Annual Report
  - 5.2.8 Moved by President and seconded by ....
  - 5.2.9 Treasurers report
  - 5.2.10 Treasurer moves report to be accepted and seconded by .....
  - 5.2.11 Election of Officers
    - 5.2.11.1 President
    - 5.2.11.2 Vice President
    - 5.2.11.3 Secretary
    - 5.2.11.4 Treasurer
    - 5.2.11.5 Property Officer
    - 5.2.11.6 Magazine Editor
    - 5.2.11.7 Driver Awareness Officer
    - 5.2.11.8 Environment Officer
    - 5.2.11.9 Activity Co-ordinator
    - 5.2.11.10 Home Page Co-ordinator
  - 5.2.12 Appoint Auditor
  - 5.2.13 Special Business
  - 5.2.14 Vote of thanks to outgoing Executive and Officers (Presidents)
  - 5.2.15 Date Of Next Meeting
  - 5.2.16 President closes meeting at .....



# Convoy & Camping Rules

## 6 PROCEDURES

Convoy procedure is a basic set of instructions that must be carried out on all club trips. They have been designed to assist in taking a large group of vehicles from point 'A' to point 'B'. If proper procedure is followed, drivers will not exceed their capabilities, no one will get lost and the trip will flow smoothly.

- 6.1 Convoy procedure becomes relevant when the convoy moves off from the starting point.
- 6.2 Observe road rules at all times.
- 6.3 Members and visitors are to arrive 15 minutes prior to designated departure time with a full fuel tank.
- 6.4 The trip leader should not be overtaken by any of the convoy, except in an emergency.
- 6.5 Vehicles in convoy should travel at a safe distance apart, with headlights on and with greatest consideration to other vehicles that aren't in your convoy. Maintain at least six vehicle lengths between vehicles so as other vehicles may pass the convoy safely. Maintain a safe distance between vehicles at all times, especially in wet, dusty, hilly or more so muddy conditions. When convoy stops, parking should be orderly. Vehicles wishing to stop must flash headlights, vehicle in front flash left and right indicators to acknowledge or advise intentions over UHF radio. Each vehicle in front is responsible for the vehicle behind at all times, in difficult terrain or when turning off a road or at a crossroads. If there is no vehicle in sight WAIT.
- 6.6 Always wait at an intersection, to ensure that the vehicle following has identified the correct route to be taken.
- 6.7 Always keep the following vehicle in sight.
- 6.8 When ascending or descending steep inclines, wait at the top or bottom, until the proceeding vehicle has fully cleared an obstacle.
- 6.9 Always maintain your position in the convoy, except in unavoidable circumstances. This means keep the same vehicles in front and behind you. The only exception to this rule is when the second vehicle returns to the end after opening and closing gates.
- 6.10 No vehicle is to break and leave the convoy, unless the trip leader has been informed first. Tail-end Charlie should constantly hold his position throughout the entire trip.
- 6.11 All gates are to be left as they were found. Second vehicle in convoy is responsible for opening and closing gates unless otherwise directed by trip leader, returning to convoy directly in front of Tail-end Charlie.
- 6.12 All vehicles are to keep to the formed track/road in the interests of conservation. The trip leader will decide if it is necessary to leave the track for whatever reason.
- 6.13 Drivers are responsible for passengers at all times.
- 6.14 River crossings: No two vehicles are to be in the water at the same time.
- 6.15 Recovery: The trip leader will be in charge of all recovery operations and all other vehicles and spectators must keep well clear.
- 6.16 Track damage caused by the movement of vehicles on the trip is to be repaired if possible.
- 6.17 UHF radio users to transmit on one channel only whilst in convoy, channel to be designated at beginning of trip by trip leader.
- 6.18 All litter should remain in your vehicle.
- 6.19 Trip leader is responsible for organising Tail-end Charlie, convoy signs, camping officer, camping equipment and permits if necessary.

- 6.20 The camping officer is responsible for the position of tents, vehicles, campfires, disposals, and pit toilets. Selection of this person is the responsibility of the trip leader.
- 6.21 It is up to all members to comply with convoy and camping rules.
- 6.22 Fauna and flora look at it and leave it.
- 6.23 Firearms are not permitted.
- 6.24 Pets are not permitted.
- 6.25 Everyone is to administer first aid themselves where practical. Everyone is to use their own first aid equipment where practical. Anyone using clubs first aid equipment must replace equipment used.
- 6.26 Each and every member is responsible for offering help and information on club rules to new members and visitors (in particular) and making sure these rules are abided by.

If you are experiencing any difficulties on the trip, tell the trip leader. Before commencing on a trip, the trip leader must know how many vehicles he has and intersperse the more experienced drivers along the convoy. The leader must also familiarise all present with this convoy procedure. If these basic instructions are followed, many problems can be avoided and a pleasant trip can be had by all.

# Code of Ethics

## 7 PROCEDURES

- 7.1 Keep to the laws and regulations for four wheel drive vehicles. (They may change from State-to-State).
- 7.2 Keep to constructed vehicle tracks. Do not drive “Off-road”.
- 7.3 Keep the environment clean. Carry your own – and maybe other people’s – rubbish home.
- 7.4 Obey restrictions on use of public lands. Respect National Parks and other conservation areas.
- 7.5 Obtain permission before driving on private land. Leave livestock alone and gates as found.
- 7.6 Keep your vehicle mechanically sound.
- 7.7 Take adequate water, food, fuel and spares on trips. In remote areas travel with another vehicle.
- 7.8 Respect our wildlife. Stop and look, but never disturb or chase animals.
- 7.9 Respect other recreationalists rights to peace and solitude in the bush.
- 7.10 Obey all fire restrictions. Extinguish your fire before leaving. Don’t let your exhaust emit sparks.
- 7.11 Help in bushfire emergencies and search and rescue, if you are properly equipped and able.
- 7.12 Join a 4WD Club and support 4WD touring as a responsible and legitimate recreational activity.

THIS CODE IS VALUABLE ONLY IF YOU OBSERVE IT!

# Club Equipment

## 8 PROCEDURES

- 8.1 Equipment is to be returned in a clean and working order.
- 8.2 Members use club equipment at own risk.
- 8.3 Members are responsible for club equipment when being used for personal use and are to supply their own consumables.
- 8.4 Equipment List
- 8.5 Banner x 2, Flags x 2, 4 UHF Handheld UHF Radios, Magellan GPS and leads, Shovel, First Aid Kit x 2, and Maps as per below:

Description	Number	Tube	Scale	Printed	Type
Bundaberg	10	1	100000	1978	Topographical
Cordalba	11	1	25000	1976	Forestry
Watalgan	12	1	25000	1984	Forestry
Rosedale	13	1	100000	1972	Cadastral
Gladstone	20	2	100000	1973	Topographical
Calliope	21	2	100000	1972	Topographical
Miriam Vale	22	2	100000	1978	Topographical
Biloela	23	2	100000	1979	Topographical
Kroombit	24	2	25000	1975	Topographical
Bulburin Sheet 1 Top	25	2	25000	1982	Forestry
Bulburin Sheet 2 Bottom	26	2	25000	1982	Forestry
Maryborough	30	3	100000	1978	Topographical
Pialba	31	3	100000	1978	Topographical
Childers	40	4	100000	1978	Topographical
Biggenden	41	4	100000	1978	Topographical
Goodnight	42	4	15000	1980	Forestry
Gayndah	43	4	100000	1980	Topographical
Goomeri	50	5	100000	1978	Topographical
Goomeri	51	5	50000	1973	Forestry
Nanango	52	5	100000	1982	Topographical
Kingaroy	53	5	100000	1982	Topographical
Conondale	54	5	25000	1984	Forestry
Kenilworth	55	5	25000	1984	Forestry
Borumba Dam	56	5	25000	1983	Forestry
Mount Langley	57	5	25000	1984	Forestry
Manumbah	58	5	50000	1983	Forestry
Barambah	59	5	50000	1979	Forestry
Monto	60	6	15000	1977	Cadastral
Scoria	61	6	100000	1972	Topographical
Cracow	62	6	100000	1972	Topographical

# Club Awards

## 9 AWARDS

- 9.1 Most Valuable Member (trophy)
- 9.2 Best Supporting Member (trophy)
- 9.3 Most Recovered Vehicle (trophy)
- 9.4 Worst Damage Inflicted on a vehicle (trophy)
- 9.5 Best Activity (trophy)
- 9.6 Best Camp Oven Cook (trophy)
- 9.7 Best Picture (trophy)
- 9.8 Appreciation Award (certificate)

## 10 PROCEDURE

- 10.1 Most Valuable Member is awarded to the member whom the membership votes on by secret ballot. Criteria
  - 10.1.1 Contribution to the running of the club
  - 10.1.2 Activity Support
- 10.2 Best Supporting Member will simply be decided by who turns up the most.
- 10.3 Most Recovered Vehicle is simply the vehicle that is recovered the most times per activity.
- 10.4 Worst Damage Inflicted on a vehicle. Criteria
  - 10.4.1 Expense of repair
  - 10.4.2 Number of time vehicle requires repair.
- 10.5 Best Activity will be decided by a secret ballot of the membership. Criteria
  - 10.5.1 Cannot be an extended trip, eg Cape or desert trip etc.
  - 10.5.2 Can include day trips, camps and social activity etc.
- 10.6 Best Camp Oven Cooking to be decided by secret ballot of those members attending the camp oven cooking weekend
- 10.7 Best Picture to be decided by secret ballot of membership from the picture of the month.
- 10.8 Appreciation Award is for all members who hold a position of office within the club, has contributed by being involved with sub committees or run club activities and anyone who the executive feels deserving.

# End of Year Break Up

## 11 PROCEDURES

- 11.1 Activity leader is to be Master of Ceremonies.
- 11.2 Welcome and thank everyone for attending.
- 11.3 Have meal.
- 11.4 After meal call everyone to order.
- 11.5 Introduce President.
- 11.6 Appreciation Awards are to be presented by the Secretary.
- 11.7 Best Picture to be presented by the Magazine Editor.
- 11.8 Camp Oven Cook to be presented by the wife of the longest serving member or wife of a member appointed by the executive.
- 11.9 Best Activity to be presented by the Activity Co-ordinator
- 11.10 Most Recovered Vehicle is to be presented by the Driver Awareness Officer.
- 11.11 Worst Damage Inflicted is to be presented by the Treasurer.
- 11.12 Best Supporting Member is to be presented by the Vice President
- 11.13 Most Valuable Member is to be presented by the President
- 11.14 If any presenter is the award winner then another executive member should present the award.

# Four Wheel Driving

## 12 SAFETY

Before attempting to negotiate any obstacle:

**Stop, Get Out and Look.**

Then:

**Think, Assess and Decide.**

If you feel that you may require recovering, prepare the vehicle for recovery first. This means if you are attempting to cross water and the only recovery method is backwards set up a snatch strap on the rear of the vehicle before attempting the crossing. If you are traversing a bog hole ensure there are winch points ahead of you etc.

Consider your approach angle, ramp over angle and departure angles before attempting to clear the obstacle.

Always drive within your capabilities and the vehicle limitations.

Adopt a comfortable upright sitting position with a comfortable grip on the steering wheel and always place both thumbs along the outside of the steering wheel to ensure you don't tear your thumbs off if the wheel suddenly turns on you. **Thumbs Up!**

All heavy loads should be placed as low as possible in the vehicle and if you have to use a roof rack place light items on it.

Road rules always apply no matter where you are.

## 13 HANDLING

Four wheel drive vehicles don't handle the same as passenger cars because they are heavier, have a higher center of gravity, respond slower to changes in direction, require greater stopping distances and have larger turning circles. These features of four wheel drive vehicles are exaggerated in emergency situations.

## 14 BRAKING

Due to the high center of gravity and longer suspension travel of most four wheel drive vehicles, braking hard and fast can be a dangerous pastime as you will basically induce a lot of nose dive and lift the rear wheels off the ground reducing braking effectiveness and increasing stopping distances. The correct manner in applying brakes is to apply a light and consistent amount of pressure until the vehicle sits down on the suspension. Once this happens, if the conditions allow, you can then apply more pressure slowly until just before the vehicle stops where you begin releasing pressure off the brake pedal to reduce the risk of wheel lock up and loss of vehicle control. In most off road and dirt road braking, it is not advisable to continue applying pressure to the brake pedal, but instead to keep a constant and gentle pressure on the brake pedal until you are about to stop.

## 15 ACCELERATOR CONTROL

Most obstacles you will encounter will require a constant steady pace to negotiate, so it is essential to have good accelerator control.

Try negotiating the obstacle at a slow steady speed and if this fails reverse and try it slightly faster. The best speed to negotiate an obstacle is at a speed where the suspension walks over the obstacle.

To help keep a constant speed, jam your foot between the accelerator pedal and side panel. The best solution is to install a hand control where you can lock the speed in you want to negotiate the obstacle at.

## 16 CABIN SAFETY

In an emergency situation loose items floating around in the vehicle will become lethal projectiles, so you should install a cargo barrier and ensure all items are securely tied down.

## 17 TYRES AND PRESSURE

The main differences between road tyres and off road tyres is that off road tyres have a stronger carcass that are not as prone to sidewall damage and punctures. It is very important on a four-wheel drive vehicle to have all tyres and rims the same in order to reduce the chance of transmission wind up, which can be very expensive to repair. If you have smaller wheels on the front of the vehicle than the back, then the front tail shaft will do more revolutions than the back tail shaft thus causing transmission wind up.

There are three basic tread patterns available for off road vehicles ranging from

- Road type tread pattern which wear better and gives better grip on the bitumen and better performance in sand.
- Intermediate or all terrain, which is compromise between road and mud terrain tyres, which give a better, all round performance with less grip on bitumen and wear faster than road tyres.
- Mud terrain tyre, which are very chunky, have poor grip on the road, and wear badly but are designed to throw mud off the tyre when the wheel spins.

There are two basic types of tyres

- Tubed tyres - means that you inflate a tube inside the tyre which keeps the tyre on the rim. Tubed tyres can be run at lower pressures than tubeless tyres which is what maybe required in very soft sand. Tubed tyres by default run hotter than tubeless tyres because the tube will rub against the inside of the tyre and thus may wear through the tube and cause a slow leak.
- Tubeless tyres run cooler. You can't run pressures below 12 psi as there is insufficient air pressure to keep the bead of the tyre against the rim and thus the tyre will deflate.

Reducing tyre pressure increases the footprint of the tyre on the ground not only sideways but more importantly length ways which is what gives you extra grip on mountain tracks and extra floatation on sand. You will be surprised how much more grip you receive on mountain tracks by running your tyres with about 25 to 28 psi. In my opinion, the tyre is also less susceptible to rock damage

at lower pressure because the tyre itself is more flexible. A pressure as low as 15psi in sand maybe required to give you the required floatation to keep the vehicle moving.

When running low air pressure in tyres you must drive slower and never make sudden changes in direction as this may cause the tyre to remove itself from the rim, so keep changes in direction smooth and steady.

For best performance from your tyres rotate them regularly and include the spare in the rotation cycle.

In nearly every situation, the larger the running diameter of the tyre, the better your vehicle will perform in tricky situations.

Look after your tyres at all times by keeping wheel spin to a minimum as a lot of damage can be done to the tyre when you are spinning wheels.

## 18 FIRST AID

It is essential to carry a well-equipped first aid kit because when four wheel driving you tend to be miles away from medical assistance. Suggested contents could include:

- Antiseptic fluid
- Antiseptic cream



- Eye drops
- Eye wash
- Assorted band aids
- Elastic crepe bandages
- Sterile gauze bandages of different shapes and sizes
- Adhesive tape
- Cotton wool
- Scissors
- Scalpel
- Safety pins
- Thermometer
- Aspirin
- Pencil and paper

Having a well-stocked first aid kit isn't enough. You should also familiarise yourself with how to use the different items.

## **19 VEHICLE MAINTENANCE**

Due to the expected hard work you will put your vehicle through when in off road situations, it is essential that you keep the vehicle serviced and maintained properly.

### **20 UNDER BONNET CHECKS**

- Water pump leaks and bearing
- Radiator fluid level, hoses and leaks
- Fan belt, power steering belt and other belt tensions
- Windscreen washers water level and correct operation
- Fan has no cracks
- Engine mounts
- All oil fluid levels and warning light connections
- Oil filter for leaks
- Air cleaner
- Fuel filter and pipes for leaks
- Heater and air conditioning hoses
- Alternator and battery connections
- Battery bracket secure
- Battery fluid levels

### **21 UNDER BODY CHECKS**

- Spring hangers or towers for cracks and tightness
- Springs for cracks
- Universal joints for slackness and leaks
- Exhaust securely mounts and leaks
- Steering arms for tightness
- Shock absorbers secure and leaks
- Differential breather tubes intact
- Wheels and brakes for oil leaks

- Drive shaft slip joint for wear
- Brakes for cleanliness
- Brake hoses for damage
- Hand brake cables for damage and correct adjustment
- Structural damage
- Oil leaks

## **22 EXTERNAL CHECKS**

- All windows and lenses clean and free from damage
- All lights operational
- All wipers in good condition and operational
- Bodywork for damage
- All accessories securely mounted like racks, tow bars, batteries etc.
- Wheel nuts present and tight
- Tyres have correct pressure, free of damage, and sufficient tread depth
- All recovery gear serviceable
- All radios working correctly

## **23 FOUR WHEEL DRIVE VEHICLES**

Four wheel drive vehicles differ from normal passenger vehicles in the following ways

- Varying wheel bases
- Larger turning circles
- Higher centre of gravity
- Larger wheels
- Special tyre tread pattern
- Greater vehicle mass

Which means you have to acquire the skills to drive them safely.

## **24 HUBS**

Constant four-wheel drive vehicles don't have free wheeling hubs but most conventional four-wheel drive vehicles have two distinct types of hubs

- Manual, which means you have to turn the lever in the middle of the front hub on both wheels to the engaged position in order to transmit drive from the engine to the wheels.
- Automatic hubs engage when you select 4 high or 4 low and drive is applied to the front axle and disengage when you select 2-wheel drive and reverse the vehicle a short distance.

You should engage four wheel drive every month for about 50km to work the driveline and agitate the differential fluid.

## **25 GEAR BOX**

Most four-wheel drive vehicles allow for two gear ratio sets in the gearbox.

- High range which allows two modes
- 2 wheel drive, which is for day-to-day driving on bitumen roads.
- 4 wheel drive, which is used for off road driving to increase grip on slippery roads, snow and sand.

- Low range 4 wheel drive for serious off road driving

Driving on bitumen or hard surfaces in four-wheel drive will cause serious damage to the vehicle transmission. Most vehicles will allow you to shift between four wheel drive and two-wheel drive at low speeds without stopping. To change between any of these gear position always depress the clutch.

## **26 TRANSFER CASE**

The transfer case transmits drive from the transmission to the front and rear wheels and provides for high and low ratio selection. To shift between high and low ratio the vehicle must be stationary.

In constant four wheel drive vehicles the transfer case also contains a centre differential which supplies drive to either the front or rear wheels, so when you are off road you need to lock the centre differential.

## **27 DIFFERENTIALS**

Differentials are designed to allow one wheel to turn at a different rate to another wheel. This action comes in to play when you are turning a corner because the two wheels will travel different distances. There are a number of different differentials

- Conventional or open diff. This is where the problems all start off road because if one wheel is on a slippery surface and the other on hard ground the drive will be automatically transferred to the wheel with the least traction and thus you can't go forward.
- Limited slip diff. Attempts to limit slip between the wheels and thus supply drive to the wheel with traction. However if one wheel is off the ground, all the drive will go to that wheel and you progress is halted.
- Auto locking diff. This locks the wheels together so that they both have drive and unlock when turning corners.
- Lockers. These diffs use conventional diffs with a locking device that gives you the option to manually lock both wheels so that drive is transmitted to both.

## **28 TRANSMISSION WIND UP**

As you turn a corner on hard surfaces in four-wheel drive all the wheels on the vehicle travel different distances thus they all turn at different speeds. The front and rear diffs will transmit these differences back to the transfer case that is trying to turn the front and back at the same speed. This causes a binding action, which is known as transmission wind up. You can actually feel this happening as the vehicle may shudder. If you continue turning you will cause expensive damage, so stop, select reverse and drive back to where you started your turn. If you can't select reverse, try selecting two-wheel drive, then reverse and do the same thing. Another option might be to disengage the front hubs. If you can't do any of these then you need to jack either both front wheels off the ground together or both back wheels off the ground together and the wheels will spin out.

## **29 GROUND CLEARANCES**

Ground clearance is the distance between the ground and the lowest point on the vehicle. Suspension travel, which is the maximum distance a wheel can move up and down, can greatly affect your ground clearance as the wheel moves up and down the suspension travel of your vehicle.

There are three angles you need to be familiar with when negotiating obstacles.

- Approach angle, which is the angle from where the front tyre meets the ground and the lowest point on the vehicle in front of the front tyre. This affects how steep a rise you can negotiate.

- Departure angle, which is the angle from where the rear tyre meets the ground and the lowest point on the vehicle behind of the rear tyre. This affects how steep a rise you can negotiate.
- Ramp over angle is the angle between the front and rear tyres up to the lowest point on the vehicle. This affects how high a ramp you can negotiate.

### **30 CROSS SLOPE DRIVING**

You should never drive across a slope. It only takes a slippery surface or a rock or dip to make your vehicle tip over.

### **31 DRIVING TECHNIQUES**

Your actions will have an impact on the environment so always tread lightly. Always aim for a successful first attempt to negotiate an obstacle. Always use four wheel drive over two wheel drive where practical as this will stop wheel spin.

### **32 READING THE TERRAIN**

You need to be continually studying the terrain ahead for the safest and most practical route.

### **33 GEAR SELECTION**

Only practical experience will enable you to select the right gear the first time but here are some starting points.

Sand driving try second high ratio and go down from there.

Steep ascent and descents use low ratio first to go down and start with low ratio second to go up. Another good rule is to go down in the same gear you would go up.

Rocky terrain use low ratio first gear and walk the vehicle across.

### **34 STALL KEY START**

If the vehicle stalls on a slope, don't panic. Apply the foot brake and hand brake and release the clutch. The combined brakes and engine compression should keep the vehicle in position. Decide whether you should go forward or reverse.

Follow these instructions to go forward down a slope.

- Ensure the track ahead is clear
- Select low ratio first gear
- Leave the ignition set to on
- Release the hand brake
- Release the foot brake
- As you start to move the engine should fire and you will be on your way

If you need to brake going down a steep slope try using your hand brake to control your speed if engine braking is insufficient.

Follow these instructions to go forward up a slope.

- Ensure the track ahead is clear
- Select low ratio first gear
- Release the hand brake
- Release the foot brake
- Start the engine with the ignition key
- As you start to move the engine should fire and you will be on your way

Follow these instructions to go back down a slope.

- Ensure the track behind is clear
- Select low ratio reverse gear
- Leave the ignition set to on
- Check the wheels are pointing in the right direction
- Release the hand brake
- Release the foot brake
- As you start to move the engine should fire and you will be on your way

If your vehicle won't roll after releasing the brakes give the ignition a quick flick to start to get things rolling.

### **35 MUD DRIVING**

No two mud holes are the same. You need to get out and assess the situation.

- Check for depth
- Does it have a solid base
- Are there rocks under the mud just waiting to tear your tyres
- Is there an alternative route
- Plan the best placement of your tyres

Momentum is the key to success, so try selecting high ratio first gear.

- Keep the vehicle at a constant speed
- Follow existing wheel ruts if they are not too deep
- Correct skids by turning the wheel in the direction of the skid and maintain revs, never use brakes
- If you lose forward momentum, try pumping the accelerator moderately avoiding wheel spin
- Turn the steering wheel left and right to gain some sidewall traction

If this fails, try reversing out and do it all again with more revs.

Never use brakes in slippery situations when going down slopes. Let the engine drive you down.

### **36 SAND DRIVING**

The key to sand driving is momentum and floatation. Lowering your tyre pressures will give you a bigger foot print producing more floatation. Try using first or second high ratio to produce the required momentum. If the sand is extremely soft you may have to use low ratio but remember to keep the revs up. If you bog down don't try to spin your way out as this will only get you bogged further. Engage the clutch, select reverse and go back. Try again at higher revs.

When driving down sand dunes keep your wheels straight and if the vehicle turns off the desired route try a little more acceleration to bring the vehicle straight.

### **37 SNOW DRIVING**

Watch out for black ice on roads. Remember, you don't know what is under the snow and the depth can vary dramatically.

### **38 ROCKY TERRAIN**

Place the vehicle in low ratio first gear and walk the vehicle across at low speed. If you need to go faster, then all you will do is cause damage to your vehicle.

# Recovery Procedures

All members in the club are expected to supply their own basic recovery gear.

The required recovery gear is a Suitable SNATCH STRAP, properly rated BOW SHACKLE, and proper recovery points on front and rear of the vehicle.

It is also a good idea to have a jacking plate. Other equipment like a winch etc is a personal choice, as most recoveries will only require a snatch strap.

Never use a tow ball as a recovery point as they are not designed for this type of loading.

Always have one person in charge of recovery. Keep bystanders well clear. Check all recovery gear for serviceability before and after use.

## **39 RECOVERY STRAP USAGE**

When using a recovery strap always use properly rated BOW shackles to a correctly fitted rated recovery point on the vehicle.

Never connect two recovery straps together with a shackle, as if one recovery strap breaks, you will have a heavy projectile to cause damage. When connecting two recovery straps feed the eyes of the recovery straps through each other and place a magazine or small stick between them to ensure you can get the recovery straps apart.

Ensure everyone is clear of the area at least one and a half times the total length of the recovery straps. If the recovery strap breaks it can travel at speeds above the speed of sound.

Both vehicles should engage low range first or second gear. Leave two to three meters of slack strap between the vehicles. If you don't succeed the first time, try a larger run up. The vehicle being towed should also assist by attempting to drive out at the same time.

If the towing vehicle has insufficient traction, try to lengthen the snatch strap so the towing vehicle is starting on a more suitable surface. If this can't be done, try using two or three vehicles all with snatch straps between them.

Never drive over snatch straps.

## **40 WINCHING OPERATIONS**

Winching operations can be very dangerous as underload things have a tendency to break. Use correctly rated shackles. If you are using a tree as the anchor for the winch, always use a tree protector strap. You should always place an air break over the winch strap like a wet blanket or a couple of wet towels so if something does give way, the blanket will hopefully reduce the amount the cable flies through the air.

In very difficult situations you can use a block to reduce the load on the winch.

The vehicle being winched shouldn't assist by trying to drive out as any sudden load changes can damage winching equipment.

A snatch strap may be used as a winch extension strap if necessary, but never use a winch extension strap as a snatch strap.

## **41 JACKING OF VEHICLES**

Stop the vehicle on even ground off the track or road. You should never jack up a vehicle on uneven ground. Engage the hand brake and turn off the engine. Remove all passengers from the vehicle. Chock wheels so the vehicle cannot roll away. Remove spare wheel and place under the vehicle next to the wheel being replaced. Loosen wheel nuts on wheel being replaced before jacking up the vehicle. Place jack under vehicle and always use a jacking plate under the jack. Jack up the vehicle and remove wheel. Position bad

wheel where spare wheel was. Place spare wheel on, tightening wheel nuts finger tight. Jack the vehicle down and tighten wheel nuts. Stow spare wheel and jacks back into their proper positions securely. It is always good to recheck the wheel nuts after a few kilometers.

# Appendix 1

1 PROXY VOTING FORM

**The Bundaberg Four Wheel Drive Club Incorporated**

I, .....

of .....,

being a member of The Bundaberg Four Wheel Drive Club Incorporated,

appoint .....

of .....,

as my proxy to vote for me on my behalf at the (annual) general meeting of the Bundaberg Four Wheel Drive Club Incorporated, to be held on the ..... day of ..... 20 ....., and at any adjournment of the meeting.

Signed this.....day of.....20.....

Signature.....

This form is to be used \*against / in favour of the resolution.

\*Strike out whichever is not wanted.

2 FORM OF NOMINATION FOR ELECTIONS

## FORM OF NOMINATION FOR ELECTIONS

Use this section to nominate a person for a committee position.

Committee Position:.....

Member Nominated (Name):.....

Signature:.....

Proposed by (Name):.....

Signature:.....

Seconded by (Name):.....

3 NEW MEMBER NOMINATION FORM



# BUNDABERG FOUR WHEEL DRIVE CLUB Inc.

P.O. Box 1318, Bundaberg  
Qld 4670

[www.bundaberg4wdclub.com](http://www.bundaberg4wdclub.com)

email. bundy4wd@bigpond.com

## Application for Membership

Surname/s: .....

Given Name/s: .....

Address: .....

Postal Address: .....

Telephone: Home: ..... Work: ..... Mobile: .....

Email Address: .....

Partners Name; .....

Date of birth/s: .....

**Vehicle Details:**

Make: ..... Model: .....

Vehicle Registration: .....

**Name/s of Children:**

1. .... D.O.B. ....

2. .... D.O.B. ....

3. .... D.O.B. ....

**Accessories and Equipment: (please circle) (Refer to Handbook for minimum requirements)**

UHF/CB Radio	Y/N	Front Tow Point	Y/N	Hi Lift Jack	Y/N
Hand Winch	Y/N	First Aid Kit	Y/N	Winch	Y/N
GPS	Y/N	Fire Extinguisher	Y/N	Snatch Strap	Y/N

I/We certify that my/our vehicle is covered by comprehensive or third party property damage car insurance and is currently registered and roadworthy and I/we accept full responsibility of such insurance.

I/We accept that if my vehicle is found to be unsafe or mechanically unsound I may be refused entry to a club trip or activity at the discretion of the trip leader.

I/We certify that I/we hold a valid and current driver licence or permit and it is accepted that if that licence or permit is lost or expires I/we shall not participate as a driver in any club event until such times as a valid licence or permit is returned or renewed.

I/We the undersigned understand the road rules and will obey them at all times. I/We understand that while participating in club activities I/we agree to abide by any lawful instruction or direction given by the trip leader. I/We agree to abide by the Club Handbook and observe the Club's principles at all times.

I/We give permission for the use of Photo's taken of me/my family or by me/my family for use in the promotion of the Club and Club activities on print or electronic media.

I/We have read and agree to the Club's privacy policy and agree to the use of my information for reasonable club purposes as contained within the privacy policy.

Signed: ..... Date: .....

Name: .....

Witness: ..... Date: .....

Name: .....

Proposer: ..... Seconded: .....

Acceptance of Membership subject to confirmation of membership Application by Club Committee.

*Bundaberg 4WD Club Inc.*

*Privacy Policy*

We value your privacy and at Bundaberg 4WD Club Inc. we understand the importance of maintaining privacy and confidentiality. We adhere to the **Privacy Act 1988**, as amended by the **Privacy Amendment (Private Sector) Act 2000** and have a firm commitment to protecting your privacy.

**1 COLLECTION OF YOUR PERSONAL DATA**

Generally we collect personal information directly from you, by phone or via our web site. The nature of the personal information collected and maintained by us generally comprises information such as your name, address, and contact details (telephone, email address).

**2 USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION**

Your personal information is collected for the purposes of establishing and maintaining our data records and to service our relationship with you. We may use your personal information to facilitate these purposes and related purposes such as:

- Internal administration; and
- to assist us to identify and inform you of activities conducted by us or other members that may be of interest to you.

**3 OUR DUTY OF CONFIDENTIALITY, YOUR CONSENT**

We will use reasonable endeavours to prevent the disclosure of your personal information except in the extent:

- Indicated by you at the time you supplied the information to us
- Expressly permitted under an agreement with you
- Required for performance by us of our activities for you
- Required under compulsory law or provided in cooperation with any government authority or
- Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.

**4 ACCESS TO AND SECURITY OF YOUR PERSONAL INFORMATION**

We undertake not to sell, rent or trade your personal information to any individual or entity. Your personal information may be shared among other four wheel drive clubs and four wheel drive associations or entities that we are associated with unless you tell us otherwise in writing. However, Bundaberg 4WD Club Inc. information such as meeting times, places, club member contact details will be displayed on information flyers and promotional websites. We aim to keep this information up to date subject to you providing updated information to the secretary or other committee member of the Bundaberg 4WD Club Inc.

**5 QUALITY OF YOUR PERSONAL INFORMATION**

**CLUB USE ONLY**

Date of Receipt of Applications: .....

Received by: .....

Type of Membership: .....

Trip attended: .....

Club Meeting Attended: First: ..... Second: .....

Membership Accepted/Rejected: (Reason) .....

.....

Received Handbook: Y/N Fee paid: .....

Receipt No: .....

Fees: (include Joining Fee) (Subject to change without prior notice)

January	\$34.50	April	\$24.00	July	\$50.00	October	\$45.00
February	\$31.00	May	\$20.50	August	\$50.00	November	\$41.50
March	\$27.50	June	\$17.00	September	\$48.50	December	\$38.00

*Membership fees based on a pro-rata basis of \$3.50 per month*

***BUNDABERG 4WD CLUB INC.***

**TRIP REPORT**

TRIP LEADER: \_\_\_\_\_ TRIP DATES: / / TO / / .

COST per person \$ \_\_\_\_\_. TRIP RATING: EASY MODERATE HARD

Details of Fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who did you contact and how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISTANCE TRAVELLED: Total: \_\_\_\_\_ km.

Breakdown: \_\_\_\_\_

\_\_\_\_\_

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ATTENDANCE: \_\_\_\_\_ Members Vehicles, \_\_\_\_\_ Guests Vehicles.

COMMENTS: \_\_\_\_\_

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**5 NOTES**