

**The Mitsubishi 4WD Owner's Club
of Western Australia Incorporated**



**POLICIES
AND
PROCEDURES**

TABLE OF APPROVED AMENDMENTS

Number	Brief Description Of Amendment	Approved by Committee Meeting on
1	Pol 8 & 9	27/07/11
2	History , Pol's 1,3,4,5,6,7,8,10,14,18,19,23,24,29,30	18/01/12
3	1,10,3,5,6,14,17,29,30	25/07/12
4	5. Club Shop	23/01/13
5	31. Satellite Phone	14/08/13
6	10. Subs and Levies	20/11/13
7	20. Visitors	20/11/13
8	29. Driver Training	29/01/14
9.	1. Membership, 20. Visitors, 28, Assistant Officers	17/09/14
10	25. Awards	19/11/14
11	20. Visitors	28/01/15
12	10. Subs and Levies	15/07/15
13	1. Membership	21/09/16
14	5. Club Shop amended to Club Clothing 23. Club Magazine is amended to Club News and Media 23. Club News and Media – insert 23A Facebook 27. Election of Other Committee Members – remove Newsletter, Social Chair, Website. Insert I.T. , Trackcare WA delegate 29. Driver Training amended to Club Training 11,12,13,14,15 Part 1a – year of Act amended to 2015	18/01/17
15	10. Subscriptions and Levies	16/08/17
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1. MEMBERSHIP

The Club has four classes of membership defined in Section 5 of the Rules of Association. Any application for membership in any of these classifications must be submitted to the Committee of Management who will accept or decline the application or make a recommendation as the Rules of Association require.

1. Family Membership

1. A person or family nominated for membership will have exhibited an interest in 4 Wheel Driving, attended at least two general member meetings of the club, and participated in two advertised trips or events but excluding any events of more than 3 nights duration.
2. An application for Family Membership form shall be completed by the applicant(s) and endorsed by two members of the Club and submitted to the Membership Officer for presentation to the Committee of Management. A prospective member will have read the Rules of Association and the Policies and Procedures of the Club.
3. A Nomination Fee, as set out in Policy No 10, must be paid to the Club prior to the application being presented to the Committee of Management.
4. The Membership Officer, the Secretary or other committee member will confirm to the Management Committee that the proposed member has met all the requirements for membership.
5. A motion to agree to the proposed membership will be put to the committee meeting
6. Where a family membership has been held jointly in the names of a husband and wife or two people as partners, the membership will be retained by the surviving spouse or partner if one of the members dies. If the two people separate then when the membership is due for renewal the Committee of Management may at its discretion offer membership to either or both individuals.

2. Life Membership

1. This membership may be offered by the Club after a person has been a member for at least 20 consecutive years, either as an individual or as part of a family membership.
2. Before offering this membership the Committee will be satisfied that the proposed recipient has proved to be a continued active and valued member of the Club.
3. A motion to agree to the proposed membership will be put to the committee meeting.
4. Where a Life Membership has been held jointly in the names of a husband and wife or two people as partners, the membership will be retained by the surviving spouse or partner if one of the members dies. If the two people separate then when the membership is due for renewal the Committee of Management may at its discretion offer membership to either or both individuals.

3. Social Membership

1. An application for Social Membership form shall be completed by the applicant(s) and endorsed by two members of the Club and submitted to the Membership Officer for presentation to the Committee of Management. A prospective member will have read the Rules of Association and the Policies and Procedures of the Club.
2. An applicant for this membership must have attended 4 club events, either member meetings, social functions or on club trips as a non-driver.
3. A Nomination Fee, as set out in Policy No 10, must be paid to the Club prior to the application being presented to the Committee of Management.
4. The Membership Officer, the Secretary or other committee member will confirm to the Committee of Management that the proposed member has met all the requirements for membership.
5. A motion to agree to the proposed membership will be put to the committee meeting
6. Where a Social Membership has been held jointly in the names of a husband and wife or two people as partners, the membership will be retained by the surviving spouse or partner if one of the members dies. If the two people separate then when the membership is due for renewal the Committee of Management may at its discretion offer membership to either or both individuals.

4. Corporate Membership

1. This membership may be offered by the Committee in recognition of support received from a corporation or firm in furthering the objectives of the Club.
2. The Committee will determine whether the corporate member will be required to pay a nomination fee and an annual subscription.
3. The corporate member will be able to nominate two of their executives or employees to attend any Club day trip or activity. The Trip Leader must be informed of name of the nominee (s) and the details of the vehicle they will be driving. The Trip Leader may refuse permission for any individual to attend. If the activity is purely a social activity the organizer(s) must be informed of the expected attendance of a nominee(s). The Committee reserves the right to reject any nominee.
4. Committee may revoke the membership of a corporate member at any time, if in the opinion of the Committee it is no longer appropriate to continue.

2. CODE OF ETHICS

1. As a member of a 4WD club we support four wheel driving and touring as a responsible and legitimate recreational activity.
2. Your vehicle should have comprehensive or third party fire and theft insurance.
3. Abide by the laws and regulations pertaining to 4WD vehicles.
4. Keep to constructed vehicle tracks. Do not drive 'off road' unless permission is granted from the landowner or land management authority.
5. Keep the environment clean. Carry your own and maybe other people's rubbish home.
6. Obey restrictions on use of public lands. Respect national parks and other conservation areas.
7. Obtain permission before driving on private land. Leave livestock alone and gates as found.
8. Keep your vehicle mechanically and legally roadworthy.
9. Take adequate water, food, fuel, relevant spare parts, tools and first aid kit on trips. In remote areas travel with another vehicle.
10. Respect our wildlife. Stop and look, but never disturb or chase animals.
11. Respect other peoples' rights to peace and solitude in the bush.
12. Obey all fire restrictions. Extinguish your fire before leaving. Don't let your exhaust emit sparks.

THIS CODE IS VALUABLE ONLY IF WE OBSERVE IT

3. CONVOY PROCEDURES

1. At the start of the trip, the Trip Leader will nominate the convoy position of each vehicle and nominate a "Tail End Charlie" (TEC) and, if necessary, a Communications Relay Vehicle (CRV) and introduce them to all participants.
2. UHF channel for the convoy will be Ch25. The Trip Leader will advise of an alternative channel if necessary. The CRV is responsible for ensuring two way communication is maintained between the Trip Leader and TEC.
3. All vehicles shall travel in convoy with low beam headlights on at all times.
4. All vehicles should stay in the nominated convoy order unless directed to change by the Trip Leader. If you wish to change your convoy position during the trip, only do so by agreement of the Trip Leader
5. Maintain a safe stopping distance from the vehicle in front of you. Make the necessary adjustments to this distance as the weather and track conditions change.
6. When turning or deviating from the current track it is your responsibility to ensure the vehicle behind you makes the correct course change. Indicate the course change using your vehicle indicators, the following vehicle will respond with the same indicator signal allowing the first vehicle to continue on. i.e. mark the corner
7. Allow the vehicle in front of you to complete and drive clear of any obstacles, (such as water crossings, mud holes, sand hills) before you proceed. Confirm it is safe to proceed by UHF if the vehicle moves beyond your view while negotiating the obstacle.
8. After you have cleared an obstacle do not hurry to catch up with the vehicle in front. Proceed at normal convoy speed and avoid the "caterpillar effect" of vehicles bunching up and having to slow down or stop.
9. In the event of an emergency, or a problem with your vehicle, pull over to one side and advise Trip Leader by UHF radio. If there is no radio contact flash your headlights to attract the attention of the vehicle in front of you, or flag down the following vehicle.

10. UHF transmissions are encouraged, but please keep transmissions brief and allow 5 seconds between each transmission. This will enable the Trip Leader, CRV and TEC to use the UHF for directions and advice.
11. In the event of a declared emergency or other problem, allow the vehicles experiencing the problem and those directly assisting the priority use of the radio channel.

4. USE OF RADIO EQUIPMENT

All members are required to have, as a minimum, an operational 5 watt output 40 channel UHF radio with external antenna installed on their vehicle.

1. The unit will be located to facilitate safe use by the driver.
2. The club call sign is 'Outward bound' and the club will use channel 25. A trip leader may advise a change of channel during a trip if circumstances make it necessary.
3. Channel 5 is reserved for emergency communication. Some other channels have specific purposes. Refer to Appendix H in the Trip Leaders Guidelines for a complete list.
4. The main purpose for radio communication is to enable the trip leader to communicate with participants in a convoy situation. At any time the trip leader may ask that all communication cease to ensure the leader has uninterrupted access to communicate.
5. The following protocols should be observed when using the radio:
 - a. Trip leader will decide the method of calling, i.e. first and family name, first name only or nick name;
 - b. Ensure no one else is transmitting before commencing to use the radio;
 - c. To make initial contact on the radio you might call "Outward bound, outward bound, this is [*your name*]. Does anyone have a copy? **Over**";
 - d. When in convoy you should say "This is [*your name*], [*your message*]. **Over**";
 - e. The use of bad language, jokes that contain offensive innuendo and any other inappropriate subjects that may offend participants is not permitted;
 - f. Personal matters will not be discussed; and
 - g. Critical or uncomplimentary comments about other drivers or road users, people on the street or locations should not be broadcast.

5. CLUB CLOTHING

The Committee of Management may set up a system for members to purchase club clothing and other items that will carry the club logo. Club clothing will not be subsidised by the Club, unless prior approval is granted by the Committee.

The management of this system shall be the responsibility of the Property Officer.

The following procedures are to be followed:

- a) Once a member has determined which items they wish to purchase the member shall pay the Treasurer or make a direct deposit to the club bank account for the items required
- b) Provide the Property Officer with a signed copy of a Clothing Order Form, which confirms the item (s) have already been paid for
- c) The order for the pre-paid item(s) will be placed with the current supplier after confirmation from the Treasurer that funds have been received from the member for the item(s)
- d) No refunds will be considered where an error in garment size has been made by the member prior to delivery of the item

The Property Officer may:

- i. Appoint a member to manage the club clothing system on his/her behalf
- ii. Apply a mark up on the cost of items as deemed appropriate by the Committee

6. CLUB EQUIPMENT

1. The Committee of Management may approve the acquisition of items of equipment to be available for use by trip leaders.
2. The equipment will be housed in an appropriate location and will be cared for by a member or members who are able to make storage facilities available. The committee will, from time to time, approve the storage arrangements.
3. An inventory will be maintained and amended as and when equipment is acquired or disposed of. The Insurance and Property Officer will maintain the inventory.
4. A record will be maintained of all items of equipment removed from the place of storage and will include the name of the member using the equipment and the date the equipment was returned to storage.
5. The Committee of Management will decide if Club equipment and property will be insured against theft or loss.

7. COMMITTEE OF MANAGEMENT MEETING

1. The Committee of Management meetings will be held at a place determined by the Committee and at a frequency required in Rule 15 of the Association.
2. The Secretary will inform Committee members of the meeting time and place at a reasonable time prior to the meeting date.
3. The agenda for a Committee meeting will include:
 - a. Record of members in attendance;
 - b. Apologies;
 - c. Late agenda items;
 - d. Minutes of previous meeting;
 - e. Matters arising from the minutes;
 - f. Secretary's report;
 - g. Finance report;
 - i) Accept Reports
 - ii) Approve payments made or due
 - h. Reports from officials;
 - i. General business; and
 - j. Next meeting date.
4. Any matters to be included in general business should be advised to the Secretary at least 7 days before the meeting. An agenda will be circulated to all members before the meeting.
5. Late agenda items will only be allowed if agreed by a majority of the Committee.

8. CLUB MEMBER'S MEETING

1. The purpose of this meeting is to bring the members of the Club together to further the aims of the Association as set out in clause 3(1) of the Rules of Association.
2. Members present will sign the attendance register and visitors will be asked to leave contact details. Apologies will not be required for this meeting.
3. The agenda for this meeting may include :
 - (a) Acknowledge the presence of any visitors;
 - (b) Introduce a guest speaker;
 - (c) Introduce and welcome new members;
 - (d) A report from the President;
 - (e) A report from the Secretary;
 - (f) A report from the Treasurer;
 - (g) Trip reports
 - (h) Other reports on social and community activities;
 - (i) Details of upcoming trips;
 - (j) Details of any other club activities;
 - (k) Hear reports from any officers of the club;
 - (l) A Members Forum when members may speak on any matter that may be of interest to Club members and
 - (m) Conduct a raffle to raise some funds for club use.
5. All Club officials who intend to speak at a meeting and any Member with a matter to be raised in the Member Forum should register their intention with the Secretary before 1pm on the Monday prior to the meeting.
6. No minutes of these meeting will be maintained and any Club official making a report to the meeting must provide a copy to the Editor for inclusion in the magazine for the benefit of all members, especially any not present at the meeting.
7. An invitation to visitors to join members for supper at the close of the meeting.

9. DISPUTE RESOLUTION

1. The club encourages any member who has a dispute or a grievance with another member to discuss with that person the issues that have brought them to the situation they find themselves in.
2. It would be the expectation of all members that a satisfactory solution would be found and agreed to by the members in dispute.
3. If however there is no resolution to the dispute the provisions of Rule 24 of the Rules of Association will apply.
4. The above rules also apply to circumstances where a member has a dispute with a decision made by the Committee of Management. In such circumstances, the member is encouraged to attend the next committee meeting to discuss the issue concerned. Alternatively, the member may communicate his/her concerns to the Secretary who will place the matter on the agenda for discussion at the next committee meeting.
5. The member is not to raise the dispute at a general meeting unless the Committee of Management deems the issue needs to be discussed and/or put to a vote by the general membership.

10. SUBSCRIPTIONS AND LEVIES

1. The membership subscription, nomination fee and any other levies to be paid by members will be determined, from time to time, by the Committee of Management in the terms of Rule 7 of the Rules of Association.

2. Until the Committee decides otherwise the charges, from 1 April 2012, are:

a. Nomination Fee*	50% of full year family membership fee
a. Family Membership Fee	\$110 per annum
a. Life Membership Fee	No Fee
a. Social Membership	70% of family membership fee
a. Corporate Membership	\$110 per annum

*Nomination fee to accompany any application for membership and is refundable if application is unsuccessful.

3. Membership Fees are due and payable on 1st April each year and must be paid by April 30th.

- a. For a membership that has not resigned, and where the annual membership fee has not been received by 1st May, the club records will be changed to record the membership as non-financial.
- b. According to our insurance issuer's conditions there is no insurance cover for non-financial members therefore they will not be able to attend nor nominate for any trip or club events nor have access to the members section of the website.
- c. A membership that has lapsed may be renewed, at any time prior to 30th June of the same year by payment of the full annual subscription as per clause 2 above.
- d. All memberships that are non-financial and not renewed before 30th June of that year, shall be considered terminated.
- e. A membership that has resigned or has been terminated may submit a new membership application at any time and pay the nomination fee (2.a above) and

the relevant membership subscription from clause 4 below.

Please Note: A terminated member wishing to rejoin, may at the committees discretion be required to meet the two meetings two trips criteria.

4. Any new member admitted after 1st April will pay a percentage of the membership subscription pro-rata according to month in which their application for membership is accepted by the committee, either at a meeting or by email voting as below:

April	100%	October	50%
May	100%	November	40%
June	90%	December	30%
July	80%	January	20%
August	70%	February	10%
September	60%	March	10%

1. The Nomination Fee remains at 50% of the full year membership fee regardless of what month of the year the membership application is received.

11. ROLES AND RESPONSIBILITIES – PRESIDENT

1. The President of the Club will accept responsibility, with other members of the Committee of Management, for:
 - a. Meeting the requirements specified in the Rules of the Association and the Associations Incorporation Act, 2015;
 - b. Making sure that membership and community support of the Club are maintained; and
 - c. Making sure that the policies and procedures agreed by the Committee and set down in the manual are followed.
2. Additionally, the President will:
 - a. Make sure regular Committee meeting are held;
 - b. Encourage other Committee members to attend meetings;
 - c. In conjunction with the Secretary draw up an agenda for the meeting;
 - d. Prioritise agenda items and, if necessary, set time limits;
 - e. Lead the meeting through the agenda, keeping the discussion relevant and decision-making clear and encouraging broad participation;
 - f. Sign the minutes after they have been confirmed as an accurate record of the previous meeting;
 - g. Make sure meetings are run in accordance with the Association's rules, policies and procedures;
 - h. Act as a spokesperson for the club, including written correspondence specific to committee; and
 - i. Stay in touch with the day to day happenings in the Club.
3. The President will agree to attend all scheduled and extraordinary committee and general meetings. If unable to attend a meeting the President will give the maximum notice possible.
4. The President will maintain an updated list of duties which will be handed to a successor or replacement person.

5. In the event that the President must resign the position, he/she will give one month's notice in writing and will make every effort to find a replacement.
6. The President may be requested by the Committee to resign his/her position if he/she has not attended three scheduled meetings of the club or committee without offering an acceptable reason for his/her absence.
7. The President will be aware that he/she can be expelled from the committee in terms of the termination, suspension or expulsion of membership provisions specified in the Rules of Association.

12. ROLES AND RESPONSIBILITIES – VICE PRESIDENT

The Vice President of the Club will accept responsibility, with other members of the Committee of Management, for:

- a. Meeting the requirements specified in the Rules of the Association and the Associations Incorporation Act, 2015;
- b. Making sure that membership and community support of the Club are maintained; and
- c. Making sure that the policies and procedures agreed by the Committee and set down in the manual are followed.

1. Additionally, the Vice President will:

- a. In the absence of and/or at the request of the President perform the duties of that office on his/her behalf until he/she is able to resume the position;
- b. Assist the President, Secretary or Treasurer in undertaking their duties;
- c. Act as a spokesperson for the club when requested to do so by the Committee or the President; and
- d. Do any other tasks which may arise consistent with the smooth running of the club.

2. The Vice President will agree to attend all scheduled and extraordinary committee and general meetings. If unable to attend a meeting the Vice President will give the maximum notice possible.

3. The Vice President will maintain an updated list of duties which will be handed to a successor or replacement person.

4. In the event that the Vice President must resign the position he/she will give one month's notice in writing and will make every effort to find a replacement.

5. The Vice President may be requested by the Committee to resign his/her position if he/she has

not attended three scheduled meetings of the club or committee without offering an acceptable reason for his/her absence.

6. The Vice President will be aware that he/she can be expelled from the committee in terms of the termination, suspension or expulsion of membership provisions specified in the Rules of Association.

13. ROLES AND RESPONSIBILITIES - SECRETARY

1. The Secretary of the Club will accept responsibility, with other members of the Committee of Management for:
 - a. Meeting the requirements specified in the Rules of the Association and the Associations Incorporation Act, 2015;
 - b. Making sure that membership and community support of the Club are maintained; and
 - c. Making sure that the policies and procedures agreed by the Committee and set down in the manual are followed.

2. Additionally, the Secretary will:
 - a. Take accurate minutes of all committee and general meetings, include as part of the minutes a record of correspondence in and out, an Action Plan and any other documents tabled at a meeting and make sure these are properly and safely filed;
 - b. Provide a copy of the minutes of all General, Committee and Annual General Meetings to the Web Administrator for inclusion in the Member's Only section of the Club website;
 - c. Arrange for members without access to the Club Website to receive notices and minutes of meetings in an acceptable for;
 - d. In conjunction with the President manage all correspondence pertaining to committee and club issues; and
 - e. Prepare an agenda for all meetings.

3. The Secretary will agree to attend all scheduled and extraordinary committee and general meetings. If unable to attend a meeting the Secretary will give the maximum notice possible.

4. In the event that the Secretary must resign the position he/she will give one month's notice in writing and will make every effort to find a replacement.

5. The Secretary will maintain an updated list of duties which will be handed to a successor or replacement person.

6. The Secretary may be requested by the committee to resign his/her position if he has not attended three scheduled meetings of the club or committee without offering an acceptable reason for his/her absence.
7. The Secretary will be aware that he/she can be expelled from the committee in terms of the termination, suspension or expulsion of membership provisions specified in the Rules of Association.

14. ROLES AND RESPONSIBILITIES - TREASURER

1. The Treasurer of the Club will accept responsibility, with other members of the Committee of Management, for:
 - a. Meeting the requirements specified in the Rules of the Association and the Associations Incorporation Act, 2015;
 - b. Making sure that membership and community support of the Club are maintained;
 - c. Making sure that the policies and procedures agreed by the Committee and set down in the manual are followed.

2. Additionally, the Treasurer will:
 - a. Ensure proper books of account are properly maintained and kept safe;
 - b. Ensure the Committee is provided with regular financial reports, including :
 1. a statement of income and expenditure
 2. a statement of the current financial position of the club
 3. a listing of all money due to the club
 4. a listing of all money paid from club funds in the period since the last meeting or due for payment and
 5. a statement showing the current income and expenditure against the budget
 - c. Ensure financial reports are presented in a way that can be easily read and understood by all members and provide assistance, if requested, to ensure the reports are explained;
 - d. Prepare an annual financial budget for approval by the Committee;
 - e. Ensure all expenditure has been budgeted for and, if not, then a special approval is given by the Committee;
 - f. Unless otherwise approved by the Committee of Management, ensure that three quotes are obtained for all expenditure exceeding \$300.
 - g. Ensure an audit of the books is prepared each year and that the accounts of the club, showing the financial position at the end of the preceding financial year, is submitted to

members at the Annual General Meeting; and

- h. Ensure funds are not being mismanaged.
3. The Treasurer will agree to attend all scheduled and extraordinary committee and general meetings. If unable to attend a meeting the Treasurer will give the maximum notice possible.
 4. The Treasurer will maintain an updated list of duties which will be handed to a successor or replacement person.
 5. In the event that the Treasurer must resign the position he/she will give one month's notice in writing and will make every effort to find a replacement.
 6. The Treasurer may be requested by the committee to resign his/her position if he has not attended three scheduled meetings of the club or committee without offering an acceptable reason for his/her absence.
 7. The Treasurer will be aware that he/she can be expelled from the committee in terms of the termination, suspension or expulsion of membership provisions specified in the Rules of Association.

15. ROLES AND RESPONSIBILITIES –

COMMITTEE MEMBER

1. The member of the committee will accept responsibility, with other members of the Committee of Management, for:
 - a. Meeting the requirements specified in the Rules of the Association and the Associations Incorporation Act, 2015;
 - b. Making sure that membership and community support of the Club are maintained; and
 - c. Making sure that the policies and procedures agreed by the Committee and set down in the manual are followed.

2. Additionally, the member of the committee will:
 - a. Assist the President, Secretary or Treasurer in undertaking their duties;
 - b. Act a spokesperson when requested by the Committee;
 - c. Be a member of and/or chair sub-committee/task groups as required; and
 - d. Do any other tasks, which may arise consistent with the smooth running of the Club.

3. Members of the committee will agree to attend all scheduled and extraordinary committee and general meetings. If unable to attend a meeting the committee member will give the maximum notice possible.

4. All elected and appointed Committee members will maintain an updated list of duties which will be handed to a successor or replacement person.

5. In the event that a committee member must resign the position he/she will give one month's notice in writing and will make every effort to find a replacement.

6. The committee member may be requested by the committee to resign his/her position if he/she has not attended three scheduled meetings of the club or committee without offering an acceptable reason for his/her absence.

7. The committee member will be aware that he/she can be expelled from the committee in terms of the termination, suspension or expulsion of membership provisions specified in the Rules of Association.

16. GRADING OF TRIPS

1. **Grade 0**

No four wheel driving involved. Driving on bitumen roads, social events etc.

2. **Grade 1**

Very easy going with little four wheel driving involved.

3. **Grade 2**

A moderate trip with some four wheel driving involved. Towing or winching not required. Suitable for all levels of experience.

4. **Grade 3**

A medium grade four-wheel drive trip with some skilful off-road driving required. Towing or winching not normally required. Suitable for experienced drivers.

5. **Grade 4**

A moderately hard four wheel drive trip, with skilful off-road driving required. Towing or winching may be required. Suitable for experienced drivers only. Visitors may not be permitted. The Trip Leader will ultimately decide on eligibility.

6. **Grade 5**

An extremely difficult four-wheel drive trip.

All participants must be experienced in driving over difficult terrain.
Towing or winching will be required.

All vehicles must have all of their own recovery equipment.

Trip should be limited to vehicles modified to suit the conditions as damage to stock standard vehicles may result.

Insurance limitations need to be considered when undertaking this grade of trip. The Trip Leader will ultimately decide on eligibility.

17. DUTY OF CARE

All participants are reminded that their attendance or participation in any club events is of their own choosing. All participants acknowledge and accept full responsibility for their own actions and consequences.

Although the club attempts to conduct events in the safest possible manner, there may be unforeseen circumstances over which the club and its members have no control.

All participants have a duty of care in relation to their property, themselves and all other participants and their property, in any event arranged by the club.

All participants must ensure that their actions and behaviours are of the highest integrity, and further, that their actions and behaviours do not cause or are not likely to cause an unsafe situation for either themselves or any other participant in the event.

Convoy rules and procedures are provided by the club for the safety and enjoyment of all participants on all driving events.

18. PROXY VOTING

1. Any member who is unable to vote in person may appoint another member to cast a vote on their behalf at any Special or Annual General meeting of the club.
2. The Committee of Management will from time to time approve the form of proxy to be used. The Secretary will provide members with a copy of the form on request.
3. The appointed member must lodge the proxy authority with the Returning Officer or the Secretary prior to the commencement of the meeting at which the proxy will be given.
4. The Secretary or the Returning Officer will certify that the proxy authority is in order.

19. EQUIPMENT LIST FOR VEHICLES

1. Mandatory Equipment:

- a. Where possible, it is recommended that vehicle recovery points are mounted to the front and rear of each vehicle.
- b. A minimum of 3 rated shackles with a minimum of 3.25t safe working load (SWL) capacity;
- c. A dynamic recovery strap (Snatch strap) and a bridal strap if required for your vehicle and suitable recoil dampeners;
- d. First aid kit;
- e. Fire extinguisher;
- f. Tyre pump and pressure gauge;
- g. Shovel;
- h. Tool kit (to suit vehicle);
- i. UHF radio (see 4 Use of Radios and Comms Equipment);
- j. Spare drive belt(s) (if appropriate).
- k. Spare radiator hoses and other appropriate hoses (to suit vehicle);
- l. Spare fuses;
- m. Spare key and immobiliser control; and
- n. Jack plate - 300 x 300 x 25mm plywood or 300 x 300 x 50mm timber.

6. Other useful equipment (depending on age of vehicle):

- a. Hi-lift jack (if suitable for vehicle) or bull bag (air jack);
- b. Tow rope or chain and shackles;
- c. Tarpaulin – for bonnet blind (inc ropes);
- d. Whistle, waterproof matches;
- e. Axe or log saw;

- f. Maps, compass, torch, note pad and pencil;
- g. Jumper leads, roll of 3mm electrical wire;
- h. Insulation tape, gaffa tape;
- i. Tyre repair kit;
- j. Spare injector (diesel) or spark plug (petrol)
- k. Coil (if appropriate), points, distributor cap and leads (if appropriate);
- l. Fuel filter, dewatering spray;
- m. Tie wire;
- n. Light globes
- o. Front wheel bearings
- p. Gasket goo;
- q. Oils, brake fluid and lubricants; and
- r. Sand flag.

20. VISITORS

1. As a member of the WA 4 WD Association Inc (WA4WDA) we welcome members of other clubs to attend any general meeting of the club
2. A member of another Australian 4WD Club, upon recommendation of the visiting member's home club, may attend a club trip by invitation of the Trip Leader.
3. A visitor, other than described in clause 1. above, may attend two general meetings of the club after which, provided clause 1.1 under Family Membership has been complied with, it is expected they will apply for membership.
4. Prior to nominating for attendance at any club trip or event, a prospective member or visitor must register their details with the Membership Officer and have attended at least one general meeting of the club. A visitor may attend two club trips after which, it is expected they will apply for membership.
5. A registered visitor may only attend club trips that do not exceed three nights in duration.

21. ANNUAL GENERAL MEETING

1. The Annual General Meeting must be convened in the terms of paragraph (b) of Rule 16(1) of the Rules of Association.
2. The Secretary must give all members not less than 21 days notice of the meeting, the place and the time in terms of Rule 16(6) and 16(6)(a) of the Rules of Association.
3. Rule 16(6)(b) details the business to be transacted at the meeting.
4. An agenda as detailed below will be followed at the meeting:
 - a. Welcome (all members and visitors to sign the attendance register);
 - b. Apologies;
 - c. Confirmation of the minutes of the previous Annual General Meeting;
 - d. Matters arising from the minutes;
 - e. President's annual report;
 - f. Financial Statement;
 - g. Election of office bearers and other officials;

(a Returning Officer may be appointed but will not be a candidate in the election. Positions that have expired will be declared vacant. A nominator and the agreement of the nominee is required for the nomination to be accepted)

1. President,
2. Vice President,
3. Secretary,
4. Treasurer, and
5. Not less than three and not more than the maximum number of other persons determined by the committee (in terms of Rule 10(1)(e) of the Rules of Association).
- h. Election of an auditor; and
- i. General business.

(Matters that have been notified to the Secretary in terms of Rule 16(7))

22. SPECIAL GENERAL MEETING

1. The Special General Meeting must be convened in the terms of paragraph (a) of Rule 16(1) of the Rules of Association.
2. The Secretary must give all members not less than 14 days notice of the meeting, the place and the time in terms of Rule 16(5) and 16(5)(a) of the Rules of Association.
3. Rule 16(5)(b) details the business to be transacted at the meeting.
4. An agenda as detailed below will be followed at the meeting:
 - a. Welcome (all members and visitors to sign the attendance register);Apologies;
 - b. Acceptance of proxy voting authorities;
 - c. Matters for consideration;
 - d. Voting on the matters; and
 - e. Declaration of the voting.

23. CLUB NEWS AND MEDIA

1. Responsibility for the club News and Social Media management shall form part of the Information and Technology Co-ordinator(ITC) role.
2. The Committee, on the recommendation of the ITC, may appoint a Media Officer, who must be a member of the club,
3. An Assistant Media Officer may be appointed on the recommendation of the Media Officer.
4. The Media Officer will have editorial authority and administrative rights over the online publication of any club related information submitted by members or other contributors.
5. Published information may include, but not limited to, club news items, meeting summaries, trip reports, trip images, Facebook posts and advertising.
6. Information will be published on the club's official web site and/or Facebook Page.
7. No personal information about a member will be published without the express permission of the member concerned.
8. Publications will be managed in the following manner;
 - 8.1 The club's official website**
 - a. Club News
 - b. Meeting minutes and summaries
 - c. Information articles related to club events and activities
 - d. Links to 4WD related information placed on the club's Facebook page.
 - e. Trip Reports and images
 - 8.2 Facebook Page**
 - f. 4WD related information articles
 - g. Links to articles posted on the club's official website
 - h. Trip photos and summaries
 - i. Club promotion material
 - j. Sponsors information
 - 8.3 Facebook Group (Secret)**
 - k. Members forum
 - l. Trip information
 - m. Members posts (Comments and trip photos)
 - n. Buy/sell forum for members only
 - 8.4 Other Media**
 - p. Flickr
 - q. Youtube
 - r. Any Other Social Media adopted by the Club
9. Commercial advertising will be restricted to club sponsors. Advertising will be posted on the official web site and/or Facebook Page as determined by the committee.

23A WE'RE OUTWARD BOUND FACEBOOK GROUP

Terms and Conditions of use.

- This group is set as a 'secret' group.
- Information posted in this group cannot be seen by anyone who is not a member of the group and cannot be shared outside of the group.
- By registering on this group your Facebook username may be referenced within comments of any post within the group.
- Screen capture of posts within this group and re-posting on other sites is not permitted by group members with the exception of the group administrators.
- By posting comments or images in this group you are giving permission for the administrators to use the information on the club's main website and/or Facebook Page.
- Personal identification information will not be posted within the group (unless it is part of your own profile setting).
- Images and comments that are offensive, insulting or derogatory to others are not permitted and will be immediately deleted.
- General social posts not related to club activities are not permitted and will be deleted.
- Buy and sell posts are for items where the group member posting the item is the point of contact for sale.
- Posts advertising commercial discounts from anyone other than club sponsors or club members are not permitted.
- Members who contravene these rules may be removed from the group.
- Content acceptance is ultimately at the discretion of the club Media Officer or any delegated group administrator.

24. WEBSITE

1. The Club will have an official website to be known as the 'The Mitsubishi 4WD Owners Club of Western Australia Inc'.
2. The website will be kept updated and information on the site will, as far as is possible, be relevant and will keep the members informed of all activities of the club.
3. The Web Administrator will provide new members with a username and password to enable them to access the members only section of the Club website.
4. The Web Administrator will be an elected committee member who, in addition to the requirements outlined in this section, will accept responsibility with other members of the Committee of Management as indicated in Section 15.
5. The Web Administrator will have complete editorial authority over the publication of any material submitted by members or other contributors.
6. No personal information about a member will be published on the public internet without the express permission of the member concerned.
7. The website will have a password protected 'members only' page including links to a password protected Member's Forum.
8. The Member's Forum is not to be used by members to communicate grievances, nor should members make entries or upload images that are likely to cause offence to any other person.
9. The Committee will set the rate to be charged and the terms to apply for commercial advertising on the website and may refuse any advertising or links that they consider inappropriate or offensive.

25. AWARDS

1. The Club will consider making the following award presentations.

2. **Ian Lockhart Memorial Award:**

This award is named in honour of Ian Lockhart who was one of the founders of the Club and became our first President in 1986. The award is made to a club member, an individual or a family, who has made an exceptional contribution to the club during the last year.

3. **Club Member of the Year Award**

This award will be made to the individual Club member who has proved to be the most active member during the last year based on the following :

1. Trips and Events participation and leadership
2. Training programs
4. Meeting attendance, incl. club, committee, general, association and track care

The number of points to be allocated in each category will be determined from time to time by the Committee and records will be maintained by the Trip and Events Co-ordinator, the Environment Officer, the Training Co-ordinator, the Social Convenor and the Secretary.

The Member of the Year Award will be decided after points have been collated. The President will be the final arbiter in the event that two or more members have the same number of points.

4. **Piston Broke Award:**

This award will be given to a member who has brought humour, fun or laughter to a club event during the last year. Nominations for this award can be submitted at any time during the year to the President and by trip leaders on their trip participation report that is sent to the Secretary by trip leaders. The nomination should include the nominee's name and as many details of the incident(s) as possible and will be signed by the nominator.

5. **Editor's POTY award (Photograph of the Year):**

This award will be given to the member who provides the photograph that best represents the club's motto 'outward bound' and which is published on the front cover of the club's newsletter;

Photographs are submitted to the Newsletter Editor each month.

It is up to the discretion of the Newsletter Editor which photograph he/she chooses to publish. The Newsletter Editor will choose the winner of the award following the publication of the December newsletter. His/her decision will be final.

6. Nominations for the Ian Lockhart and the Piston Broke Awards will be called for and a selection committee comprising the President, the Vice President and up to three other members (invited by the President) will meet to consider all the nominations and select the member who in their opinion is worthy of the awards. The selection committee will give their reasons and these will be announced at the awards presentation. Their decision will be final. The President may call on this committee to assist him in making any decision he is required to make in relation to the Club Member of the Year Award.
7. In any particular year the President and or his representative(s) may decide that any of the aforementioned awards not be awarded in any one year.
8. Wherever mentioned the current year refers to the period between 1 November and 31 October.
9. The presentation of the above awards will take place at the December Club Meeting each year.

26. ACKNOWLEDGEMENT OF MEMBERS' LIFE EVENTS

1. It is the policy of the club not to make presentations or awards to members, other than the awards mentioned in section 25.
2. There may be occasions where it would be appropriate to recognise an individual Member.
3. In order to ensure that the club and its officials are not put in a position of uncertainty, embarrassment or conflict the following procedures will apply:
 - a. member's birthday, wedding anniversary or other special occasion may be recognised at a club meeting. The President or Secretary must be advised of the details before the meeting. A birthday cake or other appropriate celebrative wares may be provided by the member if they so wish.
 - b. In the event of the death of a member, or the child of a member, a floral tribute, or some other tribute to a similar value, will be made.
 - c. If the President or Secretary is made aware of the illness of a member, or the child of a member, a get well card will be sent to the member.
 - d. If the President or Secretary is made aware of the marriage of a member or the birth of a child to a member, a congratulatory card will be sent to them.
 - e. Other notices of a personal nature should be authorised by the President or Secretary and must be lodged with the newsletter editor for inclusion (at magazine editor's discretion) in the next issue of the club magazine.
4. Nothing in this policy should prevent a member from having a personal contact with any other member.

27. ELECTION OF OTHER COMMITTEE MEMBERS

1. The roles of other committee members (election under Rule 10) may include, but not be limited to, the following areas of responsibility:
 1. Environment;
 2. Property;
 3. Membership
 4. Training
 5. Trips and Events
 6. WA 4WD Association delegate
 7. Trackcare WA delegate
 8. Information Technology

2. The Committee of Management may amend, add or decrease the number of areas of responsibilities to ensure the effective management of the club.

3. In the terms of Rule 10 of the Rules of Association, the Committee of Management will, prior to the A.G.M. each year, determine the number of other committee members to serve on the committee and the areas of responsibility.

4. No member of the Committee of Management will be elected to more than one area of responsibility. The committee may approve an existing committee member filling an area of responsibility on a temporary basis pending the appointment of another club member to fill the vacant position in terms of Rule 10 (8) (a) of the Rules of association.

5. The duties of each area of responsibility will be issued to each officer as soon as possible after their election or appointment.

28. APPOINTMENT OF ASSISTANT and OTHER OFFICIALS

The Committee of Management may invite a Club member to assist a Committee member in their particular area of responsibility or to undertake a particular project.

The member appointed will be invited to attend Committee meetings, will be welcome to speak and take part in discussion, but as a nominated person will not have a vote.

Any member appointed to a position will maintain an updated list of duties which will be handed to a successor or replacement person.

The appointment of any member will expire at the Annual General meeting each year. The Committee may invite the member, or the member may self nominate, to continue in the position.

The Committee may withdraw the appointment at any time if circumstances require this action.

29. CLUB TRAINING

It is the aim of the Club to ensure all members become proficient four wheel drivers.

Participation in any driver and other training programs is restricted to members only.

One of the most important aspects of four wheel driving is the difference between driving on bitumen and the special skills required to use a four wheel drive vehicle in off-road conditions.

The driver training requirements cover all members of the Club, including those existing at the time this policy is agreed to by the Committee, and aims to increase driver awareness in all aspects of four wheel driving from basic to experienced. This includes, but is not limited to, care of the environment, vehicle knowledge, four wheel driving techniques, recovery techniques and safety in the bush.

Applicants for membership of the club will be required to complete Level 1 – Club Introduction within 12 months of becoming a member . Members who provide evidence to the Training Officer of formal training in any of the higher levels, or in some instances recognition of prior learning, and demonstration of ability can be signed off by the Club’s Training Officer at his discretion.

Trip Leaders must complete or be proficient in the applicable levels of training to lead on graded trips.

Level	Training	Provider	Trip Grading
Level 1	Introduction	Club Training	0 - 2
Level 2	Basic	Club Training	3
Level 3	Intermediate	Club & Accredited Training	4
Level 4	Advanced	Accredited Training Course	5

The Training Officer, or a member delegated by him, will maintain a record of the training undertaken by all members and this record will be made available to trip leaders to enable them to determine the eligibility of a member to take part as a driver in any trip.

The Training Officer will make available to his successor or replacement person all records of member’s training levels.

30. GUEST SPEAKERS

The Club sees value in having people speak at a meeting when they have a message, an idea or a product that may be of interest to Members.

The following procedure will be followed ;

1. The Secretary will maintain a guest speakers list.
2. Guest speakers will be individuals or organisations with a direct relevance to 4 Wheel Driving.
3. A member who invites a guest at speaker will provide the Secretary with information about the speaker or their organisation including name, address, contact details. They will also be expected to advise the speaker of the time allocated for their presentation. The Club's I.T. manager is to be advised of any electronic equipment the speaker may require. The member will also introduce the speaker to the meeting.
4. A guest speaker from a non commercial organization will be invited to speak at the early part of the meeting for a period of 20 minutes with a further 10 minutes to answer questions. A bell will sound when the speaker has 3 minutes remaining in each period and a double sounding to finish the question time.

If the speaker is displaying a product that is available for purchase they will be programmed to make their presentation towards the end of the meeting. The speaker will be given 5 minutes to speak about their product. A bell will sound after the time has expired. They may set up a small display prior to the meeting and can then provide further information to members over supper.

5. The President, or another member delegated by him, will thank the guest speaker.

31. SATELLITE PHONE

The Club Satellite Phone will be the responsibility of the Trip leader when taken on a club trip.

The Trip Leader may delegate the custody and management of members use to another trip participant, however the Trip Leader will still retain the overall responsibility for the Satellite Phone and its use.

The Trip Leader will advise all participants of the following policy for use of the Satellite Phone :

1. **MEDICAL EMERGENCY**

The cost of all calls to Emergency Services will be paid by the club

2. **VEHICLE BREAKDOWNS & RECOVERY**

All calls made with the Club Satellite Phone by a vehicle owner or driver, or on behalf of the vehicle owner or driver, for the purposes of repair or recovery will not be considered as Emergency Calls. All such calls will be considered as Private Calls.

3. **PRIVATE CALLS**

Members will be required to reimburse the Club for all Private Calls made by the Member with the Club Satellite Phone.

The Trip Leader will provide a call register to the Club Treasurer who will provide a suitable account or invoice to each trip participant for payment under the Club's terms and conditions.

Where any call costs are not assigned by the call register to a specific member, the total amount of call costs that may not be invoiced to a specific member will be equally divided between the trip participants and invoiced as a trip cost to each participant. Such an account will be rendered under the Club's normal terms and conditions.

Acceptance of all the above conditions by trip participants shall be a pre-requisite of the use of the club Satellite Phone on any Club Trip.