

The Mitsubishi 4WD Owners' Club of Western Australia Incorporated



Club Operating Guidelines

Contents

PREFACE	3
1. MEMBERSHIP	4
1.1 Code of Ethics	4
1.2 Membership	5
1.3 Subscriptions and Levies	7
1.4 Club Clothing	9
2. TRIPS, CONVOYS, VEHICLES	10
2.1 Duty of Care	10
2.2 Grading of Trips	11
2.3 Convoy Procedures	12
2.4 Use of Radio Equipment	13
2.5 Vehicle Equipment List	14
3. CLUB EQUIPMENT	16
3.1. Equipment Management	16
3.2. Satellite Phone	17
4. CLUB MEETINGS	18
4.1. Members' Meetings	18
4.2. Guest Speakers	19
4.3. Visitors	20
4.4. Acknowledgement of Members' Life Events	21
5. CLUB MANAGEMENT	22
5.1. Committee of Management Meetings	22
5.2. Roles and Responsibilities: President	23
5.3. Roles and Responsibilities: Vice President	24
5.4. Roles and Responsibilities: Secretary	25
5.5. Roles and Responsibilities: Treasurer	26
5.6. Roles and Responsibilities: Committee Member	28
5.7. Appointment of Assistants and other Officials	29
6. ANNUAL GENERAL MEETINGS	30
6.1. Annual General Meeting	30
6.2. Club Awards	31
7. DISPUTES	33
7.1. Dispute Resolution	33
8. CLUB COMMUNICATION	34
8.1. Communication	34
8.2. Club Website	36
8.3. We're Outward Bound Facebook Group	37

PREFACE

These Club Operating Guidelines govern, in conjunction with the Club's Rules of Association, the operation of the Mitsubishi 4WD Owners' Club of WA Inc.

In the event of any disparity, provisions of the Associations Incorporation Act (WA) and the Club's Rules of Association take precedence over any item in these Management Guidelines.

These Club Operating Guidelines replace the Club's Policies and Procedures.

TABLE OF APPROVED AMENDMENTS

Number	Brief Description Of Amendment	Approved by Committee Meeting on
1	Adoption of Operating Guidelines	28 May 2020
2		

1. Membership

1.1 Code of Ethics

1. All Members of this 4WD club support four-wheel driving and touring as a responsible and legitimate recreational activity.
2. All Club use vehicles will have comprehensive or third-party fire and theft insurance.
3. Club Members will abide by the laws and regulations pertaining to 4WD vehicles and road rules
4. Vehicles must keep to constructed vehicle tracks. Vehicles must not drive 'off road' unless permission is granted from the landowner or land management authority or it is required to avoid a hazardous situation or in an emergency.
5. The Club will keep the environment clean. Members will carry their rubbish home or to an official rubbish collection point. Members will, where practicable, collect and carry other rubbish from bush sites to collection points
6. Members will s abide by regulations and orders on the use of public lands.
7. Members will obtain permission before driving on private land. Livestock will be avoided and gates left as found.
8. Vehicles will be kept mechanically and legally roadworthy.
9. Water, food, fuel, relevant spare parts, tools and first aid kit will be taken on trips. In remote areas all travel must be with at least one other vehicle.
10. Wildlife will be respected and not disturbed or chased.
11. The rights of other people to peace and solitude in the bush will be respected
12. All fire restrictions will be obeyed. Fires will be extinguished before leaving the site.

1.2 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, and attended at least four Club events. This can be made up of two General Member Meetings of the Club and two advertised trips or events, or any combination thereof. This requirement excludes any events of more than three nights' duration.
2. An Application for Family Membership online form shall be completed by the applicant(s). A prospective member will have read the Rules of Association and the Policies and Procedures of the Club.
3. A Nomination Fee and relevant Membership Fee, as set out in Policy No 10, must be paid to the Club prior to the application being approved.
4. The Membership Officer, or other Committee Member appointed for this purpose, will report to the Management Committee that the proposed Member has met all the requirements for membership.
5. An application which meets the criteria will be accepted unless any member asks that the Committee discuss and agree on the application
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.

1.3 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 2019, are:
 - a. Nomination Fee 50% of full year Family Membership Fee
 - b. Family Membership Fee \$110 per annum
 - c. Life Membership Fee No Fee
 - d. Social Membership 70% of Family Membership Fee per annum
 - e. Corporate Membership \$110 per annum, subject to Policy 1.4

Prospective Members applying for membership are required to pay the Nomination Fee and the relevant Membership fee at the time of submitting their application for membership. Both fees will be fully refunded if the application is not successful.

Every Membership, except Life Membership, shall have a Membership Anniversary Date (MAD). The MAD will be the date that the first Membership Fee is received by the Club.

- a. For all Members who paid the first fee prior to 1st April 2019 the MAD will be set as 1st April each succeeding year;
 - b. For all Members who paid their first fee after 1st April 2019 the MAD will be set at the actual date the fee was received by the Club;
 - c. If the first Membership Fee is received on 29th February of a Leap Year, the MAD will be set at 28th February for each succeeding year.
4. Every member, except a Life Member, shall receive a Membership Invoice 30 days prior to their Membership Anniversary Date each year. The MAD will be quoted on the invoice as the Payment Due Date and for the Member to remain a Financial Member the applicable fee must be received by the Club on or before the MAD.
 - a. For a membership that has not resigned, and where the annual Membership Fee has not been received by the MAD, the club records will be changed to show that membership as non-financial.
 - b. The Club has no Insurance cover for a non-financial member and therefore a non-financial member may not attend or nominate to attend any Club event, nor have access to the Members section of the Club website.
 - c. All memberships that are non-financial and not renewed within 30 days following the Payment Due Date (the MAD) shall be considered terminated.
5. A membership that has resigned or has been terminated in terms of Clause 5.c above may submit a new membership application at any time and pay the Nomination Fee (2a above) and the relevant Membership Fee (2b, 2d, or 2d above).

6. At the Committee's discretion, a former member may request that their previous membership and attendance at club events be submitted as the qualifying criteria for applying for the new membership.
7. A lapsed member may re-join the Club within 1 year without the need to pay a new nomination fee.

1.4 Club Clothing

1. The Committee of Management has set up a system for members to purchase club clothing that will carry the Club logo.
2. Club clothing will not be subsidised by the Club, unless the Committee grants prior approval.
3. The Committee of Management has negotiated arrangements with Work Clobber to provide a limited range of workwear products with an embroidered Club logo, for members to purchase.
4. Work Clobber has been advised of the specific type of garments that have been approved by the Committee of Management. Work Clobber will decline any requests to have the club logo embroidered on any other non-approved garments.
5. Members should review the Club clothing guide that is available on the members page of the Club website for the range of approved clothing and approximate prices.
6. A member wishing to obtain club clothing should contact any one of the ten Work Clobber stores across the metro area to select the garment type, confirm the garment size and their contact details. Members will be required to pay for their items and the embroidery at the time of order.
7. Work Clobber will advise the members when their item(s) can be collected and the member should make suitable arrangements for this.
8. A complete list of Work Clobber stores is provided on the Club Clothing Guide.
9. All enquiries or suggestions regarding club clothing should be directed to the Club Property Officer.

2. Trips, Convoys, Vehicles

2.1 Duty of Care

1. 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.
2. The Club will conduct events in ways to minimise risk however there may be situations over which the club and its members have no control
3. 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.
4. All participants must ensure 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.
5. Convoy rules and procedures are provided by the club for the safety and enjoyment of all participants on all driving events.
6. Trip Leaders are empowered by the Club to make decisions which reduce risk and members are required to comply with these.

2.2 Grading of Trips

The grading of trips is made by the Trip Leader. All Trip leaders should familiarise themselves with the Trip Leaders Guidelines document, which is available on the Club's website.

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, recovery, 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, recovery, 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, recovery, 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, recovery or winching likely to be required.

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

2.3 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 a member wishes to change convoy position during the trip, it must be by agreement of the Trip Leader.
5. Maintain a safe stopping distance from the vehicle in front. 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 the driver's responsibility to ensure the vehicle behind makes the correct course change. Indicate the course change using 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 to complete and drive clear of any obstacles, (such as water crossings, mud holes, sand hills) before proceeding. Confirm it is safe to proceed by UHF if the vehicle moves beyond the driver's view while negotiating the obstacle.
8. After clearing 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 the vehicle, pull over to one side and advise Trip Leader by UHF radio. If there is no radio contact flash the headlights to attract the attention of the vehicle in front, or flag down the following vehicle.
10. UHF transmissions are encouraged but 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.

2.4 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. A Trip Leader may permit a vehicle to use a handheld radio but this must be agreed prior to the trip beginning.

1. The unit will be located to facilitate safe use by the driver.
2. 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 call "Mitsubishi Club, does anyone have a copy?";
 - d. When in convoy the driver or radio person should say "This is [*name*], [*message*].";
 - 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.

2.5 Vehicle Equipment List

Trip participants must provide equipment which meets relevant standards and are installed in accordance with manufacturer's instructions. Participants are expected to understand how to safely operate any equipment that they bring.

1. **Mandatory Equipment for all trips:**

- UHF radio (see 4 Use of Radios and Comms Equipment);
- First aid kit;
- Fire extinguisher;
- Tyre pump and pressure gauge;
- Jack plate - 300 x 300 x 25mm plywood or 300 x 300 x 50mm timber, or equivalent.

Plus, Recovery Equipment for any trip rated above Level 2 (e.g., Sand driving, mud, hilly terrain):

Recovery Equipment must allow the participant to self-recover or use their own equipment with assistance from other participants.

May include:

- Shovel;
- Recovery boards;
- Tow and/or snatch straps or ropes (with attached safety standards markings to indicate capacity for the vehicle);
- Tree protector straps;
- Winching items such as shackles (rated), pulley blocks, dampening pads/bags;
- Rated recovery points if these are approved by the manufacture permanently mounted or mounted in a hitch receiver;
- Sand flag.

2. **Regional Travel Equipment (in addition to the preceding):**

- Shovel;
- Tool kit (to suit vehicle);
- Spare fuses;
- Spare key and immobiliser control;
- Tyre repair kit;
- Mapping equipment (digital or paper);

- Spare drive belt(s) (if appropriate);
- Spare radiator hoses and other appropriate hoses (to suit vehicle).

3. **Optionally. Other useful equipment (depending on age of vehicle):**

- Remote communication devices such as satellite phone*, Personal Locator Beacon*, GPS with communication;

(* The Club owns these items and the Trip Leader should arrange to borrow these for the trip)

- Hi-lift jack (if suitable for vehicle) or bull bag (air jack);
- Tow rope or chain and shackles;
- Tarpaulin – for bonnet blind (inc., ropes);
- Whistle, waterproof matches;
- Axe or log saw;
- Maps, compass, torch, notepad and pencil;
- Jumper leads, roll of 3mm electrical wire;
- Insulation tape, gaffa tape;
- Spare injector (diesel) or spark plug (petrol);
- Coil (if appropriate), points, distributor cap and leads (if appropriate);
- Fuel filter, dewatering spray;
- Tie wire;
- Light globes;
- Front wheel bearings;
- Gasket goo; and
- Oils, brake fluid and lubricants.

3. Club Equipment

3.1. Equipment Management

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 storage location and will be cared for by a Member or Members. The Committee will, from time to time, approve the storage facility arrangements.
3. An inventory will be maintained and amended as and when equipment is acquired or disposed of. The 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 requesting the equipment, the Trip, its date 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.

3.2. 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 prerequisite of the use of the club Satellite Phone on any Club Trip.

4. Club Meetings

4.1. Members' Meetings

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.
4. 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.
5. No minutes of these meeting will be maintained. Members making a report at the meeting are encouraged to provide a summary of the report to the Media Officer for publication on the Club's website and other relevant communication channels. Such publication will benefit all members, especially any not present at the meeting.
6. An invitation to visitors to join members for supper at the close of the meeting.

4.2. 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.

1. Only the President (or Secretary acting on the President's request) may invite a speaker to present at a Club meeting. Any member who identifies a possible speaker should discuss this with the President.
2. The President (or the person running the meeting) must ensure that a speaker at a Club meeting does not prevent the normal business of the meeting from taking place. As a guide it is suggested that the presentation is for 20 minutes and questions are for an additional 10 minutes.

4.3. Visitors

1. As a member of the WA 4WD Association Inc (WA4WDA) we welcome members of other clubs to attend any general meeting of the Club
2. A member of another legally constituted Australian 4WD Club may attend a Club trip by invitation of the Trip Leader following confirmation from the Club that the person is a member.
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. A prospective member or visitor may attend a club trip without having attended a club meeting. 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 or contact and provide their details to the Trip Leader. The Trip Leader will have the ultimate decision as to whether to accept the visitor on a trip or not. 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.

4.4. 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. 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 may be lodged with the Media Officer for inclusion (at magazine editor's discretion) in the Club's social media feeds.
4. Nothing in this policy should prevent a member from having a personal contact with any other member.

5. Club Management

5.1. Committee of Management Meetings

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. President's report
 - g. Secretary's report;
 - h. Finance report;
 - i. Approve payments made or due
 - j. Reports from officials;
 - k. General business; and
 - l. 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.
6. For matters arising, including financial transactions, where it is not practical to convene a Committee Meeting or to contact all Committee members by email or other means, then the President may refer the matter to a Committee Executive consisting of the President, Vice President, Secretary and Treasurer for timely decisions or approvals.
7. Decisions or approvals provided by The Committee Executive in the Clause above must be recorded in the minutes of the next full meeting of the Committee of Management.

5.2. 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 meetings 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. Make sure meetings are run in accordance with the Association's rules, policies and procedures;
 - g. Act as a spokesperson for the club, including written correspondence specific to committee; and
 - h. Stay in touch with the day to day happenings in the Club.
 - i. Plan and run regular Members' Meetings according to Rules and Policies
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, they 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 their position if they have 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 they can be expelled from the Committee in terms of the termination, suspension or expulsion of membership provisions specified in the Rules of Association.

5.3. Roles and Responsibilities: Vice President

1. 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.
2. 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.
3. 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.
4. The Vice President will maintain an updated list of duties which will be handed to a successor or replacement person.
5. 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.
6. 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.
7. 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.

5.4. 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 alternative format;
 - 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.

5.5. 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 accounting is made of the Club's finances and assets
 - b. Ensure the Committee is provided with regular financial reports, including:
 - i. a statement of income and expenditure;
 - ii. a statement of the current financial position of the club;
 - iii. a listing of all money due to the club;
 - iv. a listing of all money paid from club funds in the period since the last meeting or due for payment, and
 - v. 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 help, 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. Ensure an annual financial review (as required by the Act) of the financial position at the end of the preceding financial year is prepared and is submitted to members at the Annual General Meeting; and
 - g. 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.

5.6. Roles and Responsibilities: Committee Member

1. A 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, all members 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.

5.7. Appointment of Assistants and other Officials

1. 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.
2. 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.
3. Any member appointed to a position will maintain an updated list of duties which will be handed to a successor or replacement person.
4. 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.
5. The Committee may withdraw the appointment at any time if circumstances require this action.

6. Annual General Meetings

6.1. 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 confirm attendance with the Membership Officer);
 - 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);
 - i.
 - h. Election of a person to conduct the annual financial review as specified in the Act; and
 - i. General business for which notice has been given to the Secretary more than 21 days prior to the Annual General Meeting

6.2. Club Awards

The Club will consider making the following award presentations:

1. **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.

2. **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:

- a. Trips and Events participation and leadership;
- b. Training programs;
- c. 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 a system approved by the Committee.

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.

3. **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.

4. **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';

Photographs are submitted to the Media Officer each month.

. The Media Officer will choose the winner of the award following the publication of the December newsletter. The Media Officer's decision will be final.

Procedural Matters:

1. 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.
2. In any particular year the President and or their representative(s) may decide that any of the aforementioned awards not be awarded in any one year.
3. Wherever mentioned the current year refers to the period between 1 November and 31 October.
4. The presentation of the above awards will normally take place at the December Club Meeting each year.

7. Disputes

7.1. 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 Member meeting unless the Committee of Management deems the issue needs to be discussed and/or put to a vote by the general membership.

8. Club Communication

8.1. Communication

1. Responsibility for the club internal communication management shall form part of the Information Technology (IT) role.
2. The Committee, on the recommendation of the IT Officer, 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 Pages.
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:

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

Facebook Page – Public (Mitsubishi 4WD Owners Club of WA)

- 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

Facebook Group – Not public (We're Outward Bound group)

- k. Members forum

- l. Trip information
- m. Members posts (Comments and trip photos)
- n. Buy/sell forum for members only

Other Media

- o. Flickr
 - p. You Tube
 - q. Any Other Social Media adopted by the Club
9. Commercial advertising will be restricted to Club sponsors. Advertising will be posted on the official website and/or Facebook Page as determined by the Committee.

8.2. Club 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.

8.3. We're Outward Bound Facebook Group

Terms and Conditions of use.

1. This group is only comprised of current members of the Club
2. This group is set as a private members' only (or 'secret') group.
3. 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.
4. A person who ceases to be a member of the Club will be removed from the group as soon as they cease membership.
5. By registering on this group, the member's Facebook username may be referenced within comments of any post within the group.
6. 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.
7. By posting comments or images in this group the member is giving permission for the administrators to use the information on the club's main website and/or Facebook Page.
8. Personal identification information will not be posted within the group (unless it is part of your own profile setting).
9. Images and comments that are offensive, insulting or derogatory to others are not permitted and will be immediately deleted.
10. General social posts not related to club activities are not permitted and will be deleted.
11. Buy and sell posts are for items where the group member posting the item is the point of contact for sale.
12. Posts advertising commercial discounts from anyone other than club sponsors or club members are not permitted.
13. Members who contravene these rules may be removed from the group.
14. Content acceptance is ultimately at the discretion of the club Media Officer or any delegated group administrator.