



**BRISBANE FOUR WHEEL DRIVE CLUB Inc.**

**BY-LAWS**

## By-law Index

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## **1 Vision and Goals**

- (1) Vision: To be an inclusive, vibrant and leading 4WD and camping club, which strives for excellence when delivering services, training, 4WD and social events to our members and the wider community
- (2) Goals;
  - (a) For all members to have fun, enjoyment, relaxation and friendship.
  - (b) To be a 4WD club that welcomes and encourages new members of all experience and ages to participate in our activities.
  - (c) To grow our membership.
  - (d) To play a leading role in developing policies and practises which promote the highest health, safety and environmental standards and enjoyment of 4WD clubs / Association in Queensland and reflecting these standards in all our activities.
  - (e) To be a 4WD club which has a community minded spirit that elevates the role of 4WD clubs in the community.
  - (f) To foster relationships with other clubs and to be a role model for other 4WD clubs in Queensland.
  - (g) To continue to offer and expand our services to maximise the benefit for all our members.
  - (h) To deliver well organised trips to meet the various interests and skill level of our members.
  - (i) To be a leader in developing and delivering training for our members through various mediums.
  - (j) To promote the relationships of our club members with one another using the appropriate communication tools such as monthly meetings, magazines, social media, website, etc

## **2 Membership** *Refer Rule 5*

- (1) A (junior) child who is a Club member as part of a family membership, upon attaining the age of 18 years can remain in that family membership until they wish to participate in/on driving activities, for which they must first obtain full membership (no joining fee required), which also gives them full voting rights.
- (2) The spouse of an Honorary Life Member wishing to hold voting rights must be a financial member. Payment of the difference between Ordinary and Family Membership will be considered the fee for financial status in this situation.

## **3 New Memberships** *Refer Rule 6*

- (1) Easy, Scenic or Social events do not require members to have participated in Club Induction.
- (2) Safety Inspection - prior to participation in any club trip (excluding Scenic / Social) a vehicle must complete the Club Safety Inspection. This applies to:
  - (a) new members
  - (b) existing members changing their vehicle
- (3) Prior to participating on the Club Induction Program, a new member may at the discretion of the relevant trip leader, participate in up to two (2) trips rated Medium or higher

## **4 Membership Fees** *Refer Rule 7*

- (1) A renewal fee shall be due after the Annual General Meeting.
- (2) If membership renewal fees are not paid by the end of August general meeting membership shall be considered. Payment of joining fee plus membership is then required.
- (3) A member of Brisbane Four Wheel Drive Club Inc. who is also a member of another club affiliated with the Queensland Association of Four Wheel Drive Clubs need pay one (1) Association levy through the club of their choice. The chosen club must be nominated on the membership renewal form.
- (4) The spouse/partner of a member, unless a fully paid Family member, shall not be entitled to vote at any general, annual general or special meeting and will not be entitled to be on any committee or

receive any awards or trophies. Participation on club trips or socials will be limited to two (2) per annum.

#### **5 Termination of Membership** *Refer Rule 9*

(1) All 'Club' property held by a member shall be returned prior to termination of membership.

#### **6 Membership of Management Committee** *Refer Rule 17 & 19*

(1) The management committee shall consist of the executive body, in accordance with *Rule 17*, along with any of the following positions;

Assistant Secretary	Membership Officer	Social Coordinator
Trip Coordinator	Club Induction Officer	Club Induction Assistant(s)
Editor	Purchasing Officer	Association Delegate
Webmaster	Training Officer	Public Relations Officer
Sergeant at Arms		

(2) No single person may hold more than one management committee position at any one time, except if the general meeting membership falls below 50 memberships or if there are no nominations for the position.

(3) The prospective Club Induction Officer and Training Officer must satisfy the committee of their appropriate experience, knowledge and qualifications to hold the position.

#### **7 Resignation, Removal or Vacation of Office of Management Committee** *Refer Rule 19*

(1) On written application, leave of absence of 60 days maximum may be granted to any member of the management committee. Upon failure to return within the specified time, the office shall be declared vacant thereafter. Written application for an extension of leave of absence will be considered by the management committee.

(2) Any office bearer who is absent for two consecutive management committee meetings without apology, shall be deemed to have vacated that office.

#### **8 Meetings of Management Committee** *Refer Rule 22*

(1) The management committee shall meet monthly prior to the general meeting on a day or night suitable to the majority of the elected office bearers.

#### **9 Annual General Meeting** *Refer Rule 18, 29 & 30*

(1) Annual general meeting will be held immediately following a general meeting

(a) Date of annual general meeting will be set by management committee.

(2) The retiring secretary shall record the minutes of the Annual General Meeting.

(3) The retiring secretary shall preside over the meeting after the outgoing president steps down and until the incoming president is duly elected.

(4) Any candidate nominated for office from the floor must be present at the Annual General Meeting and must be nominated and seconded by members present at the meeting.

(5) The current management committee of the Club, shall select a date prior to the next committee meeting following the AGM, to enable a 'Hand Over Day'.

#### **10 Notice of General Meetings** *Refer Rule 31*

(1) General meetings shall be held on the second Thursday of each month or on a day decided by a vote at the general meeting.

#### **11 Funds and Accounts** *Refer Rule 41*

(1) On the direction of the management committee, proceeds from the operating account may be

transferred to the 'Club's Investment account or vice versa.

## 12 General

- (1) Members wishing to complain about the behaviour or activities of another member should put such a complaint in writing and such complaint shall be duly signed by the plaintive and be sent to the secretary. Any complaints unsigned will be treated as unsighted. Verbal or telephone complaints will be acknowledged but not acted upon unless followed up with a written complaint.
- (2) The management committee shall manage these complaints in accordance with the Club's complaint and dispute resolution policy.

## 13 Club Property

- (1) Club property shall be used for Club functions only.
- (2) Any or all club property held by a member shall be returned to the designated committee member as soon as practicable after use and no later than the general meeting following the function.
- (3) The vice president shall be responsible for the Master Property Log Book.
- (4) Each committee member shall be responsible for their individual Duty Folder and the Club property listed therein which is assigned to their office, as recorded in the Master Property Log Book.
- (5) All office bearers must return their individual logbooks and badge of office to the vice president upon retirement, termination of office or prior to the completion of the Hand Over Day.

## 14 Club Points and Trophies

- (1) The assistant secretary is responsible for the calculation of club points to establish the award winners.
- (2) Club points are awarded to select a Club Man, Club Woman, Runner-up Man, Runner-up Woman, Club Boy (under 17yrs), Club Boy Runner-up, Club Girl (under 17yrs) and Club Girl Runner-up.
- (3) Club points are calculated from the attendance book, trip sheets, social sheets and the magazine.
- (4) A child who reaches the age of 17 years will remain to accumulate points towards Club Boy or Club Girl for that Trophy year. On the commencement of the following trophy year, points accumulate towards Club Man or Club Woman, or any other trophy other than Club Boy or Club Girl.
- (5) Closing date for club points is the end of the April general meeting each year.
- (6) Trophies are financed by proceeds from the general funds.
- (7) Committee members shall not receive club points during the performance of their duties.
- (8) In order that club award winners qualify for their awards in an "all rounder" capacity, scores will be calculated as follows:

<u>(a) Category;</u>	<u>Maximum points;</u>
Meeting attendance	12
Social attendance	18
Trip attendance	18
Social organizing	18
Trip leader points	18
Verbal trip reports	18
Verbal social reports	18
Written trip reports	18
Written social reports	18
Written original magazine article	18
Reprinted magazine article	6
Jokes and fill in material	6
<b>(b) The points are awarded on:</b>	
Attending monthly meetings	1point per meeting

- Attending socials 1 point per social attended
- Attending trips 1 point per day (4 point maximum)
- Social Leader 4 points (points split equally where more than one leader)
- Trip leader 6 points (points split equally where more than one leader)
- Verbal trip reports 2 points
- Verbal social reports 2 points
- Written trip reports 2 points
- Written social report 2 points
- Written original article for magazine (half page or more) 2 points.

(9) Other trophies which may be awarded are:

- (a) President’s Award Awarded at the discretion of the President
- (b) Encouragement Award Awarded after management committee discussion
- (c) Legends Award Awarded after management committee discussion
- (d) JAFS (Just Another Foolish Stunt) Award Awarded after management committee discussion
- (e) Wobbly Boot Awarded after management committee discussion
- (f) Annual Rude Rod Awarded after management committee discussion
- (g) Editor’s Award Awarded at the discretion of the editor/s
- (h) Fun Trophies To be nominated and provided by members for something funny, accidental, disastrous, careless or anything that the assistant secretary feels warrants a trophy. Trophy preferably supplied by the nominating club member.

(10) The following perpetual trophies may also receive an engraved trophy to accompany them;

- (a) Club Man
- (b) Club Woman
- (c) Max Van Dyke Trophy To be awarded to club man runner-up. (Max was runner-up times - the trophy is a replica of his vehicle).
- (d) B & S Munro Enterprises Trophy To be awarded to club woman runner up. (Susan Munro was runner-up 3 times and there was no trophy for Woman runner-up at the time).
- (e) Club Girl
- (f) Club Boy
- (g) Club Boy Runner-up
- (h) Club Girl Runner-up
- (i) Legends Award.

(11) The Assistant Secretary and / or the committee is responsible for the purchase and engraving of trophies. The Assistant Secretary recovers all club shields & trophies.

(12) Long serving members will receive a ‘Year of Service’ badge for each 10 years of continuous membership.

### 15 Trip and Trip Safety

- (1) A trip must be presented to the Management Committee, and be published in at least one month’s edition of the Club’s magazine or as an Event on Club Facebook page, to be endorsed as an official Club trip.
- (2) All drivers must be current licence holders applicable to vehicle being driven.
- (3) Trip Classifications:
  - (a) Scenic (Easy - Green Circle):  
Bitumen, gravel surface, no 4x4 driving, lookouts, vantage points of local area, other points of interests.
  - (b) Easy (Easy - Green Circle):  
Off road formed tracks, some 4x4 driving, no steep inclines, no deep creek crossings (no club induction required).

(c) Medium (Medium - Blue Square):

Off road, bush terrain, medium grade inclines and side slopes, easy to interesting creek crossings, (club induction required).

(d) Hard (Difficult - Black Diamond):

Off road, rough terrain, steep inclines, steep side slopes, rough creek crossings, possible towing (club induction required).

(e) Extreme (Very Difficult - Double Black Diamond):

Off road, rough terrain, very steep inclines, steep side slopes, difficult creek crossings, winching and probable towing (club induction required).

(5) Safety Inspection:

All vehicles participating on trips requiring a Club Induction shall have had a recovery equipment inspection. Safety requirements are:

(a) Approved towing points front AND rear

(b) Snatch Strap load rated to suit the vehicle GVM

(c) UHF Radio (as per section 16 of the By-laws)

(d) Axe or bow saw

(e) Spade

(f) Minimum of two (2) Bow shackles rated to suit the vehicle GVM

(g) Powder type fire extinguisher

(h) First Aid kit appropriate to your individual requirements.

(i) Winch rope/Snatch strap "air-break" dampener. If a winch is fitted to a vehicle, then the following additional equipment shall be carried;

(i) Winch extension strap

(ii) Tree trunk protector

(iii) Additional dampener

(iv) Suitable gloves

(v) Snatch block

(6) It is mandatory that members proceeding on trips of any duration carry emergency food, water and warm clothing.

(7) The trip leader shall call a group meeting prior to the start of the trip and remind members of convoy rules and appoint a Tail End Charlie vehicle.

(8) Recovery/Winching:

(a) When recovery or winching operations are in progress the operator of the recovery vehicle will be in charge of the operation and shall delegate a safety officer whose directions shall be adhered to by all persons present.

(b) To avoid bark damage when winching, tree trunks are to be protected by using webbing, or a dedicated tree trunk protector. (Repair ground damage caused by the vehicle.)

(c) Use wheel chains ONLY if the safety of the vehicle or its passengers is endangered.

(9) Beach Driving:

(a) Always use existing tracks for access to and from beaches.

(b) Vehicles are not to be driven over vegetative foreshores or dune areas.

(c) ALL ROAD RULES APPLY when driving on the beach.

(d) Pedestrians have right of way on the beach.

(e) Animals on Club outings are to be permitted as per trip/social leader directions. In the case of a trip/social where an animal is allowed, the animal and its actions remain the responsibility and liability of the owner / carer. ALL FOULING of ground shall be cleared by the owner of the animal.

(10) Firearms are strictly prohibited on club trips.

(11) Dispose of your rubbish in a proper manner. If receptacles are provided, use them, if not, take rubbish from the site with you for proper disposal later. Burying rubbish is not acceptable.

- (12) Any person with a problem regarding the trip should discuss this with the trip leader. If still not satisfied then put the complaint in writing to the management committee.
- (13) Any driver not complying with the convoy rules or instructions given by the trip leader will be referred to the management committee for disciplinary action.

## **16 Convoy Rules**

- (1) Members shall observe road rules at all times.
- (2) Members must identify vehicles in front and behind at all times.
- (3) The vehicle directly behind the trip leader will open gates, pull over to the side, allow the rest of the convoy to pass through, shut the gate as found, and then follow on as the vehicle directly in front of the Tail End Charlie.
- (4) If the second vehicle cannot pull aside due to lack of room, the trip leader is to open the gate, the following vehicles are to stop in turn in gateway to prevent stock from passing and the Tail End Charlie vehicle is to close the gate.
- (5) The driver is responsible for the vehicle following behind at all times. At intersections, the driver must wait in sight for the following vehicle. The driver must not move on until the vehicle behind has acknowledged or is turning into the correct road or track.
- (6) Keep a safe distance behind the vehicle in front at all times, especially in hilly country, heavy dust, wet roads and after deep water crossings.
- (7) Allow the vehicle in front to clear obstacles before you attempt to follow. Upon clearing obstacles, remain in sight until the following vehicle also clears the obstacle then move to safer ground or continue.
- (8) Always use existing tracks and clear any obstruction on the track where possible, otherwise select detours which will cause minimal damage to the environment. When damage is caused endeavour to repair said damage.
- (9) Tail End Charlie is responsible for observing any track damage and must report to trip leader immediately. The trip leader must decide what is to be done about the damage.
- (10) Vehicles wanting to leave the convoy for any reason must wave on remainder of convoy and inform the Tail End Charlie vehicle of their intentions. No vehicles to pass the trip leader unless told by the trip leader to do so.
- (11) Members are responsible for the behaviour of their passengers.

## **17 Convoy Radio Rules**

- (1) Radio communications can NOT be accepted as a substitute for standard convoy procedures.
- (2) First priority should be full control of your vehicle NOT the C.B. radio.
- (3) A hand held UHF radio is acceptable, but a vehicle mounted UHF radio is highly recommended and Trip Leaders may mandate a minimum requirement on some trips.
- (4) Channel 9 (UHF) is the recognised Club channel. The trip leader may nominate an alternate channel when necessary.
- (5) Conversation between vehicles on the working channel shall be of short duration.
- (6) Trip leaders' messages should be acknowledged.
- (7) In case of an accident or an emergency, the operator nearest the situation will inform the trip leader without delay and with the concurrence of the trip leader control communications for the duration of the emergency.
- (8) The words MAYDAY, PAN, and EMERGENCY should not be used within the group unless an emergency contact with an outside party is required. This is to be done with the approval of the trip leader.
- (9) When vehicles are in a convoy situation, young children are NOT permitted to handle radio equipment.



## **18 Camping**

- (1) Recognize the right of others to peace and quiet and act in a responsible manner and as not to detract from others enjoyment.
- (2) Use existing campsites if available, in preference to clearing another site.
- (3) Dispose of your rubbish in a proper manner. If receptacles are provided, use them, if not; take rubbish from the site with you for proper disposal later. Burying rubbish is not acceptable.
- (4) **ALWAYS LEAVE YOUR CAMP SITE CLEANER THAN YOU FOUND IT!**
- (5) Observe a high standard of sanitation where no facilities exist.
- (6) Fires
  - (a) Fires are not to be lit where a high fire risk exists.
  - (b) Clear area around fire of combustible material.
  - (c) It is highly recommended, that a container of water be present at the fire, for emergency purposes.
  - (d) Totally extinguish the fire after use by saturating with water.
  - (e) Throwing of cans, bottles, plastics, tetra packs or foil into fire is PROHIBITED.

## **19 National Parks/State Forests/Private Property**

- (1) Always obtain a permit from the relevant department or permission from property owner. Ascertain whether there are any areas not to be entered.
- (2) Observe the conditions of the permit and ensure that other members in your party do likewise.
- (3) Do not disturb flora, fauna, stock or equipment.
- (4) Remember to thank the property owner for their co-operation.

## **20 Club Induction**

- (1) Club induction days are scheduled and conducted by the club induction officer.
- (2) The Club induction will comprise one or multiple days (at the discretion of the club induction officer), where a new member is introduced to Club activities i.e.: Happy Hour, Trophy Day, Progressive Dinner etc., the basics of 4x4 driving and the fundamentals of control and management of their vehicle over various terrains and obstacles to a standard which allows participation in medium and above club trips.

## **21 Duties of Each Management Committee Member**

- (1) President
  - (a) To preside at general meetings
  - (b) To preside at committee meetings
  - (c) Member of the executive committee
  - (d) Give president's report at annual general meeting
  - (e) Supply a monthly report to be published in the Club magazine
  - (f) Nominate and present President's Choice award trophy
  - (g) Present trophies at trophy day
- (2) Vice President
  - (a) To preside at general or committee meetings in absence of the president
  - (b) Member of the executive committee
  - (c) To keep master log of all club equipment
  - (d) Organise P. A. system for each general meeting
  - (e) Assume the duties of any absent committee members if required
  - (f) Monitor and report on alerts published by FWDQLD
  - (g) Custodian of the Club's Constitution and By-Laws and modifies them when required
  - (h) Present report to general and committee meetings and prepare report for magazine

- (3) Secretary
  - (a) Record all club meeting minutes
  - (b) File relevant club correspondence
  - (c) Send a copy of general meeting minutes to Editor by the date nominated
  - (d) Clear post office box regularly
  - (e) Keep control of keys for post office box and storage shed
  - (f) Member of the executive committee
  - (g) Organise nomination forms, voting slips and pencils for annual general meeting
  - (h) Committee minutes to be read at each committee meeting
- (4) Assistant Secretary
  - (a) Fill in for secretary in their absence
  - (b) Keep club points system
  - (c) File all signed and completed trip and social sheets
  - (d) Organise raffle for each monthly general meeting (Tickets and prizes)
  - (e) Sell raffle tickets. Keep details of all records
  - (f) Hand over all receipted monies to the treasurer
  - (g) Get a list of club members with children's names from membership officer
  - (h) Organise trophies and collection of shields and 'runner up trophies'
  - (i) Organise Trophy Day.
- (5) Treasurer
  - (a) Maintain income and expenses ledger monthly
  - (b) Reconcile all bank accounts monthly
  - (c) Member of the executive committee
  - (d) All income to be receipted
  - (e) All payments to be approved by committee
  - (f) Notify of any up and coming expenses
  - (g) Proof of expenses to be attached to reimbursement form with cheque details
  - (h) Give FULL Treasurer's report at Committee meetings, and summarised report at General Meeting
  - (i) All records to be kept in numerical and chronological order for 7 years
  - (j) Provide copy of treasurer's report to editor before magazine deadline
  - (k) Change necessary signatories with bank, Office of Fair Trading and Insurance companies etc
  - (l) Provide all necessary paperwork for audit, with nominated auditor (if required)
  - (m) File annual financial report with Office of Fair Trading
  - (n) Maintain a cash float of up to \$200.00
- (6) Membership Officer
  - (a) Keep club member register
  - (b) Organise renewal forms to go in June magazine
  - (c) Issue membership cards and receipts on payment of dues
  - (d) Give Management Committee list of unpaid members at September committee meeting
  - (e) Keep stock of Membership Application Forms
  - (f) Respond to and follow up enquires of prospective new members
  - (g) Bring new member applications to management committee for approval
  - (h) Forward Membership Applications to club induction officer and club induction assistant for their endorsements
  - (i) Email Membership List to secretary, editor & webmaster each month noting changes
  - (j) Print sign in sheet for each month's general meeting
  - (k) Issue new members with receipt, membership card, name badges, club sticker and Constitution
  - (l) Stickers to be obtained from purchasing officer
  - (m) Publish a list of financial members after September meeting. These to go in to magazine

- (n) Give a list of members and children to assistant secretary
  - (o) All money received must be handed over to treasurer as soon as possible
  - (p) File original membership application (keep for 7 years)
  - (q) Keep current renewal forms until that year is completed
  - (r) Present report to general and committee meetings and prepare report for magazine.
- (7) Club Induction Officer
- (a) Organise and conduct Club Induction days for new members
  - (b) Keep a record of vehicle and owner completing the course
  - (c) Advertise Club Induction at general meetings and in magazine
  - (d) Endorse Club Induction details on membership form and return to membership officer
  - (e) Present report to general and committee meetings and prepare report for magazine.
- (8) Club Induction Assistant
- (a) Organise inspection of new member's vehicles and endorse details on Membership form
  - (b) Keep register of mechanical inspections
  - (c) Assist Club Induction Officer on Club Induction days
  - (d) Inspect replacement vehicle of current members
  - (e) Present report to general and committee meetings and prepare report for magazine
- (9) Social Co-ordinator
- (a) Co-ordinate social outings
  - (b) Keep club calendar in conjunction with trip co-ordinator
  - (c) Organise Annual Christmas party and Progressive Dinner
  - (d) Give editor social calendar to be printed in magazine by the date nominated
  - (e) Pass social sheets to assistant secretary for club points
  - (f) Present report to general and committee meetings and prepare report for magazine.
- (10) Trip Co-ordinator
- (a) Co-ordinate trips
  - (b) Keep club calendar in conjunction with social co-ordinator
  - (c) Organise State Forest register of Permits for South East Queensland through the 4WD Association.
  - (d) Take all future Club trip sheets to meetings
  - (e) Pass trip sheets to assistant secretary for club points
  - (f) Give details of future trips to editor before the date nominated
  - (g) Present report to general and committee meetings and prepare report for magazine.
- (11) Editor
- (a) Collate information for magazine
  - (b) Organise the printing and posting of the magazine, and send electronic version to webmaster and members
  - (c) Organise advertising for magazine and get treasurer to issue invoice
  - (d) Maintain stationary for magazine requirements
  - (e) Maintain equipment
  - (f) Print necessary forms for other committee members (e.g. Renewal forms, Membership application forms, Committee Nomination forms)
- (12) Purchasing Officer
- (a) Keep an accurate record of all purchase and sales from stock held
  - (b) Maintain stock of club badges and stickers
  - (c) Organise special prices and buying of equipment for members (e.g. First aid kits, recovery straps, bow shackles, fire extinguishers etc.)
  - (d) Maintain cash float of up to \$200.00
  - (e) Order Club shirts as required
  - (f) Hand over all receipted monies to the treasurer at the end of each general meeting

- (g) Present report to general and committee meetings and prepare report for magazine.
- (13) Association Delegate
  - (a) Attend Four Wheel Drive Queensland's monthly meeting and report at management committee and general meetings and report monthly in magazine
  - (b) Investigate any Club insurance concerns
- (14) Webmaster
  - (a) Promote the Club via the internet
  - (b) Oversee the efficient operation of the Club's email accounts
  - (c) Field internet based enquiries and passes them onto the committee members for response
  - (d) Maintain the Club's forum
  - (e) Organise payment for the Domain name 'brisbane4wdclub.org'
  - (f) Maintain the Club's website in such a manner that reflects the vision and standards set by the committee
  - (g) Keep an up-to-date list of all passwords, usernames and email accounts
  - (h) Keep safe, all paperwork relating to the Club's server i.e. server address, Club's username and password to access the account on the server, contact names and phone numbers of server employee's help desk, username and password etc.
  - (i) Update the content of all pages on the website as changes present themselves
  - (j) Keep updated previous trips and functions and trip reports.
- (15) Sergeant At Arms
  - (a) Obtain and record, all fines from members
  - (b) Report, and collect, all fines at the general meeting
  - (c) Purchase a money / collection tin (if and when required)
  - (d) Nominate the recipient of the 'Most Fines' award at the annual trophy day
  - (e) Nominate the Charity for receipt of the contents of the 'fine tin' at the Annual General Meeting
  - (f) Count the proceeds of the yearly takings and present to the Club Treasurer for banking
- (16) Training Officer
  - (a) Responsible for the conduct of all course delivery and assessment within the Club.
  - (b) The final decision regarding a learner's competence rests with the Training Officer.
  - (c) Ensuring that of the delivery and assessment aspects of training and assessment activities remain within Four Wheel Drive Queensland Training policy and remain AQTF compliant.
    - (i) Forecast and plan the course dates and locations.
    - (ii) Ensure essential personnel are notified of course dates.
    - (iii) Ensure that all personnel, trainers and assessors within the club hold qualifications in accordance with Training Package, AQTF and Four Wheel Drive Queensland Training policies.
    - (vi) Ensure that all personnel, trainers and assessors comply with Four Wheel Drive Queensland Training policies and procedures.
    - (v) Ensure sufficient personnel, trainers and assessors are allocated to courses.
    - (vi) Ensure sufficient physical resources available for each course.
    - (vii) Complete and sign the Client Assessment summary for each learner assessed.
    - (viii) Record the completed assessment documentation
    - (ix) Ensure the course review is carried out.
    - (x) Take overall responsibility for the delivery of training and the conduct of assessment.
    - (xi) Carry out any additional duties as directed by the committee
    - (xii) Present report to general and committee meetings and prepare report for magazine
- (17) Publicity officer
  - (a) Be responsible for organizing items for the publicity of the club e.g. flyers, banners
  - (b) Liaise with Webmaster to update websites and other media dealing with the promotion of the club
  - (c) Be a contact point and representative for the club with outside stakeholders as required

- (d) Be responsible to ensure that all standards regarding the use of club media is maintained.
- (e) Present report to general and committee meetings and prepare report for magazine

## **22 Driver Training**

- (1) The Club has signed a Memorandum of Understanding between the Queensland Association of Four Wheel Drive Clubs Inc [(QAFWDC) trading as Four Wheel Drive Queensland Training (FWDQLD Training)].
- (2) This Memorandum of Understanding will remain in force until such time as one of the Parties informs the other party, in writing, that the agreement is terminated or another Memorandum of Understanding supersedes this agreement.
- (3) The Memorandum of Understanding explains the role, and duties, the Club has in being a 'Training Contractor' with FWDQLD Training.

## By-Laws Amendments Register

Revision	Summary	Date
0	Upgrade of By-Laws in line with Constitution upgrade	September 2009
0	Upgrade adopted by Management Committee	October 2009
0	Distributed to Club Members	February 2010
1	Changes to Club Points cutoff date and awarding of trophies	June 2010
1	New revision adopted by Management Committee	June 2010
1	Changes to membership (1a) clause	July 2010
2	Changes to section 2 - line 'c' deleted, alterations to line 'e'	July 2014
2	Changes to section 5 - first 3 points removed, replaced with 4 new points	July 2014
2	Changes to section 8 - Expansion of acronym, points (b) - (f) added	July 2014
2	Changes to section 12 - words changed to point (e), point (f) removed along with the Club Property table	July 2014
2	Additions to section 13 - Additional wording point (b), new point (g), words deleted in point (i) and additional perpetual trophies listed. Wording deleted in (j). New point (k)	July 2014
2	Changes to section 14 - New point (a). Additional descriptions for trip classification (b). Changes to Safety Equipment requirements (e). Changes to wording (g), (j), (k), (p) & (q). Deletion of words in (s). Deletion and changes to wording in (u) & (v).	July 2014
2	Changes to section 15 - New point (c).	July 2014
2	Changes to section 16 - Changes to wording structure (added point forms)	July 2014
2	Changes to section 18 - Removal of acronym. Expansion of point (b)	July 2014
2	Changes to section 19 - Additional points for Vice President, Changes to Secretary, deletions and additions to Assistant Secretary, Deletions to Treasurer, Additions and deletions to Membership Officer, deletion and addition to Club Induction Officer, deletion and addition to Club Induction Assistant, changes to Social Coordinator, Additional title to Trip Coordinator and one deletion / addition, additions and deletions for Editor/s, Additions and deletions for Purchasing Officer, Additions and deletion for Association Delegate, Wording change for Webmaster, Additions and deletions for Sergeant at Arms. Spelling of words changed	July 2014
2	Update Amendments Register	July 2014
2	Upgrades adopted by Management Committee	04 July 2014
2	Notify General Members of changes - distribution of amended By-Laws	14 August 2014
3	Upgrade of By-Laws in line with Constitution upgrade	July 2014
4	Addition of 2 new management committee positions	May 2017
5	Upgrade of By-Laws in line with Constitution upgrade	July 2017