

**CONSTITUTION**

**of the**

**BREAKAWAY OFFROAD**

**4x4 CLUB**

**ASSOCIATION INC.**

**CONSTITUTION**  
**of the**  
**Breakaway Offroad 4x4 Club**  
**Association Inc.**

under  
**The Queensland Associations Incorporation Act, 1981**

<b>PART 1</b>	<b>PRELIMINARY</b> .....	<b>4</b>
1.1	EFFECT OF THIS DOCUMENT .....	4
1.2	DEFINITIONS .....	4
<b>PART 2</b>	<b>OBJECTS</b> .....	<b>5</b>
2.1	OBJECTIVES .....	5
<b>PART 3</b>	<b>MEMBERSHIP</b> .....	<b>5</b>
3.1	MEMBERSHIP QUALIFICATIONS .....	5
3.2	MEMBERS CONDUCT .....	6
3.3	CLASSES OF MEMBERSHIP .....	6
3.3.1	INDIVIDUAL MEMBER.....	6
3.3.2	FAMILY MEMBER .....	6
3.3.3	LIFE MEMBER .....	6
3.4	NOMINATION FOR MEMBERSHIP .....	6
3.5	NOMINATION ACCEPTANCE .....	7
3.6	OBJECTION TO NOMINATION.....	8
3.7	CESSATION OF MEMBERSHIP.....	8
3.8	RESIGNATION OF MEMBERSHIP.....	8
3.9	DISCIPLINING OF MEMBERS .....	8
3.10	RIGHT OF APPEAL OF DISCIPLINED MEMBER.....	9
3.11	RESOLUTION OF INTERNAL DISPUTES .....	9
3.12	TRANSFER OF MEMBERSHIP .....	10
3.13	CHANGE OF MEMBERSHIP STATUS.....	10
3.14	MEMBERS' RIGHTS .....	10
3.15	MEMBERS' OBLIGATIONS AND LIABILITIES .....	11
3.16	REGISTER OF MEMBERS .....	11
3.17	MEMBERSHIP FEES AND SUBSCRIPTIONS.....	12
<b>PART 4</b>	<b>THE COMMITTEE</b> .....	<b>12</b>
4.1	POWERS OF THE COMMITTEE .....	12
4.2	COMMITTEE MEMBERSHIP .....	12
4.3	ELECTION OF COMMITTEE MEMBERS .....	13
4.4	COMMITTEE MEMBER DUTIES .....	13
4.5	CASUAL COMMITTEE VACANCIES .....	14
4.6	REMOVAL OF COMMITTEE MEMBER .....	15
4.7	COMMITTEE MEETINGS AND QUORUM.....	15
4.8	COMMITTEE DELEGATION TO SUB-COMMITTEES.....	15
4.9	COMMITTEE VOTING AND DECISIONS .....	16
<b>PART 5</b>	<b>MEETINGS</b> .....	<b>16</b>
5.1	ANNUAL GENERAL MEETING .....	16
5.1.1	HOLDING OF ANNUAL GENERAL MEETING.....	16
5.1.2	CALLING OF BUSINESS AT ANNUAL GENERAL MEETING.....	17
5.1.3	NOTIFICATION OF ANNUAL GENERAL MEETING.....	17
5.2	SPECIAL GENERAL MEETING .....	17
5.2.1	CALLING OF SPECIAL GENERAL MEETING.....	17
5.2.2	NOTIFICATION OF SPECIAL GENERAL MEETING .....	18
5.3	GENERAL MEETING.....	18

5.3.1	TYPES OF GENERAL MEETING .....	18
5.3.2	HOLDING OF GENERAL MEETING .....	18
5.4	PRESIDING MEMBER AT MEETINGS .....	18
5.5	ADJOURNMENT OF MEETINGS .....	19
5.6	MAKING DECISIONS AT MEETINGS .....	19
5.7	SPECIAL RESOLUTION .....	19
5.8	VOTING .....	19
5.9	APPOINTMENT OF PROXIES .....	20
<b>PART 6</b>	<b>MISCELLANEOUS.....</b>	<b>20</b>
6.1	INSURANCE .....	20
6.2	FUNDS .....	20
6.2.1	SOURCING OF FUNDS.....	20
6.2.2	MANAGEMENT OF FUNDS.....	20
6.2.3	USE OF FUNDS .....	20
6.3	PUBLIC OFFICER.....	20
6.4	ALTERATION OF OBJECTS AND RULES .....	21
6.5	COMMON SEAL.....	21
6.6	CUSTODY OF BOOKS .....	21
6.7	MAINTAINING BOOKS .....	21
6.8	INSPECTION OF BOOKS .....	21
6.9	SERVICE OF NOTICES.....	21
6.10	ASSOCIATION PROPERTY .....	21
6.11	DISSOLUTION OF THE ASSOCIATION .....	22
6.12	VISITORS .....	22
6.13	TRIP, OUTING AND ACTIVITY ORGANISATION.....	22
<b>APPENDICES</b>		
A1	- APPLICATION FOR MEMBERSHIP .....	23
A2	- FORM OF APPOINTMENT OF PROXY .....	24

# Part 1 PRELIMINARY

## 1.1 Effect of this Document

The Objects and Rules of the Association form a binding contract between the Association and its members and between each of its members. By applying for membership or renewal of membership, a person agrees to be bound by these Objects and Rules.

## 1.2 Definitions

(a) In these Rules:

**Director-General** means the Director-General of the Department of Fair Trading.

**member** means a person who has a current membership with the Association as referred to in Rule 3.3.

**membership** means a membership as defined in Rule 3.3. References to a membership also implies a reference to all members and persons covered by that membership.

**office, officer or office-bearer** has the same meaning as in *the Act*.

**secretary** means:

- (i) the person holding office under these Rules as Secretary of the Association.
- (ii) Where no such person holds that office, the public officer of the Association.

**special general meeting** means a general meeting of the Association other than an annual general meeting, called for the purpose of handling specific business

**books** means all books, records and other documents required by *the Act, the Regulation, the Law* and these Rules to be kept and maintained by the Association.

**the Act** means the *Associations Incorporation Act 1981*.

**the Regulation** means the *Associations Incorporation Regulation 1999*.

**membership year** means from 15<sup>th</sup>. April in any calendar year to 14<sup>th</sup>. April in the following calendar year.

(b) In these Rules:

- (i) a reference to *the Law* includes a reference to *the Act, the Regulation* and any enacted commonwealth, state, territory or local government legislation, regulation or bi-law, or common law doctrine.
- (ii) wheresoever there may occur a conflict between these Rules and *the Law, the Law* shall preside.
- (iii) a reference to a function includes a reference to a power, authority and duty, and a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (iv) a reference to the Club or the Association shall be taken to have the same meaning and refers to Breakaway Offroad 4x4 Club Association Inc.

(c) The provisions of the *Interpretation Act 1987* apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.

## **Part 2 OBJECTS**

### **2.1 Objectives**

The club is a non-profit Association formed for, but not limited to these objects:

- a) The name of the Association shall be:-  
Breakaway Offroad 4x4 Club Association Inc.
- b) Support, promote and foster an interest in four wheel driving and related recreational activities. In particular, to demonstrate and promote four wheel driving as a recognised, responsible and legitimate recreational activity.
- c) Encourage responsibility towards all aspects of the environment and conservation issues, adopting, practising and promoting the principles of ‘tread lightly! Australia’.
- d) Support the objectives and Code of Ethics of “The Queensland Association of Four Wheel Drive Clubs” and the “Australian National Four Wheel Drive Council”.
- e) Provide a social and family oriented arena through a variety of Club activities for the development of friendship and social responsibility awareness.
- f) Conduct meetings and events whereby members may develop knowledge and skills enabling them to become proficient in the safe handling, navigation, care, maintenance and recovery of their vehicle/s.
- g) Support all persons, associations, clubs or any organisation with interests of a similar nature to those of this club, as deemed appropriate by the committee from time to time.
- h) Raise funds, by any lawful manner to meet the expenses and further the objects of the club.
- i) Do all such acts, matters and things permitted by law that, in the opinion of the Committee or the Association, assist in achieving and enhancing the objectives of the club.
- j) Clauses (a) to (i) notwithstanding, to do all such acts, matters and things permitted by law, that from time to time, in the opinion of the Association, are acts, matters and things the club may wish to do.

## **Part 3 Membership**

### **3.1 Membership Qualifications**

A person is qualified to be a member of the Association if, but only if:

- (a) the person is a person referred to in section 15 (1) (a), (b) or (c) of *the Act*, or
- (b) the person has not been expelled from the Association, and
- (c) the person is a natural person:
  - (i) who has been nominated for membership of the Association as provided by Rule 3.4, and
  - (ii) whom the members and Committee of the Association, in accordance with Rule 3.5, have approved for membership of the Association, and
- (d) the person is familiar with, and willing to support and abide by the Objects and Rules of the Association.

## **3.2 Members Conduct**

- (a). Members shall at all times, whilst engaged or partaking in Association activities, abide by the Association's Rules, By-Laws and any procedures which have been specified to control that activity or event.
- (b). No member shall act in the Association's name in any way whatsoever without the Association's full knowledge and the consent of the Committee.
- (c). All members, whilst identifying themselves with the Association are bound by the Rules and By-Laws of the Association and should act in a manner that is not detrimental to the Association or the Association's name whilst so identified.

## **3.3 Classes of Membership**

### **3.3.1 Individual Member.**

An individual membership shall apply to one person and will allow that person full membership rights.

### **3.3.2 Family Member.**

Family membership shall apply to two adults and all children, under the age of 18 years, of the same family residing at the same address and shall allow the two adult members full membership rights.

### **3.3.3 Life Member.**

Life membership shall be awarded to a membership by nomination from the Committee and a majority vote of the members at an Annual General Meeting or Special General Meeting. Life membership shall be awarded for special and/or meritorious services to the Association. Life membership may only be awarded to a membership who has been a member of the Association for a minimum of six (6) consecutive years. Life membership shall entitle the membership to full membership rights and shall be free from the payment of membership fees for the duration of the membership. Life membership shall retain the membership rights held at the time of awarding of the life membership.

Only one (1) life membership is to be considered in any 3 year period.

Life membership may be revoked by nomination of the Committee and a majority vote of members at an Annual General Meeting or Special General Meeting.

## **3.4 Nomination for Membership**

- (a) The nomination of a person or persons for Individual or Family membership of the Association shall comply with Rule 3.1.
- (b) A nomination of a person or persons for Individual or Family membership of the Association shall:
  - (i) be made in writing in the form set out in Appendix A1 to these rules, or in such other form as may be determined by the Committee from time to time.
  - (ii) be lodged with the Secretary of the Association, in person, at a General Meeting of the Association, by pre-paid post, or by email.
  - (iii) be accompanied by the non-refundable payment of the prescribed Administration Joining fee.
- (c) Nominations received by the Secretary will be recorded in the Membership Register.
- (d) Nominations will remain current for a period not exceeding 3 calendar months. If, after the elapse of 3 calendar months, the nominee(s) has not fulfilled all requirements in accordance with Rule 3.5 then the nomination will be deemed to have lapsed and will be removed from the Membership Register.
- (e) The Committee may, from time to time and upon giving written or electronic notice to the members, close the register of members for a total period of not more than 6 months in any membership year, or for such other period as the Association, by resolution in an Annual General Meeting or Special General Meeting, may determine.

### 3.5 Nomination Acceptance

Before a nomination for membership can be proposed for acceptance by the membership of the Association the nomination must have fulfilled the following conditions:

- (a) The nomination must have been made in accordance with Rule 3.4.
- (b) During the 3 calendar month period following lodgement of the nomination, the nominated person or persons must have:
  - (i) Attended a General Meeting of the Association. Where family membership is being nominated, both adult persons of the nomination must attend a General Meeting.
  - (ii) Attended, as a driver, one trip conducted as part of the Association's trip agenda or a trip sanctioned by the Committee. Where family membership is being nominated, either of the adult persons of the nomination may fulfil this obligation.
- (c) Once the nomination has fulfilled the requirements specified in Rule 3.5 (a) and (b), the nomination will be mentioned at the next meeting of the Association. During this meeting the secretary will advise the members that:-
  - (i) The nomination has completed the requirements in accordance with Rule 3.5 (a) and (b).
  - (ii) The nomination will be listed for acceptance at the next meeting of the Association pending any objections lodged in accordance with Rule 3.5 (d).
- (d) Within a period of 14 days, commencing at the meeting mentioned in Rule 3.5 (c), the Secretary will accept any objections, lodged in writing, from current members of the Association, against the acceptance of the nomination.
- (e) Any objections received in accordance with Rule 3.5 (d) will be considered and handled by the Committee in accordance with Rule 3.6.
- (f) During the period of one calendar month, commencing at the meeting mentioned in Rule 3.5 (c), the nominee(s) may, at the discretion of the Committee, be allowed permission to attend some or any of the club activities or events that may occur during that period.
- (g) During the General meeting of the Association, as specified in Rule 3.5 (c.ii), the Secretary will advise the meeting of the status of the nomination. If no objection has been received the Secretary will advise the meeting of the acceptance of the nomination. In this case the membership applied for will be granted upon payment of the nominated fees. Such fees to be paid before the conclusion of the meeting, or as may be directed by the Committee, or the nomination will be deemed to have lapsed and will then be handled in a manner specified in Rule 3.4 (d). If objections have been received, in accordance with Rule 3.5 (d), the Secretary will :-
  - (i) Advise the meeting of the general nature of the objection and the actions of the Committee to investigate the objection(s).
  - (ii) Advise the meeting of the recommendations made by the Committee on the acceptability of the nomination.

Current members of the Association, present at the meeting, will vote on the acceptability of the Committees recommendation. Voting will be conducted by a show of hands unless the Committee deems it necessary for a secret ballot to be conducted. The result of the vote will be deemed to be final. Should the nomination be rejected, the Secretary will advise the nominee(s) of the outcome of the meetings decision, in writing, within 14 days of the meeting. Should the nomination be accepted, the Secretary will advise the meeting of the acceptance of the nomination. In this case the membership applied for will be granted upon payment of the nominated fees. Such fees must be paid before the conclusion of the meeting, or as may be directed by the Committee, or the nomination will be deemed to have lapsed and will then be handled in a manner specified in Rule 3.4 (d).

### **3.6 Objection to Nomination**

Objections against the acceptance of a nomination, received in accordance with Rule 3.5 (d), will be considered by the Committee. The Committee, at its discretion, may :-

- (a) Request the member(s), who lodged the objection(s), to attend a meeting with the Committee to discuss the nature of the objection(s).
- (b) Request the nominee to attend a meeting with the Committee to discuss the nature of the objection(s).
- (c) Request further information, from any source, relating to the nomination and/or objection(s).

The Committee will prepare a recommendation on the acceptability of the nomination(s). Such recommendation will be presented at the next meeting of the Association.

### **3.7 Cessation of Membership**

- (a) A person ceases to be a member of the Association if the person:
  - (i) dies, or
  - (ii) resigns that membership, or
  - (iii) is expelled from the Association, or
  - (iv) does not pay the required annual membership subscription, payable under these rules, within 28 days of the due date of payment.
- (b) Upon cessation of membership of a member no person shall be entitled to a refund, either in full or in part, of any monies paid to the Association in respect of the member's membership.
- (c) A person who ceases to be a member of the Association is obliged to remove all and any identification of the Association from any vehicle owned or operated by the person.

### **3.8 Resignation of Membership**

- (a) A member of the Association is not entitled to resign that membership except in accordance with this rule.
- (b) A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by submitting, in writing, notice of intention to resign to the Secretary.
- (c) Upon receipt of such notice of intention to resign, in accordance with Rule 3.8 (b), the Secretary will mention the notice at the next meeting of the Association. Upon mention of the notice of intention to resign the member ceases to be a member of the Association.
- (d) If a member of the Association ceases to be a member under Rule 3.8 (b), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### **3.9 Disciplining of Members**

All members, irrespective of class, are bound by a duty to observe and uphold the objects, rules and codes of the Association whatsoever in force at any time. A contravention of these objects, rules and codes, whatsoever, by a member, may result in disciplinary action against that member, as provided for in these rules.

- (a) The Committee may discipline a member of the Association if:
  - (i) The Committee receives a written complaint, concerning the conduct of a current member of the Association, from a current member of the Association or any member of the public, or



- (ii) where the Committee is of the opinion that a current member of the Association has refused or neglected to comply with a provision or provisions of these Rules or has wilfully acted in a manner which may be considered prejudicial to the interests of the Association.
- (b) On receiving such a complaint, the Committee:
- (i) must cause notice of the complaint to be served on the member concerned, and
  - (ii) must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
  - (iii) must take into consideration any submissions made by the member in connection with the complaint.
  - (iv) may, at its discretion, request the member(s), who submitted the complaint, to attend a meeting with the Committee to discuss the nature of the complaint.
  - (v) request further information, from any source, relating to the reasons for the discipline action and/or the complaint.
- (c) Where the Committee considers disciplinary action is required, the Committee will prepare a recommendation on the disciplinary action.
- (d) The Secretary will cause notice to be served on the subject member(s), in writing, advising:
- (i) The details of the recommendation prepared by the Committee.
  - (ii) The date, place and time of the meeting during which the recommendation will be presented to the membership of the Association. Such meeting will be held no sooner than 7 days from the date of the serving of the notice on the member.
  - (iii) Of the members right to address the meeting, orally or in writing, on the subject of the disciplinary action and matters relating to the disciplinary action.
- (e) During the meeting, as specified in Rule 3.9 (d.ii), the Secretary will:
- (i) Read the Committees recommendation to the meeting.
  - (ii) If present, allow the subject member(s) his or her right to address the meeting or, if written representation has been submitted, allow the representation to be read to the meeting. General debate may be permitted, at the Committees discretion, on the matter. Current members of the Association, present at the meeting, will vote on a resolution regarding the acceptability of the Committees recommendation. Voting will be conducted by a show of hands unless the Committee deems it necessary for a secret ballot to be conducted. The resolution passed by the members will be final.
  - (iii) The resolution passed by the members at the meeting will take effect immediately on the conclusion of the voting.
- (f) The Secretary will advise the member(s), in writing within 14 days of the meeting, of the resolution passed by the meeting.

### **3.10 Right of Appeal of Disciplined Member**

A disciplined member shall have no right of appeal against a resolution passed by the Association in accordance with Rule 3.9 (e.ii).

### **3.11 Resolution of Internal Disputes**

Disputes between members (in their capacity as members) of the Association, and disputes between members (in their capacity as members) and the Association, are to be resolved through a hearing of the Dispute Committee (DC) subject to these rules.

- (a) The DC hearing shall be conducted in a form and manner to be determined by the DC, provided that all parties to the dispute are permitted a reasonable opportunity and time to state their case.

- (b) The DC shall consist of 2 ordinary members and 1 committee member, such members being drawn by ballot, to be conducted in any manner whatsoever as determined by the Committee.
- (c) The Committee shall, upon receiving notice in writing of a dispute from either party involved in a dispute:
  - (i) set a date for the ballot that shall be not more than 14 days after the date on which the Committee received the notice, and
  - (ii) notify members of the ballot and the names of the parties involved in the dispute.
- (d) All members shall participate in dispute resolution proceedings, except:
  - (i) members party to the dispute, and
  - (ii) members, who, having advised the Committee that a conflict of interest may arise via participation in the dispute resolution process, are deemed by the Committee to be excluded from the ballot.
- (e) Members who believe they may be entitled to be excluded from a ballot in accordance with Rule 3.11 (d.ii) must notify the committee within 3 days of being served notice of the ballot.
- (f) As soon as practicable after completing the ballot the Committee shall cause written or electronic notice to be served on the members selected in the ballot of their selection and of their responsibilities under these rules.
- (g) Upon receiving notification of selection, the members selected shall form the DC and shall:
  - (i) determine a place, date and time for the hearing, such date being not more than 21 days after the formation of the DC, and
  - (ii) notify all parties to the dispute, of the hearing place, date and time.
- (h) Parties to a dispute must, within 7 days of being served notice of a hearing, submit to each other and to the DC written statements of the issues that are in dispute.
- (j) As soon as practicable following completion of the hearing the DC:
  - (i) shall issue a ruling on the dispute that will be absolute and binding on all parties, and
  - (ii) cause written notice of the ruling to be sent to the parties and to the Committee.

### **3.12 Transfer of Membership**

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) Is not capable of being transferred or transmitted to another person, and
- (b) Terminates upon cessation of the persons membership.

### **3.13 Change of Membership Class**

- (a) A member of the Association may change the class of membership from single to family or family to single.
- (b) Such change must be notified in writing to the Secretary, accompanied by any additional fee as may be determined by the Committee from time to time, prior to the change being made effective.
- (c) Where a change of membership is from single to family, the additional adult member of the membership must comply with Rule 3.5 (b.i).

### **3.14 Members' Rights**

- (a) Subject to these rules, a member of the Association has a right to:
  - (i) attend any general meeting of the Association to participate in discussion and vote on any matters so allowed under these Rules, and
  - (ii) nominate, or be nominated for election to office-bearer or committee member, and

- (iii) participate in all activities of the Club, and
  - (iv) make use of all property of the Club, as approved and directed by the Committee, and
  - (v) possess, use and display Club identification, as approved and directed by the Committee, and
  - (vi) enjoy all benefits provided by the Club, its sponsors, supporters and affiliates.
  - (vii) invite a person or persons to participate in the activities of the Club, as a visitor, at their own expense and at their own risk, for a maximum of 3 Club outings. Further participation by that person will require that person to apply for, and be granted membership, in accordance with these Rules.
- (b) A person under the age of 18 years is not entitled to vote or to hold the position of office-bearer or committee member.
  - (c) Any member suspended under Rule 3.9 shall forfeit all rights of membership unless and until membership is re-instated.
  - (d) No member, other than a member of a Committee as allowed under these rules, may enter into any contract, agreement or arrangement on behalf of the Association.

### **3.15 Members' Obligations and Liabilities**

- (a) Every member of the Club is obliged, when in a public arena or on public or private lands, to follow directions by property managers and owners and to conduct themselves with due diligence and regard as to their representation of the Club, the Four Wheel Drive Queensland Inc. and the Australian National Four Wheel Drive Council and the public image of each and of four wheel driving generally.
- (b) Every member of the Club is obliged, at all times whether or not participating in Club activities, to observe and adhere to all laws, bi-laws, rules and regulations in effect and relevant to the activity of the member, whether or not specifically referred to in these rules.
- (c) Members must ensure that any vehicle used by them, while participating in Club activities, is roadworthy according to *the Law* and is covered by third party property insurance.
- (d) Members are responsible for the behaviour of their dependant children under the age of 18 years, and the behaviour of their invited visitors.
- (e) The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Rule 3.17.
- (f) Except as provided for in these Rules, and *the Law*, a member's obligations and liabilities under clause (c) and Rule 6.10 are not dissolved upon cessation of membership.

### **3.16 Register of Members**

- (a) The public officer of the Association must establish and maintain a Register of Members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member, or ceased to be a member.
- (b) The register, and any other books required under these Rules to be kept by the Association may, subject to these Rules, be kept in paper or electronic form provided that the register or other books may be inspected and reproduced in accordance with clauses (c) and (d) and *the Law*.
- (c) The register of members must be kept at, or if kept in electronic form must be accessible from, the principal place of administration of the Association, and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.

- (d) A member of the Association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, such other amount as the Committee may determine from time to time.
- (e) Members are required to advise the Secretary, in writing, of any changes to the details of their membership as held in the Register of Members.
- (f) The association values the privacy of its members. Although not bound by a privacy code as approved by the Federal Privacy Commissioner (Privacy Act 1988 (Cth)) all personal information of members collected and retained shall be managed in accordance with the 10 National Privacy Principles (schedule 3 of the Act, December 2001 amendment).

### **3.17 Fees and Subscriptions**

- (a) An Administration Joining fee of an amount, as determined by the Committee from time to time, will be paid upon the lodgement of a nomination for membership to the Association. The Administration Joining fee is not refundable.
- (b) In addition to any amount payable by the member under Rule 3.17 (a), a member of the Association shall pay to the Association an annual membership fee, relevant to the type of membership, of an amount, determined by the Committee from time to time. Membership fees, except as provided by Rule 3.17 (c), shall be payable before 15<sup>th</sup>. April in each calendar year.
- (c) New members joining after 15<sup>th</sup>. April in any calendar year will pay a reduced annual fee calculated at one quarter of the normal fee set out in Rule 3.17 (b) for each 3 month period, or part thereof, remaining in the Associations financial year.
- (d) All fees are non-refundable unless otherwise authorised by the Committee.

## **Part 4 The Committee**

### **4.1 Powers of the Committee**

The committee is to be called the Committee of Management of the Association and, subject to *the Law* and these Rules and to any resolution passed by the Association in general meeting:

- (a) shall control and manage the affairs of the Association, and
- (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by these Rules and *the Act* to be exercised by a General Meeting of members of the Association, and
- (c) has power to perform all such acts and do all such things as are lawful and appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association, and
- (d) may, except as otherwise specified in these Rules, determine the means, method, place and time for the delivery of any notice; the performance of any function; and the conduct of any meeting of the Association.

### **4.2 Committee Membership**

- (a) Subject in the case of the first members of the Committee to section 21 of *the Act*, the Committee shall consist of the Office Bearers of the Association each of whom shall be elected at the Annual General Meeting of the Association pursuant to Rule 4.3.
- (b) The office-bearers of the association are to be:
  - (i) President
  - (ii) Vice-president
  - (iii) Secretary

- (iv) Treasurer
  - (v) Editor
  - (vi) any additional office-bearers created and appointed by the Committee from time to time, in their absolute discretion.
- (c) An ordinary member of the Association is, subject to these rules, permitted to hold up to, but no more than, 2 offices concurrently.
  - (d) The same member may not, except as otherwise provided by these rules, concurrently hold the office of President and Secretary or Treasurer.
  - (e) No two (2) members from a Family Membership or members related by birth, marriage or in a de-facto relationship, are to hold the offices of President, Secretary or Treasurer concurrently.
  - (f) Each member of the Committee is, subject to these rules, to hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
  - (g) In the event of a casual vacancy occurring in the membership of the Committee, an election for a replacement Committee member shall take place during a General Meeting of the Association. The member elected to the vacant position on the Committee shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment. Should the General Meeting be unable to elect a replacement, the Committee may appoint a member of the Association to fill the vacant position. The member appointed to the vacant position on the Committee shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

### **4.3 Election of Committee Members**

- (a) Election of the Office Bearers of the Association shall be conducted during the Annual General Meeting, with the exception of casual vacancies which shall be handled in accordance with Rule 4.2 (g).
- (b) The Presiding Member shall call for nominations of candidates for election as Office Bearers of the Association from the members in attendance at the meeting. Additionally, nominations of candidates for election as Office Bearers of the Association may be received by Form of Proxy, subject that the nominated candidate, the endorsement being witnessed by a neutral third party, endorses such Proxy. Proxies for nominations of candidates for election as Office Bearers of the Association must be received no less than 14 days prior to the commencement of the Annual General Meeting.
- (c) Only current members of the Association are eligible for nomination and/or election as Office Bearers of the Association.
- (d) If insufficient nominations are received, any vacant positions on the Committee shall be deemed to be casual vacancies and will be handled in accordance with Rule 4.2 (g).
- (e) The ballot for the election of Office-Bearers of the Committee shall be conducted in such usual and proper manner as the Committee may direct.

### **4.4 Committee Member Duties**

#### **All Committee Members**

All members of the Committee shall, as soon as practicable after being appointed or elected to the Committee, lodge with the Public Officer of the Association notice of his or her full name and address. All and each member to the Committee shall assist all and each Committee member in the successful execution of their respective duties as and when such assistance is requested.

## **President**

The President of the Association shall act as presiding member during all meetings of the Association and meetings of the Committee of the Association. The President will also be ex-officio chairman of all Sub-Committees.

## **Vice President**

The Vice President shall act in the capacity of President during the Presidents absence during meetings of the Association or meetings of the Committee of the Association. The Vice President shall also act as co-ordinator of events and activities conducted by the Association.

## **Secretary**

It is the duty of the Secretary to:

- (a) Keep minutes of all appointments and elections of Office Bearers of the Committee.
- (b) Keep minutes of the names of members of the Committee present at Committee meetings and general meetings of the Association.
- (c) Keep minutes of the proceedings of all Committee meetings and general meetings of the Association.
- (d) Maintain Club files and handle general Club correspondence.

## **Treasurer**

It is the duty of the treasurer of the Association to ensure that:

- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made.
- (b) correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.
- (c) the financial records of the Association are made available to the Committee at any such time as may be determined by them.
- (d) the financial records are independently verified at least annually.
- (e) financial records are delivered to the Chairperson at each annual general meeting in accordance with section 26 (6) of *the Act*.

## **Editor**

The Editor is to produce and maintain a Club magazine, whether in printed or electronic format, and make such Club magazine available to all financial members bi-monthly, as a minimum.

## **4.5 Casual Committee Vacancies**

For the purposes of these Rules, a casual vacancy in the office of a member of the Committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the Association, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) is prohibited from holding the position, whether by appointment or authority, of director or officer of a company, co-operative or association by the Australian Securities and Investment Commission or any other such regulatory authority, or
- (e) resigns office by notice in writing given to the Secretary, or
- (f) is removed from office in accordance with Rule 4.6, or

- (g) is absent without the consent of the Committee from two (2) consecutive meetings.

#### **4.6 Removal of Committee Member**

- (a) The Association, in General Meeting, may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office. Such removal shall be deemed to result in the existence of a casual vacancy in the Committee and shall be handled in accordance with Rule 4.2 (g).
- (b) If a member of the Committee to whom a proposed resolution referred to in Rule 4.6 (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

#### **4.7 Committee Meetings and Quorum**

- (a) The Committee shall meet at least 3 times in each period of 12 months at such place and such time as the Committee may determine.
- (b) Additional meetings of the Committee may be convened by the President or by any members of the Committee.
- (c) Oral or written notice of a meeting of the Committee shall be given, by any means whatsoever, by the secretary on each member of the committee at least 48 hours, or such other period as may be unanimously agreed on by the members of the Committee, before the time appointed for the holding of the meeting.
- (d) Notice of a meeting given under Rule 4.7 (c) shall specify the general nature of the business to be transacted at the meeting and no business, other than that business, is to be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- (e) Subject to clause 4.9 (b), any 3 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (f) No business is to be transacted by the Committee unless a quorum is present. If, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting stands adjourned to such other time and place, no later than 14 days following the time of adjournment, as is agreed unanimously by the members of the Committee.
- (g) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (h) At a meeting of the Committee:
  - (i) the President or, in the President's absence, the Vice-President is to preside, or
  - (ii) if the President and the Vice-President are absent or unwilling to act, one of the remaining office bearers of the Committee, as may be chosen by the members at the meeting, shall preside.

#### **4.8 Committee Delegation to Sub-Committee**

- (a) The Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
  - (i) this power of delegation, and
  - (ii) a function that is a duty imposed on the Committee by *the Act* or by any other law.

- (b) A Sub-Committee may, in accordance with the terms of the delegation while the delegation remains unrevoked, exercise a function, the exercise of which has been delegated to the Sub-Committee under this Rule from time to time.
- (c) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Despite any delegation under this Rule, the Committee may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Committee.
- (f) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- (g) The Committee may, in its absolute discretion, revoke any decision and undo any act or thing done or suffered by any Sub-Committee.
- (h) A Sub-Committee may meet and adjourn, as it thinks proper.

#### **4.9 Voting and Decisions**

- (a) Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting, provided a quorum is so present.
- (b) A Sub-Committee quorum is present when at least 50% of the members, being not less than two of the members, of the Sub-Committee are present.
- (c) Each member present at a meeting of the Committee or of any Sub-Committee appointed by the Committee (including the person presiding at the meeting), irrespective of the number of offices held, is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (d) Subject to Rule 4.7 (e), the Committee may act notwithstanding any vacancy on the Committee.
- (e) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.
- (f) Prior to the enactment of any decision or thing by a Sub-Committee, the Committee may revoke such decision or undo such thing, subject to a meeting of the Committee in accordance with Rule 4.7.
- (g) Except as otherwise provided by these Rules, no individual member of the Committee or a Sub-Committee may enter into any arrangement, agreement or contract whatsoever that has the effect of creating an obligation or liability for and on behalf of the Association.

## **Part 5 Meetings**

### **5.1 Annual General Meeting**

#### **5.1.1 Holding of Annual General Meeting**

- (a) With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each membership year and within the period of 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.



- (b) The Association shall hold its first annual general meeting:
  - (i) within the period of 18 months after its incorporation under *the Act*, and
  - (ii) within the period of 2 months after the expiration of the first financial year of the Association.
- (c) Clauses (a) and (b) of this Rule have effect subject to any extension or permission granted by the Director-General under section 26 (3) of *the Act*.

### **5.1.2 Calling of and Business at Annual General Meeting**

- (a) The Annual General Meeting of the Association shall, subject to *the Act* and to Rule 5.1.1, be convened on such date and at such place and time as the Committee may determine.
- (b) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
  - (i) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
  - (ii) to receive from the Committee reports on the activities of the Association during the last preceding financial year,
  - (iii) to elect Office-Bearers of the Association and other Association representatives,
  - (iv) to receive and consider the financial statement which is required to be submitted to members pursuant to section 26 (6) of *the Act*.
- (c) An Annual General Meeting shall be specified as such in the notice convening it.

### **5.1.3 Notification of Annual General Meeting**

- (a) The Secretary shall cause a notice in writing to be sent to all members of the Association, at the members address appearing in the register of members, stating:
  - (i) The date, time and place of the Annual General Meeting.
  - (ii) The business to be transacted during the meeting.
- (b) Such notice shall be sent no later than 14 days prior to the date fixed for the holding of the Annual General Meeting.

## **5.2 Special General Meeting**

### **5.2.1 Calling of Special General Meeting**

- (a) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (b) The Committee shall, on the requisition in writing of at least 3 members or 10% of the total members who are eligible to vote, whichever is the greater number, convene a Special General Meeting of the Association.
- (c) The Special General Meeting must be convened within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary.
- (d) If the Committee fails to convene a Special General Meeting within the time specified in clause (c), any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- (e) A requisition of members for a Special General Meeting:
  - (i) must state the purpose or purposes of the meeting, and
  - (ii) must be signed by the members making the requisition, and
  - (iii) must be lodged with the Secretary, and
  - (iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

- (f) A Special General Meeting convened by a member or members as referred to in Rule 5.2.1 (d) must be convened as nearly as is practicable in the same manner as General meetings are convened by the Committee and any member who thereby incurs expenses is entitled to be reimbursed by the Association for any expense so incurred, in accordance with Rule 6.2.2 (d).

### **5.2.2 Notification of Special General Meeting**

- (a) The Secretary shall cause a notice in writing to be sent to all members of the Association, at the members address appearing in the register of members, stating:
  - (i) The date, time and place of the Special General Meeting.
  - (ii) The business to be transacted during the meeting.
- (b) Such notice shall be sent no later than 14 days prior to the date fixed for the holding of the Special General Meeting.
- (c) Where the nature of the business proposed to be dealt with at the Special General Meeting requires a special resolution of the Association, the Secretary shall include, with the notice of meeting, a copy of the resolution to be resolved at the meeting along with copies of any documents submitted with the resolution.
- (d) No business, other than that specified in the notice of meeting, shall be transacted at the Special General Meeting.

## **5.3 General Meeting**

### **5.3.1 Types of General Meetings**

Two types of general meeting may be called by the Committee, these are:

- (a) Business Meeting - The procedure of a business meeting will be in accordance with Rule 5.3.2.
- (b) Activity Meeting – The procedure of activity meetings will be determined by the Committee as it sees fit. There is no requirement for minutes to be kept of the procedure of an activity meeting. The Secretary will record the meeting, in the Minutes Register, as an activity meeting.

### **5.3.2 Holding of General Meetings**

- (a) Five members, or 20% of the members of the Association, whichever is the greater, present in person, being members entitled under the Rules to vote at a general meeting, constitute a quorum for the transaction of business at a general meeting.
- (b) No item of business shall be transacted at a general meeting unless a quorum, as defined in Rule 5.3.2 (a), is present during the time the meeting is considering that item.
- (c) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the Committee may, at its discretion, adjourn the general meeting to the same day of the following week at the same time and the same place.
- (d) If, at the adjourned meeting, a quorum is not present within half an hour after the appointed time for the commencement of the meeting, the members present, being not less than three members and being members entitled under the Rules to vote at a general meeting, shall constitute a quorum.

## **5.4 Presiding Member at Meetings**

- (a) The President or, in the President's absence, the Vice-President, shall preside as chairperson at all meetings of the Association.
- (b) If the President and the Vice-President are absent or unwilling to act, the members present shall elect one of the remaining office bearers to preside as chairperson at the meeting.

## **5.5 Adjournment of Meetings**

- (a) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in Rules 5.5 (a) and (b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **5.6 Making Decisions at Meetings**

- (a) A question arising at a meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour for or against that resolution.
- (b) At a meeting of the Association, a poll may be demanded by the chairperson or by not less than 3 members, being members entitled to vote at a general meeting, present in person or by proxy at the meeting.
- (c) Where a poll is demanded at a meeting, the poll must be taken;
  - (i) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - (ii) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,

and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

## **5.7 Special Resolution**

A resolution of the Association is a special resolution:

- (a) if it is passed by a majority which comprises not less than three-quarters of members, being members entitled under the Rules to vote at a General Meeting of the Association, vote in person or by proxy at a General Meeting of which not less than 14 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules, or
- (b) where it is made to appear to the Director-General that it is not possible or practicable for the resolution to be passed in the manner specified in Rule 5.7 (a), the resolution is passed in a manner specified by the Director-General.

## **5.8 Voting**

- (a) Upon any question arising at a meeting of the Association a member, being a member entitled under the Rules to vote at a general meeting of the Association, has one vote only.
- (b) All votes must be given personally or by proxy but no member may hold more than 3 proxies.
- (c) In the case of an equality of votes on a question at a meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A member or proxy is not entitled to vote at any meeting of the Association unless all money due and payable, by the member or proxy, to the Association has been paid, other than the amount of the annual subscription payable, in respect of the then current membership year, not yet due.

## **5.9 Appointment of Proxies**

- (a) Each member is entitled to appoint another member as proxy by notice given to the Secretary not less than 48 hours before the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy is to be in the form set out in Appendix A2 to these rules, or such other form as the committee may determine from time to time.

## **Part 6 Miscellaneous**

### **6.1 Insurance**

- (a) The Association shall elect and maintain insurance pursuant to Section 44 of *the Act*, through a generally recognised and reputable provider.
- (b) In addition to the insurance required under Rule 6.1 (a), the Association may elect and maintain other insurance, through a generally recognised and reputable provider.

### **6.2 Funds**

#### **6.2.1 Sourcing of Funds**

- (a) The funds of the Association may be derived from administration joining fees, annual subscriptions of members, donations and such other lawful sources as the Committee determine.
- (b) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

#### **6.2.2 Management of Funds**

- (a) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account(s) in an appropriate institution.
- (b) Subject to any resolution passed by the Association in a meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Committee determines.
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 of the President, Vice-President, Secretary or Treasurer of the Association. Where any two of these members are from the same membership one will relinquish their signatory right and the Committee will appoint another member of the Committee as the replacement signatory.
- (d) No officer or member of the Club shall be deemed an employee, contractor or service provider of, to or for the Club and no payment shall be made by the Club to any officer or member except as bona fide compensation for services rendered or in the reimbursement of approved expenditure as allowed for in these Rules.

#### **6.2.3 Use of Funds**

The assets and income of the Association shall be applied solely in the furtherance of its aforementioned objectives and no portion shall be distributed directly or indirectly to the members of the Association, other than is allowed for in Rule 6.2.2 (d).

### **6.3 Public Officer**

The Public Officer of the Association may be appointed by the Committee from time to time as the Committee sees fit. Upon appointment the incoming Public Officer shall comply with *the Act* with regards to notification to the Commission of the change of Public Officer.

#### **6.4 Alteration of Object and Rules**

The statement of Objects and these Rules may be altered, rescinded or added to only by a special resolution of the Association. When the statement of Objects and these Rules are altered, rescinded or added to, such alteration, rescission or addition shall be notified to the commission as required by *the Act*.

#### **6.5 Common Seal**

- (a) The Association may execute documents under seal.
- (b) The Common Seal of the Association shall be kept in the custody of the public officer.
- (c) The Common Seal shall not be affixed to any instrument except by the authority of the Committee. The affixing of the Common Seal shall be attested by the signatures either of 2 members of the Committee, or by 1 member of the Committee and of the public officer.

#### **6.6 Custody of Books etc.**

Except as otherwise provided by these Rules, the public officer shall keep in his or her custody or under his or her control all books, records and other documents relating to the Association

#### **6.7 Maintaining Books.**

Any books required under these Rules to be kept by the Association, may be kept in paper or electronic form provided that, if kept in electronic form, they are capable of being inspected and reproduced in accordance with these Rules and *the Law*.

#### **6.8 Inspection of Books.**

The books, records and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

#### **6.9 Service of Notice.**

- (a) For the purpose of these rules, a notice may be served by on behalf of the Association upon a member either:
  - (i) by delivering it to the person personally, or
  - (ii) by sending it by pre-paid post to the address of the person, or
  - (iii) by sending it by some form of electronic transmission to an address specified by the person for giving or serving the notice.
- (b) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - (i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (iii) in the case of a notice sent by some form of electronic transmission, on the date it was sent, or if the machine from which it was sent produces a report indicating that the notice was sent on a later date, on that date.

#### **6.10 Association Property.**

- (a) All property of the Club will remain the sole property of the Association and may not be sold, transferred or otherwise disposed of, except on a commercial basis and with the express consent of the Committee.

- (b) Property of the Club, retained for the time being by any member, must be returned to the Club upon the request of any member of the Committee or upon the cessation of membership of the member.
- (c) Members shall be responsible for Club property and will be liable for any reasonable repair or replacement costs, as determined by the Committee, incurred by their use of such property.

#### **6.11 Dissolution of the Association.**

- (a) the Association may only be dissolved by special resolution, or in such other manner as permitted or required by *the Law*.
- (b) upon passing of a special resolution to dissolve the Association, the Committee must cause the realisation of all assets and discharge of all liabilities of the Association and distribute the remaining balance of funds, if any, between the registered charities, four wheel drive clubs or Associations such as the Committee may decide.

#### **6.12 Visitors.**

- (a) Prior to a visitor or an invited guest being allowed to participate in an Association's activities or event, permission must be obtained from the Committee allowing that visitor to participate in that activity or event. Permission may be granted on the basis that the permission may be revoked at any time at the discretion of the Committee or a person nominated by the Committee.
- (b) All visitors shall abide by the Rules, By-Laws and procedures of the Association whilst participating in Association activities and events.
- (c) Visitors may, at the discretion of the Committee, be limited to a maximum of three (3) activities or events of the Association before being required to submit for nomination for membership to the Association, in accordance with Rule 3.14 (a.vii).

#### **6.13 Trip, Outing and Activity Organisation.**

- (a) All Association's trips, outings and activities shall be co-ordinated by the Vice-President of the Association, or by such office bearer as may be created by the Committee from time to time.
- (b) At the commencement of each trip, outing or activity all participants will be issued with specific procedures, which will be used as a guide during the trip, outing or activity. All participants will abide by these procedures during their participation in the trip, outing or activity.
- (c) The Committee will appoint or nominate a member who will control the operation of a trip, outing or activity. For the duration of the trip, outing or activity this member will be the Committee's nominated or appointed person and will have rights and may exercise those rights in accordance and as defined by these Rules.



APPLICATION FOR MEMBERSHIP/RENEWAL
BREAKAWAY OFFROAD 4x4 CLUB ASSOCIATION INC.

Incorporated under the Queensland Associations Incorporation Act 1981.

I/we,.....
(full name of applicant/s)

of.....
(address & post code)

Contact Details Home Phone:-.....
Mobile:-.....
Email:-.....

..... hereby apply to become an
(occupation - optional)

Membership Type:-

- Individual Member [ ] (Prescribed Fee, incl. of Insurance and FWD Qld fees)
Family Member [ ] (Prescribed Fee, incl. of Insurance and FWD Qld fees)

In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

..... (Signature of applicant)
..... (Date)

Vehicle Make ..... Model.....

Year of Manufacture..... Registration No.....

Office Use:
Membership approved, for and on behalf of the committee:
..... (Membership Number) ..... (Date Registered) ..... (Receipt Number)
..... (Signature of Secretary/President) ..... (Date)

