



THE JACKAROO FOUR WHEEL DRIVE CLUB OF AUSTRALIA INCORPORATED BY-LAWS

Revision Date 31 August 2008

Preamble

Rule 13(d) of the Constitution requires the Management Committee to draw up any rules and by-laws necessary for the good conduct of the Club and its members.

By-laws are internal to the Club and may be written or amended without affecting the wording of the Constitution. However the Constitution requires us to make provision for dealing with actions prejudicial to the Club. Failure to comply with these By-laws could be so interpreted and lead to withdrawal of membership.

The By-laws presented here are to be seen primarily as guidelines for the conduct of the Club and its members. It is important for us, as four-wheel drivers, to be seen to act responsibly within the Club and towards the general public. This applies both to personal behaviour and to engaging in Club activities in an organised, demonstrably safe and inoffensive manner.

Acceptance of these By-laws will benefit all members and increase their enjoyment of Club events.

By-laws

1 General Conduct

- 1.1 Members represent the Jackaroo Club and the four-wheel drive movement in general. They should conduct themselves at all times, and particularly in public, with decorum and in a responsible manner
- 1.2 Children in the custody of members should be restrained from acting in a manner likely to cause annoyance or offence to members, visitors or the public
- 1.3 Every courtesy will be extended to other road users and aid or assistance will be offered whenever necessary
- 1.4 Confrontation with landowners, officials, and members of the public who may object to our legitimate presence should be avoided
- 1.5 Visitors interested in joining the Club are welcome to attend Club meetings and trips and are expected to observe the Club's standards of behaviour

2 Club Trips

- 2.1 Details of forthcoming Club trips will be advertised in the Club Newsletter as follows
 - Date of trip
 - Destination and indication of route
 - Approximate distance and recommended fuel requirements
 - Vehicle recovery and radio equipment to be carried
 - Vehicle number limitation if applicable
 - Special restrictions or instructions
 - Trip standard - degree of difficulty
 - Name and telephone number of the Trip Leader
 - Time for confirming participation to the Trip Leader

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- 2.2 Members are required to advise the Trip Leader within the stipulated time when they will be told the rendezvous point and time of assembly.
- 2.3 The last member to arrive at the rendezvous writes a trip report for the Newsletter, except that if all arrive before the appointed time the reporter will be chosen by a simple lottery.
- 2.4 Visitors are expected to observe these By-laws. It is their host's responsibility so to advise them
- 2.5 Convoy Rules will be observed at all times.
- 2.6 No firearms or other offensive weapons are permitted on Club trips.
- 2.7 No alcohol is to be consumed on Club trips except in moderation at lunch breaks or at overnight camping stops where no driving is involved.
- 2.8 Dogs are not permitted on Club trips where there is a possibility of the route entering a National Park. Dogs are otherwise permitted if properly controlled, local regulations observed and private property owners' wishes respected.
- 2.9 A minimum of third party property vehicle insurance is necessary for participation in club trips.

3 Trip Leader

- 3.1 The Trip Leader is in complete charge for the duration of the trip
- 3.2 The Trip Leader may refuse permission for a member or visitor to join a Club trip if:
 - The number of vehicles is too large for effective management.
 - A vehicle is not suitable for the intended route.
 - The experience of the driver is inadequate.
 - Recovery and radio equipment is not as required.
 - Advance notice of intended participation has not been given.
 - A visitor has not been made aware of the relevant By-laws.

In all such matters the decision of the Trip Leader is final

- 3.3 The Trip Leader will determine the route to be followed and will provide any necessary advice and assistance to individual members.
- 3.4 The Trip Leader will direct vehicle recovery operations personally or by delegation. It is important that only one person is in charge during such operations.
- 3.5 The Trip Leader will appoint a member as "Tail-End Charlie" (TEC) to bring up the rear of the convoy and advise the Trip leader of its progress.

4 Convoy Rules

- 4.1 Normal Road Rules apply at all times, both on and off gazetted roads.

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- 4.2 Allow adequate distance between your vehicle and the one in front to permit other road users to overtake in safety.
- 4.3 Keep your position in the convoy whenever possible. If you lose your position, restore it when it is safe to do so, or advise your new position to the Trip Leader.
- 4.4 Be constantly aware of the vehicles immediately in front of and behind you, and of their positions relative to your own.
- 4.5 At significant intersections, and whenever there is doubt of the route, wait until you are sure that the driver of the following vehicle has understood your intentions.
- 4.6 Keep a safe distance from the vehicle in front. Be particularly aware of the special conditions imposed by wet brakes, muddy surfaces and heavy dust (obscured visibility).
- 4.7 When approaching potential hazards (steep ascents, creek crossings etc.) wait until the preceding vehicle is clear and has indicated that it is safe to proceed.
- 4.8 When fording a river only one vehicle is to be in the water at a time. Avoid depositing water on the exit ramp. Dry out brakes at the earliest opportunity.
- 4.9 The driver of a vehicle is solely responsible for accounting for all its passengers before resuming after a stop.
- 4.10 No vehicle shall leave the convoy without the permission of the Trip Leader, who will make any necessary arrangements.
- 4.11 All vehicles must keep to formed tracks whilst in the bush only leaving them at the direction of the Trip Leader to by-pass an obstruction or to enter a camping or picnic area.
- 4.12 All gates must be left as found. The Trip Leader will advise the last member of the convoy of the status of any gate he has passed and if he has opened it. The last member of the convoy is responsible for closing an opened gate and advising the trip Leader accordingly. The gate must not be left unattended if livestock are present but passage must be blocked to them until the next vehicle arrives.
- 4.13 Use the radio to warn others if you are making an unscheduled stop. In the absence of radio contact headlight flashing may be used to attract the attention of the vehicle in front. If the vehicle behind you flashes its headlights stop to ascertain the reason. The driver of the halted vehicle must inform the Trip leader of any such interruptions to the progress of the convoy and of the circumstances.
- 4.14 The Trip Leader may decide either before or during the trip to adopt the "rolling convoy" system, and he will so advise the members of the convoy. All the above Convoy Rules apply except that :
 - 4.14.1 In Rule 4.4 the responsibility for marking the route will be delegated by the Trip Leader to the member immediately following him at the time. This member's vehicle will wait in a prominent position and will rejoin the convoy immediately ahead of the appointed TEC.
 - 4.14.2 In Rule 4.12 an opened gate will be treated as a route marker at the discretion of the Trip Leader. The member delegated to mark the gate is responsible for blocking the gate to livestock until the convoy has passed through and will then rejoin the convoy as above.

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5 Use of Radios

- 5.1 VHF (27 MHz) and / or UHF (477 MHz) CB radios, fixed or portable, shall preferably be carried in all vehicles.
- 5.2 The Trip Leader will advise what channels are to be used for each trip and will confirm contact with members individually before starting. The channels may be changed by the Trip Leader during the trip and contact will then be reconfirmed.
- 5.3 Basic CB radio protocols will be observed at all times.
- 5.4 When making a call announce your name and that of the person you are calling, who should then confirm the radio contact.
- 5.5 Keep messages short as others may want to use the channel.
- 5.6 Do not attempt to transmit ("over-miking") when the channel is in use as this will blank out the channel. Wait until the message on air has been completed.
- 5.7 Do not allow radios to be used irresponsibly.

6 Code of Ethics

The Code of Ethics issued by the Australian National Four Wheel Drive Council (reproduced below) will be observed at all times.

- 6.1 Obey the laws and regulations for Recreational Vehicles that apply to public lands.
- 6.2 Respect the cultural, heritage and environmental values of public/private land, by obeying restrictions that may apply.
- 6.3 Respect our flora and fauna. Stop and look, but never disturb.
- 6.4 Keep to formed vehicle tracks.
- 6.5 Keep the environment clean. Carry your own, and any other, rubbish out.
- 6.6 Keep your vehicle mechanically sound and clean to reduce the environmental impact.
- 6.7 Adopt minimal impact camping and driving practices.
- 6.8 Seek permission before driving on private land. Do not disturb livestock or watering points, leave gates as found.
- 6.9 Take adequate water, food, fuel, basic spares and a first aid kit on trips. In remote areas travel with another vehicle and have Royal Flying Doctor Service, or equivalent, radio contact.
- 6.10 Enjoy your recreation and respect the rights of others.
- 6.11 Plan ahead and lodge trip details with a responsible person.
- 6.12 Support four-wheel drive touring as a responsible and legitimate family recreational activity. Consider joining an affiliated four-wheel drive Club.

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7 Administration

- 7.1 At the first meeting of the Management Committee after the Annual General Meeting these matters will be reviewed and resolved :
- 7.1.1 Appointment of the Public Officer.
 - 7.1.2 Custody of the Club's financial records.
 - 7.1.3 Appointment of a Webmaster.
 - 7.1.4 Appointment of a Social Coordinator (if position vacant).
 - 7.1.5 Determination of what, if any, insurance shall be taken out by the club to provide reasonable protection to its Members, the Committee and Officers.
- 7.2 At least annually the Management Committee shall review the following:
- 7.2.1 Reimbursement of travelling expenses of the State Delegates attending 4WD Association meetings, which are currently:
 - (a) applicable to travel beyond Wollongong, Newcastle or Lithgow.
 - (b) restricted to fuel costs only and upon presentation of receipts.
 - (c) limited to a total of \$100 for each Delegate for each attendance.
 - (d) submitted using the club's approved expense claim form (see also 7.2.3).
 - 7.2.2 Reimbursement of travelling expenses for club members conducting an recce activities where:
 - (a) the recce is performed in agreement with the Trip Coordinator,
 - (b) the recce is into an area with no current trip notes, for the purposes of preparing for future club trips,
 - (c) detailed trip notes are provided to the Trip Coordinator,
 - (d) maximum reimbursement is \$100 per vehicle (to a maximum of two vehicles) per recce,
 - (e) the expense claim is submitted using the club's approved recce expense claim form.
 - 7.2.3 Reimbursement of other expenses incurred by club members on behalf of the club, e.g. catering, raffle prizes, photocopying, etc. Currently such expenses are reimbursed upon the submission of an approved club expense claim form which is signed and dated by the claimant.
Reimbursement of expenses may be delayed and written substantiation requested if an expense item is not accompanied by a vendor's receipt or tax invoice.
 - 7.2.4 The maximum amount of expenditure which can be authorised by any two of the executive committee without requiring management committee approval. Currently this amount is set at \$200.

8 Officers of the Club

The Officers of the Club have the following responsibilities and duties additional to those defined in the Constitution:

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- 8.1 The President will personally or by delegation:
- (a) chair all meetings of the Club and Management Committee and of the Annual General Meeting up until the election of officers.
 - (b) prepare a monthly editorial for the Newsletter.
 - (c) present the President's report at the AGM.
 - (d) guide the operations and activities of the Club.
- 8.2 The Vice President(s) will assist the President in these duties.
- 8.3 The Treasurer will:
- (a) present a financial statement at Management Committee and monthly Club meetings.
 - (b) present an audited financial report at the AGM.
 - (c) Review the Club's Income Tax status before the end of each Financial Year, prepare all the relevant documents required by the ATO and submit them after approval by the Management Committee.
- 8.4 The Secretary will:
- (a) keep minutes of all Management Committee meetings, business conducted at general and special Club meetings and at the AGM.
 - (b) prepare and present a report at the AGM.
 - (c) keep the Register of Club Members and maintain the attendance record book.
 - (d) process all ingoing and outgoing correspondence.
 - (e) arrange for the distribution of the Newsletter.
- 8.5 The Trip Coordinator will:
- (a) organise and coordinate Club trips.
 - (b) provide monthly trip programmes to the Management Committee and Newsletter Editor.
 - (c) appoint Trip Leaders and ensure that they have the training and/or experience to carry out the duties of By-law 3.0 effectively and safely.
 - (d) keep a record of trips carried out by the Club.
 - (e) control the Club's map collection, recovery gear and portable CB radios.
 - (f) ensure that a first-aid kit and appropriate recovery gear are carried on every trip.
- 8.6 The Public Relations Officer will:
- (a) provide and / or organise Club publicity material.
 - (b) arrange guest speakers or other events for the Club's monthly meetings.
 - (c) control the Club's videotape collection.
 - (d) negotiate advertising for the Newsletter and discounts for members.
- 8.7 The Training Officer will:
- (a) arrange theoretical and practical training in four wheel driving skills.
 - (b) arrange theoretical and practical map-reading courses.
- 8.8 The Technical Officer will:

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- (a) provide information on servicing, mechanical problems, modifications, lubricants and other technical matters.
 - (b) Liaise with the Jackaroo manufacturer's representatives.
- 8.9 The Equipment Trustee will:
- (a) arrange for the storage of Club equipment and keep an inventory.
 - (b) arrange for the hire and return of equipment ensuring that it is returned in good condition and any damage made good or paid for.
- 8.10 The Newsletter Editor will
- (a) produce the monthly Newsletter including typing and printing.
 - (b) obtain input to the Newsletter from officers, members or other sources.
- 8.11 The Public Officer will:
- (a) keep in safe custody the books, documents and securities of the Club.
 - (b) hold the Common Seal of the Club.
 - (c) make returns as required to the Department of Fair Trading.
- 8.12 The Delegates to the RFWDC and to its regional council will attend their periodic meetings and report the proceedings to the Management Committee and to the members.
- 8.13 The Environment Officer will bring to the attention of members any matters concerning the Environment, especially where some specific action may be required by them.
- 8.14 The Insurance Officer will advise details of the ANFWDC insurance scheme to members and assist them in securing quotations.
- 8.15 The Fund Raising Officer will raise money for Club funds by organising raffles of purchased or donated items and by other approved means.
- 8.16 The Social Coordinator will promote social gathering of the club members, ensuring that any such gatherings do not clash with other club activities and are published in the club newsletter and website.

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