

VICTORIAN MOUNTAIN TRAMPING CLUB INCORPORATED

Bye-laws (Rules of the Association)

1 CONDUCT OF PARTICIPANTS ON ASSOCIATION ACTIVITIES

1.1 Participants should take all possible measures to protect the environment. These measures include taking out of rubbish, appropriate sanitation and compliance with current fire regulations. In particular, total fire bans in any relevant district must be complied with.

1.2 Participants should refrain from conduct and language that may offend other people.

1.3 No participant should leave the party without first informing the leader. In such cases, the leader ceases to have any responsibility regarding that member.

1.4 Participants wishing to temporarily leave the Club party should first gain the agreement of the leader.

1.5 Participants shall at all times respect the leader's role and carry out all reasonable requests of the leader.

1.6 Participants are expected to make Temporary Members welcome and to give any reasonable assistance to other members of the party as the need arises.

1.7 Participants are expected to ascertain that they are properly equipped to complete the trip, with suitable clothing and footwear and a basic first aid kit including a snakebite bandage.

1.8 Participants should ensure that they have sufficient food and water for the trip, plus sufficient extra food to cover any reasonable delay.

1.9 Participants should endeavour to ensure that the activity is within their capabilities, through discussions with the leader and other club members.

1.10 Participants must ensure they have medication and supplies for existing medical conditions.

1.11 Participants should notify the leader of any medical condition which could limit their participation in the activity.

2 ASSOCIATION ACTIVITIES

2.1 Members wishing to participate in an Association Activity should register their names and other details in the Calendar Event on the VMTC website, and contact the leader directly.

2.2 Applicants for Temporary Membership should contact the leader directly. The leader must then register their name, address and telephone number, plus emergency contact details, in the Calendar Event. This information is required for emergency purposes.

2.3 Members and Probationary Members shall be given preference for Association Activities up to eight days before the Friday preceding the trip.

2.4 If the costs of an Association Activity are to be paid in the name of the Club ("Booked Association Activity"). Bookings must reach the leader at least 14 days in advance accompanied by the nominated deposit.

2.5 If a booking for a Booked Association Activity is cancelled within seven days of the event, no refund will be made unless the resulting vacancy can be filled. Persons who pay a deposit and

fail to attend the trip forfeits their deposit.

2.6 Persons sharing their cars may make prior arrangements for sharing costs. In the absence of any other prior agreement, the standard and maximum payment shall be one-and-a-half times the cost of petrol, divided by the number of persons in the vehicle.

2.7 Persons who are not Members or Probationary Members of the Club are welcome to participate in Association Activities and will be admitted as Temporary Members for the duration of the trip, on filling out and signing 'Walks Report Number 1 (WR1), and paying the stipulated fee. This provision enables persons to complete an Association Activity in order to become eligible to apply for Probationary Membership in accordance with Section 3(4)(a) of the Rules of the Association.

2.8 Temporary Members shall conduct themselves in accordance with the rules and Bye-laws (Rules of the Association) which apply to Members and Probationary Members of the Club.

2.9 No animals or pets may be taken on Club trips.

2.10 A minimum of four persons is required for an official Club trip.

2.11 Participation of children shall be at the leader's discretion.

3 LEADERS' DUTIES

3.1 Information

3.1.1 The leader should read the Bye-Laws (Rules of the Association) as reviewed and approved by the Committee from time to time.

3.2 Planning

3.2.1 The Program of Activities is compiled by the Walks Secretary. Potential leaders should offer suggestions to the Walks Secretary in person, by email or phone. The program is then developed by the Walks Secretary and offered for preview to leaders and members of the VMTC committee prior to its approval by the committee.

3.2.2 New ideas are welcome. New leaders may like to seek advice from other members, or make use of track notes on the club web site or in a folder located in the clubrooms.

3.2.3 Trips should be planned so that they can be completed safely and in the time allotted. This can be achieved by a prior reconnoitre of the route, by the study of maps and/or track notes, and by consultation with other people.

3.2.4 Prior permission must be obtained to cross private property.

3.2.5 The VMTC aims to eliminate or minimise any risks to the health, safety and well-being of participants. Leaders should be able to identify hazards which have the potential to cause harm, assess the actual risk and its severity, and formulate ways in which the risks can be reduced. For example, if the trip will traverse ideal snake habitat, full length gaiters should be worn. A check should be made to ensure snakebite bandages are carried and that a member of the party has the skill to apply them. In some cases, the risks may be so high that some locations are avoided.

Other examples of hazards are:

- Animals and insects
- Fires – wildfire, campfires, fire in huts, stoves, candles
- Falling trees in bushfire affected areas

- Weather extremes – heat, cold, wind, rain, snow, lightning
- Lack of water
- Flooded rivers, high tides, high waves
- Extremes of terrain – steepness, unstable rocks, thick scrub
- Inadequate clothing and gear
- Transport – adverse conditions, driver fatigue

3.3 Preparation

3.3.1 Trip details should be written up in a trip preview for *Trampalong*. This promotes the trip and gives members an idea of what to expect and whether they are capable of completing it.

3.3.2 Trip details, copied from the trip preview, should be entered as a New Event in the Calendar on the VMTC website. For detailed instructions, refer to “Booking Online – Add New Event”.

3.3.3 The trip preview should include such information as:

- Date and location of trip
- Leader’s name, phone and email (if available)
- Rendezvous – time and place
- Maps to be used
- Standard: the gradings below are given as examples only. ‘Easy’, ‘medium-hard’ etc should be supplemented by the leader’s description of why the grading is given.
 - Easy: mainly on tracks, with few climbs and descents. Suitable for most people in good health. Walking time four to five hours, distance up to 15 kilometres per day.
 - Medium: moderate climbs and descents, on and/or off track in open or forest areas. Suitable for fit people with experience. Walking time five to six hours, distance up to 20 kilometres per day.
 - Hard: hard consistent walking, moderate or longer climbs and descents, on and/or off track in medium scrub or forest areas. May include rough terrain. May include sections exposed to bad weather (blizzards, etc). Walking time six to eight hours, distance can be 20 kilometres or more per day.
 - Very hard: very hard consistent walking in difficult terrain, few rests, thick scrub, alpine or desert areas. Walking time eight to 12 hours.
 - Alpine: subject to severe changes in weather without warning: must be prepared for snow, blizzards and below zero temperatures even in summer.
- Special transport arrangements, including availability of fuel
- Any financial arrangements or fees (see below)
- Special requirements, eg long trousers, warm clothing, fuel stove only, camping fees, water
- Attractions and features of the trip
- Any circumstances under which the trip may be altered or cancelled

3.3.4 The leader can put an upper or lower limit on the number of participants for a trip, but the minimum number for a club trip is four.

3.3.5 Leaders should make themselves available by telephone or email prior to the trip to discuss details and assess prospective participants.

3.3.6 The leader should be satisfied as to the fitness and the adequacy of the equipment of people who wish to participate. This may be done by consulting the person concerned or other members of the club. The membership secretary can provide details of other trips and leaders who have walked with the potential participant. If in doubt, the leader may require the person to attend other activities before the trip in question. The leader has the right to refuse to have any person on a trip.

3.3.7 The leader needs to register online any Temporary Members who have been assessed as suitable participants. The Temporary Member's name and address, and emergency contact details must be recorded in the Calendar Event.

3.3.8 The leader should consider carrying a PLB (Personal Locator Beacon) if the trip traverses areas where communication would prove difficult in an emergency. The club's PLB may be borrowed from the clubrooms. The borrower must sign the PLB in and out, together with the clubrooms' opener or closer as counter-signatory. Instructions for its use are available in the loans book and on the club website. PLB's should only be activated under conditions recommended by AMSA. If a PLB is taken on the trip, it should be noted in the Calendar Event.

3.3.9 If there is an emergency, the information recorded in the Calendar Event is vital in determining who is on the trip and its intended route, so the leader should ensure that it is complete. In the case of late additions, late withdrawals from the party or late changes in route, other means should be used such as informing an emergency contact.

3.3.10 The club has hand-held CB radios which may be borrowed in the same manner as for the PLB. CB radios must not be used in lieu of keeping the party together.

3.3.11 Leaders may need to make preliminary arrangements for the hire of equipment, transport or accommodation in the name of the club. Any written correspondence must be on club letterhead paper. The Walks Secretary, Secretary or Treasurer must be informed of any arrangements. Advance payments must be authorised by the Treasurer, Committee or General Meeting, as appropriate.

3.3.12 As the trip date approaches, checks should be made on issues which may require changes to or the cancellation of the trip, such as:

- Weather forecasts
- Fire restrictions, eg red alerts, total fire bans, fuel reduction burns
- Hazards such as flooded rivers, tides
- Road or park closures

3.3.13 Transport arrangements vary depending on the nature of the trip. Sometimes it can be left to the participants (with some guidance from the leader) to make arrangements with each other. On other trips the leader may need to propose arrangements, eg to ensure that there will be enough vehicles for a car shuffle.

3.3.14 Temporary Members should be informed of VMTC's policy to share transport costs (see 2.6)

3.4 Equipment

In addition to normal items, the leader should carry, or have available at the start of the trip:

- 3.4.1 Walk Report No 1 (WR1), ready to be signed
- 3.4.2 Participants' names, with their means of transport
- 3.4.3 Emergency contact telephone numbers (see list on current Program of Activities)
- 3.4.4 Track notes (where necessary), map and compass
- 3.4.5 First aid kit
- 3.4.6 Any equipment specific to the trip

3.5 On the trip

3.5.1 The leader should arrive at the meeting place in advance of the stated time. Unless there are prior arrangements, the party should wait up to 15 minutes for latecomers. Those that arrive more than 15 minutes late will be deemed not to be on the trip.

3.5.2 Signatures are required on WR1.

3.5.3 The leader must collect any Temporary Member (visitor) fees. This fee is not payable by participants of another group if the trip is run jointly with that group.

3.5.4 An introductory circle should be formed to exchange names, welcome visitors and discuss points of interest, water availability, environmental issues, location of toilets, and any hazards. Discuss arrangements for temporarily leaving the party (e.g. for toilet stops) such as telling the whip or the leader, and remind participants to carry all essential medication.

3.5.5 A whip should be appointed. A volunteer can be requested, but it is better to appoint an experienced person with a map.

3.5.6 The leader should ask for a volunteer or ask an individual to write an account of the trip for *Trampalong*.

3.5.7 The route as planned and advertised should be followed unless conditions on the day make changes necessary. The participants should be informed as soon as possible, and the leader's reasonable decision is final.

3.5.8 The leader should ensure that participants do not become separated from the party, particularly when thick scrub or fog makes them less visible, when there are many track intersections or if there are people who lag behind. Communication with the whip is important in these circumstances. Stops and breaks may be necessary to check on the number in the party and on the welfare of participants.

3.5.9 The leader should allow a ten minute break for every hour of exertion and about one hour for lunch, although this will vary according to conditions and the availability of suitable places to stop.

3.5.10 The leader should remind participants of their obligations where necessary, such as refraining from conduct and language that may offend others, care for the environment including sanitary arrangements and the use of fire, care for private property and water sources, observation of legal requirements, not leaving the party without informing the leader, respecting the leader's role and carrying out any reasonable requests.

3.5.11 The leader should ensure that all participants have transport home, and check that all cars will start before anyone moves off, or that participants have access to public transport.

3.6 Emergencies (also refer to Section 4 Emergency Contact Procedure)

3.6.1 In the event of an emergency such as an injury or illness or a forced night out, contact with one of the club's Emergency Contacts should be made if possible. This may be for the purpose of seeking help or to allay fears for the welfare of the party.

3.6.2 If necessary, a party of suitable size, preferably four persons (or less, depending on the size of the group), should be sent to the nearest point from which assistance such as transport or medical treatment can be arranged.

3.7 After the trip

3.7.1 The leader should complete Walk Report No1 (WR1), e.g. if any participants didn't complete the whole trip, fill in 'days' column. If the trip was run jointly with another group, asterisk the participants from the other club and note their group's name.

3.7.2 The leader should email the completed WR1 to walks@vmtc.asn.au or send by post to the Membership Secretary as soon as possible after the trip.

3.7.3 If the trip was cancelled, the Membership Secretary should be informed by email or telephone, citing the reason.

3.7.4 If you would like to report track damage, feral animals or other big picture items, Bushwalking Victoria is best placed to make representations to the relevant authorities and protect the interests of walkers and the environment (see Leader's Checklist for contact details).

3.7.5 If there is an incident which may result in an insurance claim, report it to the VMTC president or secretary.

4 EMERGENCY CONTACT PROCEDURE

4.1 The Committee shall nominate Search and Rescue Contacts (known here as Contacts) whose names and phone numbers shall be published in the Club Activities Program.

4.2 The Bush Search and Rescue delegate shall issue the contacts with copies of this Emergency Contact Procedure.

4.3 When the leader or member of a Club trip informs a Contact of an emergency, the Contact shall consult the President, Committee Members or other Contacts depending on availability.

4.4 If contacted by a person concerned at the lateness of return of a party, the Contact may:

4.4.1 Reassure the person if it is possible that a delay has been caused by such factors as weather conditions, traffic problems, blocked roads or long travelling time.

4.4.2 Phone the leader's home to ascertain whether he or she has arrived home.

4.4.3 If there is no answer, inform the President, or another member of the Committee, depending upon availability, early in the morning after the trip.

4.5 The President or a Committee Member shall obtain additional information on the route of the activity and the participants from the registered event on the VMTC website.

4.6 Where a PLB has been registered in the event, any group that is overdue without that PLB being activated will be considered late due to relatively benign circumstances. No action will be undertaken until at least midday the next day. If a PLB is activated, it signals there is a threat of grave and imminent danger, and action will be taken by authorities as quickly as possible. The emergency contact nominated on the AMSA website will be notified by them.

4.7 If all attempts to contact the members of the party are unsuccessful, the President or Committee Member shall contact the police for the area after due consideration of the situation.

5 CONDUCT OF ALL CLUB MEETINGS

5.1 The Chairperson shall conduct meetings:

- (a) In accordance with the Parliamentary Procedure of the House of Representatives of the Commonwealth Parliament of Australia; and
- (b) With due decorum to achieve a speedy and proper result.

5.2 When an appeal is made against the decision of the Chairperson it should be by way of the motion: "That the Chairperson's ruling be disagreed with."

5.3 The order of business is:

- (a) Apologies;
- (b) Minutes of previous meeting;
- (c) Correspondence
- (d) Treasurer's Report and Accounts for Payment;
- (e) Walks Secretary's Report;
- (f) Membership Report;
- (g) Social Report;
- (h) Search and Rescue Report;
- (i) Bushwalking Victoria (BWV) Report;
- (j) Conservation Report;
- (k) General Business;

except that

- (i) The Chairperson may, upon leave being granted by the meeting, vary the above order; and
- (ii) Motions on Notice followed by the Election of Committee Members shall be completed before General Business at Annual General Meetings and Extraordinary General Meetings.

5.4 Any member wishing to speak must stand or raise his or her hand. If two or more members indicate at once, the Chairperson decides priority.

5.5 Any member speaking must sit at once if asked by the Chairperson, or if a point of order is raised. The member must not stand to speak again until leave is granted or the point of order is settled.

5.6 No member except the mover of a motion may speak more than once on a motion unless given the permission of the Chairperson. The mover of a motion has the right of reply to close the debate. No member may speak for longer than five minutes on any motion without permission.

5.7 When a motion is before the meeting no further motions may be received other than amendments to the motion being considered or the following procedural motions:

- (a) To adjourn;
- (b) The question now be put;
- (c) The speaker no longer be heard;
- (d) To postpone indefinitely;
- (e) To postpone the subject for a given time;
- (f) To refer the subject from the meeting for amendment;
- (g) To proceed to the next business.

These motions take precedence over all other motions and are taken in the order listed. The first four are put without discussion.

5.8 If an amendment is proposed to a motion, no further amendment can be taken until the first is disposed of. If the first amendment is carried, it is incorporated into the motion. Any further amendment may then be moved and considered.

5.9 Any subject decided by vote at a meeting may not be raised again at that meeting.

5.10 A member while speaking may not be interrupted except to ask the Chairperson:

- (a) To call the speaker and/or the member to order;
- (b) For permission to explain. The Chairperson may permit the interruption if the explanation is relevant to the matter being discussed.

5.11 All questions, unless otherwise defined by the Rules of the Association or the provisions of the Associations Incorporation Act, are determined by a simple majority of the formal votes of the members present who are eligible to vote.

5.12 These rules govern the conduct of all Club meetings, including meetings of the Committee and Sub-Committees.

5.13 The Chairperson of each Sub-Committee must be a member of the Committee and the Committee appoints him or her.

5.14 The members of Sub-Committees are appointed by the Sub-Committee Chairperson, subject to Committee approval.

6 SECRETARIAL

6.1 All outgoing correspondence must be in accordance with the current Club policies or as directed by a decision of a Club Meeting.

6.2 The Minutes, Tabled Reports and Correspondence must be kept by the Secretary or any persons approved by the Committee to assist the Secretary in his or her duties.

6.3 Copies of any official correspondence, upon request of a Meeting, must be tabled at the next Meeting.

6.4 Extracts from Committee Meeting Minutes and Reports shall be published in Trampalong to inform the members of policy decisions, membership data and other matters of importance and interest.

7 AFFILIATIONS AND ASSOCIATION WITH OTHER BODIES

7.1 The affiliation, cooperation and association with other bodies to further the interests of the Club are decided by the Committee.

7.2 Delegates to affiliated bodies or Club representatives attending meetings or conferences to further the interests of the Club are appointed by the Committee.

8 STATUS OF THESE BYE-LAWS (RULES OF THE ASSOCIATION)

These Bye-Laws have been decided upon by the Committee in accordance with Section 17 (Committee Powers) of the Club's Rules of the Association.

Proposed amendments should be addressed to the Secretary.

These Bye-laws (Rules of the Association) were adopted by the Committee at its meeting on 28 August 2014.

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