

VICTORIAN MOUNTAIN TRAMPING CLUB INCORPORATED A628G

Bye-laws (Standards and Procedures)

Update July 2018

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.
- 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.
- 1.12 Participants should notify the leader if they do not want their photograph or full name included in any articles about the activity in Trampalong or any VMTC's online media .

2 ASSOCIATION ACTIVITIES

2.1 The Program of Activities is compiled by the Walks Secretary and then approved by the VMTC Committee. Potential leaders should offer suggestions to the Walks Secretary in person, by email or phone. Additional activities not included in the Program of Activities may be offered after approval by the Walks Secretary or the Committee.

2.2 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.

2.3 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.

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

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

2.6 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 forfeit their deposit.

2.7 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.

2.8 Persons who are not Members or Prospective 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). Temporary Members should pay the Temporary Member (Visitor) fee on each Association Activity in which they participate.

2.9 Temporary Members shall conduct themselves in accordance with the Rules of Association and Bye-laws (Standards and Procedures) which apply to Members and Prospective Members of the Club.

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

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

2.12 Participation of children shall be at the leader's discretion and any child participating must be accompanied by a parent or an adult nominated by a parent.

LEADERS' RESPONSIBILITIES

3.1 The leader should read both these Bye-Laws (Standards and Procedures) and the Leaders' Responsibilities document as reviewed and approved by the Committee from time to time.

3.2 The leader should act on and take into consideration the contents in these documents when leading a trip.

4 EMERGENCY CONTACT PROCEDURE

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

4.2 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.

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

4.3.1 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.

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

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

4.4 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.

4.5 Where a Personal Locator Beacon (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 Australian Maritime Safety Association (AMSA) website will be notified by them.

4.6 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 Office Bearers and Ordinary 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 Club 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 (STANDARDS AND PROCEDURES)

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

Proposed amendments should be addressed to the Secretary.

These Bye-laws (Standards and Procedures) were adopted by the Committee at its meeting on 7 June 2018

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