

Bylaws

Current Revision: v1.0 | Effective Date: 10/10/2025

admin@lockyervalley4wdclub.org.au

www.lockyervalley4wdclub.org.au



Bylaws for a Lockyer Valley 4WD Club Inc.

Name and Purpose

- 1) **Club Name: Lockyer Valley 4wd Club Inc.** Known as the Club, Lockyer Valley 4wd Club.
- 2) **Vision and Goals of the Club:**
 - a) To promote goodwill, fellowship and social interaction between members.
 - b) To promote the conservation of the natural environment through responsible recreational activities.
 - c) To promote safety both on and off the road.
 - d) To educate, cultivate, develop, teach and otherwise inform members and the public, if necessary, in the proper handling and responsible attitude in the use of four-wheel drive vehicles.
 - e) To promote, improve and develop driver skills and awareness.
 - f) To encourage and develop camping and recreational activities.
 - g) To co-operate and affiliate where possible with other organizations having similar interests.
 - h) To assist with community services in the interest of promoting recreational four-wheel driving.
 - i) To assist individuals, clubs, associations and organizations in any matter considered appropriate by the Association and to do such things as are lawful and conducive to the objects of the Association.

3) Membership

- a) **Eligibility:** Open to individuals who own or have access to a 4WD vehicle and support the club's objectives.
- b) **Application:** Prospective members must complete a membership form and pay applicable fees.
- c) **Rights:** Members may vote, attend events, and hold office.
- d) **Responsibilities:** Members must adhere to club rules and policies and procedures, respect others, and promote safety.

Membership Types

a) Family Membership:

- **Coverage:** Includes a primary member (often the vehicle owner) and their immediate family—spouse/partner and children under the age of 18 years old.
- **Voting Rights:** Both adults to vote.
- **Participation:** All family members can attend trips, meetings, and social events.

b) Single Membership:

- **Eligibility:** Open to any individual who owns or regularly drives a 4WD vehicle and supports the club's goals.
- **Voting Rights:** The member has full voting rights in club decisions and elections.
- **Participation:** The member can attend all club meetings, trips, and events.

c) Social Membership:

- **Access to Events:** Members can attend social gatherings, meetings, barbecues, fundraisers, and other non-driving events.
- **No Voting Rights:** Restrict voting and committee eligibility to full members.
- **No Trip Participation:** Social members cannot join official 4WD trips unless invited as a guest of a full member.

4) Meetings

- **General Meetings:** Held every second month to discuss club business and upcoming trips.
- **Annual General Meeting (AGM):** Held once a year to elect officers and review finances.
- **Quorum:** A minimum of 5 members is required to conduct official business.

5) Notice of General Meetings

- (1) General meetings shall be held on the third Tuesday of each month or on a day decided by a vote at the previous general meeting.

6) Meetings of the Management Committee

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

7) Committee and Officers

- **Executive Committee:** Includes President, Vice President, Secretary, Treasurer.
- **President:** Leads the club, chairs meetings, represents the club publicly, oversees strategic direction.
- **Vice President:** Supports the President, steps in when needed, helps with governance and member engagement.
- **Secretary:** Manages records, correspondence, meeting minutes, and compliance with legal obligations.
- **Treasurer:** Oversees finances, budgeting, payments, and financial reporting.
- **Trip Coordinator:** Plans and schedules trips, supports trip leaders, ensures safety and compliance.
- **Assistant Secretary:** Fill in for the Secretary in their absence, Maintain a record of club points system.
- **Sergeant At Arms:** Maintains order during meetings/events, enforces club rules, supports safety and discipline obtain and record all fines from members, Nominate the Charity for receipt of the contents of the "fine tin"
- **Induction Officer:** Conducts new member inductions, teaches safety and 4WD basics, maintains training records.
- **Induction Assistant:** Supports the Induction Officer with logistics, materials, and member guidance
- **Membership Officer:** Manages member records, onboarding, renewals, and engagement
- **Club Delegate:** Represents the club at external meetings, communicates updates, advocates for club interests

8) Annual General Meeting

- 1) The Annual General Meeting will be held immediately following a general meeting.
- 2) The date of the Annual General Meeting will be set by the management committee.
- 3) The Management Committee may appoint a Returning Officer to preside over the election.
- 4) The retiring Secretary shall record the minutes of the Annual General Meeting.
- 5) The Returning Officer shall preside over the meeting after the outgoing president steps down and until the incoming President is duly elected.
- 6) Any candidate nominated for office from the floor must be present at the Annual General Meeting and must be nominated and seconded by members present at the meeting.
- 7) The current management committee of the Club shall select a date prior to the next committee meeting following the AGM, to enable a 'Hand Over Day'.

9) General

- 1) Members wishing to complain about the behaviour or activities of another member should put such a complaint in writing and such complaint shall be duly signed by the complainant and be sent to the Secretary. Any complaints unsigned will be treated as unsighted. Verbal or telephone complaints will be acknowledged but not acted upon unless followed up with a written complaint.
- 2) The management committee shall manage these complaints in accordance with the Club's complaint and dispute resolution policy.
- 3)

10) Trips and Events

- a) **Trip Approval:** All trips must be approved by the committee and led by a designated Trip Leader.
- b) **Safety:** All participants must follow safety protocols and carry recovery gear.
- c) **Insurance:** Members must have appropriate vehicle and personal insurance.

11) Code of Conduct

- a) **Respect:** Members must treat others with courtesy and respect.
- b) **Alcohol and Drugs:** Consumption during driving activities is strictly prohibited.
- c) **Environmental Care:** Members must follow Leave No Trace principles.
- d) **All Members MUST:** Members must adhere to the club's policies and procedures

12) Disciplinary Action

- **Violations:** Violations of the bylaws or the club's policies and procedures may lead to a warning, suspension, or expulsion.
- **Appeals:** Members may appeal decisions to the committee.

13) Amendments

- **Process:** Bylaws may be amended by a majority vote at an AGM or Special Meeting.