

By-Laws for the Toowoomba Bushwalkers Club Inc

1. MANAGEMENT COMMITTEE.

The Management Committee shall consist of:

- 1.1. President
- 1.2. Vice President
- 1.3. Secretary (if elected)
- 1.4. Treasurer
- 1.5. Up to five (5) other financial members

2. ANNUAL GENERAL MEETING

- 2.1. The Annual General Meeting will be held on the 2nd Wednesday of September unless otherwise agreed by a general meeting.
- 2.2. The AGM shall be run in accordance with the constitution
- 2.3. The Management Committee should be elected at the AGM in line with the constitution with officers elected for that membership year.
- 2.4. Nominations for the Management Committee will close 2 weeks prior to the AGM. Nominations to date will be disseminated to members 6 weeks, 3 weeks, and one week prior to the AGM. A valid nomination is using the club form in writing with two seconders before close of nominations. If at the start of the meeting there is no compliant nominations for any vacant positions, nominations may be taken from the floor and must be accepted and seconded before voting can occur.

3. MEMBERSHIP YEAR

- 3.1. Membership shall be for 12 months, from 1 September to 31 August.
- 3.2. Membership subscriptions for those that join after 1 September will be pro-rata.

4. FINANCES

- 4.1. The financial year for the club will be from 1 July to 30 June.

5. FEES

- 5.1. Fees are as follows
 - 5.1.1. Full member \$40 pa.
 - 5.1.2. Concession \$36 pa may be granted to a holder of a current Pension Card, Student Card or Health Care Card. Other claims for concession may be considered by the Management Committee.
 - 5.1.3. Additional family members \$12 to a maximum fee of \$64 per family.
 - 5.1.4. Fees are levied on a pro-rata basis.

6. MEETINGS

- 6.1. General meetings are held on the second Wednesday of every month except for December.
- 6.2. Management Committee meetings will be held from time to time in accordance with the constitution and relevant Incorporation legislation.
- 6.3. Appointment of a proxy by a member for a general meeting or by a management committee member for a management committee meeting, and any direction for voting on a resolution, can only be made on the approved forms as published on the Club website
- 6.4. There should be at least one week's notice for a normal management committee meeting.

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- 6.5. The minutes of each management committee meeting, general meeting, and annual general meeting, shall be circulated, open for discussion and amendment, subject to the approval of the next corresponding meeting, the chairperson shall sign the minutes as verification of their accuracy.

7. MEMBERSHIP

7.1. Membership Class

- 7.1.1. An ordinary member is a person who has been admitted as a member in accordance with the constitution and is financial.
- 7.1.2. All new members shall be classified as ordinary members unless determined by the Management Committee to be a probationary member. Probation will be reviewed by the Management Committee within 6 months.
- 7.1.3. Life members are those members approved to be life members through a vote of a general meeting.
- 7.1.4. A temporary member is a visitor who is granted temporary membership for the period of participation in a club activity.

7.2. Admission to Membership

- 7.2.1. All applicants for membership are required to complete the approved membership form.
- 7.2.2. All applications for membership must be processed in accordance with the constitution, in a manner decided by the Committee
- 7.2.3. Any nomination for Life Membership must lodged through the Management Committee prior to going to a General Meeting. The Management Committee must consider the nomination and present its recommendations to a General Meeting for decision.
- 7.2.4. Temporary membership will only be granted on completion of an activity attendance form and the Acknowledgement of Risk Form for the activity subject to the approval of the activity leader. Temporary membership will only be granted to a person for a maximum of three times before they are required to become a member if they wish to continue to participate in club activities.

8. WALKING AND OTHER CLUB ACTIVITIES

8.1. All Participants In Club Activities

- 8.1.1. All participants should familiarise themselves with the *Walkers Responsibilities (see Appendix A) and by-Laws* and make all reasonable attempts to follow these.
- 8.1.2. A participant in a club activity does so at their own risk and in the knowledge that it, like other recreational and physical activities, carries the risk of injury or death.
- 8.1.3. Participants shall behave responsibly and safely and not behave in a way that endangers themselves or others. All participants share a responsibility for the health and safety of other participants.
- 8.1.4. Participants must advise the activity leader of any limitations that might affect participation in the activity or that could place them or others at risk, or impact adversely on the club activity.
- 8.1.5. Walkers should undertake walks within their capability.
- 8.1.6. Temporary members (visitors) should in the first instance keep to walks of lower difficulty until their skills can be ascertained. In cases where temporary members and their skills can be vouched for by a walk leader or experienced member then this restriction will not apply.
- 8.1.7. Participation in all outdoor activities is subject to the approval of the trip leader.

8.2. Minors

- 8.2.1. Minors, that is those under 18 years of age, are only eligible for membership as part of a family membership with their parents/grandparents/legal guardian.
- 8.2.2. Any minors attending a club activity must be supervised by an adult. Any nominated supervising adult not the parent/grandparent or legal guardian must have the written approval from the parent/legal guardian to act as the supervising adult.
- 8.2.3. Any minor attending a club activity unaccompanied by their parent/grandparent or legal guardian must have the written consent from the parent or legal guardian. The Management Committee has the right to veto participation of a minor in an activity. Activity leaders are not under any obligation to accept an unaccompanied or accompanied minor and may refuse to take a minor on a club activity.

8.3. Leaders

- 8.3.1. The Management Committee may veto a nomination to lead a walk.
- 8.3.2. Leaders should take due care in the planning and preparation of the trip and should refer to the "*Guide for Trip Leaders*" (see *Appendix B*).
- 8.3.3. While leaders will take due care they are not responsible for any injury to participants, or loss of or damage to property that may occur in any given activity.
- 8.3.4. Where a leader has concerns that a walk is beyond the capabilities of a walker, or is uncertain of a walker's abilities, the leader should advise the walker that they are not eligible for that particular walk under club guidelines.

9. UPDATE OF RECORDS

- 9.1. The secretary shall be responsible for ensuring that the by-laws are updated following any decision by a General, Special or Annual meeting of members that is deemed to be a by-Law

(Approved at the 10 February 2021 General Meeting)

(Change to membership fees at the 10 August 2022 General Meeting)