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SA 4WD and Touring Club: By-Laws

1 PREAMBLE

- 1.1 The constitution requires the Management Committee to draw up any By-Laws necessary for the good conduct of the Club and its members.
- 1.2 By-Laws are internal to the Club and may be written or amended without affecting the wording of the constitution. However the constitution requires the Club 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.
- 1.3 The By-Laws are provided as guidelines for the good conduct of the Club and its members.
- 1.4 Acceptance of these By-Laws will benefit all members and increase their enjoyment of Club events.

2 GENERAL CONDUCT

- 2.1 Members represent the SA 4WD and Touring Club and the four-wheel drive movement in general. They should conduct themselves at all times, and in particular in public, with decorum and in a responsible manner.
- 2.2 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.
- 2.3 Every courtesy will be extended to other road users and aid or assistance may be offered if necessary.
- 2.4 Confrontation with landowners, officials and members of the public who may object to our legitimate presence should be avoided.
- 2.5 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.

3 CLUB TRIPS

- 3.1 The term "trip" includes any event outside of normal Club meetings.
- 3.2 Forthcoming Club trips will be advertised in the Club newsletter or on its website or via the minutes of Club meetings or direct communication including emails.
- 3.3 Trip sheets will be prepared for all trips and should contain;
 - 3.3.1 Date of the trip;
 - 3.3.2 Destination and indication of route (when applicable);
 - 3.3.3 Approximate distance;
 - 3.3.4 Vehicle recovery and radio equipment to be carried;
 - 3.3.5 Vehicle number limitation if applicable;
 - 3.3.6 Special restrictions or instructions;
 - 3.3.7 Trip standards – degree of difficulty;
 - 3.3.8 Name and contact phone number of the Trip Leader; and
 - 3.3.9 Time for confirming participation to the Trip Leader.
- 3.4 Prospective participants are required to confirm their intended participation to the Trip Leader within the stipulated time
- 3.5 A nominated member (usually a volunteer) will be tasked with writing a trip report for the Club newsletter and giving a report at the general meeting. The trip report is to be delivered to the Trip Leader for collating with all of the other records of the trip.
- 3.6 Visitors are expected to observe these By-Laws. It is their host's responsibility to advise them of the Club rules. In the absence of a host, the Trip Leader is responsible.
- 3.7 Convoy rules will be observed at all times.

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- 3.8 No firearms or other offensive weapons are permitted on Club trips, unless authorised by the trip leader.
- 3.9 Alcohol should not be consumed prior to or during driving activities. The Club promotes safe and healthy activities where alcohol is consumed in moderation.
- 3.10 Dogs or pets are permitted on Club trips at the trip leader's discretion. Dogs or pets must be properly controlled. Local regulations observed and private property owner's wishes will be respected. Safety of pets is owner's responsibility.
- 3.11 A minimum of third party property vehicle insurance is necessary for participation in Club trips.

4 TRIP LEADER

- 4.1 The Trip Leader is in complete charge for the duration of the trip. This does not take precedence over any law or regulation under Statute. In addition, trip participants are responsible for their own safety and will only undertake activities after undertaking a personal risk assessment.
- 4.2 In all matters the decision of the Trip Leader is final.
- 4.3 The Trip Leader will provide a safety briefing prior to the commencement of the planned trip, including asking parents/guardians of children accompanying them on the trip to declare to everyone if they do not want photographs taken of their children.
- 4.4 Prior to departure an agreed time and warning (which may be in the form of a radio scheduled call or the sounding of a warning device) will be given to trip participants.
- 4.5 The Trip Leader may refuse permission for a member or visitor to join a Club trip if:
 - 4.5.1 The number of vehicles is too large for effective management;
 - 4.5.2 A vehicle is not suitable for the intended route;
 - 4.5.3 The experience of the driver is inadequate;
 - 4.5.4 Recovery and radio equipment is not as required;
 - 4.5.5 Advance notice of intended participation has not been given; and
 - 4.5.6 A visitor has not been made aware of the relevant sections of this By-Law and rules.
- 4.6 The Trip Leader will determine the route to be followed and will provide any necessary advice and assistance to individual members.
- 4.7 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.
- 4.8 The Trip Leader will appoint a member as "Tail end Charlie" to bring up the rear of the convoy and advise the Trip Leader of its progress.

5 CONVOY RULES

- 5.1 Normal road rules apply at all times, both on and off gazetted roads.
- 5.2 Allow adequate distance between vehicles to permit other road users to pass safely.
- 5.3 Keep the same position in the convoy whenever possible. If the position is adjusted, restore it when it is safe to do so, or advise the Trip Leader of the adjustment.
- 5.4 The Trip Leader may choose alternative convoy procedure.
- 5.5 Be constantly aware of the vehicle immediately in front of and to the rear and their position relative to your vehicle.
- 5.6 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.
- 5.7 Keep a safe distance from the vehicle in front. Be particularly aware of the special conditions imposed by wet brakes, muddy surfaces or heavy dust.

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- 5.8 When approaching potential hazards, wait until the preceding vehicle is clear and the driver of that vehicle has indicated it is safe to proceed.
- 5.9 When fording a river or creek, only one vehicle is to be in the water at a time. Avoid depositing water on the exit ramp where possible. Dry out brakes at the earliest opportunity.
- 5.10 The driver of a vehicle is solely responsible for accounting for all passengers before resuming after a stop.
- 5.11 No vehicle shall leave the convoy without the permission of the Trip Leader, who will make any necessary arrangements.
- 5.12 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.
- 5.13 All gates must be left as found. The Trip Leader will advise the last member of the convoy of the status of any gate that is passed. 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 ensuring passage through the gate is blocked to them until the next vehicle arrives.
- 5.14 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.

6 USE OF RADIOS

- 6.1 VHF (27 MHz) and/or UHF (477 MHz) CB radios, fixed or portable, shall preferably be carried in all vehicles.
- 6.2 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.
- 6.3 Basic CB radio protocols will be observed at all times.
- 6.4 When making a call, announce your name or call sign and that of the person you calling, who should then confirm the radio contact.
- 6.5 Keep messages short as others may want to use the channel.
- 6.6 Do not attempt to transmit when the channel is in use as this will blank out the channel. Wait until the message on air has been completed.
- 6.7 Do not allow radios to be used irresponsibly.
- 6.8 Always use appropriate language on radios and refrain from using offensive language or words.

7 USE OF REMOTE CONTROLLED DEVICES

- 7.1 The term "use of" includes drones, model aeroplanes and remote controlled model motor vehicles.
- 7.2 Due to the Club's insurance policies not specifically covering the use of remote controlled devices as an approved activity within the Club, none of these devices may be operated, unless the operator (or if the operator is a minor, their parents or guardians) provide(s) the Club with an indemnity against any claims resulting from the use of the device during a Club activity.

8 CODE OF ETHICS

- 8.1 The Code of Ethics issued by the Australian National Four Wheel Drive Council will be observed at all times, namely:
 - 1. Obey the laws and regulations for recreational vehicles that apply to public lands.

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2. Respect the cultural, heritage and environmental values of public/private land, by obeying restrictions that may apply.
3. Respect our flora and fauna. Keep to formed vehicle tracks.
4. Keep the environment clean.
5. Keep your vehicle mechanically sound to reduce the environmental impact.
6. Adopt minimal impact camping and driving practices.
7. Seek permission before driving on private land. Do not disturb livestock or watering points and leave gates as found.
8. Take adequate water, food, fuel, basic spares and a first aid kit on trips. In remote areas travel with another vehicle and plan to have communications available to meet emergency requirements. This may take the form of a HF radio or a satellite phone.
9. Enjoy your recreation and respect the rights of others.
10. Plan ahead and lodge trip details with a responsible person.
11. Support four-wheel drive touring as a responsible and legitimate family recreational activity.
12. Consider joining an affiliated four wheel drive club.

9 ADMINISTRATION

- 9.1 At the first meeting of the Management Committee after the Annual General Meeting, these matters will be reviewed and resolved:
 - 9.1.1 Appointment of appropriate Club officers.
- 9.2 The Club will maintain a series of relevant documents to support the Club in its activities. These documents shall include:
 - 9.2.1 Trip planning sheets
 - 9.2.2 Instructions for the safe planning and running of a trip
 - 9.2.3 Safety briefing sheet

10 OFFICERS OF THE CLUB

In addition to the duties outlined in the Constitution, further specified duties for the undermentioned named officers of the Club are as follows:

- 10.1 The Trip Coordinator will:
 - 10.1.1 Coordinate Club trips.
 - 10.1.2 Ensure that Trip Leaders have the training and/or experience to carry out the duties as outlined in these By-Laws.
 - 10.1.3 Initially vet and then present proposed trips to the Management Committee for assessment and approval. If a trip arises before a Management Committee meeting is likely to be held, the Trip Coordinator may request the Club's Executive to approve the trip.
 - 10.1.4 Provide monthly trip programs to Club meetings (via the Secretary), the Management Committee and for the Club's website, Facebook, or other Internet based communications.
 - 10.1.5 Ensure written trip reports are provided by Trip Leaders within one month of a trip being completed. In this context "written" includes photographs and documentation supplied in electronic form, and the relevant Trip List and visitor application forms, which record the names of all persons who participated on each trip.
 - 10.1.6 Keep all of the documentation in connection with trips carried out by the Club.

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- 10.2 The Training Officer will:
- 10.2.1 Arrange theoretical and practical training in four wheel driving skills.
 - 10.2.2 Arrange theoretical and practical map-reading or GPS courses.
- 10.3 The Property Officer will manage the Club's property in accordance with the provisions of Paragraph 11 of this By-Law :
- 10.4 The Newsletter Editor will:
- 10.4.1 Produce the newsletter.
 - 10.4.2 Obtain input into the newsletter from officers, members and other sources.
- 10.5 The Webmaster will:
- 10.5.1 Manage content and functionality of website.
- 10.6 The Public Officer will:
- 10.6.1 Keep in safe custody the books, documents and securities of the Club.
 - 10.6.2 Hold the Common Seal of the Club.
 - 10.6.3 Make returns as required to the Department responsible for the administration of the Associations Incorporation Act 1985.
- 10.7 Club Delegates will:
- 10.7.1 attend their periodic meetings and report the proceedings to the Management Committee and to the members.

11 CLUB PROPERTY

- 11.1 The term "property" includes navigation aids, safety equipment, vehicle recovery equipment, computers, audio visual equipment, software, books, CD's and DVD's, which are owned by the Club.
- 11.2 A written record (inventory) of all Property owned by the Club is to be kept, maintained, and made available to all members for their inspection and information.
- 11.3 In accordance with Paragraph 12 of the Constitution, the Management Committee shall appoint a Property Officer, whose role and function is to keep proper control of property and permit Club members to store, borrow and use property for Club purposes under conditions set by this By-Law, or determined by the Property Officer. No conditions set by the Property Officer can contravene this By-Law.
- 11.4 The Property Officer is to be responsible for:
- 11.4.1 maintaining a current and accurate inventory of all property owned by the Club;
 - 11.4.2 making the inventory readily available to Club members, so they can ascertain what equipment the Club owns, and where it is located;
 - 11.4.3 organising the holding and storage of property, through the use of Caretakers;
 - 11.4.4 keeping track of property;
 - 11.4.5 organising the care and proper maintenance and repair of property; and
 - 11.4.6 keeping the Secretary informed of items borrowed and returned.
- 11.5 As a general principle, Property can only be held and used by members for Club purposes and activities. However, if items of Property are not likely to be needed for Club purposes, the Property Officer may permit members to borrow property for their personal use —See Paragraph 11.3 above.
- 11.6 The Property Officer is empowered to permit Club Members to store or hold items of property, when not being used for Club purposes. A member keeping property under these terms is deemed a "Caretaker".
- 11.7 With agreement from the Property Officer, Caretakers may distribute property to other members for storage or for their use.

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- 11.8 Persons who have been issued property for use (as distinct from storing) will be termed "Borrowers". When a Caretaker uses property, he/she becomes a Borrower for that period of use/time.
- 11.9 Within a reasonable time (say, seven days), Caretakers will advise the Property Officer when property is removed from their care and control and when it is returned to them.
- 11.10 The Caretaker may permit a borrower to directly transfer property to another borrower, provided the Property Officer is informed within a reasonable time.
- 11.11 Borrowers will be responsible for the care and proper use of any property borrowed by them, and liable for any damage or loss sustained, whilst the property is in their care. Costs reasonably incurred for replacing or repairing borrowed property are to be met by the Borrower.
- 11.12 Property is to be returned to the Caretaker in good, clean and workable condition. Any defects in item(s) borrowed are to be immediately reported to the Caretaker and the Property Officer.

***** END OF BY-LAWS *****