



CONSTITUTION PART 1 – PRELIMINARY

1. Name

The name of the Club will be 'THE TOYOTA LANDCRUISER CLUB OF AUSTRALIA (DARWIN BRANCH) INCORPORATED – (hereafter referred to as 'The Club').

2. Objects and purposes

- (1) Promote friendship through four wheel driving, training, camping, and social and community activities;
- (2) Associate with Clubs with similar interests;
- (3) Promote courtesy on the road through driver education programs, whereby members may obtain the knowledge to become more proficient in handling, navigation, care and maintenance of their vehicles;
- (4) Organise Club trips which pay due respect to the environment, ecology and land ownership; and
- (5) Assist in the location and purchase of replacement vehicles, replacement parts and accessories at sensible prices.

3. Minimum number of members

The Club must have at least 12 members to remain viable.

4. Definitions

In this Constitution, unless the contrary intention appears –

Act, means the Associations Act and regulations made under that Act;

Committee, means the Management Committee of the Club;

Financial institution, means an authorised deposit-taking institution within the meaning of section 5 of the Banking Act 1959 of the Commonwealth;

General meeting, means a general meeting of members convened in accordance with clause 44;

Member, means a member of the Club;

Register of members, means the register of the Club's members established and maintained under section 34 of the Act;

Special resolution, means a resolution notice of which is given under clause 47 and passed in accordance with section 37 of the Act.

Adult, means a person who has attained 18 years of age.

PART 2 – CONSTITUTION AND POWERS OF CLUB

5. Powers of Club

- (1) For achieving its objects and purposes, the Club has the powers conferred by sections 11 and 13 of the Act.
- (2) Subject to the Act, the Club may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may;
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise money on the terms and in the manner it considers appropriate;
 - (e) appoint agents to transact business on its behalf; and
 - (f) enter into any other contract it considers necessary to make the club viable.

6. Effect of Constitution

- (1) This Constitution binds every member and the Club to the same extent as if every member and the Club had signed and sealed this Constitution and agreed to be bound by it.

7. Inconsistency between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

8. Altering the Constitution

- (1) The Club may alter this Constitution by special resolution by a two-thirds (66%) majority of all current financial members of the club but not otherwise;
 - (a) If the Constitution is altered, the Public Officer must ensure compliance with section 23 of the Act.
 - (b) The Club Bylaws are to be read in conjunction with this constitution. The bylaws can be altered at a general meeting providing one calendar month's notice is provided to the Club members by way of a motion.

PART 3 – MEMBERS

Division 1 – Membership 9.**Application for membership**

To apply to become a member of the Club a person must;

- (a) submit a written application for membership to the Committee;
 - (i) in a form approved by the Committee; and
 - (ii) signed by the person and both of the members referred to in paragraph (b); and
- (b) proposed by one member and seconded by another member.
- (c) Membership types - Refer Bylaws 2. Membership and Membership types for further information.

10. Approval of Committee

- (1) The Committee must consider any application made under clause 9 at the next available committee meeting and must accept or reject the application at that meeting or the next.
- (2) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within 14 days after being advised of the rejection.
- (3) If an applicant gives notice of an appeal against the rejection of his or her application, the Committee must reconsider the application at the next committee meeting after receipt of the notice of appeal.
- (4) If after reconsidering an application the Committee reaffirms its decision to reject the application, the decision is final.
- (5) All membership applications and fees will be at the discretion of the Committee. The Committee reserves the right to refuse memberships

11. Joining fee

- (1) If an application for membership is approved by the Committee, the applicant becomes a member on payment of the joining fee.
- (2) The joining fee is either –
 - (a) A pro rata annual fee based on the remaining part of the financial year; or
 - (b) The amount determined from time to time by resolution at a general meeting.

12. Annual membership fees

- (1) The annual membership fee is the amount determined from time to time by resolution at a general meeting, and set out in the By Laws (2. Membership).

- (2) Each member must pay the annual membership fee to the Treasurer by the first day of each financial year or another date determined by the Committee from time to time.
- (3) A member whose subscription is not paid within 3 months after the due date ceases to be a member unless the Committee determines otherwise. Lapsed memberships require the payment of a joining fee

Division 2 – Rights of members

13. General

- (1) Subject to clause 14(2), a member may exercise the rights of membership when his or her name is entered in the register of members.
- (2) A right of membership of the Club;
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates on the cessation of membership whether by death, resignation or otherwise, as identified in the Act.

14. Voting

- (1) Subject to sub clause (2), each adult member has one vote at meetings of the Club.
- (2) A member is not eligible to vote until 10 working days after his or her application has been accepted.

15. Notice of meetings and special resolutions

The Secretary must give all members notice of general meetings and special resolutions in the manner and time prescribed by this Constitution.

16. Access to information

The following must be available for inspection by members:

- (a) a copy of this Constitution;
- (b) Minutes of General Meetings;
- (c) Annual reports and annual financial reports.
- (d) minutes of Committee meetings; and
- (e) electronic and postal correspondence addressed to the Club.

17. Raising grievances and complaints

- (1) A member may raise a grievance or complaint about a committee member, the Committee or another member of the Club.
- (2) The grievance or complaint must be dealt with by the procedures set out in Part 8.

Division 3 – Termination, death, suspension and expulsion**18. Termination of membership**

Membership of the Club may be terminated by;

- (a) a notice of resignation addressed and posted to the Club or given personally to the Secretary or another committee member;
- (b) non-payment of the annual membership fee within the time allowed under clause 12(3); or
- (c) expulsion in accordance with this Division.

19. Death of member or whereabouts unknown

If a member dies or the whereabouts of a member are unknown, the Committee must cancel the member's membership.

20. Suspension or expulsion of members

- (1) If the Committee considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Club, the Committee must give notice of the proposed suspension or expulsion to the member.
- (2) The notice must-
 - (a) be in writing and include-
 - (i) the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
 - (ii) (ii) the particulars of the conduct; and
 - (iii) (b) be given to the member not less than 30 days before the date of the committee meeting referred to in paragraph (a)(i).
- (3) At the meeting, the Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (4) The Committee may suspend, expel or decline to suspend or expel the member from the Club and must give written notice of the decision and the reason for it to the member.
- (5) Subject to clause 22, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.

21. Appeals against suspension or expulsion

- (1) A member who is suspended or expelled under clause 21 may appeal against that suspension or expulsion by giving written notice to the Secretary within 14 days after receipt of the Committee's decision.

- (2) The appeal must be considered at a general meeting of the Club and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.
- (3) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Committee to suspend or expel the member.
- (4) The member is not suspended or does not cease to be a member until the decision of the Committee to suspend or expel him or her is confirmed by a resolution of the members.

PART 4 – MANAGEMENT COMMITTEE

Division 1 – General

22. Role and powers

- (1) The business of the Club must be managed by or under the direction of a Management Committee.
- (2) The Committee may exercise all the powers of the Club except those matters that the Act or this Constitution requires the Club to determine through a general meeting of members.
- (3) The Committee may appoint and remove staff or agents to act on behalf of the club.
- (4) The Committee may establish one or more subcommittees consisting of the members of the Club the Committee considers appropriate. The activities of the subcommittee are to be conducted within the club's annual budget.

23. Composition of Committee

- (1) The Management Committee consists of;
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Web manager / Magazine Editor;
 - (f) Trip Coordinator;
 - (g) Social Coordinator;
 - (h) Fellowship / Membership officer (i) Four (4) other committee members;
 - and (j) Public Officer.

- (2) Unless elected directly as a separate office holder, the Committee must appoint one committee member to be the Club's public officer.
- (3) Refer bylaw 11 – Management Committee and sub committee position descriptions and duties of committee members.

24. Delegation

- (1) The Committee may delegate to a subcommittee or staff any of its powers and functions other than-
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of office

25. Eligibility of committee members

- (1) A committee member must be a member who is 18 years or over.
- (2) Committee members must be elected to the Committee at an Annual General Meeting or appointed under clause 33.

26. Nominations for election to committee

- (1) A member is not eligible for election to the Committee unless the Secretary receives a written nomination for that member by another member not less than 7 days before the date of the next Annual General Meeting.
- (2) The nomination must be signed by- (a) the nominator and a seconder; and (b) the nominee to signify his or her willingness to stand for election.
- (3) A person who is eligible for election or re-election under this clause may;
 - (a) propose or second himself or herself for election or re-election; and (b) vote for himself or herself.

27. Retirement of committee members

- (1) A committee member holds office until the next Annual General Meeting unless the member vacates the office under clause 31 or is removed under clause 32.
- (2) Subject to subclause (3), at an Annual General Meeting the office of each committee member becomes vacant and elections for a new Committee must be held.

- (3) The President of the outgoing Committee must preside at the Annual General Meeting until a new member is elected as President.
- (4) Members may serve consecutive terms on the Committee.

28. Election by default

- (1) If the number of persons nominated for election to the Committee under clause 27 does not exceed the number of vacancies to be filled, the President must declare the persons to be duly elected as members of the Committee at the Annual General Meeting.
- (2) If vacancies remain on the Committee after the declaration under subclause (1), additional nominations of committee members may be accepted from the floor of the Annual General Meeting.
- (3) If the nominations from the floor do not exceed the number of remaining vacancies, the President must declare those persons to be duly elected as members of the Committee.
- (4) If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Committee in accordance with clause 33.

29. Election by ballot

- (1) If the number of nominations exceeds the number of vacancies on the Committee, ballots for those positions must be conducted.
- (2) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.
- (3) The members chosen by ballot must be declared by the President to be duly elected as members of the Committee.

30. Vacating office

The office of a committee member becomes vacant if;

- (1) The member;
 - (a) is disqualified from being a committee member under section 30 or 40 of the Act;
 - (b) resigns by giving written notice to the Secretary. If the Secretary resigns the resignation is to be given to the President;
 - (c) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;
 - (d) ceases to be a resident of the Territory; or
 - (e) ceases to be a member of the Club;
- (2) The member is absent from more than;

- (a) Three consecutive committee meetings without reason; or
- (b) Three committee meetings in the same financial year without tendering an apology to the President;
- (c) Of which meetings the member received notice and the Committee has resolved to declare the office vacant.

31. Removal of committee member

- (1) The Club, through a special general meeting of members, may remove any committee member before the member's term of office ends.
- (2) If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

32. Filling casual vacancy on Committee

- (1) If a vacancy remains on the Committee after the application of clause 29 or if the office of a committee member becomes vacant under clause 31, the Committee may appoint any member of the Club to fill that vacancy.
- (2) However, if the office of Public Officer becomes vacant, a person must be appointed under section 27(6) of the Act to fill the vacancy.

Division 3 – Duties of committee members

33. Collective responsibility of Committee

- (1) As soon as practicable after being elected to the Committee, each committee member must become familiar with the Act and regulations made under the Act.
- (2) The Committee is collectively responsible for ensuring the Club complies with the Act and regulations made under the Act.

34. President and Vice-President

- (1) Subject to subclauses (2) and (3), the President must preside at all general meetings and committee meetings.
- (2) If the President is absent from a meeting, the Vice-President must preside at the meeting.
- (3) If the President and the Vice-President are both absent, the presiding member for that meeting must be;
 - (a) a member elected by the other members present if it is a general meeting; or
 - (b) a committee member elected by the other committee members present if it is a committee meeting.

35. Secretary

The Secretary must;

- (1) Co-ordinate the correspondence of the Club;
- (2) Ensure minutes of all proceedings of general meetings and of committee meetings are kept in accordance with section 38 of the Act. (As per By Law 3 Minutes);
- (3) Maintain the register of members in accordance with section 34 of the Act;
- (4) Unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the Club, other than those required by clause 37(5) to be in the custody of the Treasurer; and
- (5) Perform any other duties imposed by this Constitution on the Secretary.

36. Treasurer

- (1) The Treasurer must; (a) receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club;
 - (a) pay all moneys received into the account of the Club within 5 working days after receipt;
 - (b) make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
 - (c) ensure cheques or EFT transfers are signed by him or her and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- (2) The Treasurer must ensure the accounting records of the Club are kept in accordance with section 41 of the Act.
- (3) The Treasurer must coordinate the preparation of the Club's annual statement of accounts.
- (4) If directed to do so by the President, the Treasurer must submit to the Committee a monthly reconciliation, report, balance sheet or financial statement in accordance with that direction.
- (5) The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Club unless the members resolve otherwise at a general meeting.
- (6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

37. Public Officer

- (1) The Public Officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.
 - (2) The Public Officer must keep a current copy of the Constitution of the Club.
- (Position duties other than those listed above are contained in the bylaws: Ref 11. Management committee position duties)

PART 5 – MEETINGS OF MANAGEMENT COMMITTEE**38. Frequency and calling of meetings**

- (1) The Committee must meet together every month to conduct club business.
- (2) The President, or at least half the committee members, may at any time convene a special meeting of the Committee.
- (3) A special meeting may be convened to deal with an appeal under clause 22.

39. Voting and decision making

- (1) Each committee member present at the meeting has a deliberative vote.
- (2) A question arising at a committee meeting must be decided by a majority of votes.
- (3) If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.

40. Quorum

For a committee meeting, one-half of the committee members constitutes a quorum.

41. Procedure and order of business

- (1) The procedure to be followed at a committee meeting must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.
- (3) Only the business for which the meeting is convened may be considered at a special meeting.

42. Disclosure of interest

- (1) A committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Club must disclose the nature and extent of the interest to the Committee in accordance with section 31 of the Act.
- (2) The Secretary must record the disclosure in the minutes of the Committee meeting.
- (3) The President must ensure a committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.
- (4) This disclosure is to be advised to the general membership by the committee prior to the contract being finalised.

PART 6 – GENERAL MEETINGS

43. Convening general meetings

- (1) The Club must hold its first Annual General Meeting within 18 months after its incorporation.
- (2) The Club must hold all subsequent Annual General Meetings within 5 months after the end of the Club's financial year.
- (3) The Committee;
 - (a) may at any time convene a special general meeting;
 - (b) must, within 30 days after the Secretary receives a notice under clause 23(1), convene a special general meeting to deal with the appeal to which the notice relates; and
 - (c) must, within 30 days after it receives a request under clause 45(1), convene a special general meeting for the purpose specified in that request.

44. Special general meetings

- (1) Half the number of members constituting a quorum for a general meeting may make a written request to the Committee for a special general meeting.
- (2) The request must;
 - (a) state the purpose of the special general meeting; and (b) be signed by the members making the request.
 - (c) If the Committee fails to convene a special general meeting within the time allowed;
 - (d) for clause 44(3)(b) – the appeal against the decision of the Committee is upheld; and
 - (e) for clause 44(3)(c) – the members who made the request may convene a special general meeting as if they were the Committee.
- (3) If a special general meeting is convened under subclause (3)(b), the Club must meet any reasonable expenses of convening and holding the special general meeting.
- (4) The Secretary must give to all members not less than 21 days notice of a special general meeting.
- (5) The notice must specify-
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.

45. Annual General Meeting

- (1) The Secretary must give to all members not less than 30 days notice of an Annual General Meeting. The Public Officer is to ensure that the meeting notice is provided to members by the most efficient means available.
- (2) The notice must specify;
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.
- (3) The order of business for each annual general meeting is as follows;
 - (a) first – the consideration of the accounts and reports of the Committee;
 - (b) second – the election of new committee members;
 - (c) third – any other business requiring consideration by the Club at the meeting.

46. Special resolutions

- (1) A special resolution may be moved at any general meeting of the Club.
- (2) The Secretary must give all members not less than 21 days notice of the meeting at which a special resolution is to be proposed.
- (3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

47. Notice of meetings

- (1) The Secretary must give a notice under this Part by;
 - (a) serving it on a member personally; or
 - (b) sending it by post or email to a member at the address of the member appearing in the register of members.
- (2) If a notice is sent by post under subclause (1)(b), sending of the notice is taken to have been properly effected if the notice is addressed and posted to the member by ordinary prepaid mail.

48. Quorum at general meetings

The quorum will be twelve (12) financial members.

49. Lack of quorum

- (1) If within 30 minutes after the time specified in the notice for the holding of a General Meeting a quorum is not present;

- (a) for an Annual General Meeting or special general meeting convened under clause 44(3)(a) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
 - (b) for a meeting convened under clause 44(3)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - (c) for a meeting convened under clause 44(3)(c) – the meeting lapses.
- (2) If within 30 minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
 - (3) The President may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
 - (4) There must not be transacted at an adjourned General Meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
 - (5) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

50. Voting

- (1) Subject to clauses 14(2) and 18, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- (2) At a general meeting;
 - (a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
 - (b) a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.
- (3) A poll may be demanded by the President or by 3 or more members present in person or by proxy.
- (4) If demanded, a poll must be taken immediately and in the manner the President directs.

51. Proxies

A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any general meeting.

PART 7 – FINANCIAL MANAGEMENT

52. Financial year

The financial year of the Club is 1 July to 30 June.

53. Funds and accounts

- (1) The Club must have an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
- (2) The Committee is to prepare a budget which is to be presented at each June General meeting for approval by the club members for the year ahead.
- (3) Subject to any restrictions imposed by the Club at a general meeting, the Committee may approve expenditure on behalf of the Club within the limits of the budget.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Club must be deposited into the financial account of the Club no later than 5 working days after receipt or as soon as practicable after that day.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

54. Accounts and audits

The responsibility of the Committee under clause 34(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to;

- (a) the keeping of accounting records;
- (b) the preparation and presentation of the Club's annual statement of accounts;
and
- (c) the auditing of the Club's accounts.

PART 8 – GRIEVANCE AND DISPUTES**55. Grievance and disputes procedures**

- (1) This clause applies to disputes between –
 - (a) a member and another member; or (b) a member and the Committee.
- (2) Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.

- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.
- (4) The mediator must be;
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement;
 - a. for a dispute between a member and another member – a person appointed by the Committee; or
 - b. for a dispute between a member and the Committee – a person who is a mediator appointed or employed by the department administering the Act.
- (5) A member of the Club can be a mediator.
- (6) The mediator cannot be a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must –
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 9 – MISCELLANEOUS

56. Distribution of surplus assets on winding up

- (1) If on the winding up or dissolution of the Club, and after satisfaction of all its debts and liabilities, there remains any assets, the assets must not be distributed to the members or former members,
- (2) The surplus assets must be given or transferred to another Club incorporated under the Act that;
 - (a) has similar objects or purposes;

- (b) is not carried on for profit or gain to its individual members; and (c) is determined by resolution of the members.

END OF DOCUMENT



BY LAWS

These By Laws are to be read in conjunction with the Constitution.

1. CLUB TRIPS (Refer Constitution, Part 1, Clause 2: Objectives and Purposes)

- 1.1 The trip or event must be open to all Club members and advertised in by means approved by the Committee, including email, etc. The trip leader may set a vehicle limit based on the difficulty (grade) and available camping area.
- 1.2 Agreed convoy procedure will be observed by all participants on Club trips.
- 1.3 All members have the responsibility to ensure that any recovery equipment used during recovery operations on a club trip is designed, manufactured and rated for recovery purposes. All equipment used is to be stamped or carry the manufacturers tag stipulating the safe recovery rating of the item of equipment.
- 1.4 All trip participants are to comply with the directions of the trip leader or the appointed recovery coordinator unless safety would be compromised. Any member observing an unsafe practice or unsafe equipment has the responsibility to alert the trip leader or recovery coordinator who is to halt the recovery operation until the practice or equipment is made safe.
- 1.5 Members and visitors attending Club activities will abide by the decisions and directions of the trip leader for the safety of those attending, in respect of:
 - Route to be taken;
 - 1.5.1 Convoy procedure
 - 1.5.2 Fire precautions;
 - 1.5.3 Care and respect of private property; and
 - 1.5.4 Dangerous weapons and materials.

2. MEMBERSHIP (Refer Constitution Part 3, Clause 9)

2.1 Membership types

Membership is open to any person interested in the furtherance of the objectives of the Club

2.1.1 Ordinary

| | | |
|---|--|---|
|  | <p>Toyota Land Cruiser Club Darwin Branch - EST 1971 Darwin Northern Territory Australia</p> <p>Address: The Secretary, PO Box 42461, Casuarina, N.T.0811 Email: secretary@tlccdarwin.com.au Webpage: www.tlccdarwin.com.au</p> |  |
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Single membership - A single adult plus children under 18 years.

Family membership - Two adults in a family plus children under 18 years.

2.1.2 Associate

Associate membership is available to persons living more than 100 Km from the Darwin GPO. Associate membership fees cover single or family associate members. Associate members do not have to pay the club joining fee and so do not receive a membership pack. Associate members do not have a right to vote.

2.1.3 Life Membership

Life membership is for the nominated member only and the spouse of the member is not covered by the life membership, unless both members are nominated and given joint life membership.

Where the Life Member has a spouse the life membership will be considered as a family membership until such time as the life member ceases to be a member of the club. At that time the spouse will also cease to be a member of the club unless they apply for membership in their own right.

See Section 10, Nomination for life membership.

2.2 Membership fees

2.2.1 New membership applications

Will incur a joining fee and yearly membership fees will be calculated on a pro rata basis per quarter if joining after 30 September.

Note:

A membership payment including joining fees is to be paid electronically or through a direct deposit to the Club's bank account and must include the member's existing membership number. New members should quote their vehicle registration number when making a deposit until such time they are provided a membership number. Payment can also be made directly to the Club Treasurer.

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| Joining Fee: Joining fee and pro rata rates apply to new members only. | | | | | \$25.00 |
|--|--|--|--|--|---------|

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|  | <p style="text-align: center;">Toyota Land Cruiser Club Darwin Branch - EST 1971 Darwin Northern Territory Australia</p> <p>Address: The Secretary, PO Box 42461, Casuarina, N.T.0811 Email: secretary@tlccdarwin.com.au Webpage: www.tlccdarwin.com.au</p> |  |
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|---|-------------------------------|------------------------|------------------------|-----------------------|---------|
| Family Membership: Covers two Adults in a family plus all their children under the age of 18 and/or a Single parent with children under the age of 18 | | | | | \$90.00 |
| Single membership: Covers single persons | | | | | \$70.00 |
| Associate Membership: Pro rata rates do not apply to Associate Members. | | | | | \$50.00 |
| Family pro rata rates: | 1 July to 30 Sept - Full fees | 1 Oct to 31 Dec - \$72 | 1 Jan to 31 Mar - \$48 | 1 Apr - 30 Jun - \$24 | |
| Single pro rata rates: | 1 July to 30 Sept - Full fees | 1 Oct to 31 Dec - \$54 | 1 Jan to 31 Mar - \$36 | 1 Apr - 30 Jun - \$18 | |

2.2 MEMBERSHIP APPLICATION FORM

Existing memberships require the membership holder to complete a new membership form at the commencement of each new financial year. The completed form is to be submitted to the Secretary en faced with the bank transaction details if fees paid by bank transfer or other proof of fee payment.

3. MINUTES (Refer Constitution Clause 36. Secretary)

The Monthly Minutes and monthly Treasurer's Report will be kept in a Minute Book and held by the Secretary. The book will be available at any time for any Club member to inspect.

Once circulated and approved general and committee meeting minutes are to be printed and filed. At the end of a financial year a new file is to be created and stored for future reference. A print out of the email address list for the Membership and Committee should be included on the file for future reference. Trip reports and other documentation is to be treated in the same manner.

4. MEETING PROCEDURE (Refer Constitution Part 5 & 6)

At all Club meetings, issues may be raised and debated. If the issue requires a formal motion, a Motion Form is to be completed and passed to the Secretary to be read out at the meeting. It must be moved and seconded, and printed in the Club E-Magazine to notify all members. This includes changes to the constitution by special resolution. Following appropriate discussion, it can be voted on at the subsequent monthly meeting or in the case of changes to the Constitution at the time notified in the notice of special resolution.



5. TREASURERS REPORT (Refer Constitution Clause 37)

The Treasurer's Report will not be published in the club magazine or any other club publication. The monthly reconciliation report will be provided to the Secretary each month.

6. INDEMNITY (Refer Constitution No 15)

The club will ensure that public liability insurance is held at all times.

7. VISITOR STATUS (Refer Constitution Clause 18)

Prospective members may attend a maximum of three club trips as a visitor before they are required to become a member. All visitors are to sign the visitor's book.

8. DOGS ON TRIPS

Members are discouraged from taking dogs on club trips. The Trip Leader may allow dogs however:

- (a) dogs must not be taken into restricted areas such as national parks
- (b) the animal must be under control at all times
- (c) The owner of the animal accepts sole responsibility for the animal and its actions
- (d) TLCC Darwin will in no way be held liable for any damages caused by or any actions taken by the animal.

9. FINANCIAL YEAR (Refer Constitution Clause 58)

The financial year of the Club will conclude on the thirtieth day of June in each year.

10. NOMINATION FOR LIFE MEMBERSHIP

- (a) To be nominated for Life Membership a member must have performed exemplary service to the club by more than 15 years served on committees or leading trips or organising activities for the same period.
- (b) The nomination must be submitted on the TLCC motions form and sent to the secretary for submission to the AGM. The nomination is to be voted on at the AGM and requires a two-thirds (66%) majority to pass. As per section: 46. Annual General Meeting

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11. Management Committee and sub committee position descriptions and duties of committee members (ref 23.3)

11.1 Website Manager / Magazine Editor:

- (a) Maintain and update the club website on a regular basis
- (b) Produce the club E-magazine on a monthly basis (except January) and post on the appropriate page of the club website.
- (c) Maintain all other types of communications media associated with promoting the club
- (d) Ensure the assistant website manager/magazine editor is familiar with fulfilling the tasks of this position
- (e) Maintain all documentation associated with access and control to all areas of media associated with the club
- (f) other duties in the committee position descriptions
- (g) Assistant Website manager / Magazine Editor
- (h) Assist with the maintenance and update the club website on a regular basis
- (i) Assist with the Production the club E-magazine on a monthly basis (except January) and post on the appropriate page of the club website.
- (j) Assist with the maintenance of all other types of communications media associated with promoting the club
- (k) Assist with the maintenance of all documentation associated with access and control to all areas of media associated with the club
- (l) other duties in the committee position descriptions

11.2: Trip Coordinator

- (a) Coordinate the Trip Committee in planning trips and finding Trip Leaders for trips and passing this information to the Editor for inclusion in the magazine.
- (b) Organise trip leaders for club trips
- (c) Manage the tripping up committee



- (d) Ensure all trip documentation is completed correctly and forwarded to the Secretary
- (e) other duties in the committee position descriptions

11.3 Trip Committee (Sub committee)

- (a) Assist with the planning of club trips
- (b) Assist with organising trip leaders and providing guidance and advice on the planning of a trip.
- (c) other duties in the committee position descriptions

11.4 Social Coordinator

- (a) Coordinate the Social Committee and plan events for the club and pass this information to the Editor for inclusion in the magazine.
- (b) Organise social events for members
- (c) Organise fund raising events
- (d) Organise BBQ's for meetings
- (e) Maintain a cash float
- (f) other duties in the committee position descriptions

11.5 Social Committee (Sub Committee)

- (a) Assist with organising social events for members
- (b) Assist with organising fund raising events
- (c) other duties in the committee position descriptions

11.6 Fellowship officer / Membership officer

- (a) Meet visitors and new members
- (b) Introduce visitors and new members
- (c) Make up new membership packs in consultation with the Secretary who holds the membership register.



11.7 General Committee Members

Four club members to act as part of the Committee and provide representation of the members. In order to fulfil their role effectively General Committee members should:

- (a) Attend all meetings;
- (b) Be interested and involved;
- (c) Actively participate and contribute to the Committee;
- (d) Listen to others;
- (e) Clarify points;
- (f) Consider ideas carefully;
- (g) Voice concerns / opinions;
- (h) Act in the best interest of the Club.

Ordinary Committee members may be called upon to sit on sub committees.

11.8 4WDNT Delegates (not part of the Committee, however at least one delegate should hold a Committee position).

- (a) Selected club members to represent the Club as part of the 4WDNT committee.

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