

***Policies & Procedures
of the
Land Rover Owners Club of Victoria (LROCV)
Updated September 2020***

*These Club Policies & Procedures supersede any By-Laws that the Club previously followed.
Consumer Affairs Victoria require all Clubs to adopt their own revised Policies & Procedures
which were once known as By-Laws.*

*In this document are the LROCV's general overall Policies & Procedures. All Policies & Procedures are to be read in
conjunction with the Club Rules document available on the Club Website. -----*

INDEX

Statement of Purpose of the LROCV
Vision of the LROCV

- 1 Aim of this Document and its Interpretation
- 2 Entitlements and obligations of Membership
- 3 Membership Rates
- 4 Obligations of Members
- 5 Members Behaviour and Conduct Policy
- 6 Expenditure
- 7 Achievement Awards
- 8 Continuous Membership Awards
- 9 Granting of Life Membership
- 10 Subsidies and Expenses
- 11 Visitor Insurance
- 12 Trip Leader's duties
- 13 Convoy Procedure
- 14 Four Wheel Driver's Code of Ethics
- 15 Privacy Policy
- 16 Severe Weather Policy
- 17 Committee and Subcommittee Job Descriptions
- 18 Procedures at Annual General Meetings
- 19 Procedures for Motions being Presented and Voted on

Activities and Benefits provided by the Club -

- 20 Club meetings
- 21 Club magazine
- 22 Club trips and events
- 23 Electronic notification of Club news and activities by E-news and E-trips
- 24 Victorian 4WD Show

- 25 Club Permit Scheme (CPS) (AKA, Red Plates)
- 26 Driver Training Program
- 27 Website
- 28 Club Shop
- 29 Club Forum
- 30 Club Equipment
- 31 Membership of 4WD Victoria
- 32 4WD Victoria Rewards Scheme

STATEMENT OF PURPOSE OF THE LROCV

The purposes of the Land Rover Owners' Club of Victoria are to:

- Promote, represent, encourage and support the recreation of four wheel drive touring.
- Promote and represent the interests of owners and drivers of vehicles made by Land Rover.
- Pursue and conduct training programs, projects and social events which affect four wheel drive touring and the activities of the Club generally.
- Co-operate with or assist any organisation having objectives and purposes similar to those of the Club in any manner which may further the interest of four wheel drive touring.
- Co-operate with and assist all levels of government, land management authorities and community organisations in the needs of four wheel drive touring and initiating the means of meeting those needs.
- Preserve the Land Rover marque.

VISION OF THE LROCV

- LROCV is a dynamic club that -
 - engages with and meets the needs of its members
 - provides a safe environment that promotes four wheel driving - preserves the Land Rover marque

1 AIM OF THIS DOCUMENT AND ITS INTERPRETATION

1.1 The aim of this document is to set out Policies & Procedures for members of the Land Rover Owners Club of Victoria (known here as "the Club") to enable easy and consistent management of the Club.

1.2 In these Policies & Procedures (previously known in the Club as 'By-Laws'), all expressions shall have the meanings attributed to them by the Associations Incorporations Reform Act 2012 (the Act) or Rules of the Club, and the interpretation of these Policies & Procedures shall always be subject thereto in the construction, meaning and effect of such Policies & Procedures, to the intent that no Policy or Procedure shall be valid or binding which shall or would have the effect of conflicting with any part of the Associations Incorporations Reform Act 2012 (the Act) or Rules of the Club, but instead such Policies & Procedures shall be modified or read down to the extent necessary to give meaning thereto subject to the part or parts thereof thus in conflict.

1.3 All members of the Club shall be bound by the Policies & Procedures of the Club which may be made or amended from time to time by the Club in Special General Meeting by resolution. No Policy or Procedure may be inconsistent with any part of the Rules of the Club.

2 ENTITLEMENTS AND OBLIGATIONS OF MEMBERSHIP

2.1 All members shall be entitled to display on their vehicles such distinctive Club metal badge and Club sticker as the Committee may arrange and direct. All such badges and stickers shall be removed from those vehicles by the member upon his/her cessation of membership or his/her disposal of their vehicles.

2.2 Any member wishing to undertake any activities or actions on behalf of the Club that may potentially affect the Club in any way, must FIRST submit a proposal in writing to the Committee and seek approval in writing from the Committee as a 'Terms of Reference Document' before commencing such action.

2.3 Any member appointed by the Committee to perform an activity or action on behalf of the Club is exempt from submitting any proposals unless specifically requested to do so, or as directed by a 'Terms of Reference Document' for the duration of that activity or action.

2.4 A lawful directive issued by the Committee to a member is to be regarded as an unwritten law and must be complied with, subject to Club Rules.

2.5 Membership renewal is not automatic each year. The Committee may, without giving a reason, reject a member's annual renewal if it considers it is not in the best interests of the club.

2.6 Any member who has been expelled from the Club is not permitted to rejoin the Club again, or to take part in any organised trips, events, activities, or benefits of the Club.

2.7 Membership Application Process

- As per the Club Rules any person who is the owner or driver of Land Rover marque vehicles or a vehicle equipped 4 wheel drive dual range capacity is qualified to become a member of the Club.

(1) Prospective members need to complete the online Membership Application form which is available on the Club website. New members are considered to be on probation for three months from the time their membership application is submitted.

(2) Prospective members are encouraged to attend a club event or monthly meeting to better understand the operations of the Club and to meet other members.

Each month the Membership Officer will notify the Committee of the names of new probationary members that have joined during the previous month. The committee will then approve the new probationary members and their names will be included in the meeting minutes.

(3) The prospective member is to pay the joining fee and annual subscription using the secure online Credit Card payment facility. The applicant can also contact the Membership Officer to arrange an alternative method of payment if required.

(4) Each month the Club Membership Officer will notify LROCV members by E-News of the names of those persons that have joined during the previous month as probationary members. The names of new probationary members will also be published in the Review..

(5) If there is an objection from a Club member to a probationary member joining the Club, the committee is to be informed so they can take appropriate action.

(6) In the event of a new probationary member being rejected during the three-month probation period, then nine-twelfths of their subscription fee shall be refunded. Joining fee is non-refundable.

3 MEMBERSHIP RATES

3.1 Annual Subscriptions shall become due and payable on or before the last day of June in every year.

3.2 Joining Fee and Annual Subscription Fees (GST included) are advertised in the Club magazine and on the Club website.

3.3 For new members joining during the year, a monthly pro-rata fee can be charged at the discretion of the Committee.

- 3.4 Rates to increase at least by CPI and with Committee's discretion and included in the final figure in 3.5 below.
- 3.5 Rates shall be reviewed annually by the Committee and presented to the Membership at the July Special General Meeting for ratification before implementation. Amount shall be rounded up as required.

4 OBLIGATIONS OF MEMBERS

- 4.1 No firearms shall be permitted or used on any Club activity.
- 4.2 No unofficial competitions or irresponsible driving shall take place during any Club activity.
- 4.3 At all Club activities members and visitors shall and expected to obey all reasonable verbal instructions and visual signs erected by the Organisers.
- 4.4 Fire regulations shall be obeyed at all times.
- 4.5 Before leaving a meal site or breaking camp, members shall clear the site of litter and carry it out with them if there are no litter receptacles in the area.
- 4.6 Club-members must be familiar with the 'Code of Ethics' which is published in the Policies & Procedures of the Club.
- 4.7 Trail bikes are prohibited at Club activities unless prior permission has been obtained from the Committee and the Organisers.
- 4.8 When dogs are permitted to be taken on Club activities they must be placed on a leash or restrained in a vehicle when so requested by the Organiser.
- 4.9 Members must obtain prior permission of the Organiser before taking pets on any Club activity.
- 4.10 Where on a Club activity a vehicle limit is set, then vehicles of Club members shall preferentially fill that limit.
- 4.11 If it is the member's intention to invite visitors to Club activities then it is the member's obligation to make those visitors aware of the applicable Club's Rules, Policies & Procedures for the benefit of everybody. It is also the member's responsibility for the actions of those visitors as far as possible.

5 MEMBERS BEHAVIOUR AND CONDUCT POLICY

- 5.1 The Club has a zero tolerance to assault, abuse, discrimination, bullying and intimidation towards other members, or members of the public when involved in designated Club activities.
- 5.2 Zero Tolerance guidelines -
- (a) "Conduct unbecoming a member" means (*in these guidelines*) a member engaging in acts that are considered to be -
- (1) abusive
 - (2) discriminatory,
 - (3) intimidating,
 - (4) physical assault,
 - (5) deliberate property damage.
- (b) "Conduct prejudicial to the best interests of the Club" means (*in these guidelines*) a member that engages in acts that are considered to be -

- (1) detrimental to the well-being of the Club, either within the Club or with outside parties
- (2) actions performed in the name of the Club without the Committee's prior consent or approval.
- (3) inappropriate actions performed in the name of the Club

5.3 Actions -

- (a) Instant dismissal can be at the sole discretion of the Committee to prevent further misconduct (b) Member discipline shall be as per Club Rule 7.4,

If the Committee is of the opinion that a member has been guilty of conduct unbecoming a member or prejudicial to the best interests of the Club, the Committee may,

- (1) expel a member from the Club,
 - (2) suspend a member from the Club for a specified period, or
 - (3) fine a member in accordance with the Regulations
- (c) Discipline regarding damaging/destroying property may involve suspension from the Club by the Committee, until replacement of damaged property or compensation for the damages has been satisfactorily addressed,
- (d) Any member engaging in the physical assault of another member will be instantly expelled from the Club,
- (e) Any member that engages in insults or verbal abuse of another member will be subject to immediate discipline (raising voices to be heard is not to be considered as verbal abuse),
- (f) Discrimination by Race, Colour, Gender, Age or Religion against another member will be subject to immediate discipline,
- (g) Deliberate acts of intimidation towards another member will be subject to immediate discipline,
- (h) Any member deliberately destroying or damaging another member's property will be subject to immediate discipline,
- (i) Any member deliberately destroying or damaging any Club-owned property will be subject to immediate discipline,
- (j) Bullying in any form will not be tolerated and will be considered as either items (d) or (e) whichever is deemed as more appropriate.

6 EXPENDITURE

- 6.1 The committee is responsible for the Club's funds and will administer such funds in accordance with an annual budget which is approved and voted on by club members

7 ACHIEVEMENT AWARDS

- 7.1 Members of the Club are eligible to qualify for a number of awards. These awards are calculated over the Club year (1st September to 31st August), and are presented at the Annual Awards Presentation, which is usually incorporated into the next December Special General Meeting.
- 7.2 Points are awarded to all members for attending or organising Club activities. These can be meetings, trips and events. (General meetings, subcommittee meetings, mailing nights, organising or assisting in organising Club events, and participating in competitive events).
- 7.3 A 'Trip' or an 'Event' or an 'Activity' shall mean one and the same thing where they are activities organised by members on behalf of the Club for all members and approved by the Committee.
- 7.4 Club activities may be run solely by members or events run in conjunction with other clubs. A Club activity may also be organised as part of a larger event run by another club or organisation.
- 7.5 The decision of the Committee as to the winners of all Awards will be final and no correspondence shall be entered into.

The Annual Awards shall be -

7.6 '*CLUB MEMBER OF THE YEAR AWARD - Kenneth Moore Memorial Trophy*'. This perpetual trophy is presented in memory of the late Kenneth Moore, who was a very active member in the Club's early years, to the member who organises and participates in the most activities for the year. Points are awarded to all members for attending or organising activities (see 7.2 above)

- (a) The objective of the 'Club Member of the Year' award is to recognise the member who has been most active in Club activities during the Club year.
- (b) For the purposes of this award, Club activities may be events or trips run solely by members, or in conjunction with other clubs. A Club activity may also be organised as part of a larger event conducted by another club or organisation.
- (c) All Financial members and Life Members will qualify for consideration for receipt of the Award.
- (d) Assessment of members' activity will be based on involvement in the following types of activities – (1) Participation in four wheel drive trips,
 - (2) Attendance at Club meetings, (ie, a half day event)
 - (3) Attendance at Committee meetings, subcommittee meetings, mailing nights (ie, a half day event)
 - (4) Involvement in Club competitive event (as defined) (ie, half or full day event)
 - (5) Participation in the Victorian 4WD Show and its associated activities (ie, half or full day event)
 - (6) Participation in Club organised or sponsored social activities (ie, half or full day event)
 - (7) Participation in Club endorsed working bees (ie, half or full day event)
 - (8) Attendance at, or participation in, technical workshops (ie, half or full day event)
 - (9) Participation in four wheel drive related training activities (ie, half or full day event)
 - (10) Representation of the Club at 4WD Shows or similar such activities (ie, half or full day event)
 - (11) Participation in affiliated organisations (eg, 4WD Vic, AOMC etc) or representation of the Club at any other event or activity endorsed by the General Committee.
- (e) For points to be awarded, notice of the activity shall appear in the Club magazine prior to the activity happening. The exception to the above is emergency response activities. Any other short notice activity may be considered for inclusion by the General Committee.
- (f) Points shall be awarded in the following manner:
 - (1) Attending an event (these points are in addition to any points awarded for organising any event)

Half day activity.....	5 points	All day
activity.....	10 points	
Weekend trip (2-4 days).....	20 points	One week
trip (5-7 days).....	30 points	
Extra week(s).....	5 additional points per week or part thereof	
 - (2) A maximum of 60 points can be awarded to a member for attendance at any one activity.
 - (3) Where there is more than one organiser or official on an activity, the following points shall be awarded to the main or key organiser, and each secondary organiser or official shall be awarded half these points each, which are in addition to those awarded to the main or key organiser.
 - (4) Organising an activity (these points are in addition to any points awarded for attending any one activity)

Half day activity.....	10 points	All day
activity.....	20 points	
Weekend trip (2-4 days).....	40 points	
One week trip (5-7 days).....	60 points	
Extra week(s).....	10 additional points per week or part thereof	
 - (5) A maximum of 120 points can be awarded to a member for organising any one activity.
 - (6) No organiser points shall be awarded where a member is elected or appointed to perform the responsibilities as part of their normal Committee or Subcommittee roles of that Office of Committee or Subcommittee.
- (g) For points to be allocated a full list of attendees and organisers (all signed) of an activity must be provided to the Events Coordinator within one month of the activity.
- (h) Should there be more than one member with the highest number of points the winner will be selected by the use of a count-back on the number of four wheel drive activities each of those members has participated

in. Should there still be a draw then the winner shall be the member who has attended the highest number of activities during that Club year.

- (i) After the closing date for activities reports the Events Coordinator shall compile the points awarded to members based upon the Club records available and make a recommendation to the Committee meeting immediately prior to the Annual Awards Presentation. The Committee shall decide on the winner of the award based upon the recommendation of the Events Coordinator.
- (j) The perpetual trophy for this Award shall be presented to the winner(s) at the Annual Awards Presentation. The winner(s) shall hold the trophy for the next club year, but the trophy shall be returned to the Events Coordinator a minimum of one month prior to the next Annual Awards Presentation as it is a perpetual trophy. On return of this perpetual trophy the winner(s) shall be awarded a smaller trophy for permanent retention. This smaller trophy shall be presented at the Annual Awards Presentation one year after the presentation of the perpetual trophy.

7.7 *'JIM KEVIN MEMORIAL TROPHY'*. This perpetual trophy is presented in memory of the late Jim Kevin, who was a keen competitor in all activities of the early years of the Club. This annual perpetual trophy is awarded to the best overall competitor and/or organiser in Club competitive type events (being navigation, vehicle trials, motorkhanas, etc).

The rules for the awarding of this trophy are -

- (a) Only current Financial or Life members of the Club are eligible to win this trophy. (b) The trophy will only be awarded when:
 - (1) a minimum of five competitive events have been held in the one Club year.
- (c) To qualify for this award a member must have participated in or organised at least three of the competitive events.
- (d) Competitive events shall be defined in relation to the 'Jim Kevin Memorial Trophy' as -
 - (1) events which require the use of a four wheel drive vehicle in all events that has a winner or winners achieved through point scoring.
 - (2) events that are open to all members, ie, no limit on number of participants.
 - (3) events which are organised by Club members or jointly organised with another club.
- (e) Points for this trophy are achieved in the following way:
 - (1) one point for organising a competitive event.
 - (2) one point for participating in a competitive event.
 - (3) one point for being an organiser of an event but not being able to participate in the event because of the structure of the event.
 - (4) a maximum total of two points per person is achievable for any one event.
- (f) For points to be allocated a full list of attendees and organisers (all signed) of an event must be provided to the Events Coordinator within one month of the end of the event.
- (g) After the closing date for event reports the Events Coordinator shall compile the points awarded to members based upon the Club records available and make a recommendation to the Committee meeting immediately prior to the Annual Awards Presentation. The Committee shall decide on the winner of the award based upon the recommendation of the Events Coordinator
- (h) Should there be more than one member with the highest number of points, there will be a count back in the following way -
 - (1) the winner shall be the member with the highest number of points who organised the greatest number of competitive events in that Club year;
 - (2) should there still be no clear winner; the winner shall be calculated as the member with the highest number of points, who organised the greatest number of competitive events in that Club year, who achieved the best scores for the competitive events that are conducted in that Club year.
 - (3) should there still be a draw then the award will be awarded jointly.
 - (4) the perpetual trophy for this award shall be presented to the winner(s) at the Annual Awards Presentation. The winner(s) shall hold the trophy for the next Club year, but the trophy shall be returned to the Events Coordinator a minimum of one month prior to the next Annual Awards Presentation as it is a perpetual trophy. On return of this perpetual trophy the winner(s) shall be awarded a smaller personal trophy for permanent retention. This trophy is presented at the Annual Awards Presentation one year after the presentation of the perpetual trophy.

7.8 *'LROCV SPECIAL SERVICE AWARD'*. This perpetual trophy (*donated by Graeme Walsh*) is awarded to a member who has done much for the betterment of the Club over the past Club year. This award recognises the efforts of a member who has consistently contributed many hours of effort, both on the job and behind the scenes over the last club year, either to a particular activity or in general, all of which improves the image of the club. It is awarded to a member not serving on General Committee. The Award is not required to be awarded every year. The recipient is decided by General Committee. The trophy is presented at the Annual Awards Presentation. The trophy shall be returned to the Events Coordinator a minimum of one month prior to the next Annual Awards Presentation as it is a perpetual trophy.

7.9 *'TRIP LEADER OF THE YEAR AWARD'*

- (a) The objective of the 'Trip Leader of the Year' award is to recognise the member who has been most active in organising Club trips during the Club year.
- (b) For the purposes of this award, Club events may be trips run solely by members or events run in conjunction with other clubs. A Club trips may also be a Club activity organised as part of a larger event conducted by another club or organisation.
- (c) All Financial members and Life Members will qualify for consideration for receipt of the Award.
- (d) Assessment of members' activity will be based on involvement in the organising or leading Club trips, (e) For points to be awarded, notice of the trip shall appear in a copy of the Club magazine or on eTrips prior to the event happening. The exception to the above is Emergency Response activities. Any other short notice trip may be considered for inclusion at the time by the General Committee.
- (f) 'Trip Leader Recognition Badges' will be provided when a member leads three trips in the previous Club year.
- (g) For points to be allocated, a full list of attendees and organisers (all signed) of a trip must be provided to the Events Coordinator within one month of the event.
- (h) Organising an event (these points are in addition to any points awarded for attending any one trip):
 - (1) Half day trip..... 5 points
 - (2) All day trip..... 10 points
 - (3) Weekend trip (2-4 days)..... 20 points
 - (4) One week trip (5-7 days)..... 30 points
 - (5) Extra week(s).....10 additional points per week or part thereof.
 - (6) A maximum of 70 points can be awarded to a Trip Leader for organising any one trip.

7.10 *'LROCV ROOKIE OF THE YEAR'*. This perpetual trophy, (*donated by Bob and Bev Gruar*), is awarded to a member of no more than two years and in that time has shown that he or she is prepared to get involved by taking part in club activities. This member has shown a willingness to make friends, make a real effort to improve their four wheel driving skills and become aware of their environment, thereby building up their self- confidence for any club activity in which they participate. The Award is not required to be given every year. The recipient is decided by General Committee. The trophy is presented at the Annual Awards Presentation.

The trophy shall be returned to the Events Coordinator a minimum of one month prior to the next Annual Awards Presentation as it is a perpetual trophy.

7.11 *'LROCV INNOVATION AWARD'* This annual perpetual trophy (*donated by Chris Brain*) is awarded to a financial club member to recognise their creative efforts in producing an innovative item or device relating to the pursuits of the LROCV. The trophy shall be returned to the Events Coordinator a minimum of one month prior to the next Annual Awards Presentation as it is a perpetual trophy.

Eligibility requirements:

- (a) An article describing the idea through to completion must appear in the Club magazine.
- (b) Most of the design and manufacture must be done by the club member themselves, with minimal outsourcing.
- (c) The item or device must be largely a new idea or a significant improvement on an existing idea.
- (d) How well it performs the task and ease of use are more important than how well it is constructed.

- (e) The item or device must not be available to buy commercially or be from the member's professional field of expertise.
- (f) The winner shall be chosen by the General Committee from the articles that appeared in the Club magazine during the current Club year (1st September to 30th August)
- (g) The trophy is presented at the Annual Awards Presentation.
- (h) If no ideas during the club year are judged to be worthy, the trophy shall not be presented for that year.

7.12 *'INDIVIDUAL COMPETITIVE EVENTS'*. These events take the form of vehicle trials, motorkhanas, navigation exercises, treasure hunts and other novelty events which members arrange from time to time. Overall and Class prizes are awarded. All Financial and Life Members and their immediate families are eligible to win prizes. The recipients are decided by the Organiser(s). Prizes may be issued at the time of the event, or held over and presented at the Annual Awards Presentation.

7.13 *'NOVELTY AWARDS'*. These awards are given to any member for anything, which includes those who have done something out of the ordinary or just plain silly during the year. The recipients are decided by the Events Coordinator. These novelty awards are presented at the Annual Awards Presentation.

8 CONTINUOUS MEMBERSHIP AWARDS

8.1 Members who have had continuous membership of the Club, for the periods listed below will have Continuous Membership Awards granted on the anniversary of them joining the Club.

8.2 Awards will be granted after completion of 15 years membership, and for every five years completed in addition to the initial fifteen years.

- (a) For every five years membership after 15 years continuous membership a new name badge shall be issued noting years of continuous membership
- (b) Members who achieve 50 years continuous membership shall be presented with a personal trophy to retain in recognition of their 50 years of membership.
- (c) Members who achieve 50 or more year's continuous membership shall also be exempt from paying annual membership fees.
- (d) The 50 year Award shall be known as the Camier Family Award.
- (f) The 20 year Award shall be known as the Judi Jabour Award.

8.3 Membership must be continuous, but can be made up of any combination of Member and Life Member membership types.

8.4 The date upon which such calculations are based will be the date of joining, as indicated in the current Club records.

8.5 Continuous Membership Awards are usually presented at the Annual Awards Presentation each year.

8.6 Early Club records do not record the actual date of joining; they just show the club year in which the member joined. For Continuous Membership purposes these members will be deemed to have joined at the start of that relevant club year, eg, September 1st.

9 GRANTING OF LIFE MEMBERSHIP

9.1 Life Memberships are awarded by the General Committee based on a proposal put forward by a financial club member.

9.2 Any proposal for the granting of a Life Membership shall be in writing and should address the guidelines provided in 9.6. Any such proposal must be provided to the Committee for consideration prior to the commencement of the June General Committee meeting if the Life Membership is to be considered for that Membership Year.

9.3 The General Committee will consider all proposals for Life Memberships at the August General Committee meeting and decide if any such appointments are to be made, and if so, to whom.

9.4 The General Committee may only award additional Life Memberships if the total number of Life Memberships, including those being considered, will be less than 5% of the total current club memberships.

9.5 The General Committee must take into account all written information provided by the club member proposing the appointment and any other information it may have available to it. The General Committee may seek additional information from the Proposer, any other club member or any other source.

9.6 The General Committee must consider the contribution of the proposed Life Member to the Club in accordance with the following guidelines:

(a) Significant length of continuous, active full membership of at least 15 years (b) Service to the Club during their period of membership including-

- (i) Regular attendance at monthly meetings
- (ii) Regular participation in club activities
- (iii) Contribution to the leading of Club events
- (iv) Committee membership
- (v) Special projects
- (vi) Contribution to the Victorian 4WD Show
- (vii) Contributed to the Club culture in a positive manner
- (viii) Respected and admired by members at large

9.7 Any new Life Membership will be awarded at the Club's Annual General Meeting.

9.8 Any Life Membership proposals not granted by the General Committee will lapse and must be resubmitted for consideration in following years if the Proposer so wishes.

9.9 The General Committee need not provide reasons for accepting or rejecting any individual proposal.

10 SUBSIDIES AND EXPENSES

10.1 Unless there is a special activity approved by the Committee, no subsidies shall be paid. If a subsidy is to be paid then appropriate invoices and documentation is required.

10.2 If there are costs to be incurred in conducting a trip, event or activity, then these costs shall be classed as one-off expenses rather than a subsidy.

10.3 If expenses are to be incurred, the organiser shall endeavour to have the participants share some or all of the expenses where possible.

10.4 Organisers of Club activities are invited to submit their subsidy or expense proposals to the Committee for approval using the following guidelines:

(a) Application shall be in writing to the Secretary for tabling on the Committee Agenda (b) Application to be submitted at least one month in advance of the subsidy or expense being required to be publicised to the members,

(c) The application shall contain at a minimum -

- (1) an explanation as to why the subsidy or expense is required,
- (2) specifically how the event satisfies the Club's Statement of Purposes,
- (3) how the subsidy will benefit a significant number of the membership,
- (4) in the case of any trip, event or activity, each member's name and membership number that will receive that subsidy or expense reimbursement.

10.5 Overall Policy Rider and Caveat -

- (a) In line with the responsibilities of the Committee under the Club Rules and the Associations Incorporations Reform Act 2012 (the Act), the Club Committee will monitor the financial health of the Club and has the fiducial responsibility to manage the financial affairs of the Club prudently.
- (b) Exercise of this responsibility overrides commitments to subsidies and expenses and the Committee makes members aware that proposals may be rejected on the basis of Club financial health and that cessation or interruption of subsidies committed may be unavoidable, in the overall interests of the Club.

11 VISITOR INSURANCE

11.1 The LROCV will allow visitors to attend Club trips upon the payment of a Visitor Insurance fee (for insurance purposes only).

11.2 This Visitor Insurance fee does not entitle guests to any other Club member privileges, benefits or rights.

11.3 Visitor Insurance will cover the visitor and the passengers (up to the age of 18 years and can include dependent students up to the age of 25 years), and the coverage will continue only until 4pm on 30th June of the year the insurance fee was paid.

11.4 The Visitor Insurance fee will be advertised in the Club magazine and also on the Club website. This 'fee' is subject to change by the Committee as deemed necessary.

11.5 Visitor drivers may only participate (as drivers) for a maximum of three trips per year before full membership is required. This shall be monitored by the Events Coordinator.

11.6 Visitor passengers may attend an unlimited number of trips per year (providing they do not drive).

11.7 Visitor Insurance coverage principal requirements include -

- (a) The Trip Participants form MUST be filled out by Trip Leader, with members and visitors details and signature at commencement of the trip.
- (b) Visitor Insurance must be purchased through the Club's website and provide proof of payment to the Trip or Event leader upon trip registration or via the Trip Leader on arrival at meeting point.
- (c) The Club's Visitor Insurance form must be filled out by every visitor for themselves and their family.
- (d) A visitor can sign on behalf of his/her family and is responsible for their actions.
- (e) Children can only be covered under their parents/legal guardian's Visitor Insurance. (Parents or legal guardians' names must be included on the form).
- (f) Trip Leaders must collect any cash (if participant has not pre-paid online) and signed forms for Visitor Insurance BEFORE a trip commences.
- (g) Proof of payment (from website payment) should be sighted and receipt number noted on the form.
- (h) Members of other 4WD Victoria affiliated clubs need to show their current membership card before the trip commences or they must pay the Visitor Insurance fee.

12 TRIP LEADER'S DUTIES

12.1 Trip Leader duties shall include but not limited to -

- (a) Club LROCV members need to show current membership card before trip commences or they shall be treated as a visitor and pay the Visitor Insurance fee to be later reimbursed upon confirmation of membership status.
- (b) Trip Leaders shall record details from current membership card of members of other 4WD Victoria affiliated clubs before the trip commences.
- (c) Trip Leaders must ensure that the Events Coordinator receives all required Forms within thirty days of the trip's conclusion.
- (d) Trip Leaders shall forward all collected Visitor Insurance Fees to the Club Treasurer within seven days for banking and insurance purposes.
- (e) Trip Leader must specify official trip start point and finish point. If some unexpected circumstances arise, the Trip Leader may change the official end point.

(f) Ten vehicles shall be the maximum on a trip except for a base camp. Larger numbers shall be split into several convoys with a maximum limit of ten vehicles per convoy each complete with its own Trip Leader and Tail End Charlie.

(g) Trip Leaders failing to comply with these requirements could leave the Club and themselves open to legal and insurance litigation. The Trip Leader would then be required to explain to the Committee the reasons for the non-compliance and disciplinary action may be taken against that Trip Leader.

12.2 The Trip Leader has the right to refuse a participant

13 CONVOY PROCEDURE

13.1 To maintain an orderly procedure of a group of vehicles on a trip the Club follows a Convoy Procedure found by experience to be the most practical.

13.2 Unless directed otherwise by the Trip Leader, all vehicles shall remain in starting order during the trip.

13.3 A Trip Leader may organise the order of vehicles in a convoy. He/she will also elect a 'Tail End Charlie' to take position at the rear of the convoy and this shall be the last vehicle in the convoy.

13.4 Unless the Trip Leader has specified otherwise at the beginning of the trip each participant will stop at any turn-off or intersection and will wait for the following vehicle before moving in the correct direction. Each vehicle in turn will wait at the intersection for the following vehicle before moving off. An indication is given to the vehicle in front when the driver of the next vehicle is aware of the intersection by operating the turning indicator lights, or confirmed by radio communications, thus enabling him/her to move off and help reduce delay. At all times in convoy each driver is responsible for the vehicle behind. If arriving at an intersection where there is no vehicle waiting and the driver is in doubt as to the correct direction, then that driver should not move off, but instead wait for the vehicles behind to catch up. The driver will then receive correct instructions as to which route to take.

13.5 When a vehicle arrives at a difficult section of track or at an obstacle, that vehicle is to stop, wait for the vehicle behind, then negotiate the obstacle or difficult section, then wait on the other side until the vehicle behind is safely across then proceeds.

13.6 Fuel and provisions should be sought prior to the start of the trip.

13.7 If a vehicle intends to leave a trip or convoy at any stage, that driver must notify the Trip Leader of his/her intentions.

13.8 When travelling unassisted in convoy the distance between each vehicle shall not be less than six vehicles lengths or the minimum legal requirement, making sure also to leave enough space for overtaking on highways and country roads.

13.9 Eligibility of vehicles, drivers and passengers to participate in Club events shall be determined by the Trip Leader and the relevant Club Rules, Policies & Procedures.

13.10 Every driver shall drive very slowly within any camp area.

14 FOUR WHEEL DRIVER'S CODE OF ETHICS

14.1 Obey the laws and regulations for Recreational Vehicles that apply to public and private lands.

14.2 Respect the cultural, heritage and environmental values of public and private land, by obeying restrictions that may apply.

14.3 Respect our flora and fauna. Stop and look, but never disturb.

14.4 Keep to formed vehicle tracks.

- 14.5 Keep the environment clean. Carry your own and other rubbish out.
- 14.6 Keep your vehicle mechanically sound and clean to reduce the environmental impact.
- 14.7 Adopt minimal impact camping and driving practices.
- 14.8 Seek permission before driving on private land. Do not disturb livestock or watering points. Leave gates as found.
- 14.9 Take adequate water, food, fuel and spares and a first aid kit on trips. In remote areas travel with another vehicle which would have adequate communications capabilities.
- 14.10 Enjoy your recreation and respect the rights of others.
- 14.11 Plan ahead and lodge trip details with a responsible person.
- 14.12 Support four-wheel drive touring as a responsible and legitimate family recreational activity by joining an affiliated Four Wheel Drive Club.
- 14.13 This code supports the National Recreational Vehicle Policy and is valuable only if you observe it!

15 PRIVACY POLICY

15.1 We value your privacy in the Land Rover Owners Club of Victoria and understand the importance of maintaining confidentiality. We adhere to the Privacy Act 1988, as amended by the Privacy Amendment (Private Sector) Act 2000 and have a firm commitment to protecting your privacy.

15.2 Our Privacy Policy outlines our information handling practices, covering:

- (a) collection of your personal information,
- (b) use and disclosure of your personal information,
- (c) quality of your personal information,
- (d) access to your personal information, (e) security of your personal information, (f) how to contact us.

Our policy in relation to these activities is explained in more detail as follows -

15.3 Collection of your personal information:

Generally, we collect personal information directly from you, for example, when you deal with us in person, over the telephone or via our website. The nature of personal information collected and maintained by us generally comprises information such as your name and address, your contact details (telephone numbers, email address) and vehicle details.

15.4 Use and disclosure of your personal information:

Your personal information is collected for the purposes of establishing and maintaining our data records and to service our relationship with you. We may use your personal information to facilitate these purposes and for related purposes such as:

- (a) internal administration, and
- (b) to assist us to identify and inform you of activities conducted by us that may be of interest to you.

15.5 We will use all reasonable endeavours to prevent the disclosure of your personal information except to the extent:

- (a) indicated at the time you supply the information to us,
- (b) expressly permitted under any agreement with you,
- (c) required for performance by us of our activities for you,

- (d) required under compulsion of law or provided in cooperation with any government authority; and where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you,
- (e) we undertake not to sell, rent or trade your personal information,
- (f) your personal information may be shared among the members of the Club unless you tell us otherwise.

15.6 Quality of your personal information:

We will use reasonable endeavours to ensure that the information held is accurate and will update our records at the earliest opportunity following notification of any errors or changes.

15.7 Access to your personal information:

On request, you may access personal information collected and held by us. Further, if you believe that your personal information is not accurate, or incomplete, you may request that we make necessary corrections, additions or deletions. In order to do so, we ask that you put your request in writing to the Club Secretary. We will endeavour to respond to your request within seven working days.

15.8 Security of your personal information:

Your personal information will be held in a secure manner, with access limited to those with a legitimate need to know, bona fide officers of the Club or those in the Club with the delegated authority of the Committee.

16 SEVERE WEATHER POLICY

16.1 If any trips or events are to be conducted in areas where severe weather conditions might exist on those days then the Trip or Event Leader is required to call off that trip or event.

Clause amended subject to ratification at a Special General meeting as per clause 1.3 of this document

In the interests of Participant safety, where weather / other conditions dictate, or are reasonably expected to deteriorate, Trip leaders after consultation with any 2 of the following 3 club officials: the Club Events Co-Ordinator / President / Vice President, can be directed to alter, or cancel a trip, including one already underway.

A refusal by the Trip Leader to comply with the direction given, means that the trip is no longer a sanctioned Club Trip, meaning that the trip is no longer covered by the Club's insurance policy.

16.2 If the day is a Total Fire Ban day or a Code Red day any planned trips shall be called off. However, that does not mean that it's safe just because it is not a Total Fire Ban day.

16.3 Trip Leaders are to be aware of any severe weather situation at all times and plan accordingly.

16.4 Trip Leaders shall monitor various media so as to keep informed when severe situations are imminent.

16.5 Trip Leaders should use local knowledge to assist in calling off trips due to predicted high wind, heavy rain, flooding, heat, or bushfires, which will impact the intended trip route.

16.6 If it's possibly going to be hazardous, you don't go.

16.7 More information available on the Club website at www.lrocv.com.au

17 COMMITTEE and SUBCOMMITTEE JOB DESCRIPTIONS

17.1 The Job Descriptions for the various Committee and Subcommittee roles are located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

18 PROCEDURES AT ANNUAL GENERAL MEETINGS

18.1 The Procedures for conducting Annual General Meetings and Elections for the various Committee and Subcommittee roles are located on the LROCV website under Club Rules at www.lrocv.com.au

19 PROCEDURES FOR MOTIONS BEING PRESENTED AND VOTED ON

19.1 The Procedures for presenting Motions at Meetings are located on the LROCV website under Club Rules at www.lrocv.com.au

Activities and Benefits provided by the Club -

20 CLUB MEETINGS

20.1 The Club shall conduct a meeting every month (except January)

20.2 This meeting shall be open to all members and visitors, and consist of Club business, and at regular intervals a Guest Speaker.

20.3 The meeting venue shall be at a suitable location determined by the Committee and the membership.

20.4 The Club President is usually the coordinator of these meetings.

21 CLUB MAGAZINE

21.1 The club shall publish a magazine regularly titled "Review".

21.2 This will be distributed to financial members, prospective new members, advertisers, selected other four wheel drive clubs, and other organisations as agreed on.

21.3 The membership will elect a competent member to be Editor who will oversee its operation following guidelines set down by the Committee.

21.4 To produce and distribute a magazine it requires these sub-groups to work together as a team - (a)

LROCV Editor

(b) LROCV Advertising Coordinator

(c) LROCV Graphic Designer

(d) Subcontract Printing company

(e) LROCV Membership Officer

(f) LROCV Mailing Coordinator

(g) LROCV Webmaster

21.5 If a member is able to and wants to, they may perform more than one of the roles as listed in 21.4 providing they are competent, and are elected or appointed as per the Club Rules and Policies & Procedures.

21.6 The Job Descriptions for the various roles are located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

21.7 Full details of the magazine's specifications, time-frames, etc available in a separate working document

22 CLUB TRIPS AND EVENTS

22.1 The Club shall conduct regular monthly meetings, four wheel drive trips and activities of varying kinds

for member's interests.

22.2 These activities shall be coordinated by the Club Events Coordinator who shall promote and advertise them to members.

22.3 Members may arrange, organise and lead these activities.

23 ELECTRONIC NOTIFICATION OF CLUB NEWS AND ACTIVITIES BY E- NEWS and E-TRIPS

23.1 The Club shall keep members regularly informed of pertinent news and forthcoming Club activities by electronic notification through E-news and E-trips.

24 VICTORIAN 4WD SHOW

24.1 The Club shall assess on an annual basis as to whether it shall conduct the Victorian 4WD Show. If it is to be conducted then it will be at an agreed date and location, and as agreed by the membership.

24.2 The membership shall elect a Victorian 4WD Show Coordinator each year to oversee the operation of the Show.

24.3 The Coordinator shall enlist sufficient and suitable subcommittee members to assist with operation of this Show.

24.4 The Coordinator shall convene timely subcommittee meetings throughout the year for the purpose of organising this Show.

24.5 The Job Descriptions for the Coordinator and Subcommittee roles are located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

25 CLUB PERMIT SCHEME (CPS) ie, RED PLATES

25.1 The Policies & Procedures of the LROCV's Club Permit Scheme (CPS) are located on the LROCV website under "Club Permit Scheme" at www.lrocv.com.au

25.2 The Club Committee shall appoint a competent member to be the Club Permit Scheme Registrar who shall oversee its operation.

25.3 The role of Club Permit Scheme Registrar has to be an elected official of the Club as per VicRoads requirements.

25.4 The Job Description for the Club Permit Scheme Registrar's role is located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

26 DRIVER TRAINING PROGRAM

26.1 The Club shall provide a Driver Training Program where members can be provided with additional skills pertaining to four wheel driving.

26.2 This Program shall be available to financial members.

26.3 The Club Committee shall appoint a competent member to be the Driver Training Coordinator who shall oversee its operation.

26.4 The Job Description for the Driver Training Coordinator's role is located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

27 WEBSITE

27.1 The Club shall provide a website where members and the general public can access information at www.lrocv.com.au

27.2 This website shall have a members-only section for financial members.

27.3 The Club Committee shall appoint a competent member to be Webmaster who shall oversee its operation.

27.4 The Job Description for the Webmaster's role is located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

28 CLUB SHOP

28.1 The Club shall provide a merchandise outlet known as 'The Club Shop'.

28.2 The Club Shop shall sell Club insignia merchandise to members only.

28.3 The membership shall elect a competent member to be Sales & Purchasing Officer who shall oversee its operation.

28.4 The Job Description for the Sales & Purchasing Officer's role is located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

29 CLUB FORUM

29.1 The Club shall provide a Forum where members can access information at www.vlro.com.au

29.2 This Forum shall be available to financial members.

29.3 The Club Committee shall appoint a competent member to be Forum Moderator who shall oversee its operation.

29.4 The Job Description for the Forum Moderator's role is located on the LROCV website under "Job Descriptions" at www.lrocv.com.au

30 CLUB EQUIPMENT

30.1 The Club provides a range of equipment for use by club members at no (or minimal) charge. Any member wishing to use any of the club equipment for a trip can do so by contacting the Club Equipment Officer.

30.2 The Club owns a defibrillator which can be borrowed by members.

Guidelines for use of the defibrillator-

- Before a trip all participants are given a debriefing on the use of the defibrillator.
- All trip participants are aware of the location of the defibrillator during the trip. It needs to be accessible at all times.

- Any member borrowing the defibrillator needs to have an understanding of how to use it correctly (having completed a First Aid course or been trained by a qualified person)
- In the event of requests to borrow the defibrillator for trips which occur at the same time or “overlap” the Club Equipment Officer shall make the decision as to who is given the defibrillator. This decision will be based on when the request is received, length of trip and the degree of isolation.

31 MEMBERSHIP OF 4WD VICTORIA

- 31.1 The Club is an affiliate member of 4WD Victoria which is itself a member of 4WD Australia.
- 31.2 Membership of 4WD Victoria is open to all 4WD type clubs in Victoria.
- 31.3 Membership of 4WD Victoria is by payment of an annual affiliation fee, determined by all member clubs.
- 31.4 All member clubs are entitled to one Delegate per 100 club memberships or part thereof, to represent their members.
- 31.5 The elected 4WD Victoria Delegates Coordinator shall enlist sufficient and suitable Delegates to assist in being involved in attending 4WD Victoria meetings and activities where applicable.
- 31.6 The 4WD Victoria Delegates Coordinator shall oversee this Club’s membership and its Delegates.
- 31.7 Job Description for these roles are located on the LROCV website under “Job Descriptions” at www.lrocv.com.au

32 4WD VICTORIA REWARDS SCHEME

- 32.1 4WD Victoria offers affiliated member clubs a rewards scheme which entitles members to a range of discounts from a variety of businesses.

AMENDMENTS

If you have any amendments you feel are required to any of this document, please mail or email them to - The Secretary,
Land Rover Owners Club of Victoria
Mail: PO Box 962 Mount Waverley 3149
Email: lrocvsecretary@gmail.com
