



TRAX 4WD Fellowship
Over the Land – Under the Cross

By-Laws

Revision 1.0

Revision	Date	Amendment
0.0	2013	First Draft
0.a	2013 Feb	Remove references to St Marks
0.b	2013 March	Separate into the Constitution and the By-Laws and implementing changes approved at the Committee meeting on 4/3/2013.
0.c	2013 March	
0.d	2013 April	Include some items from Constitution
0.f	2013 May	Changes from meetings 6 th and 13 th May
1.0	2013 May	Released for or approval of the voting members.
1.0	2013 May	Accepted by the voting members.

President

Secretary

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1.1 General

- 1.1.1 These By-Laws shall be read and understood in context with the constitution, and if any discrepancy exists, the constitution shall prevail.
- 1.1.2 The Fellowship shall establish and maintain a close working financial and support relationship with Four Wheel Drive NSW & ACT.
- 1.1.3 No person shall use the Fellowship as a means of advertising or for personal gain unless with the permission of the Committee.
- 1.1.4 No person shall use the Fellowship's name except for an organised outing or survey, or for official business.
- 1.1.5 A copy of the Constitution and By-Laws shall be presented to every membership upon joining or upon request.
- 1.1.6 The committee may approve reimbursement for fares and reasonable out of pocket expenses incurred by members on Fellowship business.
- 1.1.7 It is the responsibility of the trip leader of each outing to ensure that the By-Laws are upheld.
- 1.1.8 No person participating in an outing shall conduct himself or herself in such a manner as to bring discredit upon the Fellowship.
- 1.1.9 Because the Fellowship is a Christian organisation, each fellowship activity shall commence with prayer as a means of witness to all attendees of our reliance on God for our safety and protection.
- 1.1.10 Where the activity of the Fellowship falls on a Sunday, there shall be a short devotional service led by the trip leader or by a person appointed by him or her. All attendees are to be encouraged to join in this service.
- 1.1.11 Postal voting may be allowed at the discretion of the committee, only for Special General Meetings and Extraordinary General Meetings.
- 1.1.12 Where postal voting is allowed the motion shall be put without any amendments.
- 1.1.13 Postal votes shall re-state motion alongside the the desired vote either for or against the motion.
- 1.1.14 Each membership submitting a postal vote, either secret or otherwise, must be identified.

1.2 Amendments to By-Laws

- 1.2.1 The process of amending the By-Laws of the fellowship is defined in the constitution.

1.3 Official Forms

- 1.3.1 The committee shall approve any additional forms or changes as necessary.
- 1.3.2 The following forms are used for the efficient management of the Fellowship.
- 1.3.2.1 Nomination Form
 - 1.3.2.2 Membership Form
 - 1.3.2.3 Trip Form
 - 1.3.2.4 Request for Reimbursement Form

1.4 Financial

- 1.4.1 The committee is authorised to pay the affiliation and insurance fees to Four Wheel Drive NSW & ACT..
- 1.4.2 With the exception of the above clause, no amount greater than one hundred dollars (\$100) shall be spent by the committee in one transaction unless authorised by a general meeting or special general meeting.
- 1.4.3 The Fellowship supports two charities:- the Bush Church Aid Society and the Royal Flying Doctor Service.

1.5 Public Behaviour

- 1.5.1 In addition to the By-Laws stated below, members must abide by any special conditions or restrictions placed on entry to an area by the owner or controller of the property.
- 1.5.2 Every effort must be made by members to assist in the protection of landscape, flora and fauna in all areas visited.
- 1.5.3 Fires shall not be lit without the permission of the trip leader and the use of fire must comply with fire regulations at the time.
- 1.5.4 No firearms or explosives shall be used or displayed on outings.
- 1.5.5 No animals shall be brought to any fellowship event or outing.
- 1.5.6 All rubbish must be conveyed to where it can be disposed of in a proper receptacle and no litter is to be left behind.
- 1.5.7 No racing or speed trials shall be conducted, nor shall driving in a manner that could be misconstrued as competition between

drivers be allowed on any Fellowship outings unless the competition is an official competition sanctioned by Four Wheel Drive NSW & ACT.

- 1.5.8 Members and guests should refrain from drinking alcohol during the period of the Fellowship's activity.
- 1.5.9 Members and guests should not attend any Fellowship meeting whilst intoxicated.

1.6 Vehicle and Road Safety

- 1.6.1 All vehicles on outings shall be registered and in a roadworthy condition, and the drivers licensed for the class of vehicle.
- 1.6.2 All occupants in vehicles must wear a seat belt in compliance with the law.
- 1.6.3 Riding on the exterior of vehicles should be avoided unless absolutely necessary. This is to be arbitrated by the trip leader.
- 1.6.4 At the discretion of the trip leader, all vehicles may be required to have a rated recovery point, front and rear. A trip leader may refuse any vehicle that in his or her opinion is not suitably equipped.
- 1.6.5 No driver shall park or drive to the hazard of other vehicles.

1.7 Roads and Property

- 1.7.1 No vehicle shall detour from the track into the surrounding property except to deviate around an immovable or hazardous object, or at an appropriate site chosen by the trip leader.
- 1.7.2 Any damage to a track should be repaired before moving from that point.
- 1.7.3 Subject to the specific directions of the trip leader, all gates and property entrances shall be left as found.
- 1.7.4 Where stock or wildlife are present, care should be taken to avoid startling animals or causing a stampede, and to minimise danger to the stock or wildlife. Also care must be taken to avoid stock movements through gates opened for the passage of a trip convoy.

1.8 Convoy Procedures

- 1.8.1 The trip leader is responsible for all aspects of the trip and convoy members shall follow all reasonable instructions given by the trip leader.

- 1.8.2 The trip leader should remind all drivers that convoy procedures should be followed before moving off.
- 1.8.3 The trip leader shall ensure that the group on the outing is self-sufficient and should only call on outside bodies for assistance as a last resort.
- 1.8.4 Drivers shall not drive in a manner, or at a speed, that could endanger themselves or any other person.
- 1.8.5 In hazardous areas, it is the responsibility of the following driver to ensure that the preceding vehicle has passed the hazard before proceeding.
- 1.8.6 It is the responsibility of all drivers to maintain contact with the driver of the following vehicle and they **MUST WAIT** at any intersection or branch track until the following vehicle has caught up and the driver knows which track to follow.
- 1.8.7 Persons leaving the convoy must notify the trip leader and, if possible, give details of their intentions.
- 1.8.8 There is to be a lead vehicle and 'Tail End Charlie' vehicle for any convoy. All other vehicles in the convoy must keep between these two vehicles. The trip leader may designate other vehicles to certain positions within the convoy.
- 1.8.9 It is the responsibility of the trip leader to ensure that the drivers of all vehicles are aware of any deviations in the route.
- 1.8.10 A driver trying to contact the group shall either use 2-way radio or sound horn and flash headlights. This is a signal for the group to stop.
- 1.8.11 The trip leader shall advise the correct gate procedure to be followed as part of the trip briefing.

1.9 Sand Driving Conduct

- 1.9.1 Entry to, and exit from, beaches shall be restricted to an approved vehicle thoroughfare.
- 1.9.2 Where possible drivers should maintain a safe distance of not less than 20m between their vehicle and other beach users, including other vehicles.
- 1.9.3 No vehicle shall be driven on areas marked by flags for bathers or patrolled by lifesavers.
- 1.9.4 No vehicle shall be driven in a restricted area, including but not limited to, areas with earthworks, structures or planting to control sand movement or beach deterioration.
- 1.9.5 Caution should be exercised when passing fishermen.

- 1.9.6 Vehicles shall be driven in a safe manner and speed for the conditions and, where visibility is restricted (e.g. top of a dune), a reconnaissance should be carried out on foot before proceeding.
- 1.9.7 All vehicles should display a safety flag when traversing dunes.

1.10 Four Wheel Driver's Code of Ethics

- 1.10.1 The Fellowship supports the Four Wheel Driver's code of ethics as follows.
 - 1.10.1.1 Keep to the laws and regulations for 4WD vehicles (they may change from state to state).
 - 1.10.1.2 Keep to constructed vehicle tracks. Do not drive 'off-road'.
 - 1.10.1.3 Keep the environment clean. Carry your own, and maybe other people's rubbish home.
 - 1.10.1.4 Obey restrictions on use of public lands. Respect National Parks and other conservation areas.
 - 1.10.1.5 Obtain permission before driving on private land. Leave livestock alone and gates as found.
 - 1.10.1.6 Keep your vehicle mechanically sound.
 - 1.10.1.7 Take adequate water, food, fuel and spares on trips. In remote areas travel with another vehicle.
 - 1.10.1.8 Respect our wildlife. Stop and look, but never disturb or chase animals.
 - 1.10.1.9 Respect other recreationalists' rights to peace and solitude in the bush.
 - 1.10.1.10 Obey all fire restrictions. Extinguish your fire before leaving. Don't let your exhaust emit sparks.
 - 1.10.1.11 Help in bushfires, emergencies and search and rescue, if you are properly equipped and able.
 - 1.10.1.12 Join a 4WD Fellowship and support 4WD touring as a responsible and legitimate recreational activity.

1.11 Duties of Officers

- 1.11.1 Those accepting nomination for positions on the committee need to be aware that the following tasks are involved in each position. Should these tasks involve expenses that are approved in accordance with the constitution, there is reimbursement available.
- 1.11.2 President:

- 1.11.2.1 Has oversight of the functions performed by the committee and subcommittees.
- 1.11.2.2 Conducts elections at the Annual General Meeting
- 1.11.2.3 Supervises the Godly conduct of the affairs of the Fellowship
- 1.11.2.4 Organises outreach speakers for events
- 1.11.2.5 Mediates disciplinary issues
- 1.11.2.6 Liaises with other parties regarding events involving the Fellowship.
- 1.11.2.7 Helps to promote Fellowship events
- 1.11.2.8 Writes an annual report for the Annual General Meeting
- 1.11.2.9 Delegates the duties of President as necessary.
- 1.11.3 Vice-President
 - 1.11.3.1 Assists the President in the execution of his or her duties
 - 1.11.3.2 Shall chair meetings when the President is absent (or direct the nomination of a chairman)
 - 1.11.3.3 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.4 Secretary:
 - 1.11.4.1 Takes minutes at General and Committee Meetings, and ensures that minutes of previous meetings are available for ratification at the next meeting
 - 1.11.4.2 Ensures all ratified minutes are included in the Fellowship's records
 - 1.11.4.3 Presents a report of correspondence, including e-mails in and out at each General Meeting
 - 1.11.4.4 Presents a report to the Annual General Meeting
 - 1.11.4.5 Produces membership badges and business cards for all current members each year
 - 1.11.4.6 Maintains an up-to-date membership list personally or by delegation
 - 1.11.4.7 Distributes copies of the Constitution and By-Laws to new members
 - 1.11.4.8 Distributes membership application forms to prospective members

- 1.11.4.9 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.5 Treasurer:
 - 1.11.5.1 Receives all new and renewing membership payments, passing the details onto the Secretary, Editor and other Committee members as requested
 - 1.11.5.2 Receives receipts for expenditure and maintains the financial records
 - 1.11.5.3 Presents a Treasurer's report at each General Meeting
 - 1.11.5.4 Proposes a budget for the upcoming year
 - 1.11.5.5 Prepares the Fellowship's financial statement for auditing
 - 1.11.5.6 Prepares a report for the Annual General Meeting
 - 1.11.5.7 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.6 Editor and Publisher
 - 1.11.6.1 Produces the quarterly TRAXION magazine containing items supplied by members, liaising with the President and Trip Co-ordinator prior to publication
 - 1.11.6.2 Liaises with the webmaster and secretary to distribute TRAXION to current members
 - 1.11.6.3 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.7 Four Wheel Drive NSW & ACT Delegate
 - 1.11.7.1 Attends and votes as the Fellowship's nominated representative at Four Wheel Drive NSW & ACT meetings, which may be held in various locations around NSW
 - 1.11.7.2 Represents the Fellowship at relevant meetings of Four Wheel Drive NSW & ACT
 - 1.11.7.3 Reports relevant news and decisions at committee and General Meetings and may be requested to write a report for TRAXION
 - 1.11.7.4 Prepares a report for the Annual General Meeting
 - 1.11.7.5 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.8 Trip Co-ordinator

- 1.11.8.1 Prepares the trip calendar, ensuring clashes with other planned events are minimised
- 1.11.8.2 Approaches members to lead trips
- 1.11.8.3 Distributes the trip calendar through TRAXION and via the webmaster
- 1.11.8.4 Maintains a database of trip locations, pace notes and maps
- 1.11.8.5 Lends relevant trip information, maps and First Aid kit as necessary
- 1.11.8.6 Ensures the First Aid kit is restocked as items are used
- 1.11.8.7 Prepares a report for the Annual General Meeting.
- 1.11.8.8 Helps to maintain the Fellowship's Christian character and purpose.
- 1.11.9 Public Relations Co-ordinator
 - 1.11.9.1 Advertises the Fellowship wherever possible and handles enquiries as requested by the Secretary or President.
 - 1.11.9.2 On the trip leader's request, makes flyers for the Fellowship's events.
 - 1.11.9.3 Prepares a report for the Annual General Meeting on publicity matters.
 - 1.11.9.4 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.10 Resource Officer
 - 1.11.10.1 Maintains a library and inventory of all Fellowship equipment
 - 1.11.10.2 Stores and maintains the Fellowship's equipment and camping gear
 - 1.11.10.3 Publishes via 'TRAXION' a list of items available for loan to members
 - 1.11.10.4 Arranges for the loan and ensures return of all equipment and camping gear
 - 1.11.10.5 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.11 Chaplain

The Chaplain of the Fellowship, or some other person so delegated by the Chaplain,

- 1.1.1.1 Leads in prayer and gives an exposition of Scripture at each General Meeting and Committee Meeting.
 - 1.1.1.2 Begins each Fellowship outing in prayer or each day with prayer if on a weekend or longer trip, and leads a Service of Worship on any activity that is held on a Sunday.
 - 1.1.1.3 Takes the lead in designing and producing relevant and biblical forms of prayer and worship for Sunday gatherings on Fellowship trips.
 - 1.1.1.4 Takes a pastoral interest in all members and their families (as far as is prudent) and encourages them spiritually in whatever ways possible.
 - 1.1.1.5 Keeps all pastoral and counselling matters in strict confidence using the same criteria as would be required of any ordained minister in a recognised church.
 - 1.1.1.6 Presents a report to the Annual General Meeting on all non-confidential matters pertaining to this position.
 - 1.1.1.7 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.12 Webmaster
- 1.11.12.1 Maintains the Fellowship's website
 - 1.11.12.2 Updates the website with information provided by various committee members.
 - 1.11.12.3 Maintains the email campaign system (currently MailChimp)
 - 1.11.12.4 Compiles email campaigns and sends them on behalf of the Fellowship.
 - 1.11.12.5 Helps to maintain the Fellowship's Christian character and purpose
- 1.11.13 Other Positions as required
- i Duties as outlined by the Annual General Meeting
 - ii Help to maintain the Fellowship's Christian character and purpose

1.12 Auditor's Duties

- 1.12.1 All financial records of the Fellowship shall be audited at the end of the Fellowship's financial year by an approved auditor who shall not be a member of the committee nor a relative of the

Treasurer or any of the signatories authorised to operate the accounts.

1.13 Recommendations

- 1.13.1 All vehicles should have as soon as practicable a UHF CB radio for use on Fellowship trips. Use of CB radios on Fellowship trips or outings shall be at the sole discretion and under the direction and control of the trip leader and shall conform to all relevant statutes and authorities, with particular respect to the use of emergency channels and frequencies.