



# **By-Laws**

## **2025 Revised Edition**

For clarity, By-Laws are a set of guidelines that outline the day-to-day operational processes of running the organisation and its activities. Association By-Laws provide a more detailed outline of an association's organisational makeup, can be linked to individual rules within the Constitution, include detailed rules and procedures for managing the association and are free to be amended and updated as the Committee sees fit.

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## **1. Authority**

- a. These By-Laws are authorised by the management committee on behalf of the Brisbane Jeep Club.

## **2. Club Aim**

- b. The aim of the Brisbane Jeep Club is to incorporate recreational four-wheel driving with social and family outings, camping trips, driver education and public awareness, whilst promoting safety both off road and on road and encouraging environmental conservation.

## **3. Club Objectives**

- a. To promote goodwill, fellowship and social interaction between members.
- b. To promote the conservation of the natural environment through responsible recreational activities.
- c. To promote safety both on and off road.
- d. To educate, cultivate, develop, teach and otherwise inform members and the public, if necessary, in the proper handling and responsible attitude in the use of four-wheel drive vehicles.
- e. To promote, improve and develop driver skills and awareness.
- f. To encourage and develop camping and recreational activities.
- g. To co-operate and affiliate where possible with other organisations having similar interests.
- h. To assist with community services in the interest of promoting recreational four-wheel driving.
- i. To assist individuals, clubs, associations and organisations in any matter considered appropriate by the Association and to do such things as are lawful and conducive to the objects of the Association.

## **4. Membership**

- a. All non-financial members ie. prospective members, visitors, guests etc on trips, events and activities. shall be included as "Temporary Members" and must abide by Club By-Laws, Rules and directives.
- b. All members and temporary members shall at all times abide by the regulations laid down by the relevant Government authorities, owners of private property and Motor Traffic Regulations.
- c. No member shall act in any manner prejudicial to the interest of the Club.
- d. Any member who at the time identifies themselves with the Club either visibly or in any other way whatsoever, shall be bound to comply with these By-Laws for the full duration of the time in which such identification may be possible.

- e. All members and temporary members participating in Club activities shall at all times abide by the direction and instruction of the appointed trip leader for duties in respect to:
  - 1) Safety to other members.
  - 2) Route to be taken,
  - 3) Fire precautions and restrictions.
  - 4) Care and respect of private property,
  - 5) Any other instructions issued for a particular activity.
- f. The driver or passenger of any vehicle will not consume intoxicating liquor during the driving portion of any Club activity. Alcohol may be consumed in moderation (within a legal blood alcohol limit) as the trip leader deems suitable (at the end of the days activities, or at the end of the trip itself).
- g. Pets on Club outings are permitted as per trip leader discretion/directions and subject to venue rules, as well as any other conditions set down by the trip leader. Where a pet is allowed, the animal and its actions remain the sole responsibility and liability of the owner/carer. ALL FOULING of the ground shall be cleared by the owner/carer of the animal.
- h. Members will ensure that there is no rubbish left at any stopping place. All rubbish is to be removed from the area and disposed of in the correct manner. All campfires are to be properly extinguished prior to departure from campsites.
- i. Club members shall be obliged to remove all Club and Association stickers prior to their vehicle's disposal.

## **5. Rules Of Membership**

- a. The Club only accepts members who own a registered 4WD vehicle. It is advisable that the vehicle should be able to engage in low range.
- b. Any prospective member must attend a maximum of 2 trips within 12 months of each other, before being nominated to join as a member.
- c. After two trips have been completed by prospective members, they will not be able to attend further club trips unless the club has received a completed membership application form and payment of the membership fee on or before the third trip
- d. Membership of a prospective member must be nominated by a current member and seconded by another current member on the approved form
- e. Former members who wish to rejoin the club are required to attend one trip as a visitor prior to the submission of an updated membership application on the approved form along with the membership fee (\$60) to join.

## 6. Membership Fees

- a. Renewal fees shall be due on 1 July of the current year and will expire 30 June of the following year.
- b. Annual Fees are scheduled on a standard financial year with a pro-rata rate applicable from the 1<sup>st</sup> January to 31<sup>st</sup> March.
- c. New members joining after 1<sup>st</sup> April, will pay full membership fee and be financial for the next 15 months to 30<sup>th</sup> June the following year.
- d. If membership renewal fees are not paid by 31 August, that membership shall be considered to have resigned from the club per section 9(3-C) of the BJC constitution.
- e. Membership fees for current members - \$60 per annum
- f. Joining Fee (New Members) - \$10 – total \$70
- g. Membership fees are only refundable within the first seven days of joining for new members

## 7. Committee Rules

- a. To be eligible for Committee nomination, a member must be a current financial member, for a minimum of 12 months.
- b. Two members of the same family or membership may hold positions in the Committee.
- c. Members of the Executive Committee will consist of President; Secretary; Treasurer and may also consist of Vice President and upto three General Committee positions which will be elected at the AGM.
- d. General Committee positions may consist of: Trip Leader Coordinator; Merchandise Officer and Social Media Coordinator. These positions will be appointed by the Management Committee.
- e. Committee members must attend all scheduled committee meetings. Apologies will be accepted by email or other suitable electronic media to the secretary prior to the meeting, but attendance is expected.
- f. For elected committee members, the committee must give notice to a general meeting of the termination of a committee member for non attendance of committee meetings, the following committee meeting will vote on a replacement committee member.
- g. For appointed committee positions, the committee can remove and replace the committee member at a committee meeting by a majority vote.
- h. The committee is required to meet no less than four (4) time per year, with further meetings scheduled as required to complete club business

## 8. Vehicle Requirements

- a. All vehicles on Club trips must be registered and kept in a well maintained, safe and roadworthy condition.
- b. All vehicles on Club trips must have rated recovery points fitted preferably both front and rear (rear only is acceptable), and carry minimum recovery gear of:
  - snatch strap,
  - two rated shackles

As well as:

- UHF radio (80 channel advisable – handheld is fine)
- fire extinguisher
- first aid kit

## 9. Trip Procedures

- a. For the purpose of these By-Laws, only those activities that have been minuted shall be recognised as official club activities.
- b. Any activity not approved shall be considered as members' private activity.
- c. When driving with the club, Road Rules apply at all times.
- d. All persons – drivers and passengers, participating in Club activities shall at all times abide by the direction and instruction of the appointed trip leader for duties in respect to:
  - 1) Safety to other members;
  - 2) Route to be taken;
  - 3) Fire precautions and restrictions;
  - 4) Care and respect of private property;
  - 5) Any other instructions issued for a particular activity.
- e. The passenger or driver of any vehicle shall not consume intoxicating liquor or illegal drugs during the driving portion of any Club activity. Alcohol may be consumed in moderation (within a legal blood alcohol limit) as the trip leader deems suitable (at the end of the day's activities, or at the end of the trip itself).
- f. Suitable footwear must be worn appropriate to the terrain that is being traversed - normally this would mean enclosed footwear.
- g. All radio communication while an obstacle is being encountered should be directed to the Trip Leader or the nominated "Tail End Charlie". Radio communications not directly related to negotiating the obstacle shall be kept to a minimum.

- h. When an obstacle is being negotiated, each driver should wait at a safe distance to render assistance, if needed, to the following vehicle.
- i. Each vehicle, once they have cleared an obstacle shall announce the way clear for the following vehicle.
- j. Vehicles carrying equipment and personnel, (i.e.: winches, first aid officer, first aid equipment, Doctors, beds, recovery gear) will be classified as emergency vehicles, and as such must be given clear passage and right of way.
- k. When winches and snatch straps are being used all persons are to stand clear of winch cables and snatch straps (at least one and a half lengths in all directions).
- l. It is the responsibility of the vehicle owner and driver to ensure their vehicle is of sound mechanical condition and that an adequate supply of water, food, fuel and spares are carried on trips.
- m. Each vehicle should carry a first aid kit suitable for the activities to be performed on the trip, the number of people relying on the kit and the expected time required to obtain medical care. First Aid training is also a desirable asset to the convoy.
- n. Gates shall be left in the state in which they were found, unless otherwise specified by the Trip Leader. Ensure livestock doesn't pass through while the convoy has the gate open.
- o. With respect to rubbish - What is carried in, must be carried out
- p. Respect our wildlife. Stop and look, but never disturb or chase animals.
- q. Any inbound vehicles encountered by the convoy while off road on a single lane/narrow trail, should be provided with the number of vehicles in convoy, to reduce the likelihood of "surprises" as the vehicles pass by. The "Tail-End Charlie" may also communicate to the passing vehicles that the road ahead of them should be clear.
- r. Pay attention to fire restrictions. Extinguish your fire before leaving. Don't let your exhaust emit sparks. Every care should be exercised in the art of lighting fires and the control of fires.
- s. Keep to restrictions on public land. Respect national parks and their conservation areas, especially with relation to die-back.
- t. The Brisbane Jeep Club will not condone any trips in forests or national parks when there has been heavy rain and there are very wet conditions.
- u. Being a member of Four Wheel Drive NSW/ACT we promote environmentally friendly 4wding and anyone driving in a forest or national park in these conditions will face disciplinary action - Don't destroy what we all want to enjoy

## 10. Convoy Procedures

### a. **Start:**

At the commencement of the trip, the Trip Leader shall arrange the convoy order and nominate a vehicle to be last in the convoy (Tail End Charlie). All vehicles shall stay in the convoy order unless directed otherwise by the Trip Leader.

### b. **Communications:**

Convoy communication shall be by the designated UHF Radio channel selected. Brisbane Jeep Club's channel is UHF 15. If you are unable to make radio contact, flash your headlights onto the vehicle ahead. This is a signal for the rest of the convoy to stop. Keep unnecessary chatter on the radio to a minimum when navigating difficult areas. If in any doubt of the best/safest way to proceed through hazards/obstacles, ask the Trip Leader or a more experienced driver for advice. Remember you probably won't be the only one experiencing difficulty. Acknowledge all radio calls from the Trip Leader.

### c. **Travelling:**

It is the responsibility of all drivers within the convoy to ensure they remain behind the Trip Leader and in front of the "Tail-End Charlie", except under exceptional conditions, where the Trip Leader gives permission for the convoy to break formation.

Keep a safe distance behind the vehicle you are following at all times, to facilitate other road users who wish to overtake, allow for speed variations of the vehicle in front, and to allow a safe stopping distance between vehicles.

On arrival at an intersection where no vehicle is waiting and the driver is in doubt as to the correct direction, they shall attempt to contact another member of the convoy (preferably the Trip Leader) and confirm the direction they should take. If attempts to contact the convoy fail, they should back track to a point they are confident was on the route taken by the convoy and stop to wait for the convoy to return.

You are responsible for the vehicle behind you and at any decision point (corner, deviation, obstacle):

- Ensure visual contact as much as practical
- Wait for the following vehicle.
- Indicate where to go (use indicators if appropriate)
- When acknowledgment is received, then proceed.



Drive at your COMFORTABLE and SAFE speed. Generally, keep 4-6 vehicle lengths between vehicles and keep the convoy moving.

On steep inclines/obstacles:

- Proceed one vehicle at a time.
- Call the next vehicle through when you are clear.

## **11. Trip Leading**

- a. Any financial club member interested in trip leading should express their interest to the Trip Coordinator or a member of the Committee, and if they meet the eligibility criteria, they may commence trip leader training.
- b. To be eligible, a member must have attended a minimum number of 10 club trips and have been a member for 12 months prior to becoming a trip leader.
- c. A member must complete trip leader training prior to leading a trip.
- d. A member must be deemed competent by the Committee in the trip leader prerequisites prior to leading a trip.

## 12. Bylaw document control register

### Version Control:

Version	Date	Notes
0.01	1 August 2012	Initial draft
1.00	5 November 2012	For publication
1.01	12 January 2013	Added reference to two trip membership rule
1.02	3 February 2013	Added no driving in National Parks in wet reference
1.03	14 January 2016	Included refund policy
2.00	January 2025	2025 rewrite draft
2.01	10 June 2025	For publication