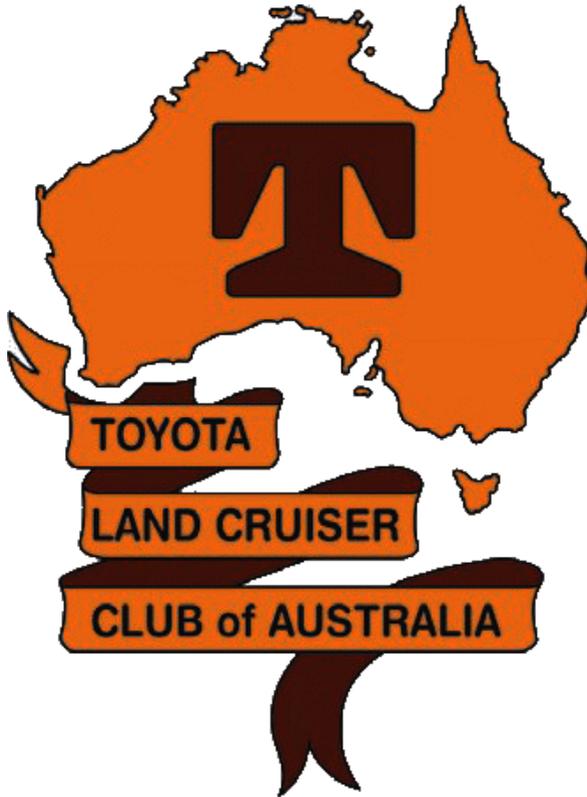


Toyota Land Cruiser Club of Australia (Victoria) Inc.



Club By-Laws

February 2016

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Amended February, 2016

A. GENERAL

1. APPROVED ACTIVITIES

For the purposes of these By-Laws, only those activities which have been approved by the Committee shall be recognised as official Club activities. Any activity not so approved shall be considered as a member's private activity.

2. AUTHORITY

Members and visitors shall at all times abide by these By-Laws, other Club Rules, and regulations laid down by all Government Authorities and owners of private property.

3. IDENTIFIED MEMBERS

Any member who at any time can be identified with the Club either visibly or in any way, shall be bound to comply with these By-Laws for the full duration of the time during which such identification may be possible. All Club identification must be removed from vehicles prior to their disposal or upon a member leaving the Club.

4. PREJUDICIAL ACTION

No member shall act, while identifiable as a Club member, in any way prejudicial to the interest of the Club. Should it be proven that a member or group of members have contravened any Club By-Laws, convoy procedures or Club Rules, disciplinary action may be taken in accordance with the Club Rules.

5. CLUB EQUIPMENT

Club equipment is to be used only on official Club activities or by arrangement with the Committee.

6. CLUB LIABILITY

The Club shall not be held responsible for any damage, expense or inconvenience incurred by members or visitors while on Club activities. NOTE: only official Club activities are covered by the Club's insurance policies.

7. **AMENDMENTS TO BY-LAWS**

Members are to be made aware of proposed changes to the By Laws by the Committee by email or other electronic means including the Club's website and in at least one issue of the Club magazine. The proposed changes will be discussed at the next General Meeting and thereafter the amendments (subject to alteration) will be enacted.

B. MEMBERSHIP

1. **ASSOCIATE MEMBERSHIP**

On joining the Club the applicant initially becomes an Associate Member until completion of the following:

- (a) successfully completing the Driver Awareness course;
- (b) participation in a Maintenance and Construction weekend at Yarck;
- (c) participation in one other activity (not a General Meeting).

Upon completion of these obligations and after expiration of 6 months from the date of joining the Club, the Associate Member automatically becomes a full Member.

Upon achieving full membership, the Member is entitled to make application for a key to the Yarck property.

2. **FAMILY MEMBERSHIP**

Family membership includes the member, their spouse or de facto or same sex partner and their children up to age 18. Children over the age of 18 and under 25 who are living at home and studying full time, are also included in the family membership.

C. ENTRANCE OBLIGATIONS

1. **INDEMNITY FORMS**

An indemnity form must be signed by prospective member(s) before their application will be accepted by the Committee.

2. **DRIVER AWARENESS COMPLETION**

New members are required to complete the driver awareness program within 6 months of joining the Club.

3. **DRIVER AWARENESS BOOKING DEPOSIT**

Should an Associate Member cancel within 2 weeks prior to a Driver Awareness Theory Course or fail to attend the Practical weekend, a \$50 deposit will be required for any future bookings. This deposit will be forfeited for non-attendance at any future bookings.

4. **4WD ACTIVITIES RESTRICTION**

Members are not permitted to drive in 4WD activities until they have completed the Driver Awareness Program.

D. CLUB TRIPS

1. **TRIP AUTHORITY**

The Trip Leader has absolute authority over the whole trip.

2. **NOTIFICATION OF PARTICIPANTS**

All Club trips must be advised to the Trip Convenor no later than 14 days before they commence. Trip Leaders must check intending participants with the Trip Convenor before the trip to ascertain whether the intended driver(s) have completed the Driver Awareness Program.

3. **NO JOINT TRIPS**

Club trips must only be run by the Club and joint trips with other Clubs are not permitted. Advertising of any trip must unambiguously describe it as a Club trip otherwise it will be considered a private trip. Upon the request of a Club member, members from other four wheel drive Clubs are welcome to participate in a Club trip if approved by the Trip Leader and the Trip Convenor.

4. **TRIP LEADER or ACTIVITY ORGANISER OBLIGATIONS**
Members and visitors shall at all times abide by the direction of the activity organisers or Trip Leader in respect to:-
 - Safety of other members
 - Fire precautions and restrictions
 - Care and respect of private property
 - Respect and rights of other people.
5. **CONVOY PROCEDURE**
Club convoy procedure is to be followed at all times unless direction or approval otherwise is given by the Trip Leader.
6. **RADIO COMMUNICATION**
Radio communication by vehicles on a Club trip shall be by UHF radio, using channel 15 unless otherwise specified by the Trip Leader.
7. **TRIP CONCLUSION**
The Trip Leader must ensure that all participants have clear directions to find their own way home at the conclusion of a trip.
8. **TRIP REPORTS**
A trip and track report is to be lodged with the Trip Convenor on completion of the trip.
9. **TRIP BOOKINGS**
All members must inform the Trip Leader of their intention to go on a trip. No bookings are to be taken until the trip has been advertised in the Club magazine and/or on the Club website. The Trip Convenor has the authority to reject a trip if it is deemed to be unsuitable, unsafe or dangerous.
10. **BY-LAWS FOR VISITORS AND TEMPORARY MEMBERS**
Members bringing visitors and Temporary Members on Club trips must ensure that visitors are made aware of all relevant Club By-Laws and Rules. Subject to By-Law D 12, Temporary Members are not entitled to drive on Club trips.

11. ACCESS REGULATIONS

All members and visitors are responsible for knowing and observing any regulations governing the use or access to areas where the Club has activities.

12. NON MEMBER AND TEMPORARY MEMBER DRIVING

Prospective members and visitors are only allowed to drive vehicles on Club trips or the four-wheel drive tracks on the property if they have express authorisation from the Committee.

Members of other four-wheel drive Clubs who have completed a Driver Awareness training course may participate in Club trips or activities with the prior approval of the Committee or the Trip Convenor. All people participating in Club trips must be insured under the FWDV insurance scheme.

13. CHILDREN

Parents must be responsible for the behaviour of their children at all times.

14. DOGS

Dogs are ONLY permitted on Club trips or special events with the prior approval of the Trip or Event leader, and provided due permission has been gained from any authority of land over which that Trip/Event may proceed (e.g National Park). When permitted on Club trips dogs must be kept on a lead and under control at all times.

15. AUTHORITY FOR VEHICLE NUMBERS

The number of vehicles permitted on a Club trip shall be determined by the Trip Leader and may be subject to the requirements of authorities outside the Club.

16. CONVOY LEADERS AND NUMBERS

Trip Leaders may at their discretion appoint assistant Trip Leaders to lead separate convoys whenever it is considered desirable to do so. Vehicles in a convoy should be appropriately spaced to enable other vehicles to pass safely through the convoy. The appropriate number of vehicles in any one convoy will be subject to discussion with the Trip Convenor taking into consideration, By-Law D9.

17. AUTHORITY TO CONCLUDE ATTENDANCE

A member contravening Club By-Laws can be asked by the Trip Leader to leave the activity or trip and the incident shall be reported to the Executive Committee. A member who observes Club By-Laws or Rules being broken shall report it to the Trip Leader or to the Executive Committee.

18. GRIEVANCES

Any grievances arising from a Club activity must be reported in writing as soon as possible to the organisers, Trip Leader or the Committee so that the problem can be acted upon promptly.

19. MOTORCYCLES

Motorcycles are not allowed on Club trips.

20. FIREARMS AND EXPLOSIVES

Firearms and explosives are not to be used or displayed on Club activities.

21. LIQUOR AND DRUGS

Excessive consumption of intoxicating liquor or the use of illicit drugs on Club activities is prohibited. Alcohol is not to be consumed during the driving part of any activity in excess of the current statute relating to alcohol consumption.

22. OFF ROAD

Vehicles are to stay on existing roads and tracks except in areas where it is permissible to take vehicles off the track.

23. PROTECTION OF THE BUSH

Live branches are not to be broken from trees and shrubs. No member shall use a tree as an anchor for winching out of a situation without first placing a tree trunk protector or similar around the tree to prevent slings, chains or cables from causing damage to the tree. Birds and animals and their habitat must not be disturbed.

24. GATES

All gates are to be left as found.

25. TOOLS AND SPARE PARTS

Vehicles must carry tools and spare parts as requested by the Trip Leader.

26. TRIP INSURANCE

Any Club trip that is not registered with the Trip Convenor prior to its commencement is not covered by Club insurance and the Club shall not be held responsible for any actions or activities arising from such a trip.

E. CAMPSITES

1. POSITIONING

- (a) Campsites must not be within 500 metres of any man-made watering point or within a line of sight of such a watering point to permit stock and wildlife access to water.
- (b) Campsites near large natural watering points must be sited so that the stock and wildlife are not prevented from gaining access to water.
- (c) Campsites must be at least one kilometre away from any station homestead, shearing shed, outstation or any other improvement, subject to permission.
- (d) Campsites should be made on previously used sites wherever possible. Care must be taken to minimise damage to grasses, etc. at campsites by not making any unnecessary vehicle tracks around sites.

2. CARE

All sites of historical significance are to be left undisturbed.

3. WATER RESTRICTION

Minimal water is to be taken from watering points. Members are not to swim or bathe in tanks or dams without permission. If water is required for washing, it is to be bucketed out. Pollutants must not be introduced to tanks, dams or natural watering points.

4. **RUBBISH**

No litter or rubbish is to be thrown from a vehicle. At any stops, including campsites, members shall ensure no rubbish is left at the site. All non-burnable rubbish is to be carried away or deposited in an approved receptacle. Burnable rubbish may be burnt at the campsite provided proper precautions are observed.

5. **BUSH TOILETS**

When using the bush as a toilet, dig a deep hole and cover before leaving. Toilet paper or tissues must not be left to blow around the countryside.

6. **GENERATORS**

The use of generators is at the discretion of the Trip Leader who will have checked that the noise is not causing inconvenience to anyone in the vicinity or contravening local laws. They are not to be used between 10:00 pm and 8:00 am.

7. **FIRE RESTRICTIONS**

- (a) Fire bans and regulations governing the use of fireplaces at the campsites must be complied with at all times.
- (b) Normally one campfire only is allowed, the placing of which is the responsibility of the Trip Leader or his delegate, but other small fires may be used for cooking purposes if space permits.
- (c) At sites where an ample supply of dead wood on the ground is not available, or during potential fire danger periods, members must use gas or other means for cooking or heating.
- (d) All fires must be extinguished before the site is vacated, and where practical, no signs of making a fire should be left at any campsite. Any remains of non-combustible material burnt on fires for sanitary purposes must be removed from the ashes.

F. USE OF CLUB LAND

1. LOCKS

Keyed locks are attached to all access points. Gates are to be kept closed and locked at all times when members are not in attendance. Locks which keys do not fit are not to be tampered with or removed.

2. VISITORS

Visitors are not permitted on the property unless accompanied by a member at all times. Visitors are subject to Club Rules and By-Laws while on Club property and the accompanying member will be deemed responsible for all actions of the visitors.

3. VISITORS DRIVING

Visitors are only permitted to drive on the 2WD access track from the front gate to the Hut area, unless participating by invitation in an approved organised Club activity.

4. VEHICLES ON TRACKS

Vehicles are to remain on defined tracks except in areas where a campsite is set up. Care is to be exercised to minimise damage at campsites.

5. TREE REMOVAL

No standing trees are to be cut down without prior approval of the Yarck Management Sub-Committee.

6. MOTORCYCLES

Motorcycles must be registered and can only be used on the property with the prior written permission of the Committee.

7. MEMBERS USE

Subject to Part K of the By-Laws, members may use the Club property facilities at any time. When Club activities are in progress, members not associated with the activities are to liaise with the activities organiser and tracks are not to be used unless permission has been given by the organiser. Members associated with the activities have precedence on use of facilities.

8. **SANITARY PROCEDURES**

The amenities blocks are connected to a septic system which only operates if the operating procedures are adhered to i.e items such as sanitary materials and foreign matter are **NOT** to be flushed into the system or disposed of in any manner whatsoever on the property.

9. **RUBBISH REMOVAL**

Facilities are to be left clean and tidy and all rubbish must be taken away on leaving the property, including all sanitary materials and foreign matter.

10. **FIREWOOD**

The wood box is to be kept replenished with firewood from the wood heap. No wood is to be taken from the property unless prior approval is obtained from the Executive Committee.

11. **WILDLIFE**

Wildlife and its habitat are not to be disturbed. The property is regarded by the Club as a Wildlife Refuge and is registered with the appropriate authority as a "LAND FOR WILDLIFE."

12. **LIVESTOCK**

No horses are allowed on the Club property.

13. **CATS**

No cats are allowed on the Club property.

14. **DOGS**

Dogs are NOT permitted in the hut or toilet block at any time. They must be kept under control at all times, i.e on a leash, chain or cord. Dogs must not be permitted to disturb or annoy members at any time, or be in a position to harm or disturb wildlife.

15. **CAMPING**

No tent, caravan or trailer may be left on the Club property unattended for more than 2 weeks without approval from the Committee.

G. BUSH FIRE PLAN AT YARCK

The Emergency Management Plan at Yarck shall be published in the Club magazine during the summer months and displayed on the notice board inside the Yarck Hilton at all times.

On **TOTAL FIRE BAN DAYS**, as a safety precaution, Yarck is **CLOSED** and not to be used. If you are already at Yarck and a **TOTAL FIRE BAN DAY** is declared, you are advised to leave the property as soon as possible.

In the event of a bushfire within the property assembly areas have been provided on the two wheel drive track leading away from the Hilton. These are in the areas known as “Whoopsy-Doo” and the “Marshals Caravan Park” and are sign posted. Under the extreme conditions of a **CODE RED** situation being declared, the property at Yarck again is **CLOSED** – it is extremely difficult to defend against fire and should **NOT** be attempted.

YOUR LIFE CANNOT BE REPLACED – BUILDINGS CAN.

ALARM

A distinctive alarm signal that is different to any other signal should be used, preferably a simple fail-safe manual device. This alarm should be kept up until all are aware of the danger. A hand-operated Air Raid type siren is recommended.

VEHICLES

All vehicles should be parked on bare ground, facing towards the exit with all doors and windows closed, with keys left in the ignition. **DO NOT LOCK VEHICLES. DO NOT BLOCK OFF ANY ACCESS TRACKS FOR EMERGENCY VEHICLES.**

FIRST AID

Camp First Aid supplies plus any others available may be very important in the aftermath of any fire.

During high fire danger times it would also be handy to have some ice on hand.

COMMUNICATION WITH LOCAL AUTHORITIES

Once a fire threat arises it would be usual to inform the local authorities being the Alexandra Fire Station on (03) 57721855

CLOTHING

When the threat of fire is on, it is advisable to be suitably clothed with long trousers, long sleeved shirt and sturdy footwear. Gloves and hat could also be useful. The wearing of shorts, dresses, skirts or thongs and any synthetic fabrics such as nylon, is totally unsuitable.

PANIC

Anyone showing signs of panic should be kept under some form of supervision, and provided with reassurance and prevented from doing anything rash.

Under normal conditions, refer to the Emergency Management Plan displayed in the Hilton.

H. PUBLISHING

1. Where content (including but not limited to digital images, photographs and written reports) arising from Club activities are provided by members to the TLCCV for publication, the member provides permission for the Club to use the content in accordance with the Club's purposes.
2. Where a member seeks to publish content from Club activities in a non-TLCCV publication for commercial use, they must obtain the permission of the Event Coordinator/Trip Leader and any member whose images or references appear within.
3. Where a member portrayed in an online photograph objects to the published image they should contact the Club's Secretary who will arrange for the removal of the image.

I. USE OF SOCIAL MEDIA

1. The TLCCV Facebook page provides a forum for members to conduct informed discussion, or seek information on issues related to trips, vehicles and other aspects of four-wheel driving.

2. Users should respect the rights of all Club members to offer an opinion and not provide comments that could be considered derogatory, inaccurate or of a personal nature.
3. Members are expected to demonstrate sound judgement and common sense when posting any opinion.
4. To ensure the smooth operation of our site, a Moderator will be appointed by the Committee to monitor all postings. Comments that are inaccurate, use inappropriate language, or make comments of a derogatory nature will be removed by the Webmaster/Moderator, and the Committee informed. The Committee will deal with serious cases of misuse by applying the disciplinary action set out in the Rules of the Association.
5. Any decision to deploy new forms of social media in an official capacity within the Club will be made by the Committee after evaluating its benefits and alternative solutions.

J. ELECTION OF OFFICERS

Nominations of candidates for election as officers of the Association or as ordinary members of the Committee shall be delivered to the Secretary of the Association not less than 40 days prior to the date fixed for the holding of the Annual General Meeting.

K. DRIVER AWARENESS (DA) PROGRAM

1. The Driver Awareness (DA) Program is provided to a member and their spouse, de facto or same sex partner to ensure they are confident in the safe use of their vehicles. It is considered to be one of the best Club 4WD driver training programs available. The TLCCV Committee, the DA Coordinator and DA instructors operating within the DA Unit work closely together for the mutual benefit of the Club members.

- a. TLCCV DA instructors are to be formally accredited by the Four Wheel Drive Victoria Education Training Unit to run the courses. This service is delivered by volunteer instructors with a monthly commitment of a theory night and a full practical weekend at Yarck.
- b. DA Instructors must ensure and practise a high standard of duty of care to all participants in driver training activities commencing with risk mitigation and safety.
- c. The Club's property at Yarck shall be maintained to offer a wide variety of 4WD driving experiences to make it an ideal location to host DA practical training.
- d. The schedule for the DA Program shall be planned in advance in consultation with the TLCCV Activities Coordinator to ensure that the Club property is effectively utilised throughout the year, and is available to members for other uses. The schedule will be published to members on the Club's website and in the Club magazine.
- e. To minimize risk during each DA practical training event, instructors and trainees will have exclusive use of Yarck from 16:00 hours Friday until 16:00 hours on the following Sunday (i.e. for a period of 48 hours). Exceptions may be approved by the DA Coordinator, who may require specific operating conditions to apply during this period.

2. **PARTICIPATING IN THE DA PROGRAM**

- a. DA participants must be fully paid up members of the TLCCV and must have signed the TLCCV indemnity form. Children under the age of 25 who are family members will be required to take out separate membership if they wish to undertake the DA Program. No non-member, non-participant adults are permitted to attend any part of the course.
- b. Driver participants must have a current licence to drive a motor vehicle. Learners Permits will not be accepted. 'P' Plate drivers must comply with VicRoads rulings as to the vehicles they may drive.

- c. The provisions described in TLCCVs By-Laws Section C3, concerning a DA Booking Deposit apply.
- d. Children between the ages of four and sixteen (inclusive) may attend the practical training weekend, but remain under the total control of the parents/guardians at all times.
- e. DA Instructors can determine who should be present in the vehicle during any part of the instruction or practical program.
- f. During each DA training event:
 - i. The use of illicit drugs is not permitted;
 - ii. Alcohol must not be consumed during the instruction component of the course;
 - iii. Pets are not allowed, and
 - iv. Participants are expected to assist in housekeeping duties.
- g. Prior to successfully completing the DA course, participants must not drive on tracks at Yarck other than the two wheel drive track from the front gate to the camping area at the Hilton.
- h. Vehicles will be inspected to ensure they meet a high standard of roadworthiness.
- i. Vehicles must be equipped with the following:
 - i. First Aid Kit.
 - ii. Fire Extinguisher (1.5kg Dry Powder recommended).
 - iii. 80 Channel UHF Radio & Antenna, fixed to vehicle and wired direct to battery.
 - iv. Approved recovery points front and rear attached with high tensile bolts.
 - v. Snatch Strap (min 8000lb) plus two bow shackles (3.25 tonne minimum rated).
 - vi. Approved jack and base plate.
 - vii. Long handled "post hole" shovel.

- viii. Radiator blind (poly tarp 2m x 1m) plus means of attaching or commercial 'Bra'.
 - ix. WD40 or similar for both petrol and diesel vehicles, and
 - x. Tyre pressure gauge.
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- j. The DA Coordinator may exclude any participant from the course whenever Club By-Laws or policies are breached or safety is at risk.
 - k. The TLCCV DA Policy can be found in the "Policy" section of the Club's website. It contains more detailed information/requirements concerning safety and risk management, mandatory vehicle equipment, vehicle roadworthiness, members' rights to participation, pre-requisite skills and qualifications, standards of behaviour, and recruitment and training of TLCCV DA instructors.
 - l. The Committee, with advice from the DA Unit shall review policies governing the DA Program at least every two years.