

CANBERRA BUSHWALKING CLUB INCORPORATED – STANDING RESOLUTIONS

(Adopted May 1994, last updated June 2008)

A 'trip' in this document means any excursion for bushwalking, or allied outdoor activity that has been notified in the Club newsletter, or at a General Meeting.

1. ENVIRONMENT AND CONSERVATION

- 1.1. Participants on Club trips shall abide by the Club's 'Minimal Impact Bushwalking Code'.

2. CLUB EQUIPMENT

- 2.1. Priority for hire of Club equipment shall be:

- (a) Club members on Club trips;
- (b) Non-Club members on Club trips;
- (c) Club members on non-Club trips,

provided that at least 7 days notice is given otherwise hire shall be on a first come first serve basis.

- 2.2. Equipment is not available for non-members on non-Club trips.
- 2.3. Charges for use of equipment are determined by the Committee.
- 2.4. Charges may vary between items but not between hirers.

3. TRANSPORT

- 3.1. Each trip participant shall contribute an equal share to the transport cost of the trip as determined in accordance with the formula:

$$\frac{D \times R \times V}{N}$$

where:

D is the round trip distance travelled by a vehicle in kilometres;

R is the transport rate for trips;

V is the number of vehicles provided; and

N is the number of trip participants.

- 3.2. The standard transport rate shall be set with reference to half the set rate per kilometre allowed by the Commissioner for Taxation for work-related expenses for an ordinary motor car with an engine capacity of 1.6 to 2.0 litres, for the preceding financial year.
- 3.3. Each provider of a vehicle shall be paid an equal share of the contributions of all participants.
- 3.4. A trip leader may vary the transport cost formula to take account of special circumstances including bad roads, extra distance travelled by some vehicles, or unusually large vehicles.
- 3.5. The Committee shall review the transport rate for trips at least annually and submit proposed revisions for ratification by a General Meeting.

4. FINANCE

- 4.1. Separate allocations for:

- (a) General Purpose,
- (b) Conservation,
- (c) Publications, and
- (d) Search and Rescue

funds shall be maintained and accounted for in the Annual Accounts. Publication of the newsletter shall be funded from and separately identified in General Purpose allocations.

- 4.2. All expenditure shall be financed from the fund specified for that activity. The surplus or deficit of individual funds shall be carried forward to the following Club financial year. A fund may not be in deficit at the end of two consecutive Club financial years.
- 4.3. The Committee is authorised to spend the Club's funds in accordance with the budget, as approved from time to time.
- 4.4. No loans or gifts shall be made from Club funds except upon a resolution of the members.
- 4.5. The Club shall pay on request to a member who provides a vehicle for use in a Search and Rescue operation the cost of transport at the transport rate for trips.
- 4.6. Except for reimbursement of expenses reasonably incurred by persons in responding to call-out requests from or on behalf of the Club's Search and Rescue Coordinator, any proposed expenditure not provided for in the approved budget for a given period (including expenditure exceeding the budget forecast by more than \$25 or 10%, whichever is the greater) is to be referred to the members for consideration and determination by resolution at the next Club meeting and prior to a commitment being entered into.
- 4.7. A sum of \$1000 is to be available as an Advance to the Treasurer to be used for urgent, unforeseen and unavoidable expenditures that may be necessary to enable the Club to meet commitments to external organisations or individuals. Any drawdowns from the Advance shall be notified to the next available Club General meeting, and notification shall be accompanied by an explanation of the need for the drawdown. Drawdowns shall require the approval of the President, the Treasurer and at least one other Committee member. The Advance is not intended to be used as a means of bypassing general annual budgeting or membership approval processes.

5. TRIPS

- 5.1. A trip leader may reject an applicant for a trip if the leader considers that the applicant is unsuitable.
- 5.2. The number of participants on a trip shall not exceed 16 unless the Walk Secretary or Assistant Walk Secretary has given approval.

6. DOCUMENTATION

- 6.1. The Club's 'Guidelines for Participants in Club Activities' are to be provided to all prospective Club members. All participants in Club activities are expected to have read these guidelines.
- 6.2. The Club's 'Guidelines for Activity Coordinators and Leaders' are to be provided to Club activity leaders and coordinators. Club leaders are to be advised that they are expected to take the guidelines into consideration in conducting their activities.
- 6.3. All participants wishing to take part in Club activities, except for activities like the Christmas Party, will be required to sign an 'Acknowledgment of Risks and Obligations' as a condition of participation in these activities.