

**Toyota Land Cruiser Club
of
W.A. Inc.
BY-LAWS**



Toyota Land Cruiser Club of WA

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AMENDMENTS:

Date	Description
January 2020	Draft including updates required by the new Constitution and the proposed restructure.
February 2020	Approved by Management Committee on 6 th February 2020
September 2020	Amended to include details of all subsidiary offices (convenors) and remove position of Association Representatives from the list. Give the Management Committee the option to not award any or all of the Annual Trophies listed in Section 9 in any given year.
October 2020	Approved by Management Committee on 1 st October 2020
May 2021	Amended 'Section 14: MEMBERSHIP FEES: Subscription Renewal', last sentence, to read "Those members who are still un-financial as at June 1 will have their Club membership and all Club privileges cancelled." [was April 1]. This brings the By-laws into line with Section 14 (4) of the Constitution. This change was approved by the Committee at its meeting on 13 May 2021.
September 2021	Replace the term 'visitor' with 'temporary member'.
March 2022	Added Safety Officer as a Convenor position that reports to the President. Amended the section on Refreshments at Meetings [see Section 64), to make the criteria for provision of said refreshments more prescriptive. Amended the provision of \$20 to cover costs at Management Committee meetings to specify for face-to-face meetings.
June 2022	Amended 'Section 9(d)(ii)' to 'All TLCCWA trips are 'No Animal Trips' unless the Trip Leader has specifically noted on the Trip sheet that Animals are allowed on the trip. Further conditions can be found in the Animal Policy.' Amended 'Section 9, Club Paraphernalia, section (iv)' to specify that the Animal Policy be included in New Club Membership package.
October 2022	Added ARMA Delegate as a Convenor position that reports to the President. Amended item number for 'Source of Funds' from 64 to 63, to align with numbering in the Constitution.
January 2023	Amended item 7(5)a to remove the requirement for applicants residing outside the Perth metropolitan area to have attended a Club meeting.
June 2023	Amended item 7(5) (Temporary members' vehicles on Club trips) to specify that temporary members' vehicles on trips must be deemed suitable by the Trip Leader, and that



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November 2023	temporary members must have experience commensurate Amended item 9, Annual Trophy Awards (b) Other Trophies, to include the Volunteer of the Year award.
February 2025	Additional item 4 (5)c to address Intellectual Property rights.
May 2025	Amended address in header to current.
November 2025	Amended item 7(5)a to allow potential members living in the metropolitan area to bypass the membership requirement to have attended at least 1 Club meeting if regular commitment(s) prevent their attendance.

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Each By-law is numbered to correspond with the clause in the Constitution to which it relates.

1 TERMS USED

The Management Committee positions are: President, Vice President, Secretary, Treasurer, Trip Coordinator, Environmental Coordinator, Social Coordinator and Communications Coordinator.

'TLCCWA' and 'Club' both refer to Toyota Land Cruiser Club of WA Inc.

'Club members' refers to ordinary, life and associate members. Temporary members are not covered by this term.

4 POWERS OF THE CLUB

4 (1) Temporary Members (visitors)

Visitors are known as temporary members. The Club may allow temporary members to participate in particular trips and social events and all temporary members shall abide by relevant parts of By-law 6.

4(4) Club equipment

Club members are permitted to borrow Club equipment. Any damage or loss of equipment borrowed from the Club will be the responsibility of the borrower unless agreed by the Management Committee. Fair wear and tear is not the borrower's responsibility.

4 (5)a Club magazine

The Club magazine is called "Twin Diffs". All members may contribute to the content, subject to responsible editorial control. The magazine shall be produced monthly from February to December inclusive, unless decided otherwise by the Management Committee.

4 (5)b Electronic Communication

While the Club magazine "Twin Diffs" is the recognised means of written communication to Club members, a Management Committee member may send group emails to Club members and/or post on the "Members – Only" Facebook page regarding matters relating to their portfolio. This also applies to Club members acting on behalf of a Management Committee member.



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4 (5)c Intellectual Property

The copyright of any material such as documents, videos or photos produced by club members is retained by their author. However, in providing these materials to the Club, the author thereby allows the Club to use them in any media such as website, videos, social media, magazines, books, instructions, promotions and advertising without any restriction, cost or copyright claims against the Club.

6 ELIGIBILITY FOR MEMBERSHIP

6 (1) Vehicle requirements

Memberships must have access to a vehicle appropriate to the trips on which they intend to participate. Vehicles on trips involving 4WD activities must have:

- i. Current motor vehicle registration
- ii. High and low range gears
- iii. Front and rear recovery points specifically designed for that purpose. They must be either secured with high tensile bolts or as prescribed by the manufacturer.
- iv. A UHF radio.

The suitability of a vehicle for an intended trip is determined by the Trip Leader.

7 APPLYING FOR CLUB MEMBERSHIP

7 (5) Pre-requisites and conditions for Club membership of TLCCWA

- a. Applicants must have attended at least 1 Club meeting unless they meet one of the following exemptions:
 - (i) Resident outside the Perth metropolitan area (defined in the Planning and Development Act 2005 and includes the Cities of Cockburn, Fremantle, Melville, Rockingham, Nedlands, Subiaco, Stirling, Wanneroo, Joondalup, Armadale, Canning, Gosnells, South Perth, Bayswater, Belmont and Swan; the Towns of East Fremantle, Kwinana, Cambridge, Claremont, Cottesloe, Mosman Park, Vincent, Victoria Park, and Bassendean; the Shires of Peppermint Grove, Serpentine-Jarrahdale, Kalamunda and Mundaring)
 - (ii) Unable to attend Club meetings due to regular work (eg Fly-In-Fly-Out) or other commitments.
- b. have attended two club trips involving 4WD driving
- c. comply with By-law 6 (1).

Temporary members attending Club trips

A temporary member is welcome to attend a maximum of 3 Club trips and 3 General Meetings following which they will be encouraged to submit an application with the appropriate membership fees to become a Club member.

Temporary members' vehicles on Club trips



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- a. The driver must have a current driver's license for that class of vehicle
- b. The vehicle must be roadworthy and covered by 3rd-party motor-vehicle property insurance
- c. Temporary members' vehicles must be deemed suitable for the trip by the Trip Leader
- d. Temporary members must have experience commensurate with the demands of the trip, as determined by the Trip Leader.

9 BECOMING A CLUB MEMBER

Behaviour on Club activities:

a. Abide by Instruction

All members participating in Club activities shall, at all times, abide by the direction and instructions of the Trip Leader in respect of:

- i. Safety of other members and the public
- ii. Route to be taken
- iii. Fire precautions
- iv. Care and respect of private property
- v. Convoy procedure
- vi. Two-way radio procedure
- vii. Tail End Charlie responsibilities

b. Trip Leader's Discretion

All members shall, at all times, respect the decisions of the trip leader in relation to:

- i. Refusing to allow any member to participate in a trip where the Trip Leader has reason to doubt their ability to complete the trip
- ii. Refusing any vehicle not properly equipped for the trip
- iii. Any other matters relating to the trip

c. Rules

All members shall, at all times whilst engaged in Club activities, abide by the rules and regulations laid down by the WA State and Local Government authorities and the Road Traffic Act 1974 WA as amended and, if not in Western Australia, the rules and regulations of the recognised authorities of that region.

d. Camping / Trips

- i. All fires must be fully extinguished and contain no rubbish before leaving the campsite
- ii. All TLCCWA trips are 'No Animal Trips' unless the Trip Leader has specifically noted on the Trip sheet that Animals are allowed on the trip. Further conditions can be found in the Animal Policy.
- iii. Firearms are not to be taken on Club trips
- iv. The campsite must be left free of rubbish and checked by Tail End Charlie.



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e. Website and Electronic Media Policy

This policy is to be followed by all Club members and is available from the Club Secretary or the Club members' area of the Club's website.

Club paraphernalia

The new Club membership package shall include:

- i. Club badges for up to two adult members.
- ii. One magnetic call sign.
- iii. One Club sticker.
- iv. Constitution; By-laws; Animal Policy; and Website and Electronic Media Policy.
- v. Club business cards
- vi. Any other items as approved from time to time by the Management Committee. All the above are a once only issue on joining the Club, except for the Club sticker which can be replaced free of charge once in any twelve-month period. The Club sticker must be removed upon change of vehicle. The remaining items, if required to be replaced, are available at the member's expense.

10, 20, 30 and 40-Year badges

The Management Committee will arrange for the presentation of commemorative badges to all Club members who have attained ten, twenty, thirty and forty years of continuous membership in the Club. The presentation will be at a suitable Club occasion of the Management Committee's choosing.

Annual Trophy awards

a. Toyota WA Trophy

Every year a Club member will be awarded the Toyota WA Trophy unless decided otherwise by the Management Committee. Points are awarded to a member who runs a Club trip or who participates in a Club trip. The trophy is awarded to the Club member who scores the highest points during the year. Trip Leader Points (convoy members receive half value(s):

- | | |
|--|------------------------------|
| - Social 1 day
overnight stay – 1 point | A lunch or theatre with no |
| - Social 2+ days
similar with overnight stay – 2 points | Trips like Australia Day or |
| - 4WD trip 1 day | 4WD day trips - 2 points |
| - 4WD 2 days | 4WD weekend – 3 points |
| - 4WD 3 days
points | 4WD e.g. long weekend – 4 |
| - 4WD 4-9 days | Covers 2 weekends – 5 points |



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- 4WD trip 10+ days 6 points

b. Other Trophies

The Club also awards the following trophies annually, unless decided otherwise by the Management Committee:-

- TLCCWA President's Trophy which is awarded to a non-Management Committee Club Member for exceptional service to the TLCCWA and the Club President.
- TLCCWA 4WD Tread Lightly Award (Environmental)
- TLCCWA 4WD Bog of the Year
- TLCCWA 4WD Goof-up of the Year
- TLCCWA 4WD Golden Spanner
- TLCCWA Editor's Trophy
- TLCCWA Volunteer of the Year

10 LIFE MEMBERSHIP

10 (1) Life Membership

Any member can submit to the Management Committee a proposal that life membership be conferred on a Club membership in recognition of outstanding service to the Club.

The Management Committee shall, prior to any decision being taken, receive a written and detailed profile of the outstanding service to the Club by the Club membership being nominated for life membership, from the member making the proposal and/or Management Committee member(s).

A sufficient number of representative members should be canvassed to ensure there is widespread support to grant Life Membership to the proposed member or couple being nominated.

A life membership will retain full voting rights and all other privileges of membership for the life member and their immediate partner.

Criteria to be met for Outstanding service (at least 5 to be met and addressed by the proposer):

- a. Length of service 20 years or greater
- b. Outstanding service as Management Committee member
- c. Outstanding service in a Club Subsidiary Office
- d. Run a trip each year for at least 90% of membership duration (as far as can be ascertained from club records)
- e. Attend 5 trips a year for at least 90% of membership duration (as far as can be ascertained from club records)
- f. Demonstrably promoting concepts of responsible 4WD driving and care of



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the environment

- g. Promotion of Club to outside organisations and individuals (ambassador for Club)

Other criteria that must be considered (at least 5 to be met and addressed by the proposer):

- a. Service to 4WD Association of WA over and above being a Delegate
- b. Service to National Council of 4WD Clubs of Australia
- c. Service to kindred organisations, e.g. Track Care, Land Managers, DBCA
- d. Contribution to Club projects such as track adoptions and support of charitable organisations
- e. Club awards/trophies presented to the member
- f. Contribution to working bees such as clean-ups, track repairs, track assessments
- g. Representing the Club on appropriate committees
- h. Contributing significant goods/services to the Club
- i. Providing significant assistance to members
- j. Any other activity demonstrating outstanding service

The final decision for granting of Life Membership shall be made by the Management Committee.

14 CLUB MEMBERSHIP FEES

The annual membership fee shall be due on March 1. A renewal reminder for members' annual fees is published in the February Twin Diffs magazine and posted on the Members Only Facebook page during January and February.

Honorary Annual Membership

In special circumstances the Management Committee may vote to waive the annual membership fee for the current year, only when an individual has provided significant goods or services to the Club beyond normal expectations during that year. The Management Committee may also waive the annual membership fee for the current year as a prize in a Club competition. In such circumstances, the waiver must be by Ordinary Resolution at a Management Committee meeting and will not apply to the duties of elected Management Committee Members.

Subscription renewal

Members are encouraged and generally do pay their renewal fees during January and February each year. Members who have not paid their annual membership renewal subscriptions by the due date (March 1) each year will be notified in writing by the Treasurer during March that their fees are over-due.



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Those members who are still un-financial as at June 1 will have their Club membership and all Club privileges cancelled.

Lapsed membership

If an application to re-join the Club is received by a recognised former member at any time, or within one calendar year for a former member from point of cancellation, no joining fee is payable and only one meeting visit is required. If that application is accepted, the Constitution and By-law amendments (if any) must be given to that membership.

Fees for mid-year membership applications

A new membership application that is accepted by the Management Committee after September 30 will pay the joining fee but the membership fee shall be halved for the current membership year. New applicants joining after January 1st will pay and receive membership for the next membership year and also receive membership for any time until then.

Terminated membership

If membership is terminated Membership fees are non-refundable.

29 MANAGEMENT COMMITTEE MEMBERS

29(1) Management Committee roles

The roles of the office holders (President, Vice President, Secretary and Treasurer) are spelt out in the Constitution (30 – 33).

The office holders oversee the following functions:

President:

- Special Projects Convenor
- Safety Convenor
- ARMA Delegate

Vice President:

- Property Convenor
- Promotions Convenor

Secretary:

- Records Convenor
- Insurance Convenor



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- Archives Convenor

Treasurer:

- Retail Convenor
- Advertising Convenor
- Fundraising Convenor

Up to six ordinary Management Committee members can also be elected and their roles are defined in the By-laws:

Ordinary Management Committee positions are:

Trip Coordinator

Participates in Management Committee decision-making and good running of the Club. The Trip Coordinator promotes members to run Club trips so that the Club trips calendar is well filled. The Trip Coordinator maintains a record of Club trips and tallies the award points and nominations for the annual trophy presentation event. The Trip Coordinator gives a report at each General Meeting that includes introducing the trip reports from the previous month.

The Trip Coordinator oversees the following functions:

- Driver Training Convenor
- Trip Mentor Convenor.

Environmental Coordinator

Participates in Management Committee decision-making and good running of the Club. The Environmental Coordinator represents the Club on environmental issues and reports current issues through the Club magazine "Twin Diffs" and in brief at General Meetings.

The Environmental Officer oversees the following functions:

- Holland Track Convenor
- Dryandra Woodland Convenor
- Track Care Convenor.

Social Coordinator

Participates in Management Committee decision-making and good running of the Club. The Social Coordinator may organise supper and/or a raffle for each General Meeting of the Club and will promote members to run Club social activities throughout the year. The Social Coordinator may present a report at each General Meeting. The Social Coordinator is responsible for collecting trip fines.

The Social Coordinator oversees the following functions:

- organising and promoting the Club's annual trophy presentation event
- organising the general meeting refreshments and raffle
- organising and promoting social trips.

Communications Coordinator



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Participates in Management Committee decision-making and good running of the Club. Manages the production and content of all Club publications, internal and external, paper or electronic. This includes the magazine "Twin Diffs", Facebook pages and website(s).

The Communications Coordinator oversees the following functions:

- Magazine Editor
- Facebook Editor
- Web Editor.

44 MANAGEMENT COMMITTEE MEETINGS

Management Committee Meetings

- a. Management Committee Meetings are held at the Belmont Tennis Club with the option of holding meetings at Management Committee Member's homes or online using appropriate technology.
- b. Any arrangement or ideas privately discussed between Management Committee Members, or management committee and other members of the Club, must be reported at the next Management Committee Meeting for discussion.

51 SUBCOMMITTEES AND SUBSIDIARY OFFICES

The subsidiary offices (convenors) are filled annually. There is no limit to the number of years that a person may hold a subsidiary office.

The offices and duties are:

Special Projects Convenor

Filled as required. Reports to the President

Safety Convenor

Monitors the safety/risk processes of the Club, maintains a log of reported safety matters, and documents requirements for COVID preparedness. Reports to the President.

ARMA (Australian Recreational Motorists Association) Delegate

Represents the Club at ARMA meetings and liaises between the Club and ARMA on matters of relevance. May vote on behalf of the Club on minor matters raised at ARMA meetings; however major matters are referred to the Committee via the President.

Property Convenor

Controls Club property in such a way that members have the benefit of that property. Reports to the Vice President.

Promotions Convenor



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Organises participation in events that promote the existence and reputation of the Club.
Reports to the Vice President.

Retail Convenor

Orders Club clothing and other Club items for resale to members. Reports to the Treasurer.

Advertising Convenor

Seeks advertisers and payment to help finance the Club magazine "Twin Diffs". Reports to the Treasurer.

Fundraising Convenor

Reports to the Treasurer

Records Convenor

Maintains records of the Club's members. Reports to the Secretary.

Insurance Convenor

Facilitates Club insurance and ensures members and the Club are informed on insurance issues. Reports to the Secretary.

Archives Convenor

Maintains archives of club records and historical information. Reports to the Secretary.

Driver Training Convenor

Assists Club members in improving their Four Wheel Driving capabilities. Reports to the Trip Coordinator.

Trip Mentor Convenor

Reports to the Trip Coordinator

Holland Track Convenor

Informs on the Holland Track and liaises with local authorities. Reports to the Environmental Coordinator.

Dryandra Convenor

Informs on the Dryandra Woodland and liaises with the local authorities. Reports to the Environmental Coordinator.

Track Care Convenor

Represents the Club at Track Care meetings and projects. Reports to the Environmental Coordinator.

Trophy Event Convenor

Reports to the Social Coordinator.



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Meeting Raffle Convenor

Sources suitable prizes to be raffled at Club meetings. Reports to the Social Coordinator.

Social Trips Convenor

Filled as required. Reports to the Social Coordinator.

Facebook Editor

Maintains the content of the Club's external and members-only Facebook pages. Reports to the Communications Coordinator.

Magazine Editor

Produces and distributes the Club's monthly magazine "Twin Diffs". Ensures that an electronic copy of each issue is uploaded to the State Library of WA website. Reports to the Communications Coordinator.

Web Editor and Web Master

Promotes and controls the Club's website, web hosting and email address lists. They report to the Communications Coordinator.

53 ANNUAL GENERAL MEETING

53(1) Notice

Notices for Annual General, General and Special General Meetings shall be published in the Club magazine "Twin Diffs" and may be emailed to all Club members.

Notices for Management Committee Meetings shall be emailed to Management Committee Members and Club Convenors.

53(3)(d) Auditor

The auditor may work in an honorary or paid capacity.

63 SOURCE OF FUNDS

Advertising and sponsorship rates

- a. The Club magazine "Twin Diffs" advertising rates are reviewed annually in November each year.
- b. Annual advertising rates for Club members where they are the owner of the business or the supplier of the services advertised shall be discounted by 10%.
- c. The advertising rate for business cards shall be \$10 per magazine issue when the member does not directly own the business.
- d. The Management Committee may from time to time negotiate and approve advertising rates that differ from those set down annually as per clause (a) above.
- e. Meeting sponsorship is offered to commercial organisations with goods and services that will interest the majority of members.



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Fines at General Meetings

Fines as loose change may be levied at general meetings for incidents of a humorous nature since the last meeting.

64 CONTROL OF FUNDS

64(1) Banking

The Club shall maintain an operating account with adequate funds to meet the annual budgeted operating costs and with suitable safeguards. The Club shall operate a fixed term deposit with a Management Committee agreed contingency amount to meet the Club's annual liabilities. As a non-profit organisation, the Club shall retain any surplus funds in the operating account for use as agreed by the Management Committee.

64(2) General expenses, including donations

- a. Petty cash advances shall receive prior approval by the Management Committee.
- b. Standing Approvals may be granted by the Management Committee and recorded by the Treasurer, whereby invoices may be paid on receipt subject to endorsement by the relevant services requestor and subject to the dual signatory requirement as stated in By-law 64(4).
- c. In the unusual circumstance that immediate payment of approved expenditure is necessary, payment shall be authorised and made by the required signatories (see By-law 64(4)), and shall be ratified at the Management Committee Meeting that follows the payment.
- d. From time to time the Management Committee may recommend donations to non-profit registered organisations that directly encourage a positive attitude towards off-road safety and related environmental conservation. Such organisations would include the Royal Flying Doctor Service. Voting on that recommendation by the members would be by ordinary resolution.

64(4) Payments

Payment may be made by cheque or EFT. All payments shall require two signatories being any two of the following - President, Vice-President, Treasurer and Secretary. If any of these office holders is unable to carry out this duty, then an ordinary committee officer shall be appointed in his/her place by the Management Committee.

Refreshments at Meetings

- a. Food and refreshments shall be available for members at any General Meeting that the Social Coordinator deems necessary.
- b. To cover out of pocket expenses for refreshments at face-to-face Management



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Committee meetings a \$20 allowance is provided.

71 INSPECTION OF RECORDS AND DOCUMENTS

71(1)(c) Control documents

For the purposes of rule 71 in the Constitution shall include, but not be limited to, the following:

- i. Constitution
- ii. By-laws
- iii. Club member Information Booklet
- iv. General Meeting minutes
- v. Trip sheet (blank)
- vi. Trip participation sheets (blank)
- vii. Temporary member sheet (blank)
- viii. Application for Club membership form (blank)
- ix. Advertising rate chart
- x. The meeting attendance book
- xi. Club Structure chart

Available to Club members, in the company of at least one Management Committee member, shall include but not limited to the following:

- i. Management Committee Meeting minutes
- ii. Financial records
- iii. Members Register
- iv. Temporary member records
- v. Completed trip sheets
- vi. Completed trip participation sheets
- vii. Completed temporary member sheets