

1. BADGE

The badge of the Club shall be the figure of a boot with the word 'Brisbane' across the boot and the word 'Bushwalkers' forming the tread. The badge will be used in black and white as indicated in this document or reproduced as a green boot with black lettering when colour application is applicable. On documents the badge should be accompanied by the words 'BRISBANE BUSHWALKERS CLUB INC'.

2. MEMBERSHIP SUBSCRIPTIONS

- (1) From 1 January 2024, Ordinary Membership of the Association is for the calendar year, 1 January – 31 December and members are to pay the annual membership subscription on or before 28 February (the due date).

Member annual subscriptions are set at the preceding annual general meeting for the next succeeding calendar year ending 31 December.

- (2) Members who fail to pay their membership subscription by the due date cease to be members of the Association and consequently are not entitled to any rights, privileges or benefits of membership. They may restore membership and maintain membership continuity by paying their outstanding subscription including all arrears within two months following the due date.
- (3) From 1 January 2024, new members to the club will pay the same annual membership fee as designated for ordinary members for the membership year 1 January - 31 December. New members will be initially flagged as Probationary Members until they have fulfilled the requirements to upgrade to ordinary membership (no further payment required).

New members joining in December of a year will be regarded as financial until the December of the following year.

3. GUEST MEMBERSHIP CONDITIONS

- (1) Guest membership is limited to the following:
 - a) A minor under the care and supervision of an adult member, or
 - b) Members of Bushwalking Australia affiliated clubs, or
 - c) Persons approved by a committee member.
- (2) Guest member participation in an activity is subject to space availability and at the activity leader's discretion.
- (3) Minors may only participate in activities orientated to family activities, and must be accompanied by a parent or delegated guardian.
- (4) Each adult member may care for and supervise no more than two minors.
- (5) Adult guest members are limited to 2 non-social activities in a 12-month period starting from the date of the first activity.
- (6) A form must be completed and submitted to Committee member prior to the event. Use Schedule 16, Guest Membership – Adult Form or Schedule 20, Guest Membership – Minor Form.

4. GENERAL MEMBERSHIP CONDITIONS

- (1) Probationary members must complete five walks including a 'New Member Induction Training' walk before upgrading to ordinary membership.
- (2) Applicants for membership who have previously been ordinary members can re-join as ordinary members.
- (3) The membership form for probationary and guest membership must include a signed Acknowledgement of Risk and agreement with the Club's Objects, Rules, By-laws and policies.
- (4) Members Handbook will be made available to intending members and prior to payment of a nomination fee.

- (5) The names of all persons admitted to ordinary, probationary and honorary life membership will be available to all members on request.

5. MANAGEMENT COMMITTEE

- (1) The Management Committee shall consist of:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Outings Secretary
 - (f) Safety & Training Secretary
 - (g) New Members Officer
 - (h) Social Coordinator
 - (i) Equipment Officer
 - (j) Technology Officer
 - (k) Abseil Coordinator

The Immediate Past President shall ex-officio be a member of the Management Committee.

- (2) Should any member of the management committee be absent from three consecutive meetings without reasonable excuse, the member shall be deemed to have vacated their office.
- (3) Members of the Association may attend a committee meeting but shall not have a vote and will participate in discussion only if invited by the President or chairperson.

6. MANAGEMENT COMMITTEE ELECTIONS

- (1) A member may hold only one position on the committee at a time.
- (2) No member may be elected to a particular committee position for more than two consecutive years.
- (3) Elections shall be conducted for positions in the order in which they are listed in By-law 5(1).
- (4) A returning officer shall be appointed at the July general meeting to conduct the election of members of the management committee.
- (5) A scrutineer shall be appointed at the Annual General Meeting to observe the conduct of the ballot.

7. MEETINGS

The Annual General Meeting shall be held in October following the General Meeting.

8. BY-LAWS

Any member may propose the adoption, amendment or repeal of by-laws at a General Meeting provided that 14 days' notice of the proposed change has been provided to all members.

9. NATIONAL PARK REGULATIONS

Members must, at all times, observe the regulations governing the control and protection of our National Parks and other nature reserves.

10. ORGANISATION OF OUTDOOR ACTIVITIES

- (1) Outdoor activities must be approved by the Outings Secretary, Safety and Training Secretary, or Abseil – Co-ordinator; and must be in the charge of a leader duly appointed by the management committee.
- (2) The Outings Secretary will monitor the record of approved activities showing the date of the activity and the name of the leader.
- (3) The Outings Secretary will monitor the record of leaders appointed by the management committee.

- (4) In the process of approving applicants for leadership, management committee shall be guided by Schedule 13, Selecting BBW Activity Leaders.
- (5) Leaders must be an ordinary or honorary life member.
- (6) Management committee is to ensure that sufficient New Member Induction Training walks are held for new members.
- (7) The Safety and Training Secretary is to ensure that the course follows the syllabus of Schedule 1, New Member Induction Training and is carried out by a suitably qualified leader.
- (8) Schedule 6, Guide for Leaders must be made available for all leaders.
- (9) Non-members may accompany members at Club social events, but when such events have a bushwalk or other outdoor activity component, only members or approved guests are to attend those outdoor activities.
- (10) Leaders are to sign nominations of guest membership forms for their activity and ensure the forms are provided to the Secretary within 14 days of the activity.
- (11) Members are responsible for determining their ability and fitness to complete an activity for which they nominate and must absolve the Club, the Management Committee and officeholders of liability for injury arising out of an activity by signing an Acknowledgement of Risk in the approved form when they apply for membership.

11. POLICY STATEMENTS

- (1) **Privacy**
Schedule 2, Privacy Statement shall be available and will form part of the members' obligations and membership application.
- (2) **Bushwalker's Code**
Schedule 3, Bushwalker's Code shall be available and will form part of the members' obligations and membership application.
- (3) **Abseil Activities**
Abseil activities must comply with policies and procedures decided by the committee.

12. RISK MANAGEMENT

- (1) Members are to:
 - (a) be cognisant of Schedule 8, Risk Management Policy and
 - (b) comply with safety information made available by the Club and direction from Club officials conducting appointed duties.
- (2) Activity leaders are to:
 - (a) ensure all intending participants are recorded as close to the start of the activity as practical,
 - (b) ensure that participants in the activity are recorded within 7 days of the activity, and
 - (c) submit an Incident Report (Schedule 9) to the Safety & Training Secretary when an incident occurs during an activity.
- (3) The committee is to:
 - (a) retain completed Membership Application Forms in the Club's registered office for the statutory period after a person's membership terminates, and
 - (b) retain completed Activity participation records in the Club's registered office for the statutory period after the activity is completed.

DOCUMENT INFORMATION

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VERSION HISTORY

<i>Version</i>	<i>Date Released</i>	<i>Description of Changes</i>
01	April 2015	Amendments to Bylaws from Dec 1993 - April 2015
02	06 Jun, 2019	Standard document layout applied. Addition of new committee members. Improvement of descriptions. Reflect change from manual to electronic record keeping.
03	23 Sep, 2019	Change references to MinIMax to New Member Induction Training
04	18 Aug 2021	Changes to Guest process
05	11 Apr 2023	Added reference to the Guest form and authorisation requirements
06	22 Oct 2023	Amended Ordinary and Probationary Membership fees to be 1 January – 31 December. Removed Photographic Office and the Librarian from the Committee Position list as they are now non-committee positions.

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