

HOBART WALKING CLUB Incorporated
CONSTITUTION, RULES and BY-LAWS

Tasmanian Incorporation No. 00702C

29th June 2011

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HOBART WALKING CLUB Incorporated

[This Constitution was first ratified 5 Nov 1982.

The following listing incorporates changes to Clause 6.1.5 and Rules 8.5.1 and 15.2 made in 1995, and Clause 11.3.4 made in April 1999. Change to Rule 15.2 made in 1995, to Rule 16 amended in June 1999 and Rule 18 deleted, and to By-Law 8 deleted Dec 1998, and to Rule 15.1, 15.2, 15.3 & 15.4 on 2 June 2000, and to Clause 14.2 made 6 July 2001, and Clause 6.1.6 added 7 December 2001, and changes to Rules 2.4, 10.3, 15.1, 15.2, 15.3 made in June 2002, and to By-Laws 2, 11, 11.2 & 11.4 on 3 October 2002, and changes to Clauses 6.1.6 and 8.3.1 on 5 December 2003, and changes to Rules 15.1, 15.2, 15.3 and 15.4 made 7 May 2004, and changes to Rules 15.1, 15.2, 15.3 and 15.4 made 1 April 2005, and changes to Clause 12 and to By-laws 1.2.3, 2.1, 6, 7.1 to 7.5 and 9.2 on 5 October 2007].

Change to Rules 15.1a,1b and 1c made 4 April 2008, and change to Clause 6.3 made 1st August 2008.

Change to Rules 15.1a,1b and 1c and 4 made 1 May 2009.

Changes & additions to Constitution 2 Oct 2009: 4.4, 6.1.3, 6.1.7, 8.2.2, 8.2.4, 12.

Changes & additions to Rules 2 Oct 2009: 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.

Changes & additions to By-laws 2 Oct 2009: 1, 2, 3, 4.1,4.2, 4.3, 4.4, 4.5, 5.

Change to rules 15 1a,1b,1c, made 7th May 2010

Changes to By-laws 8 made 3rd Sept 2010

Changes to By-law 7.6 made 29 June 2011

CONSTITUTION

1. NAME

"Hobart Walking Club Incorporated" shall be the name of the Club, hereinafter referred to as the "Club".

2. OBJECTS

1. The basic objects of the Club shall be to encourage walking, skiing and similar outdoor activities and to promote interest in the preservation of flora, fauna and natural scenery.
2. In addition to the basic objects of the Club, the objects and purposes of the Club shall be deemed to include:
 1. the purchase, taking on lease or in exchange, of any property that may be deemed necessary or convenient for any of the objects or purposes of the Club;
 2. the buying, selling, and supplying of, and dealing in goods of all kinds;
 3. the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Club;
 4. the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Club;
 5. the taking of such steps from time to time as the Executive Committee or the Members in general meeting may deem expedient for the purpose of procuring contributions to funds of the Club, whether by way of donations, subscriptions or otherwise;
 6. the printing and publishing of such newspapers, periodicals, leaflets, books or other documents as the Executive Committee or the Members in general meeting may think desirable for the promotion of the objects and purposes of the Club;
 7. the borrowing and raising of money in such manner and on such terms as the Executive Committee may think fit and as shall be approved or directed by resolution passed at a general meeting;
 8. subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Club not immediately required for any of its objects or purposes in such manner as the Executive Committee may from time to time determine;
 9. the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax and Social Services Contribution Assessment Act 1936-64 of the Commonwealth relates;
 10. the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Club and their dependants, and the granting of pensions, allowances, and other benefits to servants or past servants of the Club and their dependants, and the making of payments towards insurance in relation to any of these purposes;
 11. the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Club;
 12. the purchase or acquisition and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Club may at any time become amalgamated in accordance with the provisions of the Associations Incorporation Act 1964 and the Constitution of the Club; and
 13. the doing of other such lawful things as are incidental or conducive to the attainment of the basic objects of the Club or any of the objects or purposes specified in the foregoing provisions of this sub-clause.

3. In this clause, "basic objects of the Club" means the objects and purposes of the Club, as stated in the application under subsection (2) of section 7 of the Associations Incorporation Act 1964 for the incorporation of the Club lodged with the Registrar pursuant to that section.

3. *BADGE AND COLOURS*

The Club badge shall be the design of a signpost inset in a map of Tasmania. The colours shall be green and orange.

4. *MEMBERSHIP*

1. GENERAL

The Club shall consist of Members, Honorary Life Members, Associate Members, Honorary Associate Members and Prospective Members, all of whom shall agree to be bound by the Constitution, Rules and By-Laws of the Club. In the Constitution, Rules and By-Laws, the word "member" without a capital "M" shall mean the categories of membership collectively, several or all of. The procedures to qualify as Prospective Member, Member and Associate Member shall be specified in the Rules.

2. HONORARY LIFE MEMBER

A Member who has given outstanding service to the Club and who is approved by the Executive Committee may be elected an Honorary Life Member at any general meeting. On election to such membership, an Honorary Life Member shall be deemed financial each year and shall retain all the rights and obligations of a financial Member.

3. HONORARY ASSOCIATE MEMBER

A person, not a member of the Club, who has rendered outstanding service to the community by promoting one or more of the basic objects of the Club and who is approved by the Executive Committee may be elected an Honorary Associate Member at any general meeting. On acceptance of such membership, an Honorary Associate Member shall be deemed financial each year.

4. OBLIGATION

All members shall act with due regard to the aims and objectives of the Club and of shared and self responsibility on all activities.

5. *RIGHTS OF MEMBERSHIP*

Only Members who are financial and Honorary Life Members shall have the right to: move motions and vote at general meetings; nominate; be nominated; hold any office; be a delegate; and serve on Sub-Committees.

6. *MEETINGS*

1. GENERAL MEETINGS

1. A general meeting shall be a meeting of members at which Club business is formally transacted and may be either a General Meeting, an Annual General Meeting or a Special General Meeting.
2. All general meetings shall be summoned by the Secretary giving or posting a notice in writing to each member. The monthly Circular may be used for this notice. Should the Secretary be unable or neglect to summon any general meeting the President shall do so.
3. A quorum of 30 Members shall be required for general meetings at which Club business is formally transacted. Motions shall be passed if a simple majority of those Members present vote in favour, except where stated otherwise in Clauses 14.1, 14.2, 14.3 and 16.

4. Excepting motions altering the Constitution and Rules, or ratifying changes to the By-Laws, notices of motion shall not be required for General, Annual General, Executive Committee and Sub-Committee meetings.
5. General Meetings shall be held monthly except in January, and at such other times as the Executive Committee may consider necessary. The notice of meeting shall be given or posted to members not less than three days nor more than fourteen days before the meeting.
6. If a quorum is not present within half an hour after the advertised starting time of two consecutive general meetings, the formal business shall be held over to the next general meeting with the exception that motions on notice, other than Constitutional changes, may be decided by the Executive Committee after the second meeting.
7. When a general meeting has no quorum the Secretary shall take advisory notes for the Executive Committee, but these notes shall not have the status of minutes.

2. ANNUAL GENERAL MEETINGS

1. An Annual General Meeting shall be held in October of each year.
2. The notice of the meeting shall be given or posted to members not less than seven days nor more than fourteen days before the meeting. The notice shall include the Agenda, the Annual Report, the audited Statement of Accounts and a list of written nominations received in accordance with Clause 8.3. 1.
3. The minutes of an Annual General Meeting shall be confirmed at the next General Meeting.

3. SPECIAL GENERAL MEETINGS

1. A Special General Meeting shall be held either at the direction of the Executive Committee of within thirty-five days of the Secretary receiving a written requisition signed by at least ten Members requesting that a Special General Meeting be held to consider the specific business stated in such requisition.
2. The notice of the meeting shall be given or posted to members not less than seven days nor more than fourteen days before the meeting. The notice shall state the date, time, place and business of the meeting. No business other than that stated shall be conducted.
3. The minutes of a Special General Meeting shall be confirmed at the next general meeting.

7. **PROCEDURES AT GENERAL MEETINGS**

1. the President shall chair the meeting;
2. in the absence of the President, a Vice-President shall chair the meeting;
3. the chairperson shall have a deliberative and a casting vote;
4. all Members shall be able to move or second and speak to any motion and amendment thereto;
5. and voting by proxy shall not be allowed.

8. **EXECUTIVE COMMITTEE**

1. FUNCTION

The property, management and administration of the Club shall be vested in and exercised by an Executive Committee elected at each Annual General Meeting for the ensuing year.

2. COMMITTEE MEMBERS

1. The Executive Committee shall consist of a President, two Vice-Presidents, a Secretary, an Assistant Secretary, a Treasurer, a Walks Secretary, a Ski and Hut Secretary, a Membership Officer and three Committee Members.
2. The President shall not hold office for more than two consecutive years.
3. The Secretary shall be the Public Officer as required by the Associations Incorporation Act 1964.

4. Members of the Executive Committee, other than the President, shall not hold the same position for more than four consecutive years. (This sub clause be effective from the 2nd October 2009).

3. ELECTION OF COMMITTEE MEMBERS

1. Nominations for all positions provided by Clause 8.2.1. shall be in the hands of the Secretary, or lodged at the Club's official postal address by 12 noon on the third day after Circular Closing in September. Each nomination shall be signed by the nominator, seconder and nominee.
 2. Should no written nomination be received for a position, then verbal nominations shall be accepted at the Annual General Meeting.
 3. If the number of nominations is equal to the number of positions to be filled, the persons nominated shall be deemed to be elected.
 4. If the number of nominations received is greater than the number of vacancies to be filled, a secret ballot shall be held.
 5. Election shall be by a simple majority.
 6. Scrutineers whose impartiality shall not be open to question shall be appointed by the chairperson.

4. VACANCIES

1. For the purposes of this Constitution, the office of an Officer of the Club or of a Committee Member becomes vacant if the Officer or Committee Member:
 1. dies;
 2. becomes bankrupt or applies to take advantage of any law relating to bankrupt or insolvent debtors or compounds with that person's creditors, or makes any assignment of that person's estate for their benefit;
 3. becomes of unsound mind;
 4. resigns that person's office by writing under that person's hand addressed to the Executive Committee;
 5. ceases to be resident in the State of Tasmania;
 6. fails, without leave granted by the Executive Committee, to attend three consecutive meetings of the Executive Committee;
 7. ceases to be a Member of the Club, or
 8. fails to pay all arrears of subscription due by that person within fourteen days after that person has received a notice in writing signed by the Public Officer stating that that person has ceased to become a financial Member of the Club.
2. The Executive Committee shall appoint replacements for casual vacancies.

5. MEETINGS

1. Executive Committee meetings shall be held monthly except in January and at such other times as may be necessary. The Secretary shall give or post each person on the Executive Committee notice in writing stating the date, time, place and agenda at least five days before the meeting. Should the Secretary be unable or neglect to summon an Executive Committee meeting the President shall do so.
2. A quorum at all Executive Committee meetings shall be seven. Motions shall be passed if a simple majority of those present vote in favour except where stated otherwise in Clause 10.

9. *SUB-COMMITTEES AND OFFICERS*

1. At its first meeting, the Executive Committee shall appoint conveners, officers and delegates required for the year. At its second meeting, the Executive Committee, in consultation with the conveners, shall appoint the Members of the Sub-Committees. Each Sub-Committee should include

at least one person from the Executive Committee other than the President or Secretary who shall be ex-officio on all Sub-Committees.

2. Sub-Committee meetings shall be called by the convener at the convener's discretion.
3. The procedures at meetings of Sub-Committees appointed by the Executive Committee shall be the same as those for the Executive Committee except that the quorum at such meetings shall be equal to half the number appointed plus one.
4. The meeting procedures for Sub-Committees appointed by a general meeting shall be the same as for meetings of Sub-Committees appointed by the Executive Committee.

10. EXPULSION

Any member who violates the Constitution, Rules or By-Laws of the Club or shall for any cause be deemed to be an undesirable member may be expelled from the Club at a meeting of the Executive Committee. A motion of expulsion shall be passed if at least eight of the Executive Committee vote in favour of the motion. Such member may appeal against the decision of the Executive Committee at the next general meeting.

11. FINANCE

1. GENERAL

1. The financial year shall begin on the first day of July on which date annual subscriptions shall become due.
2. The annual subscription shall be specified in the Rules and other fees in the Rules or By-Laws.
3. There shall be no entitlement to or claim upon the property of the Club by any member resigning from or ceasing to be a member of the Club.

2. AUDIT

1. An Auditor shall be appointed at the Annual General Meeting for the ensuing year.
2. The Auditor may only be removed from office by a motion included in the notice of the meeting of a general meeting passed by a simple majority of Members at that meeting.
3. The accounts of the Club shall be examined by the Auditor at least once in each financial year of the Club.
4. The Auditor shall certify as to the correctness of the accounts of the Club and shall report thereon to the members present at the Annual General Meeting.
5. In the Auditor's report, and in certifying the accounts, the Auditor shall state:
 1. whether the information required by the Auditor has been obtained;
 2. whether in the Auditor's opinion, the accounts are properly drawn up so as to exhibit a true and fair view of the financial position of the Club according to the information at his disposal, the explanations given to the Auditor and as shown by the records of the Club; and
 3. whether the rules relating to the administration of the funds of the Club have been observed.
6. The Public Officer of the Club shall cause to be delivered to the Auditor a list of all the accounts and records of the Club.
7. The Auditor:
 1. has a right of access to the accounts, records, vouchers and documents of the Club;
 2. may require from the servants of the Club such information and explanations as may be necessary for the performance of the Auditor's duties;
 3. may use persons to assist in investigating the accounts of the Club; and
 4. may, in relation to the accounts of the Club, examine any member of the Executive Committee or Sub-Committee or any servant of the Club.
8. The Auditor shall not be on the Executive Committee.

3. RECORDS AND AUTHORISATIONS

1. The Treasurer shall keep such proper and usual accounting records as fairly record and explain the financial transactions and position of the Club in such a manner as would enable true and fair accounts of the Club to be prepared from time to time.
2. The Treasurer shall be responsible for the safe custody of the financial records, documents and securities of the Club.
3. Club funds shall only be kept in authorised trustee investments.
4. Authorised signatories for cheques, withdrawals or transfer of Club funds, or for drafts, bills of exchange, promissory notes or for other financial documents shall be those of the President, two Vice-Presidents, Secretary and Treasurer or any two of them.
5. All accounts shall be passed for payment by the Executive Committee.

12. LIABILITY

1. No member of the Club is liable to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of winding up the Club.
2. Members acknowledge and agree that in applying to become a member (of whatever grade) or renewing that membership of the Club that the nature of the activities carried out by the Club/and by participating voluntarily, freely and at their own risk, are such that it would be unreasonable for the Club or any of its members acting on its behalf to be in any way responsible for any injury, or death, to members or to damage to their property and members hereby, to the full extent permitted by law, waive all of their legal rights of action against and fully release the Club for loss, damage or injury or death or loss or damage to property howsoever arising out of or in relation to member's participation in the activities conducted by the Club including without limitation, liability for any negligent or tortuous Act or omission or breach of statutory duty on the part of the Club, its office bearers or agents.

13. RULES AND BY-LAWS

The Rules and By-Laws that supplement this Constitution shall specify the administrative details and affairs of the Club.

14. ALTERATIONS

1. RULES

An alteration of the Rules may be proposed by a motion at any general meeting. The motion shall be specific and shall refer to the Rule and sentences concerned. The Rule shall then be quoted as it would appear if the motion was passed. The motion shall be included in the notice of the meeting. The original motion or amendments to it shall be passed if at least three-quarters of the Members present vote in favour.

2. CONSTITUTION

An alteration adding to or rescinding words or clauses of this Constitution may be proposed by a motion at any general meeting. The motion shall be specific and shall refer to the Clause and sentences concerned. The Clause shall then be quoted as it would appear if the motion were passed. Notice of the motion shall be given, posted or otherwise distributed to members not less than fourteen days before the meeting, specifying that it is to be put forward as a special resolution. The original motion or amendments to it shall be passed if not less than three-quarters of the Members present at that meeting and entitled to vote, vote in favour of the motion.

3. BASIC OBJECTS

The basic objects of the Club may be altered in accordance with Clause 14.2 of this Constitution.

15. SEAL

1. The Seal of the Club shall be in the form of a rubber stamp inscribed with the name "Hobart Walking Club Incorporated" encircling the word "Seal".

2. The seal of the Club shall not be affixed to any instrument except by the authority of the Executive Committee, and the affixing thereof shall be attested by the signatures of any two of the President, Secretary or Treasurer and that attestation is sufficient for all purposes that the seal was affixed with the authority of the Executive Committee.
3. The seal shall remain in the custody of the Public Officer.

16. TERMINATION

Termination of the Club shall be conducted at a Special General Meeting and shall be subject to the provisions of Sections 32 and 33 of the Associations Incorporation Act 1964. The motion to that effect shall be passed if at least three-quarters of the Members present vote in favour. In the event of such a motion being passed, and unless the notice calling the meeting has set forth alternative methods for disposing of the Club property and these are separately voted on in the same way as the motion to terminate the Club, then that motion shall be a direction to the Executive Committee that the property of the Club shall be sold; that the proceeds shall be applied to the satisfying of the debts of the Club; and that the residue shall be distributed to an association or associations as defined in Clause 2.2.1 1. of this Constitution and shall be determined at the time of the Special General Meeting.

END OF CONSTITUTION

RULES

CORRESPONDENCE

- 1.1. All correspondence shall be addressed to:

The Secretary
Hobart Walking Club Inc.
GPO Box 753
HOBART TAS 7001

except where stated otherwise in Rules 2 & 3.

- 1.2. The Secretary is responsible for all inward and outward correspondence.
- 1.3. All internal correspondence must be clearly identified by source.
- 1.4. All outgoing correspondence shall be authorised by the Executive Committee and signed by the Secretary, or another officer as authorised by the Executive Committee.

MEMBERSHIP

- 2.1 Members of all categories shall sign the Membership Risk Waiver at time of joining and membership renewal each year in accordance with Clause 12.2 of the Constitution. This condition shall also apply to Life Members.
 - 2.2 Members of all categories shall indicate their privacy requirements at time of joining and renewal.
3. To be considered for election as a Member by the Executive Committee, a person shall:
 1. Be at least 16 years of age;
 2. Apply in writing to the Membership Officer, at the address as stated in the rules for an "Application for Prospective Membership" form.
 3. Forward the Club an "Application for Prospective Membership" form to the Treasurer together with the due annual subscription as for a Member. If application is made after the thirty-first day of December the subscription shall be half the annual subscription.
 4. Pay a joining fee of \$ 15.00 in addition to the appropriate subscription
 5. Satisfactorily complete at least four trips from the Club program. Such trips shall include a training trip and at least two walking trips, but shall not include any trips marked as non-qualifying or undertaken as a visitor before becoming a Prospective Member.
 6. After obtaining a record of 3.5 on the Qualifying Walks Form and an "Application for election as a Member" form, obtain nomination by a financial Member of at least twelve months standing and forward the form to the Membership Officer.
 7. Where the Executive Committee deems special conditions apply it may make determination to vary Rule 3.5 but the number and types of trips completed shall not be less than specified in that Rule.2
 4. A Prospective Member may obtain permission from the Executive Committee to replace the Training Trip by another qualifying trip, if good reason can be shown.
 5. A Prospective Member shall have twelve months from the date of application to complete the requirements of Rule 3, and no extensions shall be given. If the requirements of Rule 3 have not been completed within twelve months, the subscription paid shall be forfeited and eligibility for Club activities shall cease.
 6. A person who ceases to be a Prospective Member in accordance with Rule 5, shall not be admitted as a Prospective Member again without the permission of the Executive Committee. If permission is given,

another application and subscription payment shall be made and any trips previously completed shall not be accepted towards the requirements of Rule 3.

7.
 1. A person who is unable to participate fully in the activities of the Club may be an Associate Member. Each application, in writing, shall be considered on its merits.
 2. To be considered for election as an Associate Member by the Executive Committee, the applicant shall give reasons for the limited participation and obtain nomination by a financial Member of at least twelve months standing.
8. If the Executive Committee does not elect a Prospective Member as a Member, or an applicant as an Associate Member, no reason need be given; the subscription paid shall be refunded and the nominator shall be advised.
9. Notice of election shall be sent to each new Member or Associate Member, who shall continue membership until annual subscription lapses, as provided in Rule 16, or written notice of resignation shall have been received.
10. A person who has ceased being a member under the provisions of Rule 9, may be considered for re-election as a member in the same category, by the Executive Committee, by:
 1. application in writing,
 2. payment of the appropriate annual subscription, or if application is made after the thirty-first day of December then the subscription shall be half the relevant annual subscription, and
 3. payment of a re-joining fee of \$15.00
11. Persons who have been expelled from the Club under Clause 10 of the Constitution shall not be readmitted under Rule 10.
12. A Member may apply in writing for transfer to Associate Member in accordance with Rule 7, but shall be exempted from obtaining nomination.
13. An Associate Member who has been a Member previously may apply in writing for approval for transfer back to a Member.
14. An Associate Member who has not been a Member previously may be elected a Member after complying with the requirements of Rules 2, 3, 4, 5 and 6.

SUBSCRIPTIONS

15. The annual subscription shall be:
 - 1a. Members receiving paper circular and *The Tasmanian Tramp* \$42 (full subscription).
 - 1b. Members receiving e-circular and *The Tasmanian Tramp* \$28
 - 1c. Members receiving neither circular nor *The Tasmanian Tramp* \$23
 2. The fee structure and rates for Members also apply to Associate Members.
16. If a member's annual subscription has not been paid by the fifth day of September, the September Circular shall be the last Circular sent until the due subscription is received. If the member has not acted to renew the subscription by the thirtieth day of June following, membership shall terminate. Rights of members, as defined in Clause 5 of the Constitution, shall be retained by unfinancial members only until the fifth day of September.
17. A publication fund be established and funded in such manner as the Executive Committee, on the recommendation of the Treasurer, considers appropriate. The fund is to be administered in whatever manner the Executive Committee deems appropriate.
18. Deleted

CIRCULAR

19. A periodical entitled 'HOBART WALKING CLUB Inc. CIRCULAR' shall be published once each month prior to General Meetings and Annual General Meetings and shall be sent to those on the Club Mailing List.

PUBLIC RELATIONS

20. Appeals for assistance of any kind may be made by, or on behalf of, outside organisations, only if their aims are directly related to those of the Club as set out in Clause 2 of the Constitution. Assistance must be proposed, in advance, by a motion at any General Meeting. The motion shall be included in the notice of meeting. The original motion or amendments shall be passed if a simple majority of the members present vote in favour.
21. All publicity in which the name of the Club is mentioned shall be released only by the President or Secretary, except where the Club is engaged in search and rescue activities. In this case the Police Liaison Officer and/or the Convener of the Search and Rescue and Training Subcommittee shall be empowered to make public statements on behalf of the Club and they shall inform, if possible, the President or Secretary beforehand of the statements to be made.

BADGE

22. Club badges shall be made available for purchase and wearing only by Members, Honorary Life Members, Associate members and Honorary Associate Members.

BY-LAWS AND ALTERATIONS

23. By-laws or alterations thereto, may be made by the Executive Committee and shall be notified in the notice of a general meeting for ratification before becoming effective. Any objections by members to the notified changes shall be resolved by motions put at that meeting.

END OF RULES

BY-LAWS

1. SUB-COMMITTEES

1. Sub-committees appointed annually by the Executive Committee, as required, shall be:
 1. Walks
 2. Ski and Hut
 3. Search, Rescue and Training
 4. Tracks
 5. Environment
 6. Social
 7. Editorial
 8. Circular

2.
 1. The Walks Secretary shall be the Convener of the Walks Sub-committee.
 2. The Ski and Hut Secretary shall be the Convener of the Ski and Hut Sub-committee.
 3. The Walks Sub-committee shall include the Trip Programmers.

3. A Sub-committee for a specific purpose may be set up by the Executive Committee or by a general meeting. Such a Sub-committee ceases with the achievement of the objective or the presentation of a final report.

2. OFFICERS

Officers appointed annually by the Executive Committee, as required, shall be:

1. Trip Programmers
2. Tracks Equipment Custodian
3. Librarian
4. Publications Officer
5. Equipment Custodian
6. Projector Custodian
7. Computer Custodians
8. Landowners Liaison Officer
9. Mail Officer
10. Assistant Treasurer(s) as required
11. Assistant Membership Officer(s) as required
12. Web Manager
13. Walks Data Officer

3. DELEGATES

Delegates may be appointed annually by the Executive Committee to:

1. Federation of Tasmanian Bushwalking Clubs;
2. Southern Tasmanian Ski Association
3. Wellington Park Tracks Committee

4. MEMBERSHIP LIST

1. The details of each member's application shall be entered on a "Register of Members". This shall be maintained by the Membership Officer as a confidential document and may not be copied, sold, nor given to any person or organisation. It may be used as a reference for official information as required by Executive Committee.

2. For Archival purposes a copy of the Register shall be made annually as at the end of the Financial Year, as well as a paper copy of selected fields.
3. Members will indicate, at time of renewal of membership, which information should be included on lists of wider circulation within the Club.
4. In January each year a “Members Contact List” of information approved by the members shall be printed for use of members. Such lists will only exist in paper form.
5. Working lists of members’ approved data may be disseminated to appointed officers as required.

5. MAILING LIST

A “Mailing List” approved by the Executive Committee will be kept in order to distribute official publications and communications of the Club.

6. TRIP CO-ORDINATORS

Trip Co-ordinators shall be Members and shall be approved by the relevant Sub-committee.

7. CLUB TRIPS

1. The Trip Co-ordinator and the Walks Secretary shall have power to decide who may attend any trip. The matter may be referred to the Executive Committee.
2. Any visitor may attend a Club trip if accompanied by a Member and if the Trip Co-ordinator is notified in advance and agrees.
3. The Co-ordinator of a Club trip, with absolute discretion, may approve of a visitor under the age of sixteen years attending such a Club trip if a Member on the trip accepts responsibility for the visitor.
4. Any member or visitor who wishes to leave the main party before the end of any trip must inform the Trip Co-ordinator personally before doing so.
5. All persons in the party are involved in the management of the trip. All persons in the party must obey all reasonable requests of the Trip Co-ordinator. The Trip Co-ordinator shall have the power to co-opt a deputy Trip Co-ordinator or Trip Co-ordinators.
6. If at the time of closing of entry for a trip, or the appointed departure time, there are fewer than four walkers, the trip may proceed at the discretion of the trip co-ordinator.

8. TRAINING TRIPS

Training trips shall include elementary instruction in bushcraft, map reading, use of a compass, first aid, survival and care of the bush environment.

9. TRANSPORT

1. No person acting on behalf of the Club, nor any of its Sub-committees, shall do anything concerning private transportation beyond acting as a bureau of information. The Club assumes no responsibility concerning such private transportation.
2. The Executive Committee may empower the Trip Co-ordinator to hire public transport for Club trips and shall determine procedures for bookings and payment.

10. HUT REGULATIONS

The Ski and Hut Sub-committee shall be empowered to make regulations for the management of the Lake Dobson Memorial Hut. Such regulations shall not become effective until they have been approved by the Executive Committee, published in the Club Circular, and posted on the notice board in the Hut.

11. CLUB PROPERTY and INSURANCE

1. The Treasurer shall keep an inventory of Club property.
2. The Treasurer shall be responsible for Club insurances, as nominated by the Executive Committee.

3. All members shall be responsible for replacing, or making good, Club property lost or damaged by them.
4. The Auditor shall sight each year, if practicable:
 1. Any Minute Book on request, of both Executive Committee Meetings and General Meetings;
 2. Any Annual Report or Circular on request;
 3. A copy of the Constitution, Rules and By-Laws;
 4. A current membership list;
 5. All Club insurance policies;
 6. Any other Club records on request.

12. CLUB WALKING EQUIPMENT

1. Club trips shall have priority on Club walking equipment until two days before the trip.
2. No charge shall be made for the use of Club equipment on Club Training Trips.
3. Club walking equipment not required for training trips may be hired from the Equipment Custodian.
4. If Club equipment on hire or on issue is not returned in good condition within three days from the end of a trip, a penalty will be incurred.
5. Hire rates and penalties shall be set by the Executive Committee.

END OF BY-LAWS