



Sutherland Bushwalkers Club

By-Laws 1-9

By-law 1: Activities Program

1. The Program Secretary will oversee the preparation and maintenance of the club Activity Program.
2. Club members can organise activities for inclusion in the Activity Program at any time.
3. Organisers may enter details of their activities into the club management system or email details to the Program Secretary.
4. New submissions for the Activity Program will be requested quarterly.

Updated March 2025.

By-law 2: Club Equipment

1. Equipment owned by the club will be kept in a suitable and secure manner by the Equipment Officer or by a member or members authorised by the Committee.
2. The Committee will decide upon the equipment that will be made available to members.
3. Equipment will be loaned to members and used only on Club activities.
4. A refundable deposit may be required to be paid by Club members who borrow equipment, except no deposit will be required to borrow PLBs. The deposit amount will be determined by the Committee.
5. The Equipment Officer will keep records in relation to Club equipment.
6. Borrowed equipment will be promptly returned in a clean condition and any deposit refunded.
7. Any loss or defect in equipment will be reported to the Equipment Officer.

Updated March 2025.

By-law 3: Club Activities

1. Notification of Club activities will be via the Activity Program, by announcement at a Club meeting or by email alert.
2. Activity Organisers will be responsible for the quality of the information they provide for the Activity Program and participants.
3. The Activity Organiser for each Club activity will be responsible for its management and complete operation.

Updated March 2025.

By-law 4: Membership

1. All prospective members seeking to join the Club will complete an application, accept the waiver and pay the annual fee.
2. If in accordance with Section 3.3 of the Club Constitution, membership is refused, the fee will be refunded in full.
3. Members who renew their membership or new members who join on or before 26 March 2025 will have a renewal date of 31 December each year during their membership. Any member whose membership is not renewed by their due date, will be considered an expired member until such time that they pay the annual membership fee. Members who join or renew after 26 March 2025 will have a renewal date on the anniversary of the member's admission to membership.

Updated March 2025.

By-law 5: Children's Attendance on Activities

1. Children under 18 years of age are welcome as Visitors at club activities only if accompanied by a club member, who is responsible for the child. Children are not eligible to join the club until their eighteenth birthday.
2. If the Adult Responsible for the Child wishes to take that child on a Club activity, the first step is to contact the activity organiser **in advance** to enquire whether the activity organiser is prepared to take the child. No activity organiser is compelled to accept a child on an activity.
3. THE ADULT RESPONSIBLE FOR THE CHILD participating in an activity must prepare and sign the "Children's Activity Risk Waiver" form. Please note that it is not the responsibility of the activity organiser to supervise the child.
4. The Child Protection Policy and Procedure must be followed at all times.

POLICY REVIEW

The Child Protection Policy and Procedure will be reviewed and updated with any legislative changes that have significant impact on the manner in which child protection issues are to be dealt with.

Updated 28 May 2014

By-law 6: Visitors

1. Visitors (also referred to as Guests) may participate in up to three one-day activities before becoming a member. After completing three activities, the Guest is required to become a Member.
2. Visitors are not permitted to participate in activities lasting more than one day.
3. A Visitor will request to participate in an activity via the Club's management system and must accept the Club's Risk Waiver.
4. The same procedures will apply to any Visitor as with Club members. The Activity Organiser will, after discussion with the Visitor, determine if the Visitor can participate. The Activity Organiser will take into consideration whether the activity is suitable for their level of fitness and if they have clothing and equipment suitable for participation in the activity.

Updated March 2025.

By-law 7: Trip Refunds and Cancellations

1. Activity Organisers should make the conditions of refund and cancellation clear to all participants at the time of accepting a booking for a trip with the Sutherland Bushwalking Club.
2. A date should be set by the Activity Organiser, and communicated to all participants, after which any person cancelling their participation in the trip will be liable to pay all costs incurred by their cancellation.
3. This may involve loss of deposit or loss of full fees, depending on the type of trip. If the cost of the trip to each participant was based on a specific number of people travelling, then the person making the cancellation should pay their full share of accommodation costs if they cancel after a specified date.
4. If the type of accommodation or trip allows it, another person may take the place of the person cancelling their holiday, and a refund paid to the first person. It should be noted that for some trips this will not be possible e.g. if there was an airfare, a tour company or an international travel sector involved.
5. If the cancellation incurs no costs to the Activity Organiser or the other participants, then any monies paid should be refunded as soon as possible.
6. Any Activity Organiser required to pay a deposit before it is possible to ascertain the exact number of participants, may make application to the Committee for the Club to pay the deposit. The Committee will inform the Activity Organiser if the Club is willing to pay the deposit. The Club Treasurer will pay the required amount. Activity Organisers should carefully weigh up the possible number of participants and be cautious in their estimations.
7. If the trip is cancelled, or if there are insufficient participants to cover the cost of the deposit, the Club will write off the deposit. However, the Activity Organiser should make all reasonable effort to recoup the deposit from the supplier. If there are sufficient participants to cover the cost of the deposit, the Activity Organiser should repay the deposit to the Club before the trip commences.

By-law 8: Reimbursement for First Aid Training

1. Sutherland Bushwalking Club encourages members to hold current First Aid qualifications. Financial members of the Sutherland Bushwalking Club who undertake and pass accredited Apply First Aid (HLTFA301C/HLTFA311A) or Remote Area First Aid (HLTFA302B/HLTFA302C) will be entitled to a reimbursement of 50% of the course fee to a maximum of \$100 per person.
2. Reimbursement is subject to presentation of a current, valid First Aid Certificate from an accredited provider, together with a copy of the receipt for the training fees paid. Training must have been completed within 60 days of the claim for reimbursement.
3. All claims should be made to the Club Treasurer. After gaining approval for payment from the Committee, the Club Treasurer will reimburse the Club member.
4. Only one claim may be made by a member within any 3 year period.

Revision History

2025	By-laws 1, 2, 3, 4 and 6 were amended to align to the way the club operates and/or how we will operate after the club's new management system (Bilby) is implemented. Minor formatting corrections were made to By-laws 5, 7 and 8 – the content was not altered.	Notice Of Motion – 26 February 2025 General Meeting. Was emailed and available on the club's website. Unanimously approved by Members - 26 March 2025 General Meeting (32 attendees).
2018	By By-law 9: Training Subsidies for Rogaine Participation was cancelled By Law 9 was reviewed by Committee on 31 May 2018 considered not a current policy.	Introduced as "Notice of Motion" to members at General Meeting 25 July 2018. Voting at General Meeting 29 August 2018. Motion moved by Allan Bunt and Seconded by Tony Larkin. Voted unanimously by members at meeting. Attending Members = 24 (Website updated 31 August 2018)
2017	Logo update	
2016	By-law 4: Membership	By Law updated 01 Sept 2016
2014	By-law 5: Children's Attendance on Activities	Updated 28 May 2014