

Four Wheel Drive South Australia Inc.



RULES

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FOUR WHEEL DRIVE SOUTH AUSTRALIA INCORPORATED RULES

1 NAME

- 1.1.1 The name of the incorporated association is FOUR WHEEL DRIVE SOUTH AUSTRALIA INCORPORATED referred to herein as 'FWDSA'.

2 DEFINITIONS

2.1 Defined Terms and Phrases

- 2.1.1 'Executive Committee' means the committee of management of the FWDSA.
- 2.1.2 'Office Bearers' of FWDSA are: President, Vice President, Treasurer, Secretary.
- 2.1.3 'General Meeting' means a general meeting of members of FWDSA convened in accordance with these rules.
- 2.1.4 'Member' means a member of FWDSA.
- 2.1.5 'Delegate' means a person that represents the Member.
- 2.1.6 'Month' shall mean a calendar month.
- 2.1.7 'Special Resolution' means a special resolution as defined in the Act.
- 2.1.8 'The Act' means the Associations Incorporation Act 1985. Version 1.7.2020
- 2.1.9 'The Regulations' means Associations Incorporation Regulations 2008.
- 2.1.10 'Rules' means the set of rules that governs an incorporated association.
- 2.1.11 'Poll' means a secret ballot.

3 OBJECTS OF FWDSA

- 3.1.1 The objects of FWDSA are:
- a. To be the South Australian peak body for legally constituted and incorporated four-wheel drive clubs.
 - b. To provide a voice for its Members and contribute to the fellowship of four-wheel drive recreation in South Australia.
 - c. To represent the four-wheel drive recreational interests of its Members to Government, non-Government bodies and the Australian National Four Wheel Drive Council.
 - d. To co-ordinate and facilitate the exchange of information and ideas which will encourage the growth of four-wheel drive recreation in South Australia.
 - e. To provide a range of support services to meet the needs of Members.
 - f. To support and encourage sustainable recreational four-wheel drive touring and camping.

- g. Develop and maintain four-wheel drive access to public and private land.
- h. To do all such other things as may be incidental to the attainment of such objects.

4 POWERS OF FWDSA

- 4.1.1 The powers of FWDSA shall be the powers contained in the Act (Part 3, Division 4, Section 25), and without limiting those powers, FWDSA shall be entitled to hold real or personal property, open and operate bank accounts, invest in trustee securities, and enter into any necessary or desirable contract, including a contract of employment.
- 4.1.2 The funds of FWDSA shall be banked or invested in the name of FWDSA. The accounts shall be defined as the principal accounts of FWDSA and other subsidiary accounts of FWDSA e.g., Unit funds. The accounts shall be operated by persons determined by the Executive Committee, any two of whom shall sign conjointly. If the financial institution does not support a two to sign process, then other arrangements are to be developed and approved by the Member's Delegates.
- 4.1.3 The Executive Committee shall be able to exercise the full powers of FWDSA in accordance with the Rules, and without limiting those powers, shall have the management and control of the funds and other property of FWDSA, provided that the Executive Committee, must obtain approval, at a General Meeting before borrowing money or securing any payment by charging the property to FWDSA.

5 MEMBERSHIP

5.1 Types

- 5.1.1 Members may be 4WD clubs, businesses, or other organisations, whose aims and activities are similar to those of existing member clubs, who have agreed to accept the above objects, paid the prescribed membership fee, and made the appropriate written application.

5.2 Full Member

- 5.2.1 Full Membership shall be available to all incorporated recreational four-wheel drive clubs who make application for membership in the prescribed manner, with an approved Constitution or Rules, and who are accepted by the Executive Committee and ratified by a General Meeting of FWDSA. A Full Member may appoint from its members one or more delegate(s), who may speak and vote on its behalf.

5.3 Corporate Member

- 5.3.1 Corporate membership shall be available to any business, club or other organisation which has an interest in the four-wheel drive industry and whose purpose for membership is compatible with the Objects of FWDSA. Corporate

members may appoint, from amongst their number, a Delegate who may speak on their behalf. Corporate Members shall have no voting rights.

5.4 Associate Member

5.4.1 Associate Membership shall be available to employees of FWDSA and to any other business, club, group, association, or individual who is not otherwise eligible for membership. Associate members shall have no voting rights.

5.5 Application for membership

5.5.1 An application for membership to FWDSA shall be made in writing, signed by the President or Executive Officer of the applicant organisation (where applicable) and, in the case of a Full Member, accompanied by a copy of the Rules/Constitution of the applicant organisation.

5.6 Subscriptions

5.6.1 The subscription fees for membership of FWDSA shall be such sum (if any) as the members shall determine at the Annual General Meeting.

5.6.2 The subscription fees shall be payable annually on 1 June or at a time that the Executive Committee determines.

5.6.3 Any member whose subscription is outstanding for more than two months after the due date for payment shall cease to be a member of FWDSA, provided that the Executive Committee may reinstate such a membership on such terms as it sees fit.

5.6.4 Subscription fees shall be levied on a Full Member based on the number of their club members, as at the date of the FWDSA Annual General Meeting. Club members who are members of more than one club may nominate a club as their primary club, all other clubs will be their secondary clubs. FWDSA may set a reduced subscription fee for secondary club members.

5.7 Resignations

5.7.1 A Member may resign from membership of FWDSA by giving written notice to the secretary or public officer of FWDSA. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to FWDSA.

5.8 Register of Members.

5.8.1 A register of Members (Public Officer or Secretary) must be kept and contain:

- a. the name and address of each Member
- b. the email address of each Member (if applicable)
- c. the phone number of a responsible person authorised to represent each Member

- d. the date on which each Member was admitted to, or resigned from, FWDSA, and
- e. the date of and reason(s) for termination of membership (if applicable)

5.9 Expulsion of a Member

- 5.9.1 Subject to giving a Member an opportunity to be heard or to make a written submission, the Executive Committee may resolve to expel a Member upon a charge of misconduct detrimental to the interests of FWDSA.
- 5.9.2 The particulars of the charge shall be communicated to the Member at least one month before the meeting of the Executive Committee at which the matter will be determined.
- 5.9.3 The determination of the Executive Committee shall be communicated to the Member, and in the event of an adverse determination the member shall, (subject to 5.9.4), cease to be a Member 14 days after the Executive Committee has communicated its determination to the Member.
- 5.9.4 It shall be open to a Member to appeal the expulsion to FWDSA at a General Meeting or Special General Meeting. The intention to appeal shall be communicated to the secretary or public officer of FWDSA within 14 days after the determination of the Executive Committee has been communicated to the Member.
- 5.9.5 In the event of an appeal under Rule 5.9.4, the appellant's membership of FWDSA shall not be terminated unless the determination of the Executive Committee to expel the Member is upheld by the Members of FWDSA in a General Meeting or a Special General Meeting after the appellant has been heard by the Members of FWDSA, and in such event membership will be terminated at the date of the meeting at which the determination of the Executive Committee is upheld.

5.10 Suspension of a Member's Delegate

- 5.10.1 Subject to giving a Member's Delegate an opportunity to be heard or to make a written submission, the Executive Committee may resolve to suspend a Delegate upon a charge of misconduct detrimental to the interests of FWDSA.
- 5.10.2 The particulars of the charge shall be communicated to the Delegate and the corresponding Member at least one month before the meeting of the Executive Committee at which the matter will be determined.
- 5.10.3 The determination of the Executive Committee shall be communicated to the Delegate, and in the event of an adverse determination the Delegate shall, (subject to Rule 5.10.4), cease to be a Delegate 14 days after the committee has communicated its determination to the Delegate and Member.
- 5.10.4 It shall be open to a Delegate to appeal the expulsion to FWDSA at a General Meeting or Special General Meeting. The intention to appeal shall be

communicated to the secretary or public officer of FWDSA within 14 days after the determination of the committee has been communicated to the member.

- 5.10.5 In the event of an appeal under Rule 5.10.4, the appellant's ability to be a club Delegate shall not be terminated unless the determination of the Executive Committee to expel the Member's Delegate is upheld by the Members of FWDSA in a General Meeting or Special General Meeting after the appellant has been heard by the Members of FWDSA, and in such event the appellant will cease to be a club Delegate at the date of the meeting at which the determination of the Executive Committee is upheld.
- 5.10.6 For Rules 5.10 above (Suspension of a Member's Delegate) the term Delegate shall be read to also include all individuals who are participants in a Unit or Sub Committee.

5.11 Suspension of an Executive Committee Member

- 5.11.1 Subject to giving a member of the Executive Committee an opportunity to be heard or to make a written submission, the Executive Committee may resolve to suspend a member of the Executive Committee upon a charge of misconduct detrimental to the interests of FWDSA.
- 5.11.2 The particulars of the charge shall be communicated to the member of the Executive Committee at least one month before the meeting of the Executive Committee at which the matter will be determined.
- 5.11.3 The Executive Committee member who is the subject of the charge may continue to attend and vote at Executive Committee meeting while the matter is under consideration.
- 5.11.4 The determination of the Executive Committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to Rule 5.11.5 below, cease to be a member of the committee 14 days after the committee has communicated its determination to the member.
- 5.11.5 It shall be open to a member of the Executive Committee to appeal the expulsion to FWDSA at a General Meeting or Special General Meeting. The intention to appeal shall be communicated to the secretary or public officer of FWDSA within 14 days after the determination of the committee has been communicated to the member.
- 5.11.6 In the event of an appeal under Rule 5.11.5 above, the appellant's ability to be a member of the Executive Committee shall not be terminated unless the determination of the Executive Committee to suspend the appellant is upheld by the Members of FWDSA in General Meeting or Special General Meeting after the appellant has been heard by the Members of FWDSA, and in such event the appellant will cease to be eligible to be an Executive Committee member on the

date of the meeting at which the determination of the Executive Committee is upheld.

6 THE EXECUTIVE COMMITTEE

6.1 Powers and duties

- 6.1.1 The affairs of FWDSA shall be managed and controlled by an Executive Committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of FWDSA, and are not by the Act or by these rules required to be done by FWDSA in General Meeting.
- 6.1.2 The Executive Committee shall manage and control the funds and other property of FWDSA subject to the Executive Committee obtaining approval from the members for any un-forecast expenditure in excess of \$500.
- 6.1.3 The Executive Committee shall have authority to interpret the meaning of these Rules and any other matter relating to the affairs of FWDSA on which these Rules are silent. Members to be informed of any such interpretation at the next General Meeting.
- 6.1.4 The Executive Committee shall appoint a Public Officer as required by the Act. Notice of appointment and any change in the identity or address of the public officer must be lodged within one month after the change with Consumer and Business Services (CBS).
- 6.1.5 The Executive Committee shall form and disband Sub-Committees and Units as required.

6.2 Appointment

- 6.2.1 The Executive Committee shall be comprised of the following office bearers: President, Vice President, Treasurer, Secretary, the nominated representative of any Unit(s) and up to a maximum of 4 other Executive Committee members.
- 6.2.2 An Executive Committee member shall be a natural person.
- 6.2.3 An Executive Committee member shall be a financial member of a Full Member organisation, whose membership on the Executive Committee is endorsed by that Member.
- 6.2.4 All Executive Committee positions shall be subject to re-election at each Annual General Meeting (AGM).
- 6.2.5 Nominations for appointments shall be supported by a proposer who shall be a member of a Full Member organisation.

- 6.2.6 Written nominations are to be signed by the nominee and the proposer and may be submitted to the Secretary prior to the commencement of the Annual General Meeting.
- 6.2.7 The returning officer shall accept any written nominations from the Secretary and call for nominations from the floor of the Annual General Meeting prior to the election of each position.
- 6.2.8 No Office Bearer shall hold the same office for more than two consecutive terms unless there is no other nomination for that office. In this case any immediate past Office Bearers are now eligible to be re-elected.
- 6.2.9 Subject to Rule 6.2.8 a retiring Executive Committee member shall be eligible to stand for re-election of their same position without re-nomination. Other persons shall be nominated either in writing prior to the AGM or verbally during the AGM. Written nominations are to be signed by the proposer and by the nominee. The nominee does not need to be present at the AGM provided that the returning officer is satisfied that the nominee is prepared to accept the nomination.
- 6.2.10 The Executive Committee may appoint a person to fill a casual vacancy after seeking nominations from members via email and confirmation of the appointment by members at the next General Meeting. Such an Executive Committee member shall hold office until the next AGM of FWDSA and shall be eligible for election to that Executive Committee position without nomination at the next AGM.

6.3 Proceedings of Executive Committee

- 6.3.1 The Executive Committee shall meet for the dispatch of business at least bi-monthly.
- 6.3.2 Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes.
- 6.3.3 A quorum for a meeting of the Executive Committee shall be one half of the members of the Executive Committee.
- 6.3.4 A member of the Executive Committee having a direct or indirect pecuniary interest in a contract or proposed contract with FWDSA must disclose the nature and extent of that interest to the Executive Committee as required by the Act and shall not vote with respect to that contract or proposed contract. The member of the Executive Committee must disclose the nature and extent of his or her interest in the contract at the next Annual General Meeting of FWDSA.

6.4 Disqualification of Executive Committee members

- 6.4.1 The office of an Executive Committee member shall become vacant if an Executive Committee member is:
 - a. disqualified from being an Executive Committee member by the Act

- b. suspended as a Delegate of a Member under these rules
- c. permanently incapacitated by ill health
- d. absent without apology from more than two meetings in a financial year
- e. no longer qualified to be a member of the Executive Committee as defined in Rule 6.2

6.5 Conflict of Interest

- 6.5.1 An officer holder of a competing organisation shall be ineligible to become a member of the FWDSA Executive Committee.
- 6.5.2 Any Member of the Executive Committee, delegate, or appointed position who has a pecuniary interest in any subject under discussion at any meeting shall declare their interest and shall be excluded from voting on the formal decision.

7 UNITS AND SUB-COMMITTEES

7.1 Units

- 7.1.1 The Executive Committee may form Units to deal with any special activities undertaken by FWDSA, and delegate in writing to each Unit, such power and reporting requirements as the Executive Committee may decide.
- 7.1.2 Funding for the continuation of the activities of each Unit will be approved annually at the Annual General Meeting.
- 7.1.3 The chairperson of each Unit will be recommended annually by the Unit prior to each Annual General Meeting of FWDSA and ratified that meeting.
- 7.1.4 The Executive Committee may disband any Unit.

7.2 Sub-Committees

- 7.2.1 The Executive Committee may set up one or more Sub-Committees each of one or more persons for the purpose of carrying out specific tasks and / or making recommendations to the Executive Committee on specific matters.
- 7.2.2 Their function, terms of reference, and proposed date of winding up will be recorded in the minutes of the meeting at which they are created. Any outcomes may be included in the President's report at the Annual General Meeting.

8 THE SEAL

- 8.1.1 The seal shall not be used without the express authorisation of the Executive Committee, and every use of the Seal shall be recorded in the Minutes of FWDSA, as recorded in accordance with Rule 10. The affixing of the seal shall be witnessed by the President and the Secretary.

9 MEETINGS

9.1 Conduct of Meetings

- 9.1.1 All meetings, of the Executive, General, Special and Annual General Meetings, as well as meetings of Units and Sub Committees shall be conducted in accordance with the generally accepted rules of meetings.
- 9.1.2 In the absence of a quorum thirty minutes after the published commencement time of any Meeting, the Meeting shall lapse.
- 9.1.3 All members of full Members who are currently Financial Members are eligible to attend Annual, Special and General Meetings.
- 9.1.4 Delegates of Corporate Members and Associate Members are eligible to attend Annual, Special and General Meetings.

9.2 Annual General Meetings

- 9.2.1 The Executive Committee shall call an Annual General Meeting in accordance with the Act and these rules.
- 9.2.2 The Annual General Meeting shall be held within five months after the end of FWDSA's financial year.
- 9.2.3 The proceedings of the Annual General Meeting shall be in accordance with 9.5 Proceedings at Meetings
- 9.2.4 The order of the business at the meeting shall be:
 - a. the confirmation of the minutes of the previous Annual General Meeting and of any Special General Meetings held since that meeting
 - b. Presentation of the audited FWDSA accounts
 - c. Reports of the expenditure and current and planned activities of any Units
 - d. Approval of the Subscription Fee(s)
 - e. Motions on Notice
 - f. the election of Executive Committee members

9.3 Special General Meeting

- 9.3.1 The Executive Committee may call a Special General Meeting of FWDSA at any time.
- 9.3.2 Upon a requisition in writing of not less than 10% of the total number of Members of FWDSA, the Executive Committee shall, within one month of the receipt of the requisition, convene a Special General Meeting for the purpose specified in the requisition.

- 9.3.3 Every requisition for a Special General Meeting shall be signed by the relevant Members and shall state the purpose of the meeting.
- 9.3.4 If a Special General Meeting is not convened within one month, as required by Rule 9.3.2, the requisitionists, or at least 50% of their number, may convene a Special General Meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Executive Committee, and for this purpose the Executive Committee shall ensure that the requisitionists are supplied free of charge with particulars of the Members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by FWDSA.

9.4 Notice of Meetings

- 9.4.1 The Executive will determine the dates and standard agenda of General Meetings and the Annual General Meeting which will be displayed on the FWDSA website calendar. Notice of exceptions to these events will be issued as per notice of meeting procedure outlined below.
- 9.4.2 Subject to Rule 9.4.3, at least 14 days' notice of any General Meeting shall be given to Members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- 9.4.3 The Notice Period for an Annual General Meeting or a Special General Meeting shall be 21 days prior to the date of the meeting.
- 9.4.4 A Notice may be given by FWDSA to any Member by serving the Member with the Notice personally, or by sending it by email or post to the address appearing in the register of members. (See Rule 5.8).
- 9.4.5 Where a notice is sent by post:
- a. the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and
 - b. unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.
- 9.4.6 Notice of General and Annual General Meeting will be deemed to be satisfied if the Secretary issues, with the minutes of each General Meeting, a rolling timetable setting out the dates and times of General and Annual General Meetings up to 12 months in advance.

9.5 Proceedings at Meetings

- 9.5.1 Twenty Five percent (25%) of eligible members present personally or by proxy shall constitute a quorum for the transaction of business at any Annual, Special, or General Meeting.

- 9.5.2 If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time with the venue to be advised by the Secretary. If at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
- 9.5.3 Subject to Rule 9.5.4, the President shall preside as chairperson at a General Meeting of 4WDSA. If the President is unavailable the Vice President shall preside as chairperson.
- 9.5.4 If the chairperson is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the Delegates may choose an Executive Committee member or a Delegate to be the chairperson of that meeting.

9.6 Voting at Annual, Special or General Meetings

- 9.6.1 Subject to these Rules, every Full Member of FWDSA has only one vote at an Annual, Special or General Meeting of FWDSA. All delegates from one member club shall be required to agree on a single decision to be cast as a vote in the name of the Full Member.
- 9.6.2 Subject to these Rules, a question for decision at a meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.
- 9.6.3 Unless a poll is demanded by at least five members, a question for decision at a meeting must be determined by a show of hands.

9.7 Poll at Meetings

- 9.7.1 If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- 9.7.2 A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

9.8 Special and ordinary resolutions

- 9.8.1 A special resolution is defined in the Act (Part 1, Preliminary, Section 3). It shall have 21 days' notice and require a 75% majority of the members present at the meeting to pass the resolution.
- 9.8.2 An ordinary resolution is a resolution passed by a simple majority at a General Meeting.

9.9 Proxies

- 9.9.1 A Full Member shall be entitled to appoint in writing a natural person who is also a member of FWDSA to be their proxy and attend and vote at any General Meeting of FWDSA.

9.10 Venue

- 9.10.1 Venues for meetings may be a physical location or may be conducted electronically, as advised by the Secretary.

10 MINUTES

- 10.1.1 Proper minutes of all proceedings of General Meetings of FWDSA and of meetings of the Executive Committee, shall be produced, without embellishment, within one month and retained as FWDSA records. Draft General Meeting minutes are to be made available to the Members.
- 10.1.2 The minutes kept pursuant to this rule must be confirmed by the members of FWDSA or the members of the Executive Committee (as relevant) at a subsequent meeting.
- 10.1.3 The minutes kept pursuant to this rule shall be physically or digitally signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- 10.1.4 Where minutes are entered and signed, they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

11 RECORDS

- 11.1.1 FWDSA shall retain permanent electronic records of:
- a. Minutes
 - b. Financial & Bank Statements
 - c. Membership Records
 - d. Disputes

12 DISPUTE RESOLUTION

- 12.1.1 The dispute resolution procedure set out in this rule applies to disputes under these Rules between - two or more of the following parties.
- a. Member(s)
 - b. Delegate(s)

- c. Members of a Unit or sub-committee
 - d. Executive Committee members or
 - e. FWDSA
- 12.1.2 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 12.1.3 If the parties are unable to resolve the dispute at the meeting, the parties may choose to meet and discuss the dispute before an independent arbitrator appointed by the Executive Committee and agreed to by the parties.
- 12.1.4 The independent arbitrator shall make appropriate recommendations for consideration by the Executive Committee.

13 FINANCIAL REPORTING

13.1 Financial year

- 13.1.1 The financial year of FWDSA shall be the period 1 January to 31 December of the same year.

13.2 Accounts to be kept.

- 13.2.1 FWDSA shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of FWDSA in accordance with the Act Section 35(6).

13.3 Accounts and reports to be laid before members.

- 13.3.1 The accounts, together with the auditor's report on the accounts, the committee's statement, and the committee's report, shall be laid before Members at the Annual General Meeting.

13.4 Appointment of auditor

- 13.4.1 The Executive Committee shall recommend the appointment of an auditor who is approved by the Delegates.

14 PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

- 14.1.1 The income and capital of FWDSA shall be applied exclusively to the promotion of its Objects and no portion shall be paid or distributed directly or indirectly to any type of Member or their associates except as bona fide remuneration of a Member for services rendered or expenses incurred on behalf of FWDSA.

15 PUBLIC STATEMENTS

- 15.1.1 Public statements shall mean any media release, pamphlet, letter to a newspaper or magazine, or association or through the media and social media.
- 15.1.2 Public statements on behalf of and in the name of FWDSA shall be made only by persons authorised by the Executive.
- 15.1.3 This regulation is not intended to inhibit any necessary negotiations or informal dialogue, in accordance with the Objectives of FWDSA, between those authorised persons and Government agencies or other groups, clubs or individuals.
- 15.1.4 No public statement is to be made by any Member or the Executive Committee of FWDSA which may cause to commit or appear to commit FWDSA or any Member to a course of action in which their rights, or those of their ordinary members may be impaired.
- 15.1.5 Misuse of the name FWDSA shall be deemed to have occurred where any Member or individual representing themselves suggests directly or by implication FWDSA endorsement of any product or service without the express written permission of the Executive Committee. This equally applies to any representation which may cause or be likely to cause disrepute or be detrimental to the good name of FWDSA and any or all Members, Corporate Members and Associate Members.

16 CONDUCT OF DELEGATES

- 16.1.1 Delegate(s) of Full Members, Corporate Members, and Associate Members, or other members of Units or Sub Committees who conduct themselves in such manner at any meeting that is deemed unacceptable by a simple majority of those present, to the conduct of the meeting, or are wilfully offensive to others, shall be directed to leave immediately. This shall be recorded in the meeting minutes and a report submitted of the event to the executive committee for consideration.
- 16.1.2 The executive committee may subsequently decide to caution the individuals or formally suspend in accordance with Rule 5.10. or Rule 5.11.

17 INSURANCE

- 17.1.1 The Executive Committee shall obtain and maintain Public Liability Insurance which shall include cover for Directors and Officers. Such insurance shall apply to FWDSA and all Members and shall always indemnify and keep indemnified FWDSA and all classes of membership from Public Liability.
- 17.1.2 FWDSA and Members shall not permit the conduct of activities involving the use of unregistered/unroadworthy vehicles and/or where compulsory third party/bodily injury insurance is not in place, unless an approved and accepted alternative liability insurance is in force.

18 AMENDMENT OF THESE RULES

- 18.1.1 These Rules may be altered (including an alteration to FWDSA's name) by special resolution of the members of FWDSA. This includes revision or replacement by substitute Rules.
- 18.1.2 The alteration shall be registered with Consumer and Business Services which administers the Corporate Affairs Commission, as required by the Act.
- 18.1.3 The registered rules shall bind FWDSA and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

19 WINDING UP

- 19.1.1 FWDSA may be wound up by the passing of a special resolution by the members of FWDSA and in accordance with the Act.

20 APPLICATION OF SURPLUS ASSETS

- 20.1.1 If after the winding up of FWDSA there remains 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- 20.1.2 Such organisation or organisations shall be identified and determined by a resolution of members in General Meeting.

21 REVISION HISTORY

Date	Summary
2011	Baseline Version (previous history no longer available)
2021-2022	Re-Write using "Model Rules" as basis
15.01.2022	Issue for voting at AGM