

**CONSUMER AFFAIRS VICTORIA**  
**ASSOCIATIONS**  
**INCORPORATION**  
**REFORM ACT 2012**

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Schedule 5

**MODEL RULES**

For an

**INCORPORATED**

**ASSOCIATION**

**INCLUSIVE OF AMENDMENTS**

- 1<sup>st</sup> July 1998
- 2005 Annual General Meeting
- 2008 Annual General Meeting
- 2011 Annual General Meeting
- 2012 Annual General Meeting
- 2013 Annual General Meeting
- Effective from 16 January 2014
- 2016 Annual General Meeting

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## **RULES FOR THE BUSHTRACKER OWNERS GROUP**

### **Statement of Purposes/Objectives**

The primary purpose of the Bushtracker Owners Group Inc. is to provide a forum for information exchange and constructive, objective commentary that is designed to enhance the experience of owning a Bushtracker caravan through:

- Building a sense of community with others who share an interest in Bushtracker Caravans and in travelling throughout Australia
- Advice and tips on fit-out
- Advice and information on itineraries, locations and travelling in general and
- Feedback on product improvement.

### **Financial Year**

The financial year of the Association is each period of 12 months ending on 30th June.

#### **1. Name**

The name of the incorporated association is **Bushtracker Owners Group Inc** (in these Rules called "the Association").

#### **2. Definitions**

(1) In these Rules, unless the contrary intention appears:-

"**Act**" means the **Associations Incorporation Reform Act 2012**;

"**committee**" means the committee of management of the Association;

"**financial year**" means the year ending on 30 June;

"**general meeting**" means a general meeting of members convened in accordance with rule 12;

"**meeting**" means either a gathering of members in person or electronically for the purpose of conducting the Associations business;

"**member**" means a member of the Association;

"**ordinary member of the committee**" means a member of the committee who is not an officer of the Association under Rule 21;

"**Regulations**" means regulations under the Act;

"**relevant documents**" has the same meaning as in the Act.

**“voting member”** means a person who qualifies as a member in relation to a Bushtracker caravan or vehicle and that person’s spouse or partner;

**“writing”** means either a written document or an electronic transmission;

**In these Rules**, a reference to the Secretary of an Association is a reference - if a person holds office under these Rules as Secretary of the Association--to be that person;

### **3. Alteration of the rules**

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

### **4. Membership and subscription**

1) A person who applies and is approved for membership as provided for in these Rules is eligible to be a member of the Bushtracker Owners Group Incorporated upon payment of an annual subscription payable under these Rules and subject to satisfying the provisions of Section 4(3).

2) A person having been a member of the Bushtracker Owners Group Incorporated who fails to renew membership as described in 4(7) within three (3) months of their anniversary date ceases to be a member and must reapply in the same manner as a new member if seeking to re-join the Bushtracker Owners Group Incorporated.

3) The application of a person for membership of the Bushtracker Owners Group Incorporated shall be made on the prescribed form and lodged with the secretary either by electronic form as provided on the Bushtracker Owners Group Incorporated website, by post or in person. Information which must be provided on the application shall include:

- a) Full name
- b) Postal address
- c) An e-mail address
- d) Contact phone number
- e) Details of current ownership of a Bushtracker vehicle; or previous membership of Bushtracker Owners Group Incorporated; or date of confirmed order to purchase a Bushtracker vehicle
- f) Where more than one person owns the Bushtracker vehicle details of the person to be the principal point of contact shall be provided however each shall be a voting member of the Bushtracker Owners Group Incorporated
- g) A single membership is limited to a maximum of two (2) owners per vehicle.

- 4) Upon receipt of all information required of the applicant and once approved for membership:
- a) The applicant shall become a member of the Bushtracker Owners Group Incorporated and be entitled to exercise the rights of membership upon their name being entered into the register of members
  - b) The Secretary will refer the application to the next Meeting of the Committee for confirmation of the membership and on such confirmation ensure inclusion into the register of members
- 5) A right, privilege or obligation of a person by reason of membership of the Bushtracker Owners Group Incorporated :
- a) Is not capable of being transferred to another person, and
  - b) Terminates upon the cessation of membership whether by resignation or death or other reason.
- 6) The Committee has the right to reject an application for membership and in such circumstances all monies paid by the applicant will be refunded in full.
- 7) The annual subscription is the amount prescribed in Appendix 4 of these Rules and is payable on or before the anniversary of the joining date for each member being the completion of the immediate subscription year.
- 8) The amount of the annual subscription as set out in Appendix 4 will be confirmed at the Annual General Meeting of the Bushtracker Owners Group Incorporated and/or may be changed by a majority vote of members present at that meeting.
- (9) **Patron** - as set out in Appendix 6
- (i) Limit to 3 at any one time
  - (ii) Appointed and/or discharged at the discretion of the Association Committee
- (10) **Life Membership** – as set out in Appendix 7
- (i) A Life Membership nomination form must be lodged with the Life Membership Committee at least three months prior to the Annual General Meeting.
  - (ii) A member is to be nominated and seconded by two financial members of the Association.
  - (iii) The nominated member is prepared to accept the nomination.
  - (iv) All nominations will be considered on their individual merits by the Life Membership Cub-Committee appointed and/or discharged at the Discretion of the Association Committee.
  - (v) Life Membership will be given to the registered member/s under Rule 4(3)(a) v *“Where more than one person is listed as the owner or potential owner of the Bushtracker, then each such person shall be a voting member”*.

**NB:** As most members are known by their pseudonyms (Screen name) this will also be included in the application.

### **5. Register of members**

- (1) The Secretary must keep and maintain a register of members containing-
  - (a) the name and address of each member; and
  - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.
- (4) The register shall be posted in the "private" section of the Associations Web site.

### **6. Ceasing membership**

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)--
  - (a) the member ceases to be a member; and
  - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

### **7. Discipline, suspension and expulsion of members**

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution--
  - (a) fine that member an amount not exceeding \$500; or
  - (b) suspend that member from membership of the Association for a specified period; or
  - (c) expel that member from the Association.
- (2) A resolution of the committee under sub-rule (1) does not take effect unless--
  - (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice-
  - (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later

- than 28 days after the notice has been given to that member; and
- (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following-
    - (i) attend that meeting;
    - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must-
- (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under sub-rule (7)--
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **8. Disputes and mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
- (a) a member and another member; or
  - (b) a member and the Association.

- (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.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement-
    - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **9. Annual general meetings**

- (1) The committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

- (3) The ordinary business of the annual general meeting shall be-
  - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
  - (c) to elect officers of the Association and the ordinary members of the committee; and
  - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

#### **10. Special general meetings**

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must--
  - (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

### **11. Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

### **12. Notice of general Meetings**

(1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent--

- (a) by prepaid post to the address appearing in the register of members and by electronic transmission; or
- (b) unless the member otherwise requests, by facsimile transmission or electronic transmission.

(3) No business other than that set out in the notice convening the meeting may be conducted at the general meeting unless two-thirds ( $\frac{2}{3}$ ) of those members present agree to conduct additional business.

(4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

### **13. Quorum at general meetings**

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Fifteen members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present--

- (i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
- (ii) any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

#### **14. Presiding at general meetings**

(1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

(2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

#### **15. Adjournment of meetings**

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12. (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

#### **16. Voting at general meetings**

(1) Upon any question arising at a general meeting of the Association, a voting member has one vote only. Where a Bushtracker caravan or vehicle is jointly owned by two or more persons, then voting will be limited to two such joint owners.

(2) All votes must be given personally or by proxy.

(3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

(4) A voting member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

#### **17. Poll at general meetings**

(1) If at a meeting a poll on any question is demanded by not less than 3 voting members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

### **18. Manner of determining whether resolution carried**

If a question arising at a general meeting of the Association is determined on a show of hands -

- (a) a declaration by the Chairperson that a resolution has been-
  - (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost; and
- (b) an entry to that effect in the minute book of the Association--

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

### **19. Proxies**

(1) Each voting member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed. NOTE: Where a caravan is jointly owned, there will only be one vote for the joint owners.

- (2) The notice appointing the proxy must be--
  - (a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2; or
  - (b) in any other case, in the form set out in Appendix 3.

### **20. Committee of Management**

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee--
  - (a) shall control and manage the business and affairs of the Association; and
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - (c) the Committee is empowered to appoint voting members to various sub-committees for the purpose of conducting the Association's business.

- (3) Subject to section 23 of the Act, the committee shall consist of--
- (a) the officers of the Association; and
  - (b) four ordinary voting members - each of whom shall be elected at the annual general meeting of the Association in each year.

## **21. Office holders**

- (1) The officers of the Association shall be--
- (a) a President;
  - (b) a Vice-President;
  - (c) a Treasurer; and
  - (d) a Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).
- (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- (5) An Executive Officer can only hold a particular position for a maximum of four consecutive years. After which the officer has to stand down from that position. The Officer may nominate for any other Committee position including the remaining Executive positions

## **22. Ordinary members of the committee**

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

## **23. Election of officers and ordinary committee members**

- (1) Nominations of candidates as officers or ordinary members of the committee shall require one "second" of the nomination and consent of the candidate.

- (2) A candidate must be a voting member and may only be nominated for one office, or as an ordinary member of the committee.
- (3) A correctly completed nomination form may be in writing and delivered by post, by hand, or scanned and lodged by electronic submission to the Secretary at any time after the distribution of the Annual General Meeting documentation and up to the closing date for nomination.
- (4) Nominations close twenty-four (24) hours prior to the advertised starting time of the Annual General Meeting.
- (5) If insufficient nominations are received to fill all vacancies on the committee by the closing date, the candidates nominated shall be deemed to be elected and further nominations will be called for from the floor at the Annual General Meeting.
- (6) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (7) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (8) The ballot for the election of officers and ordinary members of the committee must be conducted at the Annual General Meeting in such manner as the committee may direct.

#### **24. Vacancies**

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member--

- (a) ceases to be a voting member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

#### **25. Meetings of the committee**

- (1) The committee must meet at least twice (2) each year in such a manner as the committee may determine
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

#### **26. Notice of committee meetings**

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

(2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

**27. Quorum for committee meetings**

(1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

(2) No business may be conducted unless a quorum is present.

(3) If within half an hour of the time appointed for the meeting a quorum is not present-

- (i) in the case of a special meeting--the meeting lapses;
- (ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.

(4) The committee may act notwithstanding any vacancy on the committee.

**28. Presiding at committee meetings**

At meetings of the committee-

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

**29. Voting at committee meetings**

(1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

**30. Removal of committee member**

(1) The Association in general meeting may, by special resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in their place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

(3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

### **31. Minutes of meetings**

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

### **32. Duties of Treasurer**

(1) The Treasurer of the Association must-

- (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
- (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

(3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

### **33. Seal**

(1) The common seal of the Association must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

### **34. Notice to members**

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **35. Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

### **36. Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

### **37. Use of Technology**

- 1. A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- 2. For the purpose of this Part, a member participating in a general meeting as permitted under sub-rule (1) is taken to be present at the meeting, and if the member votes at the meeting, is taken to have voted in person.

## APPENDIX 1

### Application for Membership of the Bushtracker Owners Group Inc

**Financial membership, and therefore voting rights, of the Bushtracker Owners Group, is restricted to current owners of Bushtracker caravans or Vehicle and to those who have ordered their Caravan or vehicle from Bushtracker International.**

**Please complete the following four sections for our records**

#### **1 Personal details**

BOG Website Member Number \_\_\_\_\_

Name

\_\_\_\_\_

—

Partners Name

\_\_\_\_\_

—

Address

\_\_\_\_\_

—

State \_\_\_\_\_ Post Code \_\_\_\_\_

Screen Nickname

\_\_\_\_\_

Contact Number (H)

\_\_\_\_\_ (Mob) \_\_\_\_\_

Email Address

\_\_\_\_\_

—

#### **2 Details of Bushtracker Caravan or Vehicle**

Date Ordered \_\_\_\_/\_\_\_\_/\_\_\_\_ or Date Acquired \_\_\_\_/\_\_\_\_/\_\_\_\_

Length \_\_\_\_\_ Year of Manufacture \_\_\_\_\_

**3 Details of Towing Vehicle**

Make \_\_\_\_\_ Model \_\_\_\_\_

—

**You may either:**

- Post this Application together with your annual membership fee of **\$50** to the address shown above (PO Box 470, Stanhope Gardens NSW 2768)
- Fax the completed form to (03) 8677 1155
- Email the completed form (you may type your name at the point where Signature is required) to membership@bushtrackerownersgroup.asn.au

**4 Payment of membership fee.**

If you fax or email the form, you **MUST** complete your Credit Card details below or arrange a direct deposit of \$50 to the following account and make sure that you include a reference so that we can match the deposit to your application.

Bank Bendigo Bank

Account Name Bushtracker Owners Group Inc Tick if paid by bank account

**BSB 633-000 Account Number 122 686 033**

**OR Pay on line by Credit Card via clubs web site.** Tick if paid by Credit Card

If paying your membership Fee of \$50 by Credit Card, please complete the following section:

Credit Card Type – Visa  MasterCard  Bankcard  Amount \$50.00

Credit Card Number

Name on Card \_\_\_\_\_

Expiry Date on Card \_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

**Please complete the following section. Where the membership is a joint membership, there is a maximum of two voting members per Bushtracker vehicle.**

I/We,.....  
desire to become a member of the Bushtracker Owners Group. In the event of my admission, I/We agree to be bound by the Rules of the Association, the Code of Ethics and Terms of Use of the Website.

Signature of  
Applicant/s \_\_\_\_\_

Date \_\_\_\_\_

Under the Rules of the Association, all applicants require a Proposer and Seconder for a Membership Application. The Committee will complete this process at the time the Application is received.

**APPENDIX 2**

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF  
ASSOCIATION CONVENED UNDER RULE 7 (7)**

I,.....

(name)

of .....

(address)

being a member of the *Bushtracker Owners Group. Inc*

appoint .....

(name of proxy holder)

of .....

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Association convened under rule 7(7), to be held on-

.....

(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)

Signed

Date

**APPENDIX 3**

**FORM OF APPOINTMENT OF PROXY**

I,

.....

*(name)*

of

.....

*(address)*

Being a member of the Bushtracker Owners Group Inc appoint

.....

*(name of proxy holder)*

of

.....

....

*(address of proxy holder)*

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Association to be held on

.....

*(date of meeting)*

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

Signed

Date

\* Delete if not applicable

**APPENDIX 4**  
**SCHEDULE OF FEES**

<i>Fee</i>	<i>Amount</i>
Entrance fee	Nil
Annual subscription fee	\$50.00

## APPENDIX 5



### BUSHTRACKER OWNERS GROUP Inc

#### Code of Ethics

**Every BOG member will:**

- (a) Accept this Code of Ethics entirely.
- (b) Comply with any relevant Code of Conduct or good practice issued by a government or government instrumentality.
- (c) Ensure compliance with this Code by all persons accepted by the BOG, whether as employees, sub-contractors or in any other way.
- (d) Conduct BOG business and carry out their elected and/or nominated duties with strict professional courtesy and integrity.
- (e) Be well informed regarding laws and Codes applicable to the BOG and be prepared to comply with all requirements thereof; including the Terms of Use with regard to the BOG website.
- (f) Not criticise the actions of or damage the reputation of other BOG members, either directly or by implication.
- (g) Respect the views, lifestyle and religious beliefs of other BOG members.
- (h) Use BOG member identification and promotional material in the manner recommended by the BOG from time to time.
- (i) Respect the natural environment and leave all camp sites in a clean, and tidy condition.
- (j) Abide by BOG decisions regarding complaints and/or disputes with other members.

## **APPENDIX 6**

### **4. PATRON**

- Limit to 3 at any one time
- Appointed and/or discharged at the discretion of the Association Committee

#### **Criteria:**

1. A person who protects, offers support and encouragement to the Association and its members.
2. Gives influential support to the cause i.e. the Association
3. Regularly involved in Association activities
4. Be a member of good standing within the community
5. A member who has given outstanding service to the Association
6. Dedicated to the lifestyle

## **APPENDIX 7**

### **4. LIFE MEMBERSHIP**

- (i) A Life Membership nomination form must be lodged with the Life Membership Committee at least three months prior to the Annual General Meeting.
- (ii) A member is to be nominated and seconded by two financial members of the Association.
- (iii) The nominated member is prepared to accept the nomination.
- (iv) All nominations will be considered on their individual merits by the Life Membership Sub- Committee appointed and/or discharged at the discretion of the Association Committee.
- (v) Life membership will be given to the registered member/s under Rule 4 (3) (a) v *Where more than one person is listed as the owner or potential owner of the Bushtracker, then each such person shall be a voting member*".

**NB:** As most members are known by their pseudonyms (Screen name) this will also be included in the application.

**Criteria:**

A minimum of 12 years distinguished service to the Association, as a minimum period.

A nominated member would need to have given the club outstanding service in at least 4 out of the 7 points listed below:-

- (i) 8 years service actively involved and held an Executive position on the Association Executive (President, Vice President, Secretary, Treasurer) or as a member of the Association General Committee (as per the Club Constitution)
- (ii) 4 years or providing outstanding service to the Association in a non official role position appointed by the Association Committee (Media Officer, Muster Co-ordinator, etc.)
- (iii) Provide assistance with the organisation in and at the Muster
- (iv) Have actively been involved in fund raising activities
- (v) Be of good standing in the community. (The nominated member should not have any criminal or civil record which would reflect badly on the club)
- (vi) Any other relevant information which would assist in the appointment of Life membership to the nominated member.
- (vii) The nominated member must have owned a Bushtracker for at least 5 years.

- (viii) Life membership may be granted to members who have rendered distinguished service over a period of 12 years as a minimum period.

**BUSHTRACKER OWNERS GROUP Inc.  
NOMINATION for LIFE MEMBERSHIP**

<b>Nomination on behalf of :</b>	<b>Surname</b>	<b>Given names</b>
	<b>Surname</b>	<b>Given names</b>
<b>Pseudonym (Screen name)</b>		
<b>Address:</b>		
<b>Proposer:</b>	<b>Surname</b>	<b>Given names</b>
<b>Secunder:</b>	<b>Surname</b>	<b>Given names</b>
<b>Date joined BOG Inc.</b>		
<b>Club Positions held:</b>		<b>Dates Position held:</b>

1. Nominees for Election to Life Membership to Bushtracker Owners Group Inc. shall have had 12 years active involvement and held an Executive position on the BOG

Executive (President, Vice President, Secretary, Treasurer) or as a member of the BOG General Committee (as per the Club Constitution).


2. Nominees for Election to Life Membership to Bushtracker Owners Group Inc. shall have had 5 years of providing outstanding service to the BOG in a non-official role (position appointed by the BOG Committee (Media Officer, Muster Co-ordinator etc.)


3. Have provided assistance with the organisation in and at the Muster.


4. Have actively been involved in fund raising activities


5. Be of good standing in the community. *(The nominated member/s should not have any criminal or civil record which would reflect badly on the club)*


6. Any other relevant information which would assist in the appointment of Life membership to the nominated member/s


Signature of Proposer: \_\_\_\_\_

Signature of Seconder: \_\_\_\_\_

Signature/s of Nominated member/s accepting Nomination:

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**NOTES**

**SCHEDULE 1**

**PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED  
ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS**

Australian Accounting Standard Number	Name of Australian Accounting Standard	Issued
AAS 1	Statement of Financial Performance	October 1999
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AAS 38	Revaluation of Non-Current Assets	December 1999