

# Ulysses Club Incorporated



## Guidebook for Members

**4th Edition.**

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## **PREFACE**

There is no greater realization of the need for Ulysses Club Inc. to have a handbook of guidelines than to perform the duties of the National Secretary.

In this role one is regularly asked the same or similar questions on Club procedures and policies from branches and individual members.

As well as the frequently repeated questions there was also the awareness that a number of branches and particularly new members knew little of the history of the Club and its inherited traditions and changes developed over many years by successive National Committees.

In filling the role of National Secretary for five years I developed and relied on a number of information sheet attachments to answer many of the email enquiries supplemented by additional individual explanations.

What better way is there to disseminate this important information for the members than to compile it all into one readily available Ulysses Club Inc. Guidelines for Members.

To produce these guidelines the National Committee needed to identify a member with the knowledge, time, skills and the expertise to research, compile and create such a document.

Rick Bedford, past National President volunteered to create the guide; as is evident in the book Rick has produced an invaluable asset for the Club.

I commend Rick for a first class quality product and on behalf of the Club wish to express our heartfelt thanks.

Kim Kennerson,  
Past National President 2006-2010  
Ulysses Club Inc.



## **IMPORTANT INFORMATION**

**This book is intended as a guideline for members on the policies of the Club and does not replace the Constitution of the Ulysses Club Inc. If there is any doubt or uncertainties in the interpretation of any aspect of this book, the constitution takes precedence over all else and where required, the National Committee's interpretation of the Constitution is to be the final determination.**



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## **INTRODUCTION.**

When I authored the original Handbook for Members and presented it to the National Committee for consideration in September 2006, it was presented as a 'living document', so that it could be revised and updated between editions as the need arose.

Subsequent editions to the original have at various times been amended by Vic Lesslie, Helena Gritton, the Administration Staff and myself, although my contribution to the edition prior to his one was reduced to that of assistant proof reader.

Contributors to the content of this guidebook have grown over the years, but special thanks should go to Pete Williams for his research that made the original handbook possible, and the National Committee for continuing to run with the project.

This latest edition is a result of the untiring work of Helena Gritton and Chris Glover with the assistance of the Administration Staff and is a valuable guide, written in layman's terms, explaining the club's policies which have evolved over the years, and covering the provisions of our bible, the Constitution.

Rick Bedford  
Member No.7481  
Life Member and Past National President.



## **THE CLUB.**

The Ulysses Club Inc. was formed in December 1983, when the five founding members first met at the Elizabeth Hotel in Sydney. From that meeting a draft Constitution was adopted, and the three basic principles or purposes of the Club were formulated. These three principles are:-<sup>1</sup>

- (a) To provide ways in which older motorcyclists can get together for companionship and mutual support;
- (b) To show by example that motorcycling can be an enjoyable and practical activity for riders of all ages;
- (c) To draw the attention of public and private institutions to the needs and views of older riders.

The Club is not presented as a motorcycle club but rather as a social club for older motorcyclists.

These original purposes are entrenched in the Club's Constitution and have stood the test of time unchanged.

At that initial meeting, the five founding members became an interim management committee, until 2 months later, on the 7<sup>th</sup> February 1984, 11 of the Clubs total membership by that stage of 25 members, attended the Club's first Annual General Meeting, formally electing the very first National Committee, and adopting the Club's Constitution.<sup>2</sup> Since that time the Club has grown to its present strength of membership numbering over 28000, with 132 branches and 3 Special Interest Groups spread throughout Australia.

## **International Clubs of the Ulysses Club Inc.**

The National Committee encourages and assists with procedures and processes connected with the formation of Ulysses Clubs internationally. Currently there are 7 sanctioned International Ulysses Clubs.

Ulysses Club New Zealand was formed in 1988 followed by Ulysses Club South Africa in 1997.

Ulysses Clubs Norway and Canada were formed in 2006 followed by Ulysses Clubs UK, Germany and Vietnam in 2008.

Affiliation Agreements and Procedure for Visitation have been signed by each International Club with the exception of Ulysses Club New Zealand where a Memorandum of Understanding is under negotiation.

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<sup>1</sup> Ulysses Club Constitution, Section 2.

<sup>2</sup> The Ulysses Story by Stephen Dearnley. Pp 12 – 14.



Members wishing to make contact with any of our International Clubs can contact the International Liaison Officer or access the respective websites via the Ulysses Club National website.

## **THE CONSTITUTION.**

Over the years the Club's Constitution has undergone changes and amendments, the most significant change being the adoption of the present Constitution at a Special General Meeting held in October 1987.<sup>3</sup> Since that time there have been further amendments to the Constitution to ensure that it remains a workable set of rules and information to govern the Club effectively.

The rules of the Constitution may only be altered, rescinded or added to by a special resolution<sup>4</sup> of the members of the Club in a General Meeting, normally the Annual General Meeting or a Special General Meeting<sup>5</sup> called for such a purpose. There are strict requirements for such meetings, requiring notices of the meeting to be sent out to all members stating the business of the meeting and any special resolutions.

The Constitution covers topics such as the powers of the Club, membership criteria, committees – elections and duties, meetings, life membership and discipline. It is interesting to note that whilst the Constitution tries to cover everything for the running of the Club, it is not without some grey areas, and will in the future need further amendment.

This guidebook will not try to dissect the Constitution. The Constitution is a document which must be read carefully, and there are very few sections contained within it that can be read in isolation, without reference to other parts of the document. Some members quite often make the mistake of reading a particular section of the Constitution without reading and understanding other parts of the document which might also refer to the particular issue that they are seeking an explanation of or answer to.

One very important section of the Constitution is Section 89<sup>6</sup>. This section enables the National Committee to interpret the meaning of the rules in the Constitution, and to reduce that interpretation or decision to writing in the National Committee minutes. Once done, the interpretation or decision is final and conclusive.

The Constitution sets out at the very beginning by defining various parts of the structure of the club.

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<sup>3</sup> The Ulysses Story by Stephen Dearnley. Pp 31.

<sup>4</sup> Ulysses Club Incorporated Constitution – Amended March 2010. – Section 83.

<sup>5</sup> Ulysses Club Incorporated Constitution – Amended March 2010, Section 62

<sup>6</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 89,



**“Club”** means the total body of members wherever resident constituted by their rules as the Ulysses Club Incorporated.<sup>7</sup>

There is but one Ulysses Club, a club which we all joined. Many members will refer in conversation or publication to their particular branch as their club, e.g. “The Outer Western Oodnadatta Ulysses Club”, which is incorrect. Branches are branches of the one club defined in the Constitution, and should always be referred to as a branch, e.g. “The Outer Western Oodnadatta Branch of Ulysses Club Inc.” or “Ulysses Club Inc – The Outer Western Oodnadatta Branch”.

**“Member”** means a person who has been approved for membership by the National Committee and has paid all monies due or has been granted Life Membership.<sup>8</sup>

Membership is also covered by Sections 5 through to 9 of the Constitution. When a person applies to join the Club and pays the appropriate fees, the membership application is not actually approved until the next meeting of the National Committee.<sup>9</sup>

Even though the National Administration office will quite often process the application and send out the person’s welcome package and membership card, that person is not a member until the application has gone before the National Committee meeting. Whilst approvals are generally rubber stamped, there have been occasions where membership has been rejected and fees returned to the applicant because they have failed to meet membership criteria or have been assessed as un-desirable.

## **NATIONAL ADMINISTRATION.**

### **THE NATIONAL COMMITTEE.**

**“National Committee”** means the Committee elected as provided by the rules for the management and control of the Club and its funds.

The National Committee (often referred to as NatCom) is elected each year at the Club’s Annual General Meeting<sup>10</sup>. All committee members are elected for one term<sup>11</sup>, and provided that they have complied with the nomination requirements<sup>12</sup> may stand for re-election. The committee consists of the National President, National Vice-President, National Secretary, National Treasurer and three ordinary committee members. The National Committee is charged by the Constitution with the management of the Club, exercising all such functions as required, and has the

<sup>7</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 1,

<sup>8</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 1.

<sup>9</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 5 (c).

<sup>10</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 61(d).

<sup>11</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Sections 24, 26 & 33(a).

<sup>12</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 34.



power to perform all such acts and do all such things apparent to the Committee to be necessary or desirable for the proper management of the Club and its affairs.<sup>13</sup>

The National Committee is given full management duties by the Constitution to run the Club.<sup>14</sup> Some of these duties and responsibilities include carrying on or engaging in any business or undertaking or project to further the purposes for which the Club was established. It may communicate, affiliate or enter into other relations, formal or informal with other clubs, associations or bodies. It may purchase, take on lease, hire etc. all real or personal property or rights or privileges. It may sell, improve, develop, lease or hire out, dispose of etc. or otherwise deal with all or any part of the real and personal property and the rights and privileges of the Club, and do all such things as are incidental or conducive to the attainment of the purposes of the Club.<sup>15</sup>

The National Committee is required to meet at least 6 times in each period of 12 months. One of those meetings can be the Extended National Committee meeting held in conjunction with the Club's AGM Event.<sup>16</sup> Reasonable travel costs are paid to the elected members of the committee with the exception of travel to attend the AGM. Additionally, the National Committee may approve the reimbursement of travel expenses for ex-officio members of the committee, such as the National AGM Event Coordinator to attend such meetings.

### **NATIONAL ADMINISTRATION OFFICE.**

The Club through the National Committee has established a national office staffed by paid employees to administer the day to day operations of the Club. The office can be contacted by telephone on 1300 134 123 (cost of a local call except from mobiles), or (02) 4647 7772, fax (02) 4647 7740, or by email at [administration@ulysses.org.au](mailto:administration@ulysses.org.au) . The postal address of the office is PO Box 3242, Narellan N.S.W. 2567. The office is manned between the hours of 9am to 5pm, Monday to Friday. Because of the nature of the Club's tenancy and the amount of work generated by such a large membership, members are not encouraged to go to the office.

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<sup>13</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 23.

<sup>14</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 23.

<sup>15</sup> Ulysses Club Incorporated Constitution – Amended March 2010. Section 2.1

<sup>16</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 47 .



## **EX-OFFICIO POSITIONS.**

The term “ex-officio” is one that is used in legal procedures, and when relating to a person means quite simply “by virtue of his position.” The National Committee may from time to time appoint members as “ex-officio” members of the committee, and such appointments have included the Editor of the Club journal ‘Riding On’, the Ulysses Club Arthritis Research Fund (UCARF) Coordinator, National AGM Event Coordinator, National Road Safety Officer and National AGM Sponsorship Coordinator. By virtue of Section 89 of the Constitution, the National Committee many years ago decided that an “ex-officio” appointment to the National Committee meant a “non-voting position”<sup>17</sup>. In other words, whilst the ‘Riding On’ Editor, UCARF Coordinator, the National AGM Event Coordinator, the National Road Safety Officer and National AGM Sponsorship Coordinator are appointed members of the committee, they are not empowered to propose or vote on any business of the committee which would normally require the elected members to vote upon.

## **CLUB LOGO.**

The Club logo was originally designed by Peter Thoeming, then editor of ‘Bike Australia’ magazine,<sup>18</sup> and it was adopted by the founding committee as the Club logo, in its original hand drawn form. The logo is a registered trademark, as is the term “Grow Old Disgracefully” when used in conjunction with the trademark.

Some members in the past have attempted to “clean up” the logo by converting the printing to typewritten style, or have coloured in portions of the logo. Such alterations are not permitted.<sup>19</sup> The logo is the Ulysses Club registered trademark and is two coloured,<sup>20</sup> either black on white or white on black, although the National Committee has the discretion to allow variations of this two colour theme, such as white on navy blue, white on denim blue etc.

The logo is able to be used by branches as part of a branch logo,<sup>21</sup> and for a fee payable is also able to be used on licence by persons in a commercial enterprise of producing Club Merchandise, under licence from the National Committee.<sup>22</sup> In both instances it must be used in its entirety. A licence is required for each individual article produced.

Permission to use the Club logo must be gained from the National Committee and fall within the guidelines of the “Acceptable Use Policy”.

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<sup>17</sup> Source Tom Dudley, Member 21, National President 1987 – 1994.

<sup>18</sup> The Ulysses Story by Stephen Dearnley, pp 11.

<sup>19</sup> National Committee Minutes, 11/10/92.

<sup>20</sup> National Committee Minutes, 26/4/92.

<sup>21</sup> National Committee Minutes, 16/1/99 item 5.5, 20/10/00 item 6.4, 13/11/04 item 21.5

<sup>22</sup> National Committee Minutes, 11/10/92,



## **ROCKERS OR OTHER INAPPROPRIATE BADGES.**

Members should not wear inappropriate badges on a garment near the Club logo, e.g. such as a swastika.<sup>23</sup> Additionally, when the Club logo is worn on the back of a jacket, shirt, vest or other garment, it must not be displayed with any other patch or badge or rockers.<sup>24</sup> This rule was introduced in March 2005 in response to serious threats to the safety and well being of club members by motor cycle gangs, often referred to as “patch clubs”, “1%’ers”, “Outlaws” or “bikie” gangs. The wearing of other such items in conjunction with the Club logo on the back of a vest or jacket etc. may subject the offending member to expulsion from the Club.

This rule does not apply to patches or badges worn on the front of a vest or jacket.

## **RIDING ON JOURNAL.**

The ‘Riding On’ journal is an official publication of the Club, and is published four times per year, in February, May, August and November. The name ‘Riding On’ is a registered trademark of the Club.<sup>25</sup> Every member of the Club receives a copy of the journal. The journal is produced by a publishing company which recovers much of the costs of production from advertising in the journal, subsidised by payment from the Club from membership funds.

Journal content is controlled by the Editor, who maintains all editorial control subject to National Committee scrutiny. Generally, much of the content is sourced by the editor, and anything deemed to be contentious is submitted to the National Committee for approval to publish.

Because of the costs involved in conducting a mail out of notices to all members, the Riding On journal is also used for official notices, as cost of sending the journal to all members is already budgeted for. Some members from time to time question the need for each member in a household to receive a journal, but as it contains official notices, this procedure is a considerable cost saving over mailing out such notices to all members.

## **MEMBERSHIP.**

### **Criteria.**

Membership of the Club is open to any person, subject to the National Committee approval, who has attained the age of 40 years and who holds a current motorcycle

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<sup>23</sup> National Committee Minutes, 31/3/01 item 6.5.

<sup>24</sup> National Committee Minutes, 31/3/00 item 9, 11/3/05 item 20.1

<sup>25</sup> National Committee Minutes 7/10/05, item 7.10



licence.<sup>26</sup> The National Committee has also ruled that applicants who are resident in those States that allow the riding / driving of a motorcycle trike whilst only holding a car licence will also be allowed to join the Club on production of their trike registration papers and proof of age. Additionally, the spouse or regular companion of a member, who has also attained the age of 40 years, may also be admitted as a member on application.<sup>27</sup> The words Spouse and Companion in this section are generally held to mean husband or wife, putative spouse or de-facto husband or wife, or full time partner (not business partner).

As well as the above criteria, a person who used to once have a motorcycle licence and is over 40 years, but who no longer holds that motor cycle licence because of age, physical infirmity or other acceptable cause may also be admitted as a member of the Club. The application to join under these criteria though, must satisfy the National Committee that he or she has held a prior longstanding interest and involvement in motor cycling.<sup>28</sup>

Applications with Learners Permit / Licence will be accepted conditionally upon the applicant attaining their full motorcycle licence within 12 months. (Full Licence - meaning any licence higher than Learners Status).

A membership application to join the Club must be completed in full, and must be accompanied by a photocopy of the applicant's licence to show that the person holds a current motor cycle licence and also verifies the person's age. Alternatively, a duly signed and witnessed Statutory Declaration stating the person's identity, date of birth and motorcycle licence details may be submitted in lieu of the photocopied drivers licence. Additionally, a person joining the club as a spouse or companion of a member must provide proof of age documentation with the application.<sup>29</sup>

An application for membership must be accompanied by the joining fee and membership dues as set by the National Committee from time to time. Membership dues are paid triennially, that is every three years.<sup>30</sup> Membership renewal for those that joined prior to 1<sup>st</sup> January 2009 is the 31<sup>st</sup> December each three year term. Those members who joined after 31<sup>st</sup> December 2008 will be due for membership renewal on the triennial anniversary of the date of joining. (*i.e.: Members that joined between 1<sup>st</sup> January and 30<sup>th</sup> September 2008 will have the membership renewal date of 31<sup>st</sup> December 2010*)

Branches are advised that where a prospective member applies to join the club through a branch, and submits the membership application along with the joining fee and triennial subscription amount, the branch official responsible is required to

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<sup>26</sup> Ulysses Club Incorporated Constitution – Amended March 2005, Section 5.

<sup>27</sup> Ulysses Club Incorporated Constitution – Amended March 2005, Section 5

<sup>28</sup> Ulysses Club Incorporated Constitution – Amended March 2005, Section 8

<sup>29</sup> National Committee Minutes, 3/2/01 item 12.6.

<sup>30</sup> National Committee Minutes, 28/06/08 – Triennial Membership



submit the application form, along with a photocopy of the applicant's drivers licence, or proof of age document in the case of a spouse of a member, and the complete amount of money received to the Administration Office. Branches are not to retain the joining fee, but are to submit it to the National Administration Office with the subscription amount.<sup>31</sup>

In order for the branch to receive the New Members Rebate the Membership Application Form must have the branch name recorded. The National Administration Office will then reimburse a portion of the joining fee (currently 50%) to the branch at a later date. The joining fee for any membership application completed on the National Web site remains with the National body contributing to web site maintenance.

### **Life Membership.**

Life membership of the club is a prestigious award granted in recognition of a member's meritorious service. The criteria set down by the National Committee, and added to by amendments to the Constitution,<sup>32</sup> require that a nominee for Life Membership has:-

- (a) Been a member of the club for a period of at least 10 years;
- (b) Has rendered outstanding service to the club over a significant period;<sup>33</sup>
- (c) Has been nominated and seconded by two members.  
This nomination must be posted to the National Secretary not later than 31st December, and must contain full details in support of the nomination.
- (d) If the National Committee agrees with the nomination, it shall then be presented to the Extended National Committee Meeting held during the course of the upcoming AGM Event, for consideration and approval.
- (e) Appropriate exceptional circumstances may be accepted by the National Committee as valid criteria even if points (a) or (b) are not fully met.

### **Register of Members.**

The Club maintains a member database for the benefit of streamlined administration and financial management of the club. Additionally, this database meets the requirements of the Constitution for keeping a Register of Members.<sup>34</sup>

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<sup>31</sup> National Committee Minutes 23/06/02, item 6.5.

<sup>32</sup> Ulysses Club Incorporated Constitution – Amended March 2005, Section 85.

<sup>33</sup> National Committee Minutes 19/7/92.

<sup>34</sup> Ulysses Club Incorporated Constitution – Amended March 2005, Section 10



### **Purging of Members.**

Each year, members who have not renewed their membership when due, will have their details marked as un-financial on the Club database, and will no longer be eligible for any privileges or services as a member of the Club.

### **Re-issue of Old Membership Number.**

Any former member of the club, who has let his or her membership lapse and has been expunged from the membership register as of two months after the membership expired, can apply to have their old membership number re-issued upon re-joining the club. A former member re-joining the club must pay a joining fee and if requiring their old membership number to be re-issued must pay the membership fee current at the time of application, plus all subscriptions owed back to the date the original membership expired, subject to the discretion of the National Committee.<sup>35</sup>

### **Senior and Junior Membership.**

Until a member attains the age of 50 years, he or she shall be deemed to be a Junior Member, but nevertheless has full membership rights and privileges.<sup>36</sup>

### **CLUB MERCHANDISE.**

The Purchasing Officer has sourced and obtained a range of products bearing the Club Logo for sale to members. A member of the National Committee fills the portfolio of Purchasing Officer, and it is that person's role to oversee the running of the National Gear Shop, source new items, approve purchase orders and re-stocking of the shop, and recommend the discontinuation of items not selling in sufficient numbers.

It is imperative that the Gear Shop has sufficient stock held to enable quick despatch to members who purchase items. Whilst the Gear Shop is established to not run at a loss, it may be said that it is run as a service to members. The small profit from the Gear Shop sales is intended only for covering costs of running the shop, e.g. the payment of wages for the administration and processing, cost of packaging materials etc.

Any inquiries in relation to club merchandise or items in the club catalogue can be made to the National Administration Office on 1300 134 123, or to the Purchasing Officer as advised in the Riding On.

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<sup>35</sup> National Committee Minutes, 27/10/01, item 16.9

<sup>36</sup> Ulysses Club Incorporated Constitution – Amended March 2005, Section 5.1



### **Purchase by Branches.**

Branches are able to purchase Club merchandise at a reduced price for resale to their members at the retail price set by the National Committee. This enables branches to on-sell merchandise to branch members at a profit to enable the branch to fund their own activities as they see fit. Branches are required to comply with the conditions set down by the National Committee for the sale of Club merchandise.

These conditions are:-<sup>37</sup>

- (a) Merchandise is for sale only to Ulysses Club members.
- (b) Retail price will be set and published by the National Purchasing Officer.
- (c) Branches wishing to participate must nominate a person who will be responsible for Club merchandise sales. This person is referred to as the Branch Quartermaster.
- (d) Branch payments for Club merchandise can be made by any legal form of tender excepting cash<sup>38</sup>.

Branches wishing to produce their own merchandise, e.g. a branch shirt bearing the branch logo, are advised that the branch is fully responsible for sourcing and all payments due for such products. Furthermore, any branch logo must be approved by the National Committee, as well as any merchandise that bears the Club logo.<sup>39</sup>

Some non members have obtained and wear Club merchandise. There is no entitlement at law for the Club to recover Club merchandise from former members who legally purchased such items. It is also a custom for non member spouses or companions of members to wear Club merchandise and the following decision was inserted in the National Committee minutes in 1997. “Only Club members and their spouses/partners/regular companions over 40 years of age are eligible to wear Club merchandise.” The National Committee felt that this rule complied with the spirit intended by the Club founders.<sup>40</sup>

### **REPRESENTATION ON MOTORCYCLE SAFETY COMMITTEES**

The National Committee appointed a National Road Safety Officer to act in an ex-officio capacity to protect the interests of members in safety and awareness issues and strategies. The National Committee also nominates Members to act as fill in Representatives on various Motorcycle Safety bodies, such as the Australian Motorcycle Council, NSW MCC, VMAC, SAMAC, and the Motorcycle Safety

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<sup>37</sup> National Committee Minutes, 9/10/99, item 14.4

<sup>38</sup> National Committee Minutes, 29/7/2006, item 19.7

<sup>39</sup> National Committee Minutes, 20/10/00, item 6.4

<sup>40</sup> National Committee Minutes, 25/1/97.



Consultative Committee. Over recent years major advances have been made in these areas with responsible members able to make the Ulysses Club's voice heard on a number of issues involving motorcycle safety. Any member wishing to become involved in this type of activity or wishing to represent the club in an official capacity on any such body must contact the National Secretary.

### **Ulysses Club Road Safety Committee**

In 2009, the National Committee initiated the formation of a committee known as the Ulysses Club Road Safety Committee; this committee comprises representation of Ulysses Club members from each State and they meet several times a year. Their aim is to discuss, identify and address road safety issues that affect members and to be involved in the formulation of policies, leading to ultimate implementation.

The last meeting of the year (known as the Road Safety Forum) is held on the Thursday of the AGM Event. This forum is open to interested members.

### **CLUB WEBSITE.**

The Club provides a website for the benefit of members. This website is a sophisticated interactive website, with many sections available to members only. Login details are controlled through interaction with the national Club database.

As the website is an official publication of the Club, with full viewing access to all members, and limited access to the general public, it has become necessary to appoint moderators to monitor areas such as the Club Notice Board and Discussion Forums, to safeguard the Club's ethics and liabilities. Use of the Club website may be governed by rules formulated and published by the National Committee from time to time, and any person using the website agrees to abide by the conditions contained within those rules.

The website is linked to the National Gear Shop, and allows the purchase of Club merchandise with secure payment by credit card, and also the application for and renewal of membership, again with secure credit card payment. The website can also be used to register for AGM Events.

### **INSURANCE.**

As with any entity, the Club is required to hold insurance policies to cover various contingencies.



### **Public Liability Insurance.**

The Club holds a public liability insurance to cover any Ulysses Club Inc. organised event, where other insurance does not cover the activities. This includes events organised and conducted by branches of the Club, whether alone or in concert with any other persons or organisations. Whilst another body may hold public liability insurance on a particular venue, the Club may be named as an interested party as well in any claim arising from the conduct of the event. Events must be under the auspices of a branch with the approval of the branch committee.

Any branch organising an event where members of the public are to be admitted, whether freely or by payment of an admission, should seek advice from the National Secretary pertaining to approval to run the event, and obtain a copy of the appropriate Public Liability Insurance certificate.

Two clauses in the Public Liability Insurance policy that have significance to Branches are:

- a) *Participation Exclusion* – this policy does not cover liability in respect of personal injury or property damage or of any person caused by or arising out of the participation of such person or his/her property in any game, match, race, practice or trial.
- b) *Claims arising out of the use of vehicles (including motorcycles) are excluded.*

### **Association Insurance.**

The Club also holds a policy which covers all office holders, committee members and employees, past, present and future, for loss arising from a wrongful act or alleged wrongful act, when those persons are acting on behalf of the Club and acting in good faith.

### **ANNUAL GENERAL MEETING & AGM EVENT.**

The Club's Annual General Meeting is held each year prior to June 30<sup>th</sup>; the month varies depending on the location.<sup>41</sup> The purpose of the AGM is to affirm minutes of the previous meeting, receive reports, consider the financial statements for the year ended December 31<sup>st</sup> previous, and to elect office bearers.<sup>42</sup>

Each year the AGM is held at a different location. The AGM Event locations are chosen by the National Committee and ratified by the Extended National Committee

<sup>41</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 58.

<sup>42</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 58



meeting, usually 3 years prior to the event being held. The AGM Event has formal fixtures running for three days of the event, namely the Opening Ceremony and the Extended National Committee meeting held on Friday, the Friday night “Meet and Greet” social and meal, the Grand Parade and Civic Ceremony on the Saturday morning, and the Annual General Meeting itself on the Saturday afternoon, followed by the Saturday night dinner and associated dance or entertainment. On the Sunday, a morning church service followed by the Closing Ceremony.

Additional to these fixtures, trade displays, bike test rides, organised rides, social gatherings and karaoke concerts have been included in past events by the host committee starting as early as the Monday preceding the actual meeting weekend, for the benefit and entertainment of visiting members. Club members travel from all over the country, as well as overseas members many of them from our International clubs in New Zealand, Canada, Norway, South Africa, Germany, UK, and Vietnam to attend the week long gathering. The organisation of such a huge event, with attendee figures anywhere between 3,000 & 6,000 requires a major effort by the host committee and the National Committee, hence the three year lead up to each particular AGM.

Members not planning on camping “on site” at an AGM Event, are advised to check the information published in the ‘Riding On’ and on the National and AGM Event websites.

Members are encouraged to attend the AGM Event and experience the whole atmosphere, environment and ambience of gathering together with thousands like minded individuals, all intent on having a great time. Members are also encouraged to attend the actual Annual General Meeting itself and involve themselves in the business of the Club and election of the National Committee.

### **National AGM Event Coordinator.**

The National AGM Event Coordinator is an “ex-officio” appointment to the National Committee. His / her role is to assist the National Committee and the AGM Event host committee with advice and guidance in relation to the conduct of the AGM and related events, to devise policy and make recommendations to the National Committee on proposed policies. The National AGM Event Coordinator also visits and assesses the suitability of venues and host committee members for proposed future AGM Events, and prepares documentation to assist in these matters.

Additionally, the National AGM Event Coordinator will establish and maintain ongoing relations and liaison with various contractors for the provision of services to the Club relating to AGM Events. He or she will also maintain liaisons with



manufacturers and distributors of motor cycling related products and other products or services as the need may be, for the benefit of the Club and its members.

All costs incurred by the National AGM Event Coordinator whilst acting in that capacity, subject to scrutiny by the National Committee, are reimbursed to him or her.

Contact details for the National AGM Event Coordinator are published in each edition of Riding On.

### **Hosting an AGM Event.**

Any branch considering applying to host an AGM Event should initially contact the National AGM Event Coordinator to seek advice on such an endeavour. An AGM Event Proposal Kit which outlines the minimum requirements for venues, locations and various other matters is available from the National AGM Event Coordinator. The National AGM Event Coordinator will also assess the branch's proposal for suitability to conduct the event, and provide feedback on all matters involved in the proposal, as well as advice on areas that need improving, updating or are not suitable for the proposed event.

### **BRANCHES.**

When the Club was first formed in 1983, there was only one club, centred in Sydney, but before long there was seen to be a requirement to have branches of the Club to serve the needs of members in their local geographical area. By September 1984,<sup>43</sup> a branch had been formed in Melbourne, followed not long after by Darling Downs in Queensland, and then Brisbane Branch. Since those shaky beginnings, the Club has grown to a strength of 132 branches.

Branch is defined in the Club's Constitution as meaning "*a branch of the Club established at any place in a State or Territory of the Commonwealth of Australia or such other place or places as the National Committee may determine*"<sup>44</sup> Branches of the Club can only be formed with the approval of the National Committee,<sup>45</sup> who may also withdraw such approval and charter.

Up until 2001, there existed in the Club both branches, sometimes referred to as formal branches, and Groups. Groups were a gathering of members who had the approval of the National Committee to be formed and who conducted themselves as a branch, but strictly had no recognition in the Constitution. The National Committee in 2001 decided that all Groups would from then on be recognised as

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<sup>43</sup> The Ulysses Story by Stephen Dearnley, pp 15.

<sup>44</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 1

<sup>45</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 28



branches, in order that their office holders are covered by insurance, and the branch given full recognition as defined in the Constitution.

### **Forming a new Branch.**

Members considering forming a branch of the Club should first request from the National Secretary an information document, and seek advice regarding the location of the proposed branch, proximity to other branches etc.

Additionally, before a new branch can be formed or operate, it must be approved by the National Committee at a National Committee meeting.<sup>46</sup>

Branch names must be approved by the National Committee, and will only be allowed the use of the State name in it to indicate a geographical location that aptly describes the location of the branch.<sup>47</sup> An example would be “Ulysses Club Inc. Kingston South Australia Branch” in order to distinguish it from Kingston Queensland.

Branches are given a charter to operate in the area approved by the National Committee. Should a branch move its location from where it was first sanctioned to operate, into an area where another branch exists, the National Committee will consider amalgamation of both branches to form a new branch<sup>48</sup>. Any proposed re-location must be submitted to the National Committee for consideration and approval.

Where a branch becomes very large, or covers a very large geographical area, the National Committee will favourably look on the formation of a new branch in that large geographical area to better serve the needs of members in that area. For example, the area once covered by Brisbane and Darling Downs branches, now contains 11 branches, stretching from the Queensland / New South Wales border to the Sunshine Coast.

No branch for whatever reason is to become incorporated in its own right; there are severe implications in doing so. The branch would then become a separate legal entity and its committee members would not be covered by the Ulysses Club's Association Insurance, the new entities activities would not be covered by the Ulysses Club's Public Liability Insurance, and the entity would become liable to legal action if it used the Club's trademarked logo or registered name. Any monies

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<sup>46</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 28. National Committee Minutes, 20/10/00, Item 6.3. National Committee Minutes, 31/3/01, section 5.3

<sup>47</sup> National Committee Minutes, 26/10/02, items 16.2 & 16.3.

<sup>48</sup> National Committee Minutes, 23/7/05, item 19.15.4.



or assets transferred out of the branch into the new entity would be an illegal transaction, as any branch assets are in law the assets of the Ulysses Club Inc.

### **Branch Logo.**

Many branches design their own logo, for wearing on shirts, or displaying on a branch flag. Ideally these logos should contain something iconic from the branches locale. The word “Branch” should be used after the branch name and the word “Club” included after Ulysses. Logos must be approved by the National Committee before being produced for wearing or display. A draft of the logo should be forwarded to the National Purchasing Officer to be tabled at a National Committee meeting. If the ‘Old Man Logo’ is used it is a requirement that the wording on the logo is legible; it has been found for an embroidered patch a minimum diameter of 45 mm meets this requirement; A jpeg file of the Old Man Logo is available from the National Purchasing Officer or National Secretary for this purpose. An embroidery file of the Old Man Logo is also available from the National Administration Office. When the “Old Man Logo” is used, an embroidered sample is to be submitted for National Committee approval. There are also banners produced containing many branch logos, which are displayed at the Annual General Meeting each year. (*Refer to Old Man Logo Acceptable Use Policy–appendix # 4* )

### **Branch Committee.**

Every branch is required to have a committee, either formally elected or an informal committee (by consensus), which subject to the rules of the Constitution, and to the direction of the National Committee, shall conduct the affairs of the Club at the place at which the branch is established.<sup>49</sup>

Branch committee’s can take either of two forms, either a formally elected committee or an informal committee (consensus committee). Both are defined in the Constitution.

**Branch Committee** *means*, where a branch has an AGM as required by the Constitution,<sup>50</sup> has taken nominations for committee positions<sup>51</sup> and holds an election to elect the committee. (For more detailed information, refer to page 32)

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<sup>49</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 29

<sup>50</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 59.

<sup>51</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 34(c)



### **Make-up of a Branch Committee.**

The branch committee shall consist of the following office bearers.

President

Secretary

Treasurer

(Or Secretary/Treasurer)

A minimum of three ordinary members.

Many branches choose to elect a Vice President, although that position is not defined by the Constitution. Where a branch has elected a Vice President that position is in reality an ordinary committee position that the branch members have decided shall fill the role of Vice President.

Members must remember that when they volunteer to serve on a branch committee, they are taking a position of servitude, not one of power. Serving on the committee is just that, conducting the affairs of the branch for the benefit of their fellow members. (Detailed explanation of roles can be found on page 30)

The Constitution also covers the duties of branch secretaries and treasurers, casual vacancies and the procedures for handling same, as well as removal from office of committees. Advice should be sought from the National President or Secretary before implementing any action regarding removal from office.

**Nominations for elected Branch Committees**<sup>52</sup> must be made in writing, signed by two financial members of the Club and accompanied by the written consent of the nominated member. Both nominee and nominators must be ascertained to be financial members of the Club. Nominations for committee positions are required to have been received by the branch secretary not less than 28 days before the branch AGM.

### **Branch Communication with the media**

*see appendix 1: Communications strategies and policies document.*

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<sup>52</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 34

**Branch Election Procedure.**

**Minuted National Committee Meeting April 7, 2007 - Revised August 2010**

**ULYSSES CLUB INC.**  
**BRANCH A.G.M. ELECTION PROCEDURE**

**1. General Procedures.**

- 1.1 Branch AGMs and the election of office bearers are to be conducted no later than 30<sup>th</sup> June in each calendar year and held immediately following the conclusion of business at the last social meeting for the term of the current Committee.
- 1.2 It is recommended that written nominations for Branch Committee positions be called for at a meeting two months prior to the date of the Branch AGM. The written nominations must be received by the Branch Secretary no later than 28 days prior to the date of the Branch AGM. All nomination forms are to show the name and membership number of the nominee, name and membership number of the member nominating the candidate and the name and membership number of the member seconding the nomination. The nominee is required to sign the form as evidence of acceptance of the nomination.
- 1.3 All nominees, proposers and seconders must be financial members of Ulysses Club Inc. and ideally, have chosen to be aligned to the Branch. (refer to page 36)
- 1.4 The Branch Secretary may publish or advise members so enquiring who the candidates are for all positions as soon as possible after the 28 day deadline (close of nominations) and prior to the date of the Branch AGM.
- 1.5 Where possible, a short resume together with a photograph should be displayed on the Branch website or included in the Branch Newsletter. Candidates to be given the opportunity to prepare a brief presentation to be delivered to the assembled members in support of their nomination.
- 1.6 Ulysses Club Inc. is a social club and blatant electioneering by the candidate or by another member on behalf of the candidate is not condoned at branch elections. Postal voting or proxy voting is not allowed at a branch AGM.



- 1.7 Where there is more than one candidate for either of the President, Secretary and Treasurer's positions, voting papers should be prepared taking into consideration the possibility of cascading through all positions down to Committee.
- 1.8 Where there are more candidates for the Committee positions than the Branch's preferred number, voting papers should be prepared taking into consideration the possibility of cascading through all positions down to Committee.
- 1.9 Where there are more candidates for the Committee positions than the Branch's preferred number, voting papers should be prepared.
- 1.10 Attendance at a Branch AGM is open to financial members only.
- 1.11 Attendees should produce their (current) membership card and sign in.
- 1.12 A set of voting papers should be handed out to members as they sign in for the Branch AGM.
- 1.13 Ensure that a copy of the Constitution is at hand

## **2. Conducting the Branch AGM.**

- 2.1 All business of a normal monthly social meeting is to be dealt with by the incumbent Committee. That meeting should then be closed and the AGM opened for the reading of the minutes of the previous AGM and presentation of reports by the President, Treasurer and Secretary.
- 2.2 Nomination forms are to be checked prior to the election for validity of the membership financial status.
- 2.3 The retiring President invites the Presiding Officer to take the chair.

The Presiding Officer will assume the chair, introduce himself / herself by way of a short opening speech, and advise the members aligned with the Branch that only financial members in attendance are eligible to vote.

- 2.4 Declare all positions vacant and proceed to conduct the election. The Presiding Officer should advise the members that the Club Constitution requires the election of all members of committees to be by secret ballot. Voting by show of hands for members of



committees is not permitted.<sup>53</sup> It is minuted club policy that where a secret ballot is conducted, if a majority of the members wishes to know the actual vote tally, then the Presiding Officer will read out the vote tally for each candidate. Otherwise, the vote tally will not be read out, but that the ballot papers will be retained by the branch secretary for a period of 3 months and then destroyed.

If there is more than one nomination for any position, the Presiding Officer will appoint a Returning Officer and a nominal number of scrutineers for the purpose of vote counting,

- 2.5 The Presiding Officer should state the position title, the nominee, the nominator and the seconder including their respective membership numbers, and ask the candidate if they still wish to accept the nomination; in the case of a contested position ask if the candidate still wishes to contest the position.
- 2.6 If positions are uncontested the Presiding Officer declares that member as the new officer for that position, with his congratulations.
- 2.7 Candidates in a contested position are given the opportunity to deliver a brief presentation to the attendees.
- 2.8 Currently the cascading system applies, this means unsuccessful candidates for one position can cascade down and contest another position. Once a ballot for the first position contested is closed, and the winner declared, the Presiding Officer then asks the unsuccessful candidate(s) if he / she / they wish to contest the next position down the order. The candidate has the opportunity to declare either to be a candidate for a particular succeeding position, or choose to cascade to all positions.

E.g. the unsuccessful candidates for President are asked if they wish to contest the Secretary position. Unsuccessful candidates for Secretary are asked if they wish to contest the Treasurer position, and so on. (If choosing to cascade to all positions, unsuccessful candidates after elections for each position, must be asked by the Presiding Officer, and declare, if they are nominating for the succeeding position).

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<sup>53</sup> Rule 39 of the Constitution of the Ulysses Club Incorporated.



- 2.9 If there is more than one nomination, the Presiding Officer will appoint a Returning Officer and a nominal number of Scrutineers for the purpose of vote counting.
- 2.10 Scrutineers will collect all ballot papers, retire to a private area and proceed to count the votes.

### **3. Procedure for Scrutineers for Branch AGM**

- 3.1 Place the voting papers in a pile on the centre of the table; people working in teams of two.
- 3.2 The first vote counter opens the voting paper and checks validity of vote. Invalid forms to go to supervisor for decision.
- 3.3 The first Vote Counter reads out the result and the second Vote Counter records it on the chart as shown below. The first vote counter then crosses the form to signify it has been recorded
- 3.4 As each round of member's votes is completed, all tally sheets are to be added to show the total for each candidate, all tally sheets with the Counted forms attached are then passed to the Vote Tallying Team for the final tally.
- 3.5 When the final tally for all candidates is known the Returning Officer will deliver the result to the AGM Chairperson for announcement.
- 3.6 Because of the cascading process the next round of voting cannot commence until the previous round has been announced and the unsuccessful contenders have been given the opportunity to nominate for the next position down.
- 3.7 This process may continue four or five times in the course of the AGM depending on the number of candidates for each position and whether or not they choose to cascade.



**Example of vote counting form**

	<u>Fred Bloggs</u>	<u>Daffy Duck</u>	<u>Mickey Mouse</u>
5			
10			
15			
20			
25			
30			
35			
40			
	38	28	35

- 3.8 Once the votes are counted, the Returning Officer shall confidentially advise the Presiding Officer of the vote tally. The Presiding Officer will then declare the result of the ballot
- 3.9 If there are any unfilled positions, they will be declared casual vacancies and be left to the discretion of the Branch Committee to fill at a later date.
- 3.10 The Presiding Officer will then invite the President to resume the chair and thank all members for the privilege of being asked to officiate at the Branch AGM before retiring.
- 3.11 The President should then introduce the new Committee so that the members can see the people that will be handling Branch matters for the following 12 months.

**Informal Branch Committee (by consensus)** means, where the members of a branch decide by consensus that the affairs of the branch are to be conducted on an informal committee basis by those of their number chosen by them from time to time.

This type of committee does not need the formal nomination procedure as outlined in section 34 of the Constitution. Persons so chosen must be financial members of the Club.



The description “Informal Branch Committee” (by consensus) shall be read as meaning “Branch Committee” in every rule where the context of the rule requires.

**Application of Interpretation of definition of “Informal Branch Committee”.**

*1) Where a Branch of the Ulysses Club Inc has a decided to conduct the affairs of the Branch on an informal committee basis, that is an “Informal Branch Committee “by consensus as interpreted in the Constitution and the Committee consists of less than three persons, the Branch would be exempt from the ruling that an “Informal Branch Committee” shall be read as meaning “Branch Committee” in relation to the following rules where the context of the rule requires.*

*Rule 47 – Requirement to hold 6 committee meetings per year.*

*Rule 48 – Additional meetings.*

*Rule 49 – Notice*

*Rule 50 – Quorums.*

*Rules 51 to 56 – conduct of committee meetings.*

*Rule 59 – AGM of a Branch.*

*(2) Where a Branch of the Ulysses Club Inc has decided to conduct the affairs of the Branch on an informal committee basis, that is an “Informal Branch Committee” and the Committee consists of less than three persons, in order to comply with rule 86 of the club’s Constitution, the minimum number of persons required for an “Informal Branch Committee” shall be two persons.*

*(3) Where a Branch of the Ulysses Club Inc has a decided to conduct the affairs of the Branch on an informal committee basis, that is an “Informal Branch Committee” and the Committee consists of less than three persons, all persons appointed to an “Informal Branch Committee” by consensus must be financial members of the Ulysses Club Inc.*

**Explanation.**

Rule 50 requires 3 members of a committee to form a quorum.

Where an Informal Branch Committee consists of less than 3 members, it can never form a quorum, thus can never comply with the provisions of rules 47 to 56 in holding meetings.

As the interpretation in rule #1 makes “Informal Branch Committees” hold the same responsibilities and duties as a formally elected branch committee, it could be argued that an “Informal Branch Committee” that cannot meet all the duties and responsibilities required of a branch committee is therefore constitutionally invalid, and therefore unlawful.



This could have the further impact in disqualifying the member(s) of an “Informal Branch Committee” from being covered by the provisions of the club’s Director’s Insurance policy.

I am sure that this result is not desired, nor was never intended by the authors of the Constitution.

Additionally, where a branch committee, whether it be an informal or formal branch receives any money on behalf of the club or branch, it is required to bank the money as soon as practicable without deduction in the branch bank account. (\*Rule 86). That rule also requires 2 signatories for any branch bank account from members of the committee, so that would require at a minimum 2 members to make up an Informal Branch Committee.

*(Note: Informal Branch Committee to be read as ‘consensus committee of a branch’).*

Most branches of the Club use the formally elected committee process, as they find that more suited to their needs.

## **BRANCH COMMITTEE DUTIES:**

### **President**

#### **Duties of the President are:-**

- \* To chair monthly meetings.
- \* To oversee the roles of the Branch Committee
- \* To communicate regularly with Committee members
- \* To convey Committee recommendations to the membership.
- \* To act on suggestions from Branch members by investigating and discussing those suggestions with the Branch Committee and take feedback to the members.
- \* To delegate responsibilities as required.
- \* Respond to external enquiries or organisations as appropriate.
- \* To be responsible for the good name of the Club, both internally and externally.
- \* To appoint ex-officio committee members as appropriate and if the needs arises.

### **Secretary**

The Secretary of a Branch should have the desire and ability to report discussions, views and decisions of the membership in an open manner.

#### **Duties of the Secretary are:-**

- \* To take Minutes at Branch Committee meetings.
- \* To circulate the minutes to Committee members for verification.
- \* To distribute to Committee members, prior to a committee meeting, true and accurate recordings of the minutes of the Committee meetings in order for them to be recorded as read and accepted at the next meeting.



- \* To ensure minutes of the Committee meetings are signed by the President (or chairman of the meeting) and Secretary.
- \* To refer external enquiries to the President, as appropriate.
- \* To document all inward and outward correspondence.
- \* To respond to Branch members enquiries as appropriate.

### **Treasurer**

The Treasurer of the Branch should have the desire and ability to carry out the functions of a Treasurer, including banking of monies, payment of bills and ensuring the branches complies with GST liabilities.

### **Branch Bank Accounts.**

Where a branch, with either a formal committee or a consensus committee as defined by the Constitution, handles any financial transactions to do with the conduct of the affairs of the Club or branch, then the branch is required to have a bank account in the branch name. The approved designated Branch name is to be used on the Branch bank account e.g. “Ulysses Club Inc Sydney Branch”. The account must require at least two signatories to make payments or withdrawals from the account. Financial transactions to do with the conduct of the affairs of the Club or branch for the branch must not be processed through a personal bank account.<sup>54</sup>

Branches are entitled to use the ABN or ARBN of the Ulysses Club Inc., these being ABN 25 637 297 337 or ARBN 116 090 101. A copy of the Ulysses Club Inc. Certificate of Incorporation is available from the National Secretary or Treasurer if required to establish an account.

The National Committee will from time to time issue instructions to branches on the conduct of the financial affairs of the branch or branches, such as the requirement to submit a statement of financial affairs of the branch for the calendar year to 31<sup>st</sup> December, to the National Treasurer as soon as possible after years end. This statement should include the branch GST calculations.

The Australian Taxation Laws are quite complex, and it is the National Committee’s responsibility as the overall management body of the club to ensure that the Club complies with all applicable laws. Accordingly, the National Treasurer will request information from branch committees, to enable the National Committee to ensure that the Club remains operating within the law.

Branch Treasurers are required to ensure that all money due to the branch is collected and received, and that all payments authorised by the branch committee are

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<sup>54</sup> National Committee Minutes – 9/10/99.



made, and that correct books and accounts are kept showing the financial affairs of the branch, including full details of all receipts and expenditure connected with the activities of the branch.<sup>55</sup>

The accounting period for the Ulysses Club Inc. and its branches is the calendar year, 1<sup>st</sup> January to 31<sup>st</sup> December.

Branch committees should always contact the National Treasurer for guidance or answers to any questions regarding keeping of branch accounts, reporting, GST or any issues concerning branch finances.

Any cheques in payment for merchandise, GST, membership fees, etc., must be made to Ulysses Club Inc. (Not National Committee, Administration Office, ATO, Treasurer or the name of the current treasurer).

### **Branch Meetings.**

*General Meetings as stated in the Constitution refers only to Special General Meetings and Annual General Meetings. (Not the monthly Branch social meetings)*

### **Branch Committees.**

A branch committee, like the National Committee is required to meet at least 6 times in each period of 12 months.<sup>56</sup>

A member of a branch committee is entitled to re-imburement for any money expended in the normal course of the running of the affairs of the branch, such as purchase of stamps, postage, paper for the branch newsletter, etc. Cash floats are not permitted. No member is allowed to make any profit or gain from such payments. Details must be shown in the branch accounts.

Additional committee meetings may be convened by the branch President, or by any two other members of the committee, and advice from the branch committee secretary, either oral or written, must be given to each member of the committee at least 48 hours before the time of the meeting. A minimum of three members present is required at any such committee meeting to constitute a quorum.<sup>57</sup>

At a committee meeting, minutes must be kept of the business of the meeting, and any questions arising shall be determined by a majority of votes. Each member of

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<sup>55</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 42.

<sup>56</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 47(a)

<sup>57</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Sections 48 – 50.



the committee (or sub-committee so appointed) has one vote, with the exception of the chairperson, who shall have a second (casting vote) if the issue is tied on votes.<sup>58</sup> In that case, the accepted rule for meetings is that the casting vote should always be to maintain the status quo. This quite often means that the chairperson might have to vote against a motion with the casting vote, even though he or she voted for the motion in the initial count.

Anything done or decided at a committee meeting is valid and effectual,<sup>59</sup> and remains so until overturned by resolution or decision at a legally constituted meeting of the committee or the National Committee.

### **The Branch Committee Meeting**

Whilst meetings need to follow an agenda and the chair of the meeting should maintain control, they need not be staid and 'controlling'. A Branch is a place for members of the Ulysses Club Inc to meet and socialize.

Committee members should be encouraged to participate and not be constrained by heavy handed control.

Committee members need to be aware that serving on a branch committee is a privilege, not a right and that a Branch does not belong to individuals.

### **Branch Committee Meeting Agenda** (meetings should have a formal agenda)

Include the date, time and location of the meeting.

A typical agenda may include:

- Open meeting / Welcome members
- Apologies
- Approval of the minutes of the previous meeting
- Business arising from the previous meeting minutes
- Individual reports
- Business arising from the reports, for discussion.
- Any other business, allowing a participant to raise a topic for discussion.
- Arrange/announce details of next meeting
- Close meeting

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<sup>58</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Sections 54 – 56.

<sup>59</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 57.



### **Branch Committee Meeting Minutes**

Record the name of the Branch, the location, date and time of meeting.

Record attendees.

The minutes record what was actually said at the meeting, but do not need to record conversations word for word. Since the primary function of minutes is to record the decisions made, any and all official decisions must be recorded, including the expenditure of branch funds.

If a formal motion is proposed, seconded, passed, or not, then this is recorded. The voting tally need not be recorded. If it is made by general consent without a formal vote, then this fact may be recorded. Tallies may be omitted in some cases (e.g. a minute might read "After voting, the Committee agreed to...").

The minutes should be submitted by and over the name of the President/Chair of the committee who is responsible for them at a subsequent meeting for review.

If the members of the committee agree that the written minutes reflect what happened at the meeting, then they are approved, and the fact of their approval is recorded in the minutes of the current meeting. If it is agreed that there are major errors or omissions, then the minutes will be redrafted and resubmitted. Minor changes may be made immediately, and the amended minutes may be approved "as amended" or e.g. "subject to the inclusion of ... ..". It is normally appropriate to send a draft copy of the minutes to all the members in advance of the meeting so that the meeting need not be delayed while everyone reads and corrects the draft. It is also unwise to approve minutes which one has not read.

### **Branch Special General Meetings.**

A branch committee may convene a Special General Meeting of the members of the Branch as it thinks fit, and when on the requisition in writing of not less than 30% of members aligned with that branch, must convene such Special General Meeting.

Any business to be conducted at the Special General Meeting must be listed in the Notice of Meeting sent to all affiliated members not less than 14 days from the date of the meeting by registered post. No other business must be conducted at the meeting.

It is important to note the branch special general meetings, or branch general meetings cannot introduce any rules, or change the meaning of any rule in the Constitution, or any rule interpreted by the National Committee by virtue of Section 89 of the Constitution. Furthermore, a branch meeting cannot change any policy or administration matter that is a policy or administration matter or procedure of the National Committee, as it is the National Committee that is charged with managing the affairs of the Club generally.

Special General Meetings, Annual General Meetings, Notices of motions or business are covered in rules 58 to 81. Advice should always be sought from the National



Executive of the Club before calling a Special General Meeting or Annual General Meeting of the branch.

**General Procedures at a Branch Special General meeting are:-**

- a. No business to be conducted unless in the notice of meeting.
- b. Three financial members aligned to the Branch required to form a quorum;
- c. The meeting to be chaired by President or if he/she is absent or unwilling to act in that capacity, any other member appointed by those present.
- d. Matters will be decided by a show of hands, unless a secret ballot is demanded by at least 3 members present.
- e. Members present have one vote only, and must be financial members of the Club to vote.

**Branch Monthly Meetings – Social Meetings.**

Many branches conduct monthly meetings or social gatherings, and during those meetings transact business which should be the business of the elected committee, or seek to validate decisions made in a committee meeting. This type of business is in fact un-Constitutional. Rule 84 of the Constitution states that whilst the committee of a branch may at its discretion convene such meetings, no business shall be conducted at such meeting if it is properly the business of the committee, or the business of a General Meeting of the Branch, duly called with notice of business as required by Sections 62 to 68.

(General Meetings as stated in the Constitution refer to Special General Meetings and Annual General Meetings). (Further explanations can be found on pages 55/56)

Where at a monthly social meeting there are motions put and carried relating to the conduct of the branch, these motions are in fact unconstitutional and invalid and in direct breach of Rule 84, and have been since July 1988, (subject to later amendment) when the Club became an incorporated association and the Constitution was formally adopted.

Monthly social gatherings are not a place to finalise branch business, however members can by discussion and consensus make suggestions or recommendations to the branch committee for its consideration and decision at the next committee meeting. This can also be done in writing to the Branch Secretary.

Committee decisions and reports should then be brought to the notice of members at the next monthly social meeting.



**Members elect their chosen committee at their branch AGM to conduct the affairs of the branch as required by rule 29. The committee is then charged with running the branch.**

### **Membership of Branches.**

Various sections of the Constitution refer to “members of a branch” or similar words, but the document itself does not define member of a branch, except for the purposes of rule 14 relating to disciplining a member.<sup>60</sup>

Accordingly, the National Committee inserted the following interpretation into the National Committee minutes in order to clarify the situation concerning membership of branches.

#### ***19.1. a) Constitutional Interpretation - Rules for Branch Committee Membership***

***Rule:***

Financial members only can be involved in the running of a branch.

Confusion exists in relation to where the Constitution refers to a member of a branch or members of a branch. In order to clear up that confusion, the following interpretation is included in the minutes by virtue of Section 89 of the Constitution. This interpretation shall now be the official interpretation of a member of a branch or members of a branch until such time that the National Committee deems otherwise, or the Constitution is amended by Special Resolution."

We are interpreting where in the Constitution it says member of the branch reads as member of the club.

#### ***19.1.b) Membership***

Where the Constitution refers to “a member of a branch” or “members of a branch” that means a member of the club as defined in rule 1 of the Constitution, who has chosen to attend, align themselves with, or considers themselves as a member of a particular branch or branches.

A person who is not a member of the club may not be considered to be a “member of a branch” for the purpose of those sections of the Constitution that refer to a member or members of a branch..

Where non member spouses, partners or regular companions of a member of the club, attend club functions or involve themselves in the affairs of the branch, they do so at all times as a guest of the financial member of the club.

Non member spouses, partners or regular companions are encouraged to become members by virtue of rule 5 (a) ii. of the Constitution

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<sup>60</sup> Ulysses Club Incorporated Constitution – Amended March 2005. Section 7



### **Register of Attendance at Branch level:**

Branches may ask members to consider signing in at specific Branch activities; this is not mandatory but it does give the Branch Committee an idea of member involvement; it also gives an indication of the viability and or popularity of specific events, creating the possibility of reviewing certain activities.

It also assists the Committee to ascertain if members have been absent from activities and to carry out a follow up procedure utilising the Welfare Officer's Role.

### **Rides.**

One of the principle purposes of the club is to enable older motorcyclists to get together for companionship and mutual support, and one of the best ways to do this is on an organised branch ride. Members love to ride their bikes and to socialise with other members, talk about their bikes and rides they have been on. An organised ride enables them to achieve these ends.

Most branches have organised rides at least once a month, with many branches having rides one day every weekend or second weekend, as well as mid week rides, of various length and duration.

There is no specific format for rides, length or appropriate destinations, as each branch differs in its needs and environment, and these issues dictate the type of rides most suitable to the members of the particular branch. A variety of rides often works best.

### **Ride Practices – Ride Rules.**

Member safety is always the prime consideration whenever planning, leading or taking part in an organised ride. Leaders and organisers of rides should always take into account the age of participants, riding abilities, road and weather conditions and any other issue which may affect the ride when leading or planning a ride, and plan accordingly.

The ride needs to be well publicised ahead of the departure date in order for potential participants to review whether they will feel comfortable enough to attend that particular ride or not. For example, a ride length in excess of 200 kilometres may not be suitable for everyone as each rider has their individual limits. Likewise, a ride in a twisty or challenging environment may not suit all riders, especially those new to motorcycling. Therefore clear notice needs to be given well in advance for the precise location and times for the start of the ride as well as the proposed destination point.



All persons taking part in a ride should be licensed or have a permit (International or Learners) to ride their mount of choice, and such motorcycle should be registered. Any ride leader, or committee member who becomes aware that a person intending to take part in the ride or taking part in the ride is unlicensed or riding an unregistered bike should ask that person to leave the ride forthwith. The presence of an unlicensed person or an unregistered machine places the safety of other persons on the ride at risk. Likewise, riders of machines that are clearly un-roadworthy, for example with bald tyres, should be asked to leave the ride as these pose a serious threat to the safety of all road users.

Members on a ride should be reminded that they are to adopt safe riding practices and to ride within their limits at all times. They should be reminded that as they are riding on public roads or anywhere defined as a road under the various State acts, or Private Parking Area acts, they are required to comply with the relevant State laws at all times. The destination of the ride, any stopping points and route to be taken should be made clear to ride participants prior to the ride commencing, especially newer riders who may not wish to ride in a group formation.

The National Committee has advised and directed that branches are to abolish any Branch Ride Rules, either written or otherwise.<sup>61</sup> The Club does not carry insurance for members on rides, as members are required to comply with State laws in relation to registration and insurance of their vehicles, and to comply with the requirements of the various laws and also the conditions of their insurance policies.

The Club policy is that “the Club does not endorse any ride procedure, rather a meeting place for rides to leave from, and individual’s choice as to where and how they ride, subject to road and traffic conditions and regulations.”<sup>62</sup>

Members are also reminded here again of the Club rule regarding the wearing of the ‘Old Man Logo’ as a back patch in that no other patch, badge or symbol can be worn with it.

The Club has appointed an Ex-Officio Road Safety Coordinator for matters concerning road safety; members are encouraged to bring their concerns to his attention. Contact details are listed in the Club journal and on the Club website.

### **Branch Newsletters.**

Many branches produce newsletters for the benefit of members of the branch to advise them of social events, upcoming rides, reports of events and rides completed and other items which may be of interest to the branch members. It is up to the

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<sup>61</sup> National Committee Minutes, - 16/1/99, item 11.1; 27/3/99; 17/8/02 item 16.10

<sup>62</sup> National Committee Minutes, - 17/8/02 item 16.10



branch committee to decide whether the newsletter is provided to members free of charge, or by payment of a fee, or by annual subscription.

Where an annual subscription is charged for provision of the newsletter, branch members are advised that that subscription is for that purpose alone. Branches are not entitled to charge subscription fees for membership of the branch. Membership of a branch is entirely the choice of the particular member who chooses to align themselves with that branch. Membership of branches is not subject to any payment of fee or subscription.<sup>63</sup>

### **Branch Websites.**

Quite a number of branches produce websites to supplement their newsletters and to provide information to all members of the Club as to the happenings in their particular branch. The National Committee, through its internet host for the club website, provides space on the national server for branches to host their branch website free of charge. Information on how to set up a branch website utilising this free service can be obtained from the National Committee member handling the Website Manager portfolio, as listed in the Riding On.

There is also provision of generic websites for those branches requiring assistance in setting up a website. These are without cost to the branch to establish, but once established any further costs are to the branch.

Where a branch chooses to publish a website utilising a web hosting company other than the Ulysses Club's web host, all charges and costs associated with that branch website are the responsibility of the branch.

### **National Website**

The Club's national website is provided as a service to members. Parts of the site are available to members for communication by utilising the Notice Board, Discussion Forum or the Chat Room. Members may also utilise the Personal Message facility to communicate with each other, and the Classifieds may be used to advertise items that are for sale legally or wanted to buy.

The website is also available to the National Committee to place notices on the home page, or to publish information of interest to members through the National Committee Mutterings and National Public Liaison sections.

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<sup>63</sup> See Membership of Branches, this guidebook.



Members must always remember that even though much of the site is viewable only by Club members, the rules of defamation and libel still apply, and that the Club, as provider of the service is vicariously liable for any content published on the site.

The National Committee reserves the right to edit or remove any content uploaded or submitted by any member to the national website, and any branch website hosted by the Club's service provider.

Any member who submits, publishes or uploads any defamatory, libellous, insulting, or offensive comment, statement or otherwise, pornographic material or anything designed or intended to, or deemed to cast the Club or any member in a detrimental light, or to bring the Club or any member into disrepute, will be deemed to have breached section 14 of the Constitution. Such behaviour will result in the National Committee reviewing the member's access to the website and / or continued membership of the club.

### **Special Interest Groups**

The Clubs policy is that Special Interest Groups (SIG's) must be motorcycle related. The status of a S.I.G. will be reviewed for viability from time to time.

There are three recognized S.I.G's – Ulysses Adventure Riders S.I.G; Ulytllies S.I.G. and Track Days S.I.G.

Application for S.I.G.'s must be in writing and submitted to the National Secretary for approval by the National Committee.

### **MISCELLANEOUS.**

#### **Rider Training Rebates.**

All members are encouraged to enrol in a rider training course to update their riding knowledge and improve their riding skills. The National Committee feels that as a responsible organisation, the Club should encourage its members to ride safely and set the example for other road users. Accordingly, the Club will subsidise a rider training course up to 50% of the cost of the course, to a maximum of \$80.00 for every member who undertakes such a course, once every three year membership.<sup>64</sup>

To receive the subsidy, the member will need to provide to the National Administration office evidence of participation in the course, such as a copy of the payment receipt for the course and a certificate or letter of completion for the course.

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<sup>64</sup> National Committee Minutes, 5/2/00, item 13.12.



Members must first submit these to the National Administration Office to be recorded.

The Rider Training subsidy does not apply to any course required to be taken by law or regulations in order for a member to gain a motorcycle licence.

### **First Aid Training Rebate.**

Members are also encouraged to undertake a First Aid Course such as the St. Johns First Aid Course or equivalent to enable members to be able to assess and administer first aid in the case of an accident or other emergency.

The National Committee will subsidise First Aid training to the amount of up to 50% of the cost of the course to a maximum of \$60.00 for every member who undertakes such a course.<sup>65</sup> That subsidy is available to members once every three year membership<sup>66</sup>, to enable members to maintain their First Aid certificate currency.

To receive the subsidy, the member will need to provide to the National Administration office evidence of participation in the course, such as a copy of the payment receipt for the course and a certificate or letter of completion in the course. Members must submit these to the National Administration Office to be recorded. Payment of each course has to be made by the individual member to either the Branch for bulk payment or directly to the trainer, you can not claim a rebate for a course that has been paid for by a branch or employer or the like.

Members can apply for both the Rider Training Rebate and First Aid Training rebates in each 3 year period as they are calculated separately. The continuation or changes to the rebate scheme are at the discretion of the National Committee.

### **Dearnley Medal.**

There is a medal for outstanding service to the Ulysses Club Inc., named after the Club's founder Stephen Dearnley, member #1. The medal was introduced in February 1998 and announced to members at the Annual General Meeting held in Bunbury that year. The criteria for the medal are designed to ensure that the awarding of the medal is a significant event that it is never trivialised.<sup>67</sup>

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<sup>65</sup> National Committee Minutes, 4/12/99, item 13.3.

<sup>66</sup> National Committee Minutes, 5/2/00, item 5.1.

<sup>67</sup> National Committee Minutes, 7/2/98.



## **Purpose of the Medal.**

The purpose of the Dearnley Medal is to recognise outstanding service by a member to the Ulysses Club Inc. or to the Branch that the member is aligned to. It is intended to recognise service which whilst meritorious either does not warrant the granting of Honorary Life Membership or where the recipient does *not meet all* of the criteria set down by the National Committee for Hon. Life Membership.

## **Criteria for the Medal.**

*The criteria are designed to ensure that the awarding of the medal is a significant event and that it is never trivialized*

- 1. Nomination for the Medal must be by the Committee of a Branch and the nomination must be unanimous; Nominations should be submitted to the National Secretary of Ulysses Club Inc. no later than the 31st December*
- 2. The member nominated must have been member of the Club for a minimum of 5 years.*
- 3. The service to the club warranting the nomination must have been for a minimum of 2 years and must in the opinion of the branch committee be outstanding, that is to say outside the usual service that a member might be expected to give to the club or a branch of the club. It is acknowledged however that there may be circumstances where the service may have been for less than the two years but still be outstanding.*
- 4. In making a nomination the Branch Committee shall be expected to satisfy the National Committee that the service warranting the Medal is outstanding. Whilst the opinion of the Branch Committee shall be persuasive the National Committee reserves the right of rejection of a nomination if in its view, awarding the Medal is not justified and in order to preserve the integrity and value of the medal and what it signifies.*
- 5. Any branch of the club may make a nomination for the awarding of the Dearnley Medal but no branch shall be permitted to make more than one nomination in any two year period.*

## **Telemachus Medal (Telem-ach-us)**

(Son of Odysseus (Ulysses) and Penelope)

### **Purpose of the Medal:**

On the 17<sup>th</sup> April 2010, the National Committee of the Ulysses Club Inc introduced the Telemachus Medal.



The suggestion for a Medal to fill an obvious void was initially discussed by members of the 2009 National Committee and was presented to the Branch Representatives at the Extended Natcom meeting in Albany 2010 where it was ratified.

Introduction of the Telemachus Medal is to recognize that many deserving members who did not meet the required criteria as set by the National Committee to qualify for the Life Membership and or Dearnley Medal, were not able to be recognized by the Branch that they choose to be aligned with, for their commendable contributions, commitments or service.

The Telemachus Medal is designed to acknowledge members contributions to the Branch with which they have chosen to be aligned. Whilst still maintaining a meritorious standard its intention is to recognize service which is above and beyond the normal expectations of any member.

### **Criteria for the Medal:**

The following Criteria for the Medal are designed to ensure that awarding of the Medal is significant and its intention is not diminished.

1. The Nomination for the Medal can be presented to the Branch Committee by a member aligned with that Branch, for consideration but must be submitted through the Branch Committee to the National Committee for consideration.
2. The Nomination should be supported by the Branch Committee and carry a majority vote.
3. The Nomination should be signed by the nominator and supporting Committee members.
4. The member nominated must be a member of the Club for a minimum of four years.
5. The member must have been aligned with the Branch for a minimum period of two years and must, in the opinion of the Branch Committee, be outstanding i.e. service to the Branch that the member has aligned him / herself with, which is considered to be above and beyond that which would normally be expected of any Member.



6. In submitting the Nomination, the Nominee's contributions to the Branch that he / she has aligned to, should be outlined in support of the nomination and should be convincing to the National Committee.
7. Any Branch of Ulysses Club Inc. can submit nominations for the Telemachus Medal but only two (2) nominations per Branch per year will be permitted.
8. In order to protect the integrity of the Telemachus Medal and all that it signifies, the National Committee reserves the right to reject a nomination, if it is their view that awarding of the Medal is not justified.
9. Nominations should be submitted to the National Secretary of Ulysses Club Inc. no later than the 31st December.
10. Should the National Committee approve the awarding of the Telemachus Medal, the presentations would take place at the Branch to which the person has chosen to align with and would ideally be treated as a momentous occasion.

### **Jo Dearnley Memorial Trophy.**

The Jo Dearnley Memorial Trophy was introduced in 1997 as a perpetual trophy to be awarded to the branch which raises the most money for the Club's preferred charity, Ulysses Club Arthritis Research Fund (UCARF), each year ending 31st December.<sup>68</sup>

The shield is presented to the winning branch by representatives from the preferred charity and the Club's UCARF Coordinator during the Welcome Ceremony formalities at the end of the Grand Parade on the Saturday morning of the AGM Event.

### **The Good Joint Award**

The Good Joint Award was introduced to recognise smaller branches of the Club for their efforts in raising money for the Ulysses Club Arthritis Research Fund (UCARF) each year ending 31<sup>st</sup> December. The winner of this award can be either a small branch or a group of small branches who raised the most money. The award is presented to the winning branch representative/s at the Welcoming Ceremony at the end of the Grand Parade on the Saturday morning of the AGM Event.

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<sup>68</sup> National Committee Minutes, 25/10/07,



### **Member Benefits.**

The National Committee has sought out various businesses, organisations and establishments who have offered discounts on purchases and services to members of the club. Members are required to show their current membership card when seeking such discounts, and must advise of their club membership when first seeking prices or quotes.

Full lists of businesses that have offered member discounts are listed on the Club website.

Any member becoming aware of a business, organisation or establishment that might wish to offer discounts to members is asked to contact the Administration Office where a follow up procedure will be initiated.

### **Age Badges.**

Badges' signifying a member has attained the age of 60 years, 70 years, or 80 years are available by contacting the National Administration Office. There may be occasions when the Club database does not hold information on a member's date of birth, and in that circumstance, proof of age may be required to be supplied before a particular age badge is sold to the member.<sup>69</sup> Supply of the 70 years and 80 years age badges will be at the Club's cost, complimentary to the member upon application.<sup>70</sup> The 60 age badges are at the members cost.

### **Length of Membership Badges.**

Subject to confirmation of records, badges indicating continuous membership of the Club for a period of 10 years, and then in increments of 5 years, are available for members to purchase. The 25 year membership badge is complimentary on individual application.

A member wishing to purchase a length of membership badge should contact the National Administration Office.

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<sup>69</sup> National Committee Minutes, 23/4/05, item 23.5.4.

<sup>70</sup> National Committee Minutes 07/07/07.



### **Motorcycle Apprentice of the Year.**

Acting on a proposal of Stephen Dearnley, who was concerned that not enough young people were entering the trade and becoming motorcycle apprentices, the Club in 2004, introduced awards for Motorcycle Apprentice of the Year to address and overcome this shortfall. Zone awards plus an overall National award are presented each year.

A member of the National Committee liaises each year with the various TAFE Institutes and or Recognised Training Authorities who collate information on the most outstanding Motorcycle Mechanic Apprentices in preparation for submitting nominations for this prestigious award.

After a slow start, competition for these awards is now quite fierce between the nominees.

Judging of the Zone awards is performed by the various TAFE Institutes or Recognised Training Authorities in each Zone, with the national winner being chosen from the Zone winners by a representative of the Federal Chamber of Automotive Industry.

The Club has been fortunate in seeking and gaining sponsorship from the motorcycle industry. Honda Australia has agreed to provide a Honda CB400 for the National Award Winners for 2011, 2012 and 2013. Zone winners will be presented with certificates and a Sidchrome Tool Kit, kindly provided by Supercheap Auto; QBE Insurance Group will provide 1 year Insurance cover.

### **The Ulysses Story.**

First published in 2000, the Ulysses Story is a book written by Club founder Stephen Dearnley. The book is an entertaining read, informing the reader of the Club's shaky beginnings through to its current strength, containing both historical and anecdotal facts and stories.

Ulysses Club Inc. funded the publication of the book, donating all proceeds to Ulysses Club Arthritis Research Fund (UCARF) as the Club's preferred charity.

In 2003 Stephen Dearnley submitted a revised and updated edition of the book for publication, including chapters on his marathon ride around Australia in 2002 on a 600cc Honda scooter. Again the National Committee funded the publication of the book, donating proceeds again to Ulysses Club Arthritis Research Fund (UCARF).<sup>71</sup>

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<sup>71</sup> National Committee Minutes, 3/5/03, Item 18.12.



Members may purchase a copy of the Ulysses Story through the National Gear Shop or through their branch Quartermaster.

## **Appendix 1.**

### **COMMUNICATION STRATEGIES AND POLICIES DOCUMENT**

(November 2006) revised August 2010

Communication is the key to any organisation's success. With specific policies and guidelines for communication, members of the organisation can utilise communication channels available or recommended to them to communicate both within the organisation and external to the organisation. Without effective communication the organisation could flounder.

A Communication Strategy was first suggested to the club at the 2000 Annual General Meeting, and has at least on two other occasions been raised at Extended National Committee meetings or other meetings of the club.

Accordingly the following Communication Strategy Document has been accepted as the Ulysses Club Inc policy.

#### **INTERNAL COMMUNICATION:**

##### **National Committee**

It is imperative that the National Committee utilise effective methods to communicate within the committee, in between scheduled meetings, in order to effectively administer the running of the club.

Electronic communication such as, e-mail and telephone, are currently the most effective means.

Within the National Committee, members have specific roles and portfolios.

The **Internal Communication (within the Club)** responsibilities of those roles are:-

**National President:** Primary Communicator with all club members regarding club policy, major announcements, news, important developments, or any other matter deemed necessary. The Club National President would normally be the first choice for implementing important member wide communication.

**Means:**

“Riding On”, Ulysses Club Website, e-mail, normal postal service, telephone calls, facsimile machine personal attendance or public address.

**National Vice President:** Also likely to correspond with members regarding club policy and other matters within the Vice Presidents portfolio. Assumes the duties of the National President, in the absence of the National President.

**Means:** “Riding On”, Ulysses Club Website, e-mail, normal postal service, telephone calls, facsimile machine personal attendance or public address.

**National Secretary:** The National Secretary should be the avenue by which all correspondence comes to the Club and the National Committee, and through which all other outgoing correspondence should originate, except in the circumstance where the National Committee deems it necessary that another committee member instigate a specific correspondence item or response. Nevertheless, copies of such items or responses should be forwarded to the National Secretary for recording purposes. The National Secretary should liaise with the National Administration Office staff to put in place procedures for receipt and distribution of mail and email intended for National Committee which has been sent to the National Administration Office.

**Means:** The National Secretary should utilise all communication methods available i.e. “Riding On”, Ulysses Club Website, e-mail, normal postal service, telephone calls, facsimile machine or personal attendance

**National Treasurer:** The National Treasurer is responsible generally to oversee all financial dealings of the Club, including management of bank accounts, funds on hand, assets, equipment and Club premises. In the normal course of events communication with the Club’s accountant are to be with the National Treasurer and the National Administration Office staff.

**National Webmaster:** The Webmaster is responsible for ensuring important notices are added to the website from time to time as the National Committee sees the need. The web has become an important and cheap communication tool, with the ability to reach thousands of members almost instantly. The webmaster is also responsible for ensuring communication between member’s remains civil.

**International Liaison:** Has the task of communicating with overseas Clubs and encouraging the formation of new clubs and advising them of policies and procedures. Also assists with queries from members travelling overseas to countries



where a Ulysses Club has been formed; this also applies to International members visiting Australia.

**Purchasing Officer:** Liaises closely with the National Administration Office and suppliers regarding stock levels, sale prices, reordering and introduction and promotion of new products. Also corresponds with branches to ensure club logos are submitted for approval by the National Committee. Also advises Branch Quartermasters and members of pricing and products available through the Riding On journal and Quartermaster Ramblings. Other duties include corresponding with branches and manufacturers to ensure the correct use of the Old Man Logo. Also liaises with AGM Event coordinators to ensure approval of AGM Event merchandise.

### **Ex Officio Committee Members:**

**“Riding On” Editor:** The Editor of “Riding On” is given control of all matters in relation to the content of the journal, subject to any specific direction by the National Committee in relation to any specific issue. The Editor is authorised to receive any correspondence or communication relative to the preparation and publication of the journal, and to respond accordingly, utilising whatever means deemed by him / her to be suitable for that need.

**National AGM Event Coordinator:** The National AGM Event Coordinator should utilise the best available means of communication to suit any specific need in relation to carrying out the duties of that portfolio. Appropriate forms of communications should be used with specific branches or committees, suppliers of services, government authorities or similar. Copies of all such communications should be kept by the Coordinator for reference by the committee if required. General communication with Club members nationally should be cleared through the National Committee.

### **National AGM Event Sponsorship Coordinator:**

The National Sponsorship Coordinator will formulate and draft policies relating to Club sponsorship and advise the National Committee with a written sponsorship package before submitting same to sponsors. The National Sponsorship Coordinator will communicate to the National Committee prior to acting upon negotiations.

### **EXTERNAL COMMUNICATION:**

**National Committee:** Communications to parties external to the Club in relation to Club issues, policies, national events or any other matter deemed necessary of comment, should be as follows:-



**National President.** Any press release, media release or interview, comment on Club policy or national events would normally be made by the National President, or in his / her absence the National Vice President.

Similarly, invitations to address forums, company meetings or other gatherings in relation to the Club, its functions, policies or otherwise should be attended to by the National President, or by the National Vice President, or other members of the National Committee as directed by the committee.

**National Vice President, National Secretary, National Treasurer or Ordinary Committee Members:**

As per the National President in the absence or unavailability of the National President, National Vice President, National Secretary, National Treasurer or as instructed or directed by the National Committee

**National Road Safety Officer:**

Where a member of the National Committee or other appointed member is given the National Road Safety Portfolio, that member is authorised to join committees, organisations or boards. The member is authorised to make public comment on issues pertinent to that portfolio. A copy of the proposed comments, statement or release should be forwarded to the National President, National Vice President and to the National Secretary for recording.

**National Public Liaison**

Where the National Public Liaison is invited to comment, or issues a press release or media statement, a copy of the proposed comments, statement or release should be forwarded to the National President, National Vice President and to the National Secretary for recording.

Other than the National Committee members listed above, only Club members authorised by the National Committee are approved to make any pertinent comment on any specific issue subject of that approval.

**National International Liaison:** Where a member of the National Committee is appointed to the role of National International Liaison, that member is authorised to use whatever communication means are available to communicate with other Ulysses clubs or international members, in order to further the ideology of the Club. Copies of all communications should be kept for reference by the National Committee.

**National Purchasing Officer:** Where a member of the National Committee is appointed to the role of National Purchasing Officer, that member is authorised to communicate with any person or persons, organisation or entity in order to carry out



the functions of the role of purchasing. An example of such entities would be manufacturers of products of interest, wholesalers, retailers, service providers or individuals engaging in business.

Procedures for the ordering of items, approvals, payments, stock levels and re-ordering should be set in place by consultation between the National Purchasing Officer and the National Administration Office staff, with input from the National Committee, in order to best serve the needs of the club and its members.

### **AGM Event Organising Committee:**

AGM Event organising committee officials are encouraged to communicate with their local / State media organisations, civic entities or other similar entities to publicise AGM events. Any comments, statements or interviews should be restricted to the concerns relative to the AGM Event only, and should follow the guidelines in the AGM Event.

### **National AGM Event Coordinator:**

Representation on behalf of the National Committee of the Ulysses Club Inc. is to be conducted in a professional manner and in keeping with the aims of the Club.

### **National AGM Sponsorship Coordinator:**

Representation to potential sponsors on behalf of the National Committee of the Ulysses Club Inc. is to be conducted in a professional manner and in keeping with the aims of the Club.

## **BRANCH COMMUNICATION WITH THE MEDIA:**

### **Branch Officials**

As the Club is constituted by branches Australia wide, branch officials will be viewed by local media, civic organisations and sometimes State and National media as representatives of the Club. Whilst Branch officials do in fact hold office within the Club, it must be remembered that they in fact are elected to conduct the affairs of the Club, pertaining to their particular Branch in their local area, with the provision that such actions are not at odds with any section or rule of the Constitution or the management of the Club by the National Committee.

Where a Branch official, such as a Branch President, Vice President or Secretary is requested or invited to comment in any issue by Government entities, Local Government entities or media, then the following policy must be adhered to.



### **Club Policies**

Branch officials must not make comment or issue statements in relation to Ulysses Club Inc. policies, without the approval of the National President, National Vice President or National Secretary. It is preferable that where a branch official is invited to make a statement in this type of matter, that they not make any statement but instead refer the person or organisation making the invitation to the National President.

### **Rider / Road Safety Issues**

Branch officials must not make comment or issue statements in relation to Rider / Road Safety issues, without the approval of the National President, National Vice President or National Secretary, or the National Committee member responsible for the respective portfolio.

Nevertheless, branch officials are encouraged to contact the National Vice President or National Road Safety Officer to advise him / her of particular local issues and to seek approval or guidance on the handling of such issues.

Furthermore, branch officials are also encouraged to communicate with Local Government authorities and or State Road authorities to bring to their attention unsafe road conditions.

### **Specific Public Liaison / Safety Officers**

Where a Club member, whether a branch official or not, is appointed by the National Committee to represent the Club on a specific motor cycle or road safety organisation, that member is authorised to participate in all such meetings and events of that organisation, and to make comment or issue statements pertinent to that organisations sphere of operation. All such statements or comments should be first cleared by the National Vice President or Safety officer, or in the case of his / her unavailability, the National President, National Vice President or National Secretary of the Club, and a copy forwarded to the National Secretary for recording purposes.

### **Local Branch Events**

Branch officials are encouraged to communicate with their local / State media organisations, civic entities or other similar entities to publicise local events, such as fundraising events for charities and toy runs. Any comments, statements or interviews should be restricted to the concerns relative to the local event only.

### **Club Members**

Generally are not to make public comment or issue any media statement or release whilst representing themselves as authorised to speak for or on behalf of the Club. Any member making a public statement or comment on any issue, whilst being



identified as a member of the Club, must stress that their comment or statement is their own opinion only, and is not in any way the opinion or policy of the Club nor is it binding to the Club.

### **National Website:**

The Club's national website is provided as a service to members. Parts of the site are available to members for communication by utilising the Notice Board, Discussion Forum or the Chat Room. Members may also utilise the Personal Message facility to communicate with each other, and the Classifieds may be used to advertise items that are for sale legally or wanted to buy.

The website is also available to the National Committee to place notices on the home page, or to publish information of interest to members through the National Committee Mutterings and National Public Liaison sections.

### **Appendix 2. Occupational Health and Safety Policy.**

## **Ulysses Club Incorporated.**

### **Occupational Health and Safety Policy.**

The Ulysses Club Inc. is committed to protecting the health and safety of its employees, members, volunteers and others who are associated with the activities of the Club by providing:

- ✓ As far as reasonably practicable, a working environment that is safe and without risks to health;
- ✓ Equipment and systems of work, including those for defined spaces, that are safe and without risks to health;
- ✓ Adequate information on hazards;
- ✓ Leadership and training to enable them to work safely;

and

- ✓ Products that can be manufactured/packaged and used safely

The Club seeks the cooperation of all employees, members and volunteers in achieving a culture of safety and a safe, healthy working environment.



### **Appendix 3. Interpretation of Rules.**

Incidents at branches brought before the National Committee have highlighted the need to clarify some sections of the Club's Constitution.

It is important that all branches and especially branch committees understand and comply with the following sections of the Club's Constitution.

#### **Interpretation.**

***Branch** means a branch of the club established at any place .....as the National Committee may determine.*

This means that no branch may be formed or exist without being granted permission by National Committee.

***Branch Committee** means the committee of a branch of the club.....for the conduct of the affairs of the branch.*

This means a formally elected branch committee or an informal (by consensus) branch committee **whose job it is to conduct the affairs of the branch.**

#### **Rule 23. National Committee**

This rule places the responsibility for managing the affairs of the Ulysses Club Inc. and its finances on the elected National Committee.

#### **Rules 28 to 29.**

Rule 28 covers the establishment of a branch of the Club by the National Committee, and Rule 29 is specific as to the responsibility of a branch committee to conduct the affairs of the branch according to the Constitution and reasonable direction from the National Committee.

#### **Rules 58 to 82.**

This section of the Constitution dealing with meetings **must be read as one complete block.** No one rule within Rules 58 to 82 can be read in isolation from another.

**General Meetings** as stated in the Constitution refer only to **Special General Meetings** and **Annual General Meetings** and do not refer to the monthly social meetings of a branch.

**Rules 58 to 61** define an **Annual General Meeting** and outline the procedures to be adopted for the conduct of such meeting, whether it is the Ulysses Club Inc. AGM or a branch AGM.



**Rules 62 to 66** define and outline the procedure and the purpose for members to call a **Special General Meeting**.

**Rules 67 to 68** deal with notices and time frames required when calling the **Annual General Meeting** or a **Special General Meeting** referred to in Rules 58 to 66.

*(I cannot recall there being a Special General Meeting called at branch level, and there has only been possibly one or two special general meetings actually called in the entire history of the club. Ed)*

### **Rules 69 to 82. PROCEDURE AT GENERAL MEETINGS.**

The interpretation of, and procedures at a General Meeting apply only to **ANNUAL GENERAL MEETINGS** or **SPECIAL GENERAL MEETINGS** as defined in rules 58, 62 or 63. They **do not apply** to the monthly social gatherings (meetings) that many branches have.

**RULE 84** states that the committee of a branch may at its discretion convene such other (social) meetings of the members of the branch as it sees fit, but no business shall be transacted at any such (social) meeting if it is properly the business of the committee, or, of the members gathered in a General Meeting (*i.e. An Annual General Meeting or Special General Meeting*).

Where at a monthly social meeting there are motions put and carried relating to the conduct of the branch, these motions are in fact unconstitutional and invalid and in direct breach of Rule 84, and have been since July 1988, (subject to later amendment) when the Club became an incorporated association and the Constitution was formally adopted.

Monthly social gatherings are not a place to finalize branch business, however members can by discussion and consensus make suggestions or recommendations to the branch committee for its consideration and decision at the next committee meeting.

Committee decisions and reports should then be brought to the notice of members at the next monthly social meeting.

**Members elect their chosen committee at their branch AGM to conduct the affairs of the branch as required by rule 29. The committee is then charged with running the branch.**



## **Appendix 4. Old Man Logo Acceptable Use Policy.**

National Committee minutes May 29<sup>th</sup> 2010

### **Ulysses Club Incorporated Old Man Logo - Acceptable Use Guide.**

The Ulysses Club Inc. “Old Man Logo” is a registered TradeMark, and is held in high regard as the identifying “brand” of the Club. The strength and value of the logo is reinforced by correct usage and consistency of application. It is always preferable that the Ulysses Club Inc. Old Man Logo be reproduced using Pantone Matching System (PMS) inks, PMS Black and PMS White. The Old Man Logo can only be reproduced in white on black **or** black on white. No other colours are allowed.

To give place of prominence, the Ulysses Club Inc. Old Man Logo should have protected space around it. It must not be altered in any way or “tidied up”.

The minimum acceptable reproduction is:

Embroidered Logo: 45mm

Enamelled Metal Badge: 10 mm

Metal Badge: 10 mm

A Branch Logo using the name of the branch (for example “Canberra Branch”) must include the word “Branch”. That is, “Canberra” is not sufficient. All branch logos, whether using the Old Man Logo or not, must be approved by the National Committee – please refer to the approval process below.

Only a vendor with an approved Licence Agreement with the Ulysses Club Inc. may produce and sell for commercial gain merchandise that carries the Old Man Logo. For further information about the Licence Agreement, please contact the National Purchasing Officer or the National Administration Office.

### **Approval of a Patch or Branch Logo**

Branch logos must be approved by the National Committee before being produced for wearing or display. A draft of the logo should be forwarded to the National Purchasing Officer to be tabled at a National Committee meeting. If the “Old Man Logo” is used it is a requirement that the wording on the logo is legible (a .jpeg copy of the Old Man Logo is available from the National Administration office or the National Secretary). A sample of an embroidered Logo patch must also be produced for the National Committee to approve. An electronic file (a .dst embroidery file) is held at the National Administration Office and with the National Purchasing Officer; this should be requested for an accurate reproduction of the Old Man Logo.

Once a Branch Logo has been approved the branch must supply the National Administration Office with a 300dpi 17cm x 17cm jpeg file (at the cost of the Branch).

This will be kept on file and will also be used for reproduction on the Branch Logo



Banners as supplied by and at the cost of the Ulysses Club Inc.

These banners are displayed at the AGM Events and at other Ulysses Club Inc. events and are held at the National Administration Office. A copy of the new Branch Logo will also be added to the National website.

There is only one Club in Australia – Ulysses Club Incorporated. A Branch of the Club can reproduce the Old Man Logo as long it has followed the Acceptable Use Policy. A Branch of the Club can not however produce merchandise that is already available for sale in the National Gear Shop. A Branch of the Club should advise the National Purchasing Officer, in writing of any intention to reproduce the Old Man Logo.

The National Committee reserves the right to refuse permission to use of the Old Man Logo.

Contacts:

National Administration Office: [administration@ulysses.org.au](mailto:administration@ulysses.org.au)

National Secretary: [secretary@ulysses.org.au](mailto:secretary@ulysses.org.au)

This Policy was endorsed by the National Committee of the Ulysses Club Inc. on 28<sup>th</sup> May 2010.

Denis Paulin

President

Ulysses Club Inc.

Date: 28th May 2010



## *Ulysses Club Inc. Honour Roll.*

<i>Honorary Life Members</i>		
<i>Name</i>	<i>Member Number</i>	<i>Year issued</i>
<i>Stephen Dearnley</i>	<i>1</i>	<i>AGM 1983</i>
<i>Jack Lewin</i>	<i>3</i>	<i>AGM 1987</i>
<i>Peter Reynolds (Dec.)</i>	<i>14</i>	<i>AGM 1988</i>
<i>Tom Dudley</i>	<i>21</i>	<i>AGM 1994</i>
<i>Des 'Tiger' Bath</i>	<i>562</i>	<i>AGM 1994</i>
<i>Geoff Mayfield</i>	<i>281</i>	<i>AGM 2000</i>
<i>Cameron McDonald</i>	<i>581</i>	<i>AGM 2000</i>
<i>Alfred Bridle</i>	<i>1196</i>	<i>AGM 2004</i>
<i>Gary Vandersluis</i>	<i>186</i>	<i>AGM 2006</i>
<i>Ian Rawlings (Dec.)</i>	<i>5203</i>	<i>AGM 2006</i>
<i>John Miller</i>	<i>248</i>	<i>AGM 2007</i>
<i>Rick Bedford</i>	<i>7481</i>	<i>AGM 2008</i>
<i>Neville Gray</i>	<i>3394</i>	<i>AGM 2010</i>

<i>President</i>	<i>Membership Number</i>	<i>Year Elected to Position</i>	<i>Term of Office</i>
<i>Stephen Dearnley</i>	<i>1</i>	<i>1983</i>	<i>1983 to 1987</i>
<i>Tom Dudley</i>	<i>21</i>	<i>1987</i>	<i>1987 to 1994</i>
<i>Geoff Mayfield</i>	<i>281</i>	<i>1994</i>	<i>1994 to 1996</i>
<i>Gary Vandersluis</i>	<i>186</i>	<i>1996</i>	<i>1996 to 1999</i>
<i>Ian Rawlings (Dec.)</i>	<i>5203</i>	<i>1999</i>	<i>1999 to 2002</i>
<i>Rick Bedford</i>	<i>7481</i>	<i>2002</i>	<i>2002 to 2006</i>
<i>Kim Kennerson</i>	<i>6929</i>	<i>2006</i>	<i>2006 to 2010</i>
<i>Denis Paulin</i>	<i>16672</i>	<i>2010</i>	<i>2010 - current</i>

<i>Vice President</i>	<i>Membership Number</i>	<i>Year Elected to Position</i>	<i>Term of Office</i>
<i>Brian Nicholls</i>	<i>127</i>	<i>1988</i>	<i>1988 to 1990</i>
<i>Geoff Akers</i>	<i>101</i>	<i>1990</i>	<i>1990 to 1992</i>
<i>Geoff Mayfield</i>	<i>281</i>	<i>1992</i>	<i>1992 to 1994</i>
<i>Gary Vandersluis</i>	<i>186</i>	<i>1994</i>	<i>1994 to 1996</i>
<i>Bill Pritchett</i>	<i>4584</i>	<i>1996</i>	<i>1996 to 1997</i>
<i>Robyn Martin</i> <i>(Major)</i>	<i>6253</i>	<i>1997</i>	<i>1997 to 1999</i>



<i>Rick Bedford</i>	<i>7481</i>	<i>1999</i>	<i>1999 to 2002</i>
<i>Neville Gray</i>	<i>3394</i>	<i>2002</i>	<i>2002 to 2009</i>
<i>Denis Paulin</i>	<i>16672</i>	<i>2009</i>	<i>2009 to 2010</i>
<i>Helena Gritton</i>	<i>14027</i>	<i>2010</i>	<i>2010 - current</i>

<i>Secretary</i>	<i>Membership Number</i>	<i>Year Elected to Position</i>	<i>Term of Office</i>
<i>Jack Lewin</i>	<i>3</i>	<i>1983</i>	<i>1983 to 1986</i>
<i>Peter Reynolds</i> <i>(Dec.)</i>	<i>14</i>	<i>1986</i>	<i>1986 to 1991</i>
<i>Cameron McDonald</i>	<i>581</i>	<i>Appointed 1991, elected 1992</i>	<i>1991, to 1995</i>
<i>Ted Richards</i>	<i>381</i>	<i>1995</i>	<i>1995 to 1997</i>
<i>Brian Hopkins</i>	<i>1502</i>	<i>Appointed 1997, elected 1998</i>	<i>1997 to 2001</i>
<i>Kim Kennerson</i>	<i>6929</i>	<i>2001</i>	<i>2001 to 2006</i>
<i>Helena Gritton</i>	<i>14027</i>	<i>2006</i>	<i>2006 to 2010</i>
<i>Rob Toshack</i>	<i>34030</i>	<i>2010</i>	<i>2010 - current</i>

<i>Treasurer</i>	<i>Membership Number</i>	<i>Year Elected to Position</i>	<i>Term of Office</i>
<i>Bill Vann</i>	<i>2</i>	<i>1983</i>	<i>1983 to 1986</i>
<i>Stuart Allen</i>	<i>280</i>	<i>1986</i>	<i>1986</i>
<i>Kathy Dudley</i>	<i>214</i>	<i>Appointed 1986, elected 1987</i>	<i>1986 to 1991</i>
<i>Bruce Edwards</i>	<i>843</i>	<i>1991</i>	<i>1991 to 1994</i>
<i>Russ McCauley</i>	<i>1892</i>	<i>1994</i>	<i>1994</i>
<i>Ted Richards</i>	<i>381</i>	<i>1994</i>	<i>1994 to 1995</i>
<i>Don Morgan</i>	<i>2806</i>	<i>1995</i>	<i>1995 to 1998</i>
<i>Ian Rawlings</i> <i>(Dec.)</i>	<i>5203</i>	<i>1998</i>	<i>1998 to 1999</i>
<i>Sam Reich</i>	<i>6804</i>	<i>1999</i>	<i>1999 to 2004</i>
<i>Vic Lesslie</i>	<i>7410</i>	<i>2004</i>	<i>2004 to 2010</i>
<i>Leo Farrelly</i>	<i>21630</i>	<i>2010</i>	<i>2010 - current</i>



<i>Committee</i>	<i>Membership Number</i>	<i>Year Elected to Position</i>	<i>Term of Office</i>
<i>Peter Fountain</i>	<i>5</i>	<i>1984</i>	<i>1984 to 1987</i>
<i>Huey Lewis</i>	<i>6</i>	<i>1984</i>	<i>1984 to 1987</i>
<i>Peter Reynolds</i> <i>(Dec.)</i>	<i>14</i>	<i>1984</i>	<i>1984 to 1986</i>
<i>Tom Dudley</i>	<i>21</i>	<i>1984</i>	<i>1984 to 1987</i>
<i>Brian Nicholls</i>	<i>127</i>	<i>1987</i>	<i>1987 to 1988</i>
<i>Geoff Akers</i>	<i>101</i>	<i>1987</i>	<i>1987 to 1990</i>
<i>Eric Whalan</i> <i>(Dec.)</i>	<i>535</i>	<i>1988</i>	<i>1988 to 1990</i>
<i>John Perry</i>	<i>174</i>	<i>1987</i>	<i>1987 to 1990</i>
<i>Bruce Edwards</i>	<i>843</i>	<i>1990</i>	<i>1990 to 1991</i>
<i>Geoff Mayfield</i>	<i>281</i>	<i>1990</i>	<i>1990 to 1992</i>
<i>Cameron</i> <i>McDonald</i>	<i>581</i>	<i>1990</i>	<i>1990 to 1991</i>
<i>June Beaton</i>	<i>1476</i>	<i>1991</i>	<i>1991 to 1995</i>
<i>Mike Beverley</i>	<i>308</i>	<i>1991</i>	<i>1991 to 1993</i>
<i>Gary Vandersluis</i>	<i>186</i>	<i>1992</i>	<i>1992 to 1994</i>
<i>Russell McCauley</i>	<i>1892</i>	<i>1993</i>	<i>1993 to 1994</i>
<i>Ken Taylor</i>	<i>427</i>	<i>1994</i>	<i>1994 to 2000</i>
<i>Bryce Morley</i>	<i>1241</i>	<i>1994</i>	<i>1994 to 1995</i>
<i>Bill Pritchett</i>	<i>4584</i>	<i>1995</i>	<i>1995 to 1996</i>
<i>Bruce Graham</i>	<i>4215</i>	<i>1995</i>	<i>1995 to 1998</i>
<i>Robyn Martin</i>	<i>6253</i>	<i>1996</i>	<i>1996 to 1997</i>
<i>Ian Rawlings</i> <i>(Dec.)</i>	<i>5203</i>	<i>1997</i>	<i>1997 to 1998</i>
<i>Rick Bedford</i>	<i>7481</i>	<i>1998</i>	<i>1998 to 1999</i>
<i>Sam Reich</i>	<i>6804</i>	<i>1998</i>	<i>1998 to 1999</i>
<i>Neville Gray</i>	<i>3394</i>	<i>1999</i>	<i>1999 to 2000</i>
<i>Nigel Jays</i>	<i>12845</i>	<i>1999</i>	<i>1999 to 2003</i>
<i>Kim Kennerson</i>	<i>6929</i>	<i>2000</i>	<i>2000 to 2001</i>
<i>Bob Rollo</i>	<i>8862</i>	<i>2001</i>	<i>2001 to 2005</i>
<i>Doug Winckle</i>	<i>12479</i>	<i>2002</i>	<i>2002 to 2006</i>
<i>Helena Gritton</i>	<i>14027</i>	<i>2003</i>	<i>2003 to 2006</i>
<i>Peter Williams</i>	<i>19423</i>	<i>2004</i>	<i>2004 to current</i>
<i>Ian Hobson</i>	<i>24217</i>	<i>2006</i>	<i>2006 to 2007</i>
<i>Jan Hacon</i> <i>(nee</i>	<i>32266</i>	<i>2006</i>	<i>2006 to 2009</i>



<i>Bedola)</i>			
<i>Denis Paulin</i>	16672	2007	2007 to 2009
<i>Jennifer Woods</i>	21395	2009	2009 to current
<i>Peter Maguire</i>	32323	2009	2009 to current
<i>Chris Glover</i>	25012	2010	2010 - current

<i>Dearnley Medal Recipients.</i>			
<i>Dearnley Medallist #</i>	<i>Name</i>	<i>Membership number</i>	<i>Received at</i>
1	<i>Margaret French</i>	157	<i>AGM 1998</i>
2	<i>Betty Redfern</i>	538	<i>AGM 1998</i>
3	<i>Lionel Miles</i>	37	<i>AGM 1999</i>
4	<i>Noreen Miles</i>	38	<i>AGM 1999</i>
5	<i>Mary Jacobson</i>	4564	<i>AGM 2000</i>
6	<i>Helena Cole</i>	2454	<i>AGM 2000</i>
7	<i>Robert Cole</i>	2453	<i>AGM 2000</i>
8	<i>Alf Bridle</i>	1196	<i>AGM 2001</i>
9	<i>Bill Sears (Dec.)</i>	2070	<i>AGM 2001</i>
10	<i>David Howard</i>	283	<i>AGM 2001</i>
11	<i>John Golightly</i>	1133	<i>AGM 2001</i>
12	<i>Duncan Walker</i>	7064	<i>AGM 2001</i>
13	<i>Ron Blomley</i>	1543	<i>AGM 2001</i>
14	<i>Grant Budgeon</i>	16023	<i>AGM 2003</i>
15	<i>Roz McKellar</i>	5090	<i>AGM 2003</i>
16	<i>Ailsa Golightly</i>	11333	<i>AGM 2004</i>
17	<i>Charlie Hughes</i>	5113	<i>AGM 2005</i>
18	<i>Ellen Hughes (Dec.)</i>	5112	<i>AGM 2005</i>
19	<i>Barbara Maggs</i>	205	<i>AGM 2005</i>
20	<i>Tony Jenner</i>	204	<i>AGM 2005</i>
21	<i>Geoff Paterson (Dec.)</i>	5615	<i>AGM 2005</i>
22	<i>Allan Pratt</i>	9186	<i>AGM 2006</i>
23	<i>Ian Mathers (Dec.)</i>	3262	<i>AGM 2006</i>



24	<i>Averil Hingley</i>	17644	<i>AGM 2006</i>
25	<i>Reg Loe</i>	3256	<i>AGM 2006</i>
26	<i>Ann Coffison</i>	11847	<i>AGM 2006</i>
27	<i>June Beatton</i>	1476	<i>AGM 2006</i>
28	<i>Ken Taylor</i>	427	<i>AGM 2006</i>
29	<i>Mike Smith</i>	9852	<i>AGM 2007</i>
30	<i>David Upton</i>	5509	<i>AGM 2007</i>
31	<i>Don Phinn</i>	19889	<i>AGM 2007</i>
32	<i>John Nicholls</i>	3373	<i>AGM 2008</i>
33	<i>Garry Palmer</i>	665	<i>AGM 2008</i>
34	<i>Christine Garrod</i>	21083	<i>AGM 2008</i>
35	<i>Savaugn Pratt</i>	20508	<i>AGM 2009</i>
36	<i>Mike Ham</i>	20419	<i>AGM 2009</i>
37	<i>Michelle Dick</i>	25391	<i>AGM 2010</i>
38	<i>Perry Stephens</i>	26184	<i>AGM 2010</i>