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Name: **Rules for the Conduct of YHA Bushwalking Victoria**

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Policy Number: OPP051

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Approved by: CEO

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Last reviewed: June 2019

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### 1. Purpose

This policy comprises the Rules for the YHA Bushwalking Club in Victoria and clearly sets the role of the AGM and the responsibilities of Club members, Committee members and YHA Ltd to ensure the proper management of the Club in its conduct of safe and enjoyable bushwalking trips.

### 2. Vision

YHA Bushwalking Victoria (The “Club”) provides safe and enjoyable bushwalking experiences, fostering friendship and appreciation of our natural environment.

### 3. Aims and Objectives

The Club was established for the following purposes:

- (i) To organise bushwalking experiences and other complementary activities for Club members, YHA Ltd (trading as YHA Australia) or Hostelling International (collectively “YHA”) members, and other guest participants.
- (ii) To encourage the use of YHA Hostels and YHA Travel Services by individuals and groups in addition to advertised bushwalking trips.
- (iii) To encourage those new to bushwalking or new to leading bushwalks to participate in and/or lead bushwalking activities
- (iv) To promote friendship and co-operation among Club members, YHA members, and other guest participants.
- (v) To recruit members into YHA.
- (vi) To preserve at all times the good name of the Club and YHA.

### 4. Club members

- (i) A ‘Club member’ is an adult (18 years or above) who has paid the nominated annual Club fee and is registered as a valid member.
- (ii) Club members shall be of good standing, uphold the Club’s Code of Conduct and Values, pay the nominated annual fee and provide contact details to the Committee.
- (iii) The Club Committee may refuse or revoke membership for those who do not meet these criteria, following the Complaints procedure set out in the Code of Conduct.

### 5. Committee responsibilities

The Club Committee (Committee) responsibilities include:

- (i) Managing the ongoing conduct of the Club’s activities and drawing up such rules as deemed necessary to govern the conduct and safety of those participating in its activities.
- (ii) Acting in the best interests of the Club.

- (iii) Ensuring that safety precautions legally required and those established by the Club are observed where possible.
- (iv) Managing Club finances to further the objectives of the Club and ensure sustainability of the Club's activities.
- (v) Offering appropriate instruction and training for Committee members and walk leaders on legal obligations regarding safety and privacy at least on an annual basis.
- (vi) Preparing a structured program of activities that offers a diverse range of walk locations, caters for different levels of abilities, and offers various walk types, all of which are safe and enjoyable.
- (vii) Maintaining a Register of Club members, Leaders, and other recipients of Club advertising in compliance with the relevant Privacy legislation.
- (viii) The Register of Club members will contain at least the names and email addresses of Club members. Other information may be obtained from time to time.
- (ix) The Club may remove the names of members who are not financial or have been inactive for a period of more than 18 months without notification.
- (x) Preparing reports requested by YHA CEO, CFO or Regional Manager within agreed timeframes.

#### **6. General Meeting**

- (i) The Committee must convene a Club General Meeting (General Meeting) each year for the President and Treasurer to respectively report on the previous year's activities, approve the prior year minutes, and to elect a President and Committee of at least four members.
- (ii) The General Meeting shall take place within 4 months of the end of the financial year, at a date, place and time determined by the Committee. The financial year will be consistent with that of YHA from 31 December 2019.
- (iii) At least four weeks' notice of the General Meeting must be given via email to all Club members, email and other walk program recipients, and the YHA Chief Executive Officer, requesting nominations in writing for the Committee, agenda items and resolutions for discussion at the General Meeting. The non-receipt of such notice by any member shall not invalidate the General Meeting. Club members are entitled to stand as Committee members. Club members may nominate themselves or be nominated by another member. If nominated by another member the nominee must confirm acceptance.
- (iv) Club members may provide agenda items and resolutions for voting on at the General Meeting, provided they are lodged in writing with the President at least three weeks prior to the General Meeting.
- (v) At least two weeks prior to the General Meeting all Club members are provided with the names of nominating Committee members, and resolutions to be voted on at the General Meeting.
- (vi) A Club member who cannot be present at the General Meeting may cast a proxy vote, provided lodged in writing with the President prior to commencement of the General Meeting.
- (vii) If there is no prior nominee for a Committee position further nominations are allowed at the General Meeting.

- (viii) The quorum at a General Meeting shall be eight Club members.
- (ix) Each Club member is entitled to one vote. In the event of a tie, the President will have a casting vote, except if related to the position of President, when the Treasurer shall have a casting vote. A retiring Committee member will advise the General Meeting of all nominations for the positions of President, Secretary, Treasurer, Walk Secretary and general committee members. Should there be more than one nomination for a position, a ballot will be conducted, including prior lodged proxies, and the position awarded to the person with the most votes.
- (x) Other resolutions requiring a formal vote require a simple majority of more than 50% of Club members who have voted, including proxies, to succeed, unless involving a change to these Guidelines, or the dissolution of the Club, each of which requires a supermajority of 75%.
- (xi) The minutes of the General Meeting must be forwarded by the retiring Secretary, to Club members and YHA Regional Manager within one month of the General Meeting. The names of the Committee members elected at the General Meeting, with their emails and telephone numbers are also provided to the YHA CFO and Regional Manager within one month.

#### **7. Committee members**

- (i) The Committee shall comprise a President, a Secretary, Treasurer, Walk Secretary and such other positions as the Committee may decide.
- (ii) Each member of the Committee shall be a current financial member of YHA.
- (iii) Each member of the Committee shall be a current financial member of the Club.
- (iv) Committee members shall be of good standing and uphold the Club's Code of Conduct and Values.
- (v) Committee members serve for one year. All members are eligible to seek re-election.
- (vi) The newly elected Committee will assume the properly authorised financial commitments, duties, records and equipment from the retiring committee at its first meeting after the General Meeting.
- (vii) In the event of a casual vacancy occurring the Committee may fill the vacancy until the next General Meeting.

#### **8. Committee Meetings**

- (i) The Committee will meet regularly but at least five times a year. The quorum shall be three if the number of committee members is between four and six or the quorum shall be four if the number of committee members is between seven and 12.
- (ii) The Secretary will prepare minutes of each Committee meeting.

#### **9. Insurance**

- (i) Club activities when advertised in the Club program and/or approved by the Committee or the Committee's approved delegate to be in the Club's name are covered by the YHA Ltd public liability insurance policy.

#### 10. Committee Finance responsibilities

The Committee is financially responsible for:

- (i) Preparing an annual budget.
- (ii) Raising funds to further the objectives of the Club and meet operating expenses.
- (iii) Notifying YHA of any major items of capital expenditure prior to entering into any contract.
- (iv) Establishing bank accounts with a YHA approved bank. The YHA CEO and CFO will be signatories to these accounts in addition to Committee approved signatories.
- (v) Banking all monies received promptly into the Club's bank accounts. Establishing controls to review and reconcile monies banked directly by activity Leaders and others into Club bank accounts.
- (vi) Ensuring Bank accounts always remain in credit except with the express permission of YHA CFO. All payments are authorised by two Committee members.
- (vii) Maintaining a current inventory of all significant assets managed by the Club and ensuring their safe custody, state of repair (if applicable) and legal status. Such assets are held in the name of YHA, unless an alternative is specifically agreed with the YHA CEO. The Club may lease or hire such assets to Club members. Other assets not owned by YHA may be leased or hired to Club members.
- (viii) Preparing financial reports for each committee meeting and an annual financial report for the General Meeting. The annual report is provided to the YHA CFO and Regional Manager within one month of the General Meeting.
- (ix) Ensuring no surplus or assets are distributed directly to Club members, other than by way of providing bushwalking related services.
- (x) Maintain adequate books and records to comply with YHA requirements and to enable an audit should YHA request access be provided to its auditors.

#### 11. Activity Program responsibilities

- (i) Preparing quarterly programs and advertising. The Club may submit a programme of events for inclusion on the website [yha.com.au](http://yha.com.au) and in any other appropriate YHA media.
- (ii) Cancelling any advertised activity, and running additional trips at the Committee's discretion.
- (iii) Grading activities on programs to enable participants to self-assess their capability of successfully completing the activity. Activities are graded on the basis of participation by adults.
- (iv) Where practical, including the use of YHA Hostels and YHA Travel Services.
- (v) Establishing booking procedures and refund policies, including permitting Walk or activity Leaders to decline any person's booking for any trip.
- (vi) Permitting children under 18 only on activities if accompanied by a parent or legal guardian and the Leader has expressly consented to their participation.

## 12. Special General Meeting

Ten or more Club members, two or more Committee members or the YHA CEO may direct, provided in writing, that a Club Special General Meeting be called by the Committee. Notice of the meeting, quorum and voting rights shall be the same as for the General Meeting.

## 13. Dissolution

In the event of dissolution of the Club, all monies and/or assets shall be transferred to YHA Ltd.

## 14. YHA Logo

The YHA Australia and Hostelling International logos are registered trademarks to be used only with the written permission of the YHA CEO and only for the purpose specified.

## 15. Committee access to Senior YHA staff

The Committee President and Treasurer will be provided with reasonable access to the YHA CFO and Regional Manager when requested.

## 16. Dispute

In the event of a dispute between the Club and YHA, the CEO will resolve the issue by discussion with the Club Committee. If this procedure fails, the Club Committee shall have the right of appeal to the YHA Board of Directors whose decision shall be final. The YHA Board shall consider the interests of bushwalkers in Victoria in making its decisions.

### DEFINITIONS

Word/Term	Definition
YHA	YHA Ltd
CEO	Chief Executive Officer
CFO	Chief Financial Officer
Regional Manager	Southern Regional Manager (based in Melbourne)
YHA Board	Board of Directors of YHA

## 17. Governance

### (i) RESPONSIBILITY

<b>Policy Owner</b>	Regional Manager and the AGM of YHA Bushwalking Victoria
<b>Policy Approver</b>	CEO
<b>Review Frequency</b>	As required

### (ii) VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
1	June 2019	CEO and AGM	