



MELBOURNE WALKING CLUB INCORPORATED

Registered No. A657 P

FOUNDED 1894

BY-LAWS

Adopted 1984

Revised June 2019

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BY-LAWS

(Adopted 1984, Revised June 2019)

1. Appointment of Leaders

Each activity organized by the Club shall be led by a member of the Club who is appointed as the Leader of that activity.

2. Notification of Intention to Attend Club Activities

2.1 Any member or visitor intending to attend a non-metropolitan walk or other activity organized by the Club shall contact the Leader a reasonable time beforehand to advise that they will be attending and must provide the Leader with a contact telephone phone number in case the activity has to be cancelled.

2.2 On all activities where it is necessary for the Leader to arrange transport and /or accommodation, members and visitors shall give notice if they wish to attend, and shall pay the relevant costs by the specified date.

2.3 Notice of withdrawal from a scheduled activity shall be given to the Leader by members and visitors as soon as possible.

2.4 A booking for a paid activity, such as a bus trip or an activity involving overnight accommodation, shall not be considered confirmed until payment has been received by the Leader or other responsible person.

3. Numbers on Activities

3.1 When necessary or desirable the number of members and/or visitors attending an activity may be restricted by the Leader or by the Activities Officer.

3.2 If the Leader considers that the numbers proposing to attend the Club activity do not warrant that the activity proceeds, the Leader may cancel the activity subject to the approval of the Activities Officer or the Secretary or President.

4. Visitors Attending Extended Activities

The attendance of visitors on extended activities is subject to the approval of the Leader of the activity. Each visitor on an extended activity shall be sponsored by a Club member, who shall accept responsibility for the conduct and equipment of the visitor.

5. Reconnaissance walks

5.1 Leaders of walks in non-metropolitan areas or in areas where there is unlikely to be mobile phone reception are required to do a reconnaissance or preview walk a reasonable time prior to the scheduled walk and to check that the proposed route and the prevailing conditions are still suitable for that walk.

5.2 Prior to carrying out a reconnaissance or preview walk on a non-metropolitan walk the Leader shall notify the Activities Officer, or his or her delegate, of the Leader's intention to do so including the date of the proposed walk and the names of the persons who will be participating. The Leader shall then notify the Activities Officer or the delegate as soon as the walk has been completed.

6. Conduct of Activities

6.1 When preparing for or conducting any activity the Leader must read and follow any written advice contained in any document provided to the Leader by the Activities Officer, his or her delegate or the relevant Walk Coordinator.

6.2 Members and visitors attending Club activities shall conform with any requirements specified by the Club Executive, the Activities Officer or the Leader of that activity and shall conform with any directions or instructions issued by the Leader.

6.3 The Leader may in his or her absolute discretion exclude any member or visitor from participating in the activity if they are unable or unwilling to conform with the requirements

regarding equipment, clothing, food and water, or if they are considered to be incapable of undertaking the activity.

- 6.4 All members and visitors attending Club activities shall before commencing the activity complete and sign an Attendance List or any similar record and return it to the Leader.
- 6.5 For the purpose of these By-Laws a Club activity shall include all walks, bicycle rides, bus trips or any other activity organized by the Club or approved by the Activities Officer or the President including organized activities at either the Mt Buller Lodge or the Walter Briggs Hut at Mt Donna Buang.
- 6.6 No dogs or other pets are permitted to be taken on walks or to enter upon any premises owned by or under the control of the Club.

7. Cancellation of Activities

- 7.1 If a day of TOTAL FIRE BAN is declared in a walk area or in any other area where a club activity is to be held, all outdoor activities are cancelled in that area. On other days of extreme weather conditions the Leader may cancel the activity at his or her discretion.
- 7.2 In the event that a Leader of a non-metropolitan activity cancels the activity for any reason, the Leader shall take all reasonable attempts to contact each member or visitor who has given notice of their intention to attend and shall inform them that the activity has been cancelled. Once this step has been taken the Leader is no longer required to attend the activity.

8. Visitors: Minimum Age

No child under the age of eighteen (18) years shall attend a Club activity as a visitor unless accompanied by a parent or guardian who has agreed to supervise and accept responsibility for that child and this arrangement must be agreed to by the Leader of that activity and a note must be made on the Attendance List which records the name of the child and the name of the parent or guardian.

9. Report from Leaders

- 9.1 All Leaders are required to submit the signed Attendance List to the Membership Officer not later than seven (7) days after the conclusion of the activity.
- 9.2 All monies due to the Club from the conduct of the activity are to be remitted by the Leader to the Treasurer not later than seven (7) days after the conclusion of the activity.
- 9.3 In the event that any member or visitor is injured or becomes ill during the course of any activity organized by the Club, or whilst that person is on premises owned or controlled by the Club, the Leader is required as soon as practicable to provide a detailed report in writing to the Activities Office, the President and the Secretary.

10. Use of Club Premises

- 10.1 Members and visitors using or staying in premises owned or controlled by the Club shall conform with any requirements or directions specified by the Club Executive, the Activities Officer or the Leader in attendance at the premises.
- 10.2 All members and visitors using or staying in premises owned or controlled by the Club shall complete and sign an Attendance List or other similar record and shall return it to the Leader as requested.
- 10.3 Members and visitors using or staying in premises controlled by the Club shall take all reasonable care of the premises and shall be responsible for any damage caused by them to the premises or to any property owned by the Club and for any loss arising from such damage.
- 10.4 Fees to be charged to members and visitors for the use of premises owned or controlled by the Club shall be recommended by the appropriate Sub-Committee and shall be subject to the approval by the Club Executive or a General Meeting.

11. Use of Club Equipment

Persons using Club equipment shall be responsible for its care while the equipment is in their possession, and they shall be liable for any costs to repair or replace lost or damaged equipment, fair wear excepted. Any loss or damage shall be reported to the Activities Officer or to the Secretary as soon as possible.

**If undeliverable, return to
Melbourne Walking Club Inc.
Box 2446 GPO
Melbourne VIC 3001**

**Melbourne Walking Club
By-Laws**

**Place
Stamp
Here**

