

## Summary of Changes to Rules

Rule	What is proposed to change	Why is it proposed to change
Before Part 1	Removed heading "Rules for an Incorporated Association".	This is the heading from Schedule 4 of the regulations and not relevant to specific rules for PCV. The equivalent is the front page.
1	Deleted "Hereafter is known as the Club"	This is a definition and has been moved to the Definitions section in Rule 4.
2(1)	Added words "and sport" to better reflect our activities.	Incorporated associations that are sporting clubs are tax exempt entities. This clarifies the status of our club.
3	Financial year changed from 30 June to 30 April.	<p>This benefits the Club by</p> <ol style="list-style-type: none"> <li>1. allowing the club EOFY to be away from the standard EOFY meaning access to auditor may be easier</li> <li>2. enabling the budget to accurately include the major income for the FY of membership dues. For example the 20-21 budget as is includes the annual fees paid in May-June 20 as income received in May-June 21 because we don't know what those fees are yet. This change will remove this anomaly.</li> </ol>
4	<p>Added Definition of "Club" to replace statement in rule 1.</p> <p>Added Definition of "Resolution" to provide clarity</p>	See rule 1 above.

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8	<p>Deleted the requirement for a member to own a 4WD with low range capability  Added provision to allow the Committee to set any criteria for new members joining the Club, providing no current member's status is affected.</p>	<p>Current rigid definition has unintended consequences:</p> <ul style="list-style-type: none"> <li>• Does a life member who no longer owns a 4WD cease to be a member?</li> <li>• Vehicles are registered in a single person's name – does this mean their partner cannot be a member?</li> </ul> <p>It is proposed that at the same time the Committee will amend the policies to require new members to own within their immediate family a vehicle capable of off road driving, which in practice means having low range capability. This will also allow the Club to be flexible with any changes in technology.</p>
9	<p>Single and Family Membership have been combined to Full Member.  Added new category of Family Member for dependents of a Full or Life member.</p> <p>Deleted restriction of dependent being greater than 6 months.</p> <p>Rewording of other categories, but without change of intent except for Honorary Member which now can include an organization.</p>	<p>The use of member and membership is confusing and the amendments now only refer to member.  In practice the current family membership means that a couple are both full members but only pay 1 membership fee and have a common member number. Fees are dealt with in Rule 13 which has been amended more broadly and no practical change will occur. Membership numbers are not relevant to the Rules.</p> <p>Unclear as to reason why children 0-6 months would be excluded as dependents and therefore potentially from insurance cover – this is not included in the 4WDVic definition of a member.</p> <p>Proposed that the Committee amend policies at the same time as rule change to maintain existing approach to annual fees and membership numbers.</p>

Rule	What is proposed to change	Why is it proposed to change
10	<p>Amended need for written application to complete an application as approved by the Committee.</p> <p>Only made applicable to a Full Member.</p> <p>Added items (a) thorough (c)</p> <p>Deleted requirement for application to be proposed and seconded by a current member</p>	<p>Application is now made online through Wild Apricot.</p> <p>To distinguish from Temporary Member, which application is now as per 9(5) – any requirements set by the Committee.</p> <p>This rule had omitted important items included in the Model Rules. These have been reinstated.</p> <p>This is an administrative burden that is observed only because of its inclusion in the rules and currently provides no benefit to the Club. Applications still to be reviewed by Membership Secretary and Committee generally. Was not part of Model Rules.</p>
11(1)	<p>Inserted words “as a Full Member”</p>	<p>This is to distinguish from any application for Temporary Membership and remove the need for the Committee to consider each application for Temporary Membership. Policies should be amended to provide Membership Secretary with management of any process.</p>
13	<p>Added sub rule (2) to enable the Committee to set different fee levels for members in different situations.</p>	<p>This change reflects current practice of charging different fees for 10, 20 and 30 year members and same fees for a single or couple members. Provides clear basis for charging different fees for longer serving members and a family / couple. Allows Committee to consider offering an interstate or remote membership or any other criteria as considered appropriate.</p>

<b>Rule</b>	<b>What is proposed to change</b>	<b>Why is it proposed to change</b>
18(1)	<del>Added words “or email address” for notice to members.</del>	<del>Reflects current practice where 99% of members are communicated with by email.</del> DELETED – MUST BE AN ADDRESS – s56 the Act
22	Added subrule (5)	Subrule provides for communication of disciplinary meeting to the Member where they do not attend.
24(4)	Inserted subrule (4)	Voting at a disciplinary appeal meeting is to be by secret ballot which precludes attendance by technology.
28(2)	Added words “the outcome of the”	Clarification of mediator not determining the outcome of the dispute.
30(2)	Deleted rule which refers to first AGM after incorporation.	No longer relevant to the Club. Simplifies rule.
30(5)	Inserted new sub rule to allow the Committee to nominate a member not seeking election as a Committee member to be the Chairperson of the AGM.	This reflects the Clubs traditional approach at the AGM.
32(1)	Added phrase “entitled to vote” following members.	Clarify other membership types cannot request a general meeting.
32(2)(a)	Added phrase “on paper”.	Clarify request for special general meeting is a hard copy document to exclude a trail of emails etc.
33(1)	Replaced “each member of the Club” with “each member entitled to vote”	Clarify only relevant to voting members.
33(1)(b)	Inserted subrule to require at least 21 days notice where electronic voting is being used.	Where electronic voting occurs, there will be at least 2 weeks for nominations and up to 1 week for voting.
33(2)(b)	Deleted from (a) words “and place” Added subrule (b) which requires Notice of Meeting to include the place or details of technology to be used in a Virtual Meeting.	Changes included to take account of virtual meetings.
33(2)(d)	Inserted requirement to provide voting information where electronic voting will be used.	Electronic voting will occur in advance of the AGM and therefore members need to know how to vote.

<b>Rule</b>	<b>What is proposed to change</b>	<b>Why is it proposed to change</b>
34	Amended and added rules to clearly provide for electronic proxy forms. Change “authenticated” in new subrule (3) to “verified”	Changes included to clearly provide for electronic proxies and receipt of proxies in a virtual meeting.
35	Added subrule (1) clearly providing for online meetings.	Changes included to clearly provide that virtual meetings are allowed.
36(2)	Quorum changed to 10%.	Model Rules state 10%. Previous rules stated 15% which can be problematic and unnecessary.
40(2)	Added new subrule to ensure members attending by technology are included in any resolution by show of hands.	To specifically cater for a show of hands by video conference or phone conference, but the method is left to the Chairperson so the Club is not locked into a solution based on current technology.
40(6) plus note	Added new subrule that members attending by technology cannot take part in a poll, but for a vote to pass all members are considered.	Given the size and nature of the Club we are too small to have live electronic voting at meetings. Further a poll has never been undertaken (as far as is known) in the history of the Club. This means members attending by technology essentially abstain, but for a poll to be carried there still needs to be the required proportion based on the full attendance.
41(3)	Amended subrule (b) and added (c) to cater for electronic proxies.	Changes to rule 34 required amendment
41(3)	Added (a), (e) and (f)	Additions are included in the Model Rules but not in current Club rules, but all of which are currently done and should continue to be done.
43(4)	Added that the Committee shall review all delegations annually.	It is good practice for each Committee to review the delegations of the previous committees.
46	Modified to make rule subject to new rule 30(5) that enables the Committee to nominate the Chairperson for the AGM.	To ensure rule 46 does not conflict with new rule 30(5).

Rule	What is proposed to change	Why is it proposed to change
47(2)(a)	Added reference to register of members	Membership Secretary, not the Secretary, is responsible for register of members and access to members is provided for in Rule 49.
48(1)(d)	Added words to include any method of withdrawing funds from the Club account.	Amended to address modern banking methods not just cheques. The Club practically no longer uses cheques and all withdrawals are done online.
51	Deleted subrule (1)(a). Amended subrule 1(b) to read as a single rule.  Added that election results can be declared, rather than held.	Provision for the first AGM which is no longer relevant. Combined previous sub rules 1(b) and (2). No change in intent.  Where elections are by electronic voting there is no election to be held during the AGM, but simply a declaration of the results.
52(1)	Deleted rule requiring Chairperson to call for nominations Added sub-rules(1)-(3) allowing the Committee to set a date and time when nominations closed, of no more than 7 days before the AGM and provide members at least 14 days notice of this date. Where this does not happen nominations can be received up to the start of the meeting.	The existing sub-rules (1) and (2)(b) were contradictory in that nominations needed to be made in writing before the meeting, but then nominations were called for prior to the election of a position. Sub rule (3) further complicated this by allowing people to nominate for a position if they weren't earlier successful. This was due to a mix of Model Rules and custom rules.  New rules 1-3 make time for nominations clear and allows the Committee to set an earlier date and time which is particularly, but not only, important for online meetings. Where an earlier time is set by the Committee clear notice needs to be given – practically this would be expected to be included in the AGM Notice of Meeting.  These changes also enables electronic voting to be contemplated.

Rule	What is proposed to change	Why is it proposed to change
52(3)-(4) (was 52(2))	Deletes requirement that nominations be signed by two members. Delivery to the Secretary contained in 53(3)	The Model Rules do not require nominees to obtain other members signatures. Nominations signed by two other members offers no benefit to the Club and causes an administrative burden. Model rules reinstated allowing members to simply nominate themselves or be nominated by other members with their consent. Specified nominations to be in writing including email.
52(5)	Reworded subrule to allow members to nominate for multiple positions in the context that nominations must be received prior to the start of the meeting.	Rule was confusing as set out in 52(1) above. Practically now this means where no-one nominates for a position prior to the AGM, the position remains vacant to be appointed by the Committee under Rule 57, which remains unchanged. This practically means a person will agree to undertaking the position rather than being badgered to do it at the AGM.
53(1)	Added new subrule setting out three types of voting.	
53(2) (was 53(1))	Added words "or declared" Added words "in the following order"	Provides for electronic voting. As a member can nominate for multiple positions and if elected withdraws subsequent nominations order of election is important.
53(3)	Amalgamated subrules (3) and (4) into one for elections not using electronic voting.	Existing rules needed to be applied only to voting by members during the meeting.
54	Inserted new rule providing for the conduct of electronic voting.	Electronic voting is significantly different to the current options of show of hands or ballot and needs a rule of its own. Added requirement that for a contested position there must be at votes equal to at least 10% of members entitled to vote.
63 (was 62)	Added subrule to allow committee meetings to be completely electronic.	Changes included to clearly provide that virtual meetings are allowed.

<b>Rule</b>	<b>What is proposed to change</b>	<b>Why is it proposed to change</b>
70 (was 69)	Added provision for electronic withdrawals / payments to be authorized by 2 members of committee.	Provision for modern banking practice.
75(1)(c) (was 74)	Deleted facsimile transmission	Fax is now outdated technology and irrelevant to the Club. Added words to email address similar to (b)
75(3) (was 74)	Deleted subrule (c) leaving at registered address –  Amended subrule (d) to remove use of facsimile transmission	our registered address is a PO Box and if it changes we do not have staff hence cannot be sure such a method would be received. Fax – see above.
Throughout	All instances of “he or she” or similar have been replaced by they or similar.	Gender neutral language in accordance with community approach.