

## Club Constitution, Codes of Practice, Policies and Forms

### Club Constitution

Last Revised 12/02/2007

*The Perth Bushwalkers Club Constitution is called the “Rules of Perth Bushwalkers Club (Inc)” and is registered with the Department of Consumer and Employment Protection. It contains the statutory requirements for the Club’s constitution and can only be changed in accordance with the process set out within it.*

### Club Vision Statement

*The Perth Bushwalkers Club Vision Statement exists to provide information for club members on aims of the club’s programs, and also to assist the club committee when developing programs and policy for the club.*

	<u>Status</u>	<u>Last Revised</u>
<b>C0. Club Vision Statement</b>	Issued	16/03/2005

### Codes of Practice

*Codes of Practice set standards for the Perth Bushwalkers Club (Inc), and may be revised from time to time by the committee after appropriate consultation with the members.*

	<u>Status</u>	<u>Last Revised</u>
<b>C1. Members Code</b> 1.1 Outlines standards for Club members.	Issued	24/03/2005
<b>C2. Minimum Impact Bushwalking Code</b> 2.1 Outlines minimum impact standards for Club walking activities.	Issued	10/03/2007
<b>C3. Leaders Code</b> 3.1 Outlines standards for Club leaders.	Issued	10/03/2007
<b>C4. Committee Code</b> 4.1 Outlines standards for Club committee persons.	Issued	24/03/2005

### Club Policies

*Club policy documents are provided to support the Club Rules and communicate club policy to the members. Policy documents may be revised from time to time by the committee, and members will be adequately notified of changes*

	<u>Status</u>	<u>Last Revised</u>
<b>P1. Document Management Policy</b> Details the management and archiving of club documents.	Yet to be written	
<b>P2. Membership Policy</b> Details the policy for handling of membership issues.	Issued	17/02/2009
<b>P3. Introductory Walks Policy</b> Details of conduct of introductory walks for prospective members	Issued	17/02/2009
<b>P4. Organising Activities Policy</b> Details policy for managing the club activities programme	Issued	10/03/2007
<b>P5. Conducting an Activity Policy</b> Details policy for management of club activities	Under Review	10/03/2007
<b>P6. Walk Description Policy</b> Details policy for describing club walks	Issued	16/03/2005

<b>P7. Training and Development Policy</b> Details policy for the club training and development programme	Issued	09/02/09
<b>P8. Equipment Policy</b> Details policy for managing club equipment	Issued	12/09/2005
<b>P9. Meeting Policy</b> Details policy for managing club meetings	Issued	20/03/2007
<b>P10. Newsletter Policy</b> Details policy for the production and distribution of the club newsletter	Issued	12/02/2007
<b>P11. Financial Management Policy</b> Details policy for the financial management of the club	Under Review	01/11/2004
<b>P12. Website Management Policy</b> Details policy for the management of the club website	Yet to be written	
<b>P13. Risk Management Policy</b> Details policy for the management of club risk	Issued	10/03/2007
<b>P14. Club Communication Policy</b> Details policy for communication with the club	DRAFT	26/05/2007
<b>P15. Club Insurance Policy</b> Details policy for club insurance arrangements	DRAFT	17/04/2008

## Club Forms

*Club forms are documents provided to assist with club administration and communicate club information to members and visitors. Forms may be revised from time to time by the committee, and members will be notified of changes*

	<u>Status</u>	<u>Last Revised</u>
<b>F1. Club Walk Form</b> Register form for club walks.	Issued	17/03/2008
<b>F2. Membership Application Form</b> Application for club membership.	Issued	17/03/2008
<b>F3. Membership Renewal Form</b> Application for club membership renewal.	Issued	17/03/2008
<b>F4. Club Calender</b> Club Calender outline of activities in generic format.	DRAFT	10/03/2007
<b>F5. Introductory Walks Schedule</b> Written each year.	Yet to be written	
<b>F6. Club Information</b> Information sheet for members and prospective members.	UNDER REVIEW	
<b>F7. Incident Report Form</b> Form for notifying incidents on club activities.	Issued	12/09/2005
<b>F8. Activity Hazard/Risk Assessment Form</b> Form for assessing risk on club activities.	Issued	12/09/2005

## Electronic Forms

*Electronic forms are documents provided to assist with club administration via computer or email and to produce standard club documents for members. Electronic forms may be revised from time to time by the committee, and members will be notified of changes*

	<u>Status</u>	<u>Last Revised</u>
<b>E1. Membership Card</b> Merge form to generate membership cards.	<b>Issued</b>	<b>18/03/2008</b>
<b>E2. New Membership Receipt Form</b> Merge form to generate new membership receipts.	<b>Issued</b>	<b>18/03/2008</b>
<b>E3. Membership Renewal Receipt Form</b> Merge form to generate membership renewal receipts.	<b>Issued</b>	<b>18/03/2008</b>
<b>E4. Walk Leaders Reminder Letter</b> Merge form to generate walk leader reminder mail out.	<b>Not currently used</b>	<b>10/06/2002</b>
<b>E5. Club mail out Envelope</b> Merge form to generate mail out envelopes.	<b>Issued</b>	<b>18/03/2008</b>
<b>E6. Venturer mail out Labels</b> Merge form to generate mail out labels for Venturer newsletters.	<b>Issued</b>	<b>18/03/2008</b>