



Handbook for Members

6th Edition.

(April 2017)

PREFACE

There is no greater realisation of the need for Ulysses Club Inc. to have a handbook 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. Members Handbook?

To produce the Handbook 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, the immediate past National President volunteered to create the guide.

As is evidenced 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,
Member #6929
National President, 2006 - 2010
Life Member #12- Ulysses Club Inc.

As noted, this is the 6th edition of the Handbook for members since its introduction in 2006. I compliment Past President Kim Kennerson for initiating the concept of the Handbook and Past President Rick Bedford for producing the Handbook for Members.

Members will appreciate that the Handbook for members is a tremendous asset to branches and members alike, containing an extremely good overview of the history and policies of the Ulysses Club, it is however a "living document" and as such it continues to evolve as the need arises.

As the time to reprint the Handbook for Members approaches, it's an ideal opportunity to update it with the very latest information. To that end, I sincerely thank everyone for their contribution in revising and updating this edition of the Handbook for Members.

Helena Gritton #14027
National President

TABLE OF CONTENTS

PREFACE	2
INTRODUCTION	2
THE CLUB	3
THE CONSTITUTION	4
THE NATIONAL COMMITTEE	5
NATIONAL ADMINISTRATION OFFICE	5
EX-OFFICIO POSITIONS	6
CLUB LOGO	6
RIDING ON Journal	7
MEMBERSHIP	7
Criteria	7
Life Membership	8
MEMBERSHIP DATABASE	8
Purging Members Database	9
Rejoining the Ulysses Club	9
Senior and Junior Membership	9
CLUB MERCHANDISE	9
Purchase by Branches	9
Non members wearing Club merchandise	10
REPRESENTATION	10
Ulysses Club National Road Safety Committee	10
CLUB WEBSITES	10
INSURANCE	11
Public Liability Insurance	11
Association Insurance	11
ANNUAL GENERAL MEETING & EVENT	11
National AGM Event Coordinator	12
Hosting an AGM Event	12
BRANCHES	12
Forming a New Branch	13
Branch Logos	14
Branch Committees	14
Nominations for Elected Branch Committees	14
Make-up of an Elected Branch Committee	14
Branch Committee by Consensus	15
Branch Funds Management	15
Branch Committee Meetings	16
Special General Meetings	17
Regular Meetings (Social Meetings)	17
Membership of Branches	17
Rides	18
Ride Practices – Ride Rules	18
Branch Newsletters.	19
Branch Websites.	19
MISCELLANEOUS	21
Club Policies and Guidelines	21
Rider Training Rebates	21

First Aid Training Rebate	22
Telemachus Medal	22
Dearnley Medal	22
Ulysses Club Arthritis Research Fund (UCARF)	23
Jo Dearnley Memorial Trophy	23
Member Benefits	23
Age Badges	23
Length of Membership Badges	24
MAOTY (Motorcycle Apprentice of the Year)	24
The Ulysses Story	24
Appendix 1 - Branch Meetings	26
Appendix 2 - Branch AGM's	28
Appendix 3 - Communication with the Media	33
Appendix 4 - Occupational Health and Safety Policy	39
Appendix 5 - Old Man Logo Acceptable Use Policy	40
Ulysses Club Honour Roll	42

This handbook is a guide to the policies and procedures of the Club and to the Club's Constitution. Where there are any uncertainties, the constitution and where required, the National Committee's interpretation of the Constitution will be the final determination.

INTRODUCTION

This handbook has been a long time in the making. Its production was first suggested by then National President, Gary Vandersluis in 1998, who voiced a desire to compile such a volume on his retirement from the National Committee. Business pressures and other commitments though precluded Gary from finding the time to embark on this venture, and the idea lapsed.

Successive committees discussed production of the Handbook, again without anyone knuckling down and commencing the task of research and compilation, until in 2003 I allocated the task to committee member Bob Rollo. Bob then set about researching the National Committee, AGM and Extended National Committee minutes and commenced compilation of a list of resolutions and motions. Bob retired from the National Committee at the Geelong AGM in 2004, and the research task was passed onto new committee member Pete Williams to complete. In 2005 Pete presented a folder to the National Committee containing the fruits of his and Bob's labours. Their tasks were not made any easier by the fact that the Club's earlier minutes, right up until the late 90's contained little detail of policies or issues under discussion.

In my time as National Vice President, and then as National President, I became a "bush lawyer" authority on the Club's Constitution. My background as a law instructor with both the South Australian Police and Queensland Police services gave me the ability to read, dissect and understand the various components of the Constitution. In 2004 I represented the National Committee on a Constitution Review Sub-committee, which resulted in a full review of the Constitution and the presentation of 15 Special Resolutions to amend the Constitution to the AGM at Canberra in March 2005.

When my tenure as National President was drawing to a close, I was advised by previous National Committee members that after so long on the National Committee, I was likely to feel that there was a void in my life when I was no longer involved in the day to day running of the Club, so I volunteered to finally bring Gary Vandersluis' dream to fruition and compile this handbook

This book is a guide for members and branch officials, and whilst its contents are as accurate as possible, any questions arising from the guidelines in the book should be directed to the National Secretary.

My heartfelt thanks go out to Bob Rollo and Pete Williams, for the painstaking and time consuming research on the minutes, as well as to Stephen Dearnley and Tom Dudley for their help in matters historical, and Kim Kennerson for proof reading and corrections. Special thanks to Ian Rawlings for his support, advice and friendship over the years.

Rick Bedford
Member #7481.
Past National President
Life Member #12
Ulysses Club Inc.



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 formulated¹. These three principles are:-

- 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 per se but 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 7th 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.²

Since that time the Club has grown to its present strength of membership numbering more than twenty thousand, with over 130 branches spread throughout Australia. Additionally, developments in recent years have seen Ulysses clubs form in a dozen other countries to join Australia and New Zealand Ulysses Clubs in an international fraternity.³ The Ulysses Club of New Zealand was formed in 1988 when the New Zealand branch of the Australian Club became a Club in its own right and this was followed by Ulysses Club South Africa in 1997.

The Ulysses Club Norway sanctioned in 2005. Germany continued to show interest in the Ulysses Club and received Club status in 2006, followed by the Ulysses Club Vietnam in 2008. The Ulysses Clubs of Netherlands and Zimbabwe were sanctioned in 2011, and in 2012, the Ulysses Clubs of Botswana, Switzerland and The Kingdom of Cambodia joined the family.

In 2013, the Ulysses Club-UK folded and the Ulysses Club Great Britain was sanctioned. In that same year the Ulysses Club Namibia also joined the family.

In 2014, the Ulysses Club Thailand was sanctioned by the National Committee. The latest addition to the Ulysses Club Inc. International family is the Ulysses Club of France which was sanctioned in July 2015.

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.

¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 2.

² *The Ulysses Story* by Stephen Dearnley. Pp 12 – 14 1st edition

³ National Committee Minutes, 29/6/96, item 11.3



THE CONSTITUTION

Over the years the Club's Constitution has undergone changes and amendments, with the most significant change being the adoption of a formal Club Constitution at a Special General Meeting held in October 1987.⁴ More recently, the present Constitution was adopted at the 2015 AGM in Wodonga with further amendments planned 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 resolution⁵ of the members of the Club in General Meeting, normally the Annual General Meeting or a Special General Meeting⁶ 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 handbook 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 133⁷. 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.

*“Club” means the total body of members wherever resident constituted by the Ulysses Club Incorporated.*⁸

There is but one Ulysses Club, a club that 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 erroneous. 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 natural person who has been approved for membership by the National Committee and has paid all monies due.*⁹

Sections 11 to 18 of the Constitution also cover membership. 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.¹⁰

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

⁴ *The Ulysses Story* by Stephen Dearnley. Pp 31

⁵ Ulysses Club Inc. Constitution – Amended March 2015, Section 110.

⁶ Ulysses Club Inc. Constitution – Amended March 2015, Section 81.

⁷ Ulysses Club Inc. Constitution – Amended March 2015, Section 133.

⁸ Ulysses Club Inc. Constitution – Amended March 2015, Section 1.

⁹ Ulysses Club Inc. Constitution – Amended March 2015, Section 1.

¹⁰ Ulysses Club Inc. Constitution – Amended March 2015, Section 11 (c).



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 undesirable.

THE NATIONAL COMMITTEE

*“National Committee” means the committee elected as provided by the constitution for the management and control of the Club and of its funds.*¹¹

The National Committee (or NatCom) is elected each year at the Club’s Annual General Meeting¹². All committee members are elected for one term¹³, and provided that they have complied with the nomination requirements¹⁴ may stand for re-election dependent upon the rules of the constitution.¹⁵ 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 power to perform all such acts and do all such things necessary or desirable for the proper management of the affairs of the Club.¹⁶

The National Committee is given full management duties by the Constitution to run the Club. 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. 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 objects of the Club.¹⁷

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.¹⁸ 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 Administration Office staffed by paid employees to administer the day-to-day operations of the Club, including new memberships and renewals, and the Club Gear Shop, AGM Event registrations and general enquiries. The office can be contacted by telephone on 1300 134 123 (cost of a local call), or (02) 4647 7772, fax (02) 4647 7740, or by email at administration@ulysses.org.au. The postal address of the office is PO Box 3242, Narellan, N.S.W. 2567. The office is staffed between the hours of 9am to 5pm, Monday to Friday. Because restrictions to the Club’s tenancy agreement and the amount of work generated by such a large membership, members are discouraged from visiting the office. In exceptional circumstances members must phone ahead on 1300 134 123 to arrange an appointment.

¹¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 1

¹² Ulysses Club Inc. Constitution – Amended March 2015, Section 25 (1).

¹³ Ulysses Club Inc. Constitution – Amended March 2015, Section 26.

¹⁴ Ulysses Club Inc. Constitution – Amended March 2015, Section 33 (b).

¹⁵ Ulysses Club Inc. Constitution – Amended March 2015, Section 25 (2, 3 & 4) & Section 27.

¹⁶ Ulysses Club Inc. Constitution – Amended March 2015, Section 24.

¹⁷ Ulysses Club Inc. Constitution – Amended March 2015, Section 3

¹⁸ Ulysses Club Inc. Constitution – Amended March 2015, Section 57.



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 or her 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*, Proof Readers, the National Sponsorship Coordinator, the National Road Safety Coordinator and Committee representatives, HR Advisor, the Ulysses Club Arthritis Research Coordinator and Facilitator/National Adjudicator of the Motorcycle Apprentice of the Year as well as Website Administrators.

By virtue of Section 62 of the then Constitution, the National Committee many years ago decided that an “ex-officio” appointment to the National Committee meant a “non-voting position”¹⁹. In other words, whilst the Riding On Editor, the National AGM Event Coordinator, the National Road Safety Coordinator and the Ulysses Club Arthritis Research Fund (UCARF) Coordinator may be 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

Peter Thoeming, then editor of the now defunct Bike Australia magazine, originally designed the Club logo²⁰ 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 text to typewritten style, or have coloured in portions of the logo. Such alterations are not permitted.²¹ The logo is registered as two coloured,²² 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 Club logo may be used by branches as part of a branch logo,²³ and is also able to be used on licence by persons in a commercial enterprise of producing Club Merchandise, under sanctioned licence agreement from the National Committee on behalf of the Ulysses Club Inc.²⁴ Each item produced must be added to the licence and the Old Man Logo must be used in its entirety.

ROCKERS OR OTHER INAPPROPRIATE BADGES

Members must not wear inappropriate badges on a garment near the Old Man logo, e.g. such as a swastika.²⁵ 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.²⁶ 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 “patched 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.

¹⁹ Source: Tom Dudley, Member # 21, National President 1987 – 1994.

²⁰ The Ulysses Story by Stephen Dearnley, pp 11.

²¹ National Committee Minutes, 11/10/92.

²² National Committee Minutes, 26/4/92.

²³ National Committee Minutes, 16/1/99 item 5.5, 20/10/00 item 6.4, 13/11/04 item 21.5

²⁴ National Committee Minutes, 11/10/92.

²⁵ National Committee Minutes, 31/3/01 item 6.5.

²⁶ National Committee Minutes, 31/3/00 item 9, 11/3/05 item 20.1



This rule does not apply to patches or badges worn on the front of a vest or jacket. Further information may be found in the relevant Club policy.²⁷

RIDING ON Journal

The Riding On journal is an official publication of the Club, and is published quarterly in Autumn, Winter, Spring and Summer. The name Riding On is a registered trademark of the Club.²⁸ Every member of the Club receives a copy of the journal. The Club produces the journal with the aim that most production costs be recovered through advertising and the balance subsidised from membership funds. An electronic downloadable version of the journal is also available from the Club website and members are offered an option to opt out of receiving a hard copy.

The Editor, who maintains all editorial control subject to National Committee scrutiny, controls journal content. Generally, the editor sources much of the content and welcomes articles from members. 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.

The Riding Online website is a new initiative now available to members and the URL is www.ridingon.com.au.

eNewsletters are a communication tool that the National Committee uses to keep members and branches informed and updated on matters of interest.

MEMBERSHIP

Criteria

Membership of the Club is open to any person, subject to the National Committee approval²⁹, who has attained the age of 40 years and who holds a current motorcycle licence.³⁰ 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.³¹ Spouse in this section is 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 motorcycle 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 must satisfy the National Committee that the applicant has held a prior longstanding interest and involvement in motorcycling.³²

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 motor cycle licence and also verifies the

²⁷ Ulysses Club Inc. Policy P3 – Rockers and Patches.

²⁸ National Committee Minutes 7/10/05, item 7.10

²⁹ Ulysses Club Inc. Constitution – Amended March 2015, Section 11 (c).

³⁰ Ulysses Club Inc. Constitution – Amended March 2015, Section 11 (a)1.

³¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 11 (a)2.

³² Ulysses Club Inc. Constitution – Amended March 2015, Section 15.



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.³³ Spouse/partner is generally held to mean husband or wife, putative spouse or de-facto husband or wife, or full time partner; not business partner.

The joining fee and membership dues must accompany an application for membership as set by the National Committee from time to time. Membership dues are paid triennially, that is every three years.³⁴ Membership renewal for those who joined prior to 1st January 2009 is the 31st December each three-year term. Those members who joined after 31st December 2008 will be due for membership renewal on the triennial anniversary of the date of joining.

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 to the branch, the branch official responsible is required to 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.³⁵

To assist Branches in making contact with new members within their specific locale, application can be made to the National Administration Office. Branches are asked to provide the postcodes relating to the locale from which they would normally attract members. To comply with confidentiality requirements, only limited details will be made available.³⁶ Additionally, the National Administration Office can on behalf of the Branch send out a letter to members that has been drafted by the Branch.

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,³⁷ require that a nominee for life membership has:-

- a) Been a member of the club for a period of at least 10 years;
- b) Rendered outstanding service to the club over a significant period;³⁸
- c) 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) The National Committee may accept appropriate exceptional circumstances as valid criteria even if parts (a) or (b) are not fully met.

MEMBERSHIP DATABASE

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.³⁹

³³ National Committee Minutes, 3/2/01 item 12.6.

³⁴ National Committee Minutes, 28/06/08 – Triennial Membership.

³⁵ National Committee Minutes 23/06/02, item 6.5.

³⁶ Ulysses Club Inc. Constitution – Amended March 2015, Section 19 (d).

³⁷ Ulysses Club Inc. Constitution – Amended March 2015, Section 127.

³⁸ National Committee Minutes 19/7/92.

³⁹ Ulysses Club Inc. Constitution – Amended March 2015, Section 19.



Purging Members Database

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.

Rejoining the Ulysses Club

A former member 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.⁴⁰

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.⁴¹

CLUB MERCHANDISE

The Club has sourced and obtained a range of products bearing the Club Logo or otherwise for sale to members. A member of the National Committee fills the portfolio of National Purchasing Officer as the need be, 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 discontinuance of items not selling in sufficient numbers.

It is imperative that the Gear Shop does not run at a loss, but also that sufficient stock is held to enable quick dispatch 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 dispatch clerk, cost of packaging materials etc.

Any inquiries in relation to club merchandise or items in the club journal (Riding On) can be made to the National Administration Office, or to the Purchasing Officer as advised in the Riding On.

Gear shop items can also be bought on-line through the National Website.

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:-⁴²

- Merchandise is for sale only to Ulysses Club members.
- Retail price will be set and published by the National Purchasing Officer.
- 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.
- Any legal form of tender excepting cash can make branch payments for Club merchandise⁴³.

⁴⁰ National Committee Minutes, 27/10/01, item 16.9

⁴¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 13.

⁴² National Committee Minutes, 9/10/99, item 14.4

⁴³ National Committee Minutes, 29/7/2006, item 19.7



- 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.⁴⁴

Non members wearing Club merchandise

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 member 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.⁴⁵

REPRESENTATION

The National Committee may appoint a National Road Safety Coordinator to act in an ex-officio capacity to protect the interests of members in safety and awareness issues and strategies. From time to time the National Committee may also endorse particular members (typically they would be a state representative on the Ulysses Club Road Safety Committee) to act as representatives on various Motorcycle bodies, such as the Australian Motorcycle Council (AMC), NSW Motorcycle Council (NSWMCC), Victorian Motorcycle Council, Victoria (VMC), SA Motorcycle Advisory Committee (SAMAC). 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 motorcycling and 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 National Road Safety Committee

In 2009, the National Committee initiated the formation of a committee known as the Ulysses Club National Road Safety Committee; this committee comprises representation of Ulysses Club members from each State who have an active and ongoing involvement in rider issues; the committee meets up to three times a year. The last meeting of the year (known as the Road Safety Forum) is held on the Thursday of the AGM Event. This Road Safety Forum is open to all interested members.

The aim of the Committee is to discuss, identify and address road safety issues that affect members, to share information across jurisdictions to enhance knowledge and to be involved in the formulation of policies and strategies that provide education and improvement of rider safety across Australia.

CLUB WEBSITES

The Club provides a national website for the benefit of members and to promote the club. 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. The club also hosts Branch websites and AGM Event websites and recently the Riding Online website. The URL of the main website is www.ulyssesclub.org and the Riding Online website URL is www.ridingon.com.au. 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 Discussion Forums, to safeguard the Club’s liabilities. Use of the Club website may be governed by rules formulated and published by the National Committee from time to time,⁴⁶ and any person using the website agrees to abide

⁴⁴ National Committee Minutes, 20/10/00, item 6.4

⁴⁵ National Committee Minutes, 25/1/97.

⁴⁶ Ulysses Club Inc. Policy P1c - Social Media.



by the conditions contained within those rules. The National Committee reserves the right to edit and or remove content uploaded to the National Website and/or any hosted branch website.

The website is linked to the online National Gear Shop and allows for 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 source club, branch and event related information and 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 allegedly arising from the conduct of the event. Events must be under the auspices of a branch with the approval of the branch committee and details of the event must be sent to the National Secretary for recording purposes.

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 obtaining a copy of the appropriate Public Liability Insurance certificate.

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

- 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.
- Claims arising out of the use of vehicles (including motorcycles) are excluded.

The National Committee recommends that when advertising Ulysses Club events, a waiver be included reading;

“The Ulysses Club Inc. takes no responsibility for harm or injury received by Ulysses Club Inc. members and/or members of the general public through participation in this event.”

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 & EVENT

The Club’s Annual General Meeting is held each year between January 1st and June 30th.⁴⁷ The purpose of the AGM is to affirm minutes of the previous meeting, receive reports, consider the financial statements for the year ended December 31st previous, and to elect office bearers.⁴⁸

Each year the AGM is held at a different location. The AGM Event locations are chosen by the National Committee and ratified by the attendees at the Extended National Committee meeting, usually 3 years prior to the event being held. The AGM event has formal fixtures in place for some days of the event, namely the

⁴⁷ Ulysses Club Inc. Constitution – Amended March 2015, Section 78.

⁴⁸ Ulysses Club Inc. Constitution – Amended March 2015, Section 80.



Extended National Committee meeting held on the Friday, a “Meet and Greet” social and meal held during the week, the Grand Parade and Civic Welcome Ceremony on the Saturday morning, and the Annual General Meeting itself on the Saturday afternoon. These are followed by the Saturday night dinner and entertainment, and on the Sunday a morning church service is conducted immediately before the Closing Ceremony.

Additional to these fixtures, the Road Safety Forum, trade displays, bike manufacturers’ test rides, organised rides, food vendors, social gatherings, karaoke and ‘red faces’ 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 International members and members from our sister clubs to attend the week-long gathering. The organisation of such a huge event, with between 2000 and 4000 attendees takes up a lot of time and effort by the AGM Event 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 ascertain hard bed accommodation booking services, and to check the information published in the Riding On, on the National and AGM Event websites and e-Newsletters.

Members are encouraged to attend the AGM Event and experience the whole atmosphere, environment and ambience of gathering together with several thousand 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 may be an ex-officio appointment made by the National Committee. His/her role is to assist the National Committee and the AGM 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 meets the 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 on going relations and liaison with various contractors for the provision of services to the Club relating to AGM Events. He or she will also liaise with the National Committee to ensure liaisons with manufacturers and distributors of motor cycling related products and services are maintained 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 Journal.

Hosting an AGM Event

Any branch considering applying to host an AGM & AGM Event should initially contact the National Secretary or the National AGM Event Coordinator to seek advice on such an endeavour. An AGM Event Proposal Kit that 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, and 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 1984,⁴⁹ 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 over 130 branches.

Branch is defined in the Club's Constitution as meaning "an internal part of the Club for members to gather for companionship and social activities".⁵⁰

Branches of the Club can only be formed with the approval of the National Committee.⁵¹ Where the National Committee resolves that the Committee of a branch is dysfunctional or not acting in the best interests of the Club or in the best interests of members attached to that branch, the National Committee may, by resolution, remove the branch charter and/or may dissolve the Committee of that branch.⁵²

A Branch sub-committee can be formed at the request of the relevant Branch Committee to perform a defined task, within a defined time period and will be answerable to the requesting Branch Committee. The Branch Committee can close down the Branch sub-committee either at the completion of the defined task or at any other time as determined appropriate by the Branch Committee.

Up until 2001, there existed in the Club both branches, sometimes referred to as formal branches, and Groups. The National Committee in 2001 decided that all Groups would from then on be recognised as branches, in order that their office holders are covered by insurance, and the branch be given full recognition as defined in the Constitution.

Branches are **not** to levy on members a branch joining fee. The only membership fee due to be paid by members is to the Ulysses Club Inc.

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's 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.⁵³

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.⁵⁴ An example would be "Ulysses Club Inc. Kingston South Australia Branch" in order to distinguish it from Kingston Queensland.

Branches are granted 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 branch⁵⁵.

Where a branch becomes very large, or covers a very large geographical area, the National Committee will look favourably 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 a dozen or more branches, stretching from the Queensland – New South Wales border to the Sunshine Coast.

⁴⁹ The Ulysses Story by Stephen Dearnley, pp 15.

⁵⁰ Ulysses Club Inc. Constitution – Amended March 2015, Section 1.

⁵¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 29.

⁵² Ulysses Club Inc. Constitution – Amended March 2015, Section 56.

⁵³ Ulysses Club Inc. Constitution – Amended March 2015, Section 29.

National Committee Minutes, 20/10/00, Item 6.3

National Committee Minutes, 31/3/01, section 5.3

⁵⁴ National Committee Minutes, 26/10/02, items 16.2 & 16.3

⁵⁵ National Committee Minutes, 23/7/05, item 19.15.4



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 the Ulysses Club's Association Insurance would not cover its committee members; the Ulysses Club's Public Liability Insurance would not cover the new entity's activities, and the entity would become liable to legal action if it used the Club's trademarked logo or registered name. Any monies 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 Logos

Many branches design their own logo, for wearing on shirts, or displaying on a branch flag. There are banners produced by the Club containing many branch logos, which are displayed at the Annual General Meeting each year. The National Committee must approve Logos before being produced for wearing or display. A draft of the logo should be forwarded to the National Secretary 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 a minimum diameter of 45 mm meets this requirement⁵⁶. More information regarding branch logo design is available within the Club's official guideline.⁵⁷

An electronic file of the Old Man Logo in JPEG format, as well as an embroiderer's version of the file are available upon request from the National Purchasing Officer or National Administration Office.

Branch Committees

There shall be a Branch Committee of each branch of the Club either formally elected or informal by consensus, that will act in accordance with this Constitution and the direction of the National Committee, and shall conduct the committee meetings at a place agreed by the majority of the committee, and shall conduct the Social Meetings of the branch at a place so designated and approved by the National Committee. Any action or decision or resolution made by a Branch Committee has no standing in relation to the management of the Club.⁵⁸

Nominations for Elected Branch Committees

Nominations of candidates for election to a Branch Committee, shall be made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and be delivered to the branch secretary no later than 28 days prior to the date and time of the branch Annual General Meeting.⁵⁹

Members who are currently bankrupt or insolvent or have been convicted of an offence involving fraud or dishonesty are ineligible to nominate for any committee position.⁶⁰

Make-up of an Elected Branch Committee

A formally elected Branch Committee shall consist of –

- I. The Branch President,
- II. The Branch Secretary, and
- III. The Branch Treasurer, or
- IV. The Branch Secretary/Treasurer, and
- V. A minimum of three ordinary committee members.

⁵⁶ Ulysses Club Inc. Policy P2 – Old Man Logo - Acceptable Use.

⁵⁷ Ulysses Club Inc. Guideline G1 – Branch and Event Logo Design.

⁵⁸ Ulysses Club Inc. Constitution – Amended March 2015, Section 30.

⁵⁹ Ulysses Club Inc. Constitution – Amended March 2015, Section 36.

⁶⁰ Ulysses Club Inc. Constitution – Amended March 2015, Section 50 (c & h).



all of whom shall be elected at the Annual General Meeting of the branch in accordance with this Constitution and at the direction of the National Committee.⁶¹

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 member position.

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.

The Constitution also covers the duties of branch secretaries⁶² and treasurers⁶³, casual vacancies⁶⁴ and the procedures for handling same, as well as removal from office of committees.⁶⁵ Advice should be sought from the National President or National Secretary before implementing any action regarding removal from office.

Branch Committee by Consensus

Where members decide by consensus a branch is to have an informal committee consisting of a minimum of three members appointed from time to time, there shall be an Annual General Meeting of the branch and Clauses 84, 85 and 86 (a), and (c), and where appropriate 86 (b) will apply.⁶⁶

Branch Funds Management

Where a branch, with either a formal committee or a committee by consensus, 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.

All bank accounts must require at least two signatories to make payments or withdrawals from the account. All financial transactions relating to the affairs of the branch or Club must not be processed through personal bank accounts.⁶⁷ The correct name for branch bank accounts should be “Ulysses Club Inc. - (Branch name) Branch.”

Any two members of a branch committee must sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments. Where electronic banking is used a member of the branch committee must enter all payment transactions into the banking system, and the payment transaction then confirmed by one other member of the branch committee.⁶⁸ Many of the mainstream banks do not have the facility to operate two online signatories, however some other smaller banks and Credit Unions do. 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 National 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 31st 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.

⁶¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 31.

⁶² Ulysses Club Inc. Constitution – Amended March 2015, Section 47.

⁶³ Ulysses Club Inc. Constitution – Amended March 2015, Section 49.

⁶⁴ Ulysses Club Inc. Constitution – Amended March 2015, Section 50 & 51.

⁶⁵ Ulysses Club Inc. Constitution – Amended March 2015, Section 54 & 55.

⁶⁶ Ulysses Club Inc. Constitution – Amended March 2015, Section 32.

⁶⁷ National Committee Minutes – 9/10/99.

⁶⁸ Ulysses Club Inc. Constitution – Amended March 2015, Section 7(b).



Accordingly, the National Treasurer will request information from branch committees, to enable the National Committee to ensure that the Club continues to operate 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 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.⁶⁹ The Club supports the use of the Admin Bandit accounting system to assist branch Treasurer's with the financial reconciliation and annual reports.

The accounting period for the Ulysses Club and its branches is the calendar year, 1st January to 31st December. It is important that each Branch submits their statement of financial affairs for the calendar year immediately after the New Year commences. This will enable the National Treasurer sufficient time to summarise all branch information and have all accounts audited in time for the Club's Annual General Meeting.

Branch committees should contact the National Treasurer for guidance or answers to any questions regarding the keeping of branch accounts, reporting, GST or any issue concerning branch finances. Any cheques in payment for merchandise, GST, membership fees, etc., must be made to Ulysses Club Inc. and not to the National Committee, Administration Office, ATO, National Treasurer, Branch Treasurer or any member's name.

Branch Committee Meetings

Note: Annual and Special General Meetings of a Branch must be properly convened and held in accordance with the Constitution⁷⁰. 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 meeting if it is properly the business of the branch committee or of the members gathered in General Meeting.⁷¹

A branch committee, like the National Committee is required to meet at least 6 times in each period of 12 months at such place and time as the branch committee may determine.⁷²

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 at the request of any two other of its members,⁷³ 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.⁷⁴ Any three members of a branch committee constitute a quorum for the transaction of the business of a branch committee meeting and the committee shall transact no business unless a quorum is present.⁷⁵

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 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.⁷⁶ 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.

⁶⁹ Ulysses Club Inc. Constitution – Amended March 2015, Section 49.

⁷⁰ Ulysses Club Inc. Constitution – Amended March 2015, Section 84-88.

⁷¹ Ulysses Club Inc. Constitution – Amended March 2015, Section 126.

⁷² Ulysses Club Inc. Constitution – Amended March 2015, Section 66.

⁷³ Ulysses Club Inc. Constitution – Amended March 2015, Section 68.

⁷⁴ Ulysses Club Inc. Constitution – Amended March 2015, Section 69.

⁷⁵ Ulysses Club Inc. Constitution – Amended March 2015, Section 71.

⁷⁶ Ulysses Club Inc. Constitution – Amended March 2015, Section 74.



Anything done or decided at a committee meeting is valid and effectual,⁷⁷ and remains so until overturned by resolution or decision at a legally constituted meeting of the committee or the National Committee.

Special General Meetings

A Special General Meeting of a branch can only be held with the agreement of the National Committee.⁷⁸ It is important to note that no branch meeting can 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 133 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.

Service of Notices of motions or business, Special General Meetings and Annual General Meetings are covered in Section 132. Approval must always be sought from the National Committee of the Club before calling a Special General Meeting or Annual General Meeting of the branch.⁷⁹

Annual and Special General Meeting procedures for branches are outlined in Sections 111-120 of the Constitution, and voting at branch Annual or Special General Meetings is explained in Sections 121-125.

Regular Meetings (Social Meetings)

Many branches conduct monthly meetings or social gatherings. Sometimes during those meetings, members will attempt to 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. Clause 126 of the Constitution states that whilst 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 meeting if it is properly the business of the branch committee or of the members gathered in General Meeting

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.

Accordingly, the National Committee inserted the following interpretation into the National Committee minutes several years ago 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 133 of the Ulysses Club Incorporated Constitution – Amended March 2015. This interpretation is now 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.

⁷⁷ Ulysses Club Inc. Constitution – Amended March 2015, Section 76.

⁷⁸ Ulysses Club Inc. Constitution – Amended March 2015, Section 87.

⁷⁹ Ulysses Club Inc. Constitution – Amended March 2015, Section 87.



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 Clause 11 (a) 2 of the Constitution

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, weekenders, 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.

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 his or her 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 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 other 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.⁸⁰ The Club does not carry insurance for members on rides, as members are required to

⁸⁰ National Committee Minutes, - 16/1/99, item 11.1; 27/3/99; 17/8/02 item 16.10



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.”⁸¹

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.

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 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 voluntary and for that purpose alone. Branches are **not** entitled to charge subscription fees for membership of the branch or for a member attending a branch social meeting. Membership of a branch is entirely the choice of the particular member who chooses to align himself or herself with that branch. Membership of branches is not subject to any payment of fee or subscription.⁸²

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. 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 borne by 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. The National Committee recognizes the importance of social media tools such as the official Club website forum, Facebook, Twitter and other fora.

It is understood that Social Media is a general term used to describe the tools and types of publishing that is based on a conversation or interaction which is online, between an author and active readers, in contrast with the “audience” as a passive consumer of content – such as the traditional broadcast media.

Social media tools are considered to be efficient and effective methods of communication, and the National Committee acknowledge the use of social media has the potential to compromise compliance with legislation, particularly in regard to accessibility, privacy and record keeping. Content contributed by anyone may infringe upon the rights of others in areas such as defamation, intellectual property and fraud.

The Ulysses Club Inc. acknowledges that members may wish to use social media in their personal life so the Club provides an official branded YouTube Channel, Facebook⁸³ and Twitter⁸⁴ account. By having these official sites we expect users to comply with the policy so as to protect the members and the Club.

This policy does not intend to discourage or unduly limit members’ personal expression or online activities. It is important that members recognise the potential for damage to be caused (either directly or indirectly) to the Ulysses Club Inc. in certain circumstances via members’ personal use of social media when they can be

⁸¹ National Committee Minutes, - 17/8/02 item 16.10

⁸² Ulysses Club Inc. Constitution – Amended March 2015, Section 5(b), and *Membership of Branches*, this guidebook.

⁸³ <https://www.facebook.com/UlyssesClubAustralia>

⁸⁴ <https://twitter.com/UlyssesClubAust>



identified as a Ulysses Club Inc. member. Accordingly, members should comply with this policy to ensure that the risk of such damage is minimised.

Members are personally responsible for the content they publish in a personal capacity on any form of social media platform. When in doubt, they should seek guidance from the Ulysses Club Inc. on how to comply with the following obligations:

Member Responsibility

Where your comments or profile can identify you as a member or employee of the Ulysses Club Inc. you must:

- only disclose and discuss publicly available information,
- ensure that all content published is accurate and not misleading and complies with all relevant Ulysses Club Inc. policies,
- expressly state on all postings (identifying you as a Ulysses Club Inc. member) the stated views are your own and are not those of the Ulysses Club Inc.
- be polite and respectful to all people you interact with, and
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.

You must not:

- post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful,
- imply that you are authorised to speak on behalf of, or as a representative of the Ulysses Club Inc. nor give the impression that the views you express are those of the Ulysses Club Inc.,
- use the Ulysses Club Inc. logos or name in any format other than what is approved by the National Committee. This would include, for example, where a photo includes a Ulysses Club Inc. flag or poster displaying the Old Man Logo.
- use the identity or likeness of another employee, contractor or other member or employee of the Ulysses Club Inc. without their permission,
- use or disclose any confidential information or personal information obtained in your capacity as a member or employee of the Ulysses Club Inc.,
- post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another member or employee of the Ulysses Club Inc., or
- make any comment or post any material that might otherwise cause damage to the reputation of Ulysses Club Inc. or bring it into disrepute.



Copyright

You must respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.

Harassment and bullying

Bullying and harassment includes any bullying or harassing comments Ulysses Club Inc. members make online, even on their own private social networks.

Abusive, harassing, threatening or defaming postings may result in disciplinary action being taken.

All Ulysses Club Inc. members are expected to treat their fellow members and employees with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

Defamation

You should refrain from publishing material that may cause injury to another person, organisation, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

Offensive or obscene material

Material may be offensive or obscene and may infringe relevant online classification laws if it is pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

Contempt of Court

You should exercise care if/when referring to pending court proceedings to avoid publishing material that may have a tendency to prejudice those proceedings, in particular, material that will not be part of the evidence in those proceedings.

You should enquire with the National President as to any applicable court suppression orders prior to commenting on any court proceeding (whether past or pending).

Escalation

Any breaches of this policy may be reported to the Police or other relevant authority.

MISCELLANEOUS

Club Policies and Guidelines

Copies of Club policies and guidelines are available for electronic download from the Club website, or upon request from the National Secretary.

Rider Training Rebates

All members are encouraged to enroll 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 of 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.⁸⁵

⁸⁵ National Committee Minutes, 5/2/00, item 13.12



To receive the subsidy, the member will need to provide to the National Treasurer evidence of participation in the course, such as a copy of the payment receipt for the course and a certificate or letter of participation in the course. Members must first submit these to the National Administration Office to be recorded.

The Rider Training subsidy does not apply to any course required 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 that has been approved by the National Committee as suitable to qualify for the Rebate, 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 of up to 50% of the cost of the course to a maximum of \$60.00 for every member who undertakes such a course.⁸⁶ That subsidy is available to members once every three-year membership,⁸⁷ to enable members to maintain their First Aid certificate currency.

To receive the subsidy, the member will need to provide to the National Treasurer evidence of participation in the course, such as a copy of the payment receipt for the course and a certificate or letter of participation in the course. Members must first submit these to the National Administration Office to be recorded.

The continuation or changes to the rebate scheme are at the discretion of the National Committee.

Telemachus Medal

The Telemachus Medal is awarded in recognition of outstanding service, contributions and commitment to a Branch. The proposal to recognise outstanding member contributions at Branch level was agreed by members of the 2009 National Committee, and the Telemachus Medal was subsequently ratified at the Extended National Committee meeting in Albany on the 12th of March 2010.

Dearnley Medal

There is an award for outstanding service to the Club, 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 award are designed to ensure that the award of the medal is a significant event that it is never trivialised.⁸⁸

More information and the criteria for Club awards are provided in the official guideline.⁸⁹

Spirit of Ulysses Award

The National Committee of the Ulysses Club Inc. introduced the Spirit of Ulysses Award in November 2015; an initiative to acknowledge the selfless act(s) of goodwill enacted by a Branch or an individual member on behalf of the Branch. This Award is to be presented to the Branch by the National Committee at the Extended National Committee Meeting. Nominations for the Award can be received by the National Secretary at any time up to the 31st December, each year.

Details of the Award can be found on the Ulysses Club website.

⁸⁶ National Committee Minutes, 4/12/99, item 13.3

⁸⁷ National Committee Minutes, 5/2/00, item 5.1

⁸⁸ National Committee Minutes, 7/2/98.

⁸⁹ Ulysses Club Inc. Guideline G7 – Club Awards



Ulysses Club Arthritis Research Fund (UCARF)

The late Stephen Dearnley OAM had the vision and foresight to instigate the creation of the Ulysses Club. Chairing an inaugural meeting in 1983 and establishing a committee selected from the five present motorcyclists, Stephen watched the club grow to become the most successful motorcycle related club in the Southern Hemisphere.

At the Ulysses Club AGM in Wagga Wagga NSW in 1997, not long after the tragic death of his beloved wife Jo from rheumatoid arthritis (RA), he proposed to the then national committee that we adopt a club preferred charity.

Immensely affected by experiencing wife Jo suffering and then losing her 20 year battle with RA he suggested with success that the preferred charity be rheumatoid arthritis research. Arthritis is the major cause of disability and chronic pain in Australia and RA is the most destructive form. RA leads to irreversible joint damage, chronic disability and premature mortality.

Along the way we created the Ulysses Club Arthritis Research Fund (UCARF) which is voluntarily administered by the club thus ensuring that every cent raised by branches and members is directed to scientific research. Unlike many other charitable causes none of the funds are diminished due to administration and other related costs.

Jo Dearnley Memorial Trophy

The Jo Dearnley Memorial Trophy was introduced in 1997 as a perpetual trophy to be awarded to the branch that raises the most money for the Club's preferred charity - Ulysses Club Arthritis Research Fund (UCARF) each year ending 31st December.⁹⁰

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

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.

A full list of businesses that have offered member discounts are listed on the Club website, and supplementary lists of new businesses are published in the Riding On each quarter.

Any member becoming aware of a business, organisation or establishment that might wish to offer discounts to members is asked to contact the National Administration Office; details are listed in the Club contacts in Riding On.

Age Badges

A badge signifying a member has attained the age of 50 years, 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.⁹¹ Supply of the 70 years and 80 years age

⁹⁰ National Committee Minutes, 25/10/07.

⁹¹ National Committee Minutes, 23/4/05, item 23.5.4



badges will be at the Club's cost, complimentary to the member upon application.⁹² The 50 and 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 20 and 25-year service badge is complimentary on individual application.

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

MAOTY (Motorcycle Apprentice of the Year)

Acting on a proposal by Stephen Dearnley who was concerned that not enough young people were entering the trade by becoming motorcycle apprentices, the Club introduced a National award and State awards. The appointed MAOTY Coordinator liaises each year with the various State Training Organisations with information for apprentices to nominate for this prestigious award. After a slow start in 2004, this award is seen as a prestigious achievement.

Judging of the State awards is performed by the various training authorities in each State or Territory following a rigorous assessment process by an Adjudicator who is appointed in an ex-officio capacity to the National Committee and who has experience and extensive knowledge in the industry.

Although originally State based, in 2010 four Zones were created – NSW/ACT; WA/SA; VIC/TAS/QLD/NT. The zone winners are determined and the candidates undergo another in-depth assessment process in order to determine the National winner.

The Club has been fortunate in seeking and gaining sponsorship from the motorcycle industry, in particular John Sample Group, who provided an Aprilia motorcycle for the National award winners until late 2009. Between 2010 and 2016, Honda MPE have been generous with their sponsorship of a motorcycle up to 600cc at cost price to the Ulysses Club, which is awarded to the National Winner.

A one-year insurance cover for the motorcycle is donated by QBE Insurance. State winners were previously presented with certificates and a tool kit, provided from club funds but since 2011 Supercheap Auto have donated gift certificates to the value of \$1000.00 to the each of the zone winners.

While the MAOTY Zone winners are announced once the decision has been made, and branches are encouraged to organize the respective presentations and accompanying publicity, the National MAOTY Winner is announced at the Civic Welcome Ceremony at the AGM Event, in recognition of the importance of this award to Ulysses Club members and the motorcycling fraternity.

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 Arthritis Research 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 Arthritis Research.⁹³

⁹² National Committee Minutes 07/07/07.

⁹³ National Committee Minutes, 3/5/03, Item 18.12



The Ulysses Story has been updated three times, most recently in 2016. Members may purchase a copy of *The Ulysses Story* through the National Gear Shop at the National Administration Office, on line via the Ulysses Club Website, or through their branch Quartermaster.



Appendix 1.

Branch Meetings

Incidents at branches brought before the National Committee (NatCom) has highlighted the need to clarify the sections of the Club's Constitution relevant to Branch Meetings.

It is important that all branches and especially branch committees understand and comply with the following sections of the Club's Constitution, and that they understand Branch meetings fall into three categories; Branch Committee, Branch General and Branch Social Meetings.

Interpretation

Branch means an internal part of the Club for members to gather for companionship and social activities, established at any place as determined by the National Committee.

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

Branch Committee means the committee of a branch of the club formally elected as provided by the constitution for the conduct of the affairs of the branch under the reasonable direction of the National Committee.

This means a formally elected branch committee or consensus branch committee whose job it is to conduct the affairs of the branch.

Section 24 – Responsibility

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

Sections 29 to 32 – Establishing Branches

Section 29 covers the establishment of a branch of the Club by the National Committee, and Section 30 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. Section 31 refers to the structure of a formally elected Branch Committee, and Section 32 relates to Branches managed by consensus.

Sections 39 to 43 – Election of Branch Committee

Sections 39 to 43 cover the election procedure for Branch (and National) Committees.

Sections 66 to 77 and Sections 84 to 88

The sections of the Constitution dealing with Branch meetings must be read as one complete block. No one rule can be read in isolation from another.

Branch Committee Meetings

Sections 66 to 72 define the rules for conducting Branch Committee meetings, while Sections 73 to 77 provides a procedure for voting and decision-making.

Branch General Meetings

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.

Sections 84 to 86 define an Annual General Meeting of a Branch and outlines the procedures to be adopted for the conduct of such meeting.



Sections 87 to 88 define and outline the procedure and the purpose of calling a Special General Meeting of a Branch.

Branch Social Meetings

Section 126 defines a Branch social meeting.



Appendix 2.

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 30th June in each calendar year and ideally 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.
- 1.4 The Branch Secretary may publish in the Branch newsletter or on the Branch website 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 ideally 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 at the Branch AGM, 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 permitted at a branch AGM; all voting must be given personally.
- 1.7 Where there is more than one candidate for either of the President, Secretary and Treasurer's positions, voting papers should be prepared.



- 1.8 Where there are more candidates for the Committee positions than the Branch's preferred number, voting papers should be prepared. Cascading through positions is no longer permitted. Assistance can be sought from the National Secretary or National Administration Staff.
- 1.9 Where a candidate is standing for more than one position on the committee, a properly completed nomination form must be submitted for each position sought (e.g. if a person is standing for president but wishes to stand for secretary should they be unsuccessful for the position of president), such nomination form for each position must be completed no less than 28 days prior to the AGM and submitted to the Branch Secretary. Assistance can be sought from the National Secretary or National Administration Staff.
- 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 and the Handbook for Members is at hand

2. Conducting the Branch AGM.

- 2.1 All business of a normal Branch 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 Branch AGM and elections, for validity of the specific members 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 the Branch committees is not permitted.⁹⁴ 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

⁹⁴ Rule 39 of the Constitution of the Ulysses Club Incorporated.



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. Assistance can be sourced from the National Secretary or National Administration Staff.

- 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 the unsuccessful candidate if he / she 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 prior to the commencement of voting.
- 2.8 The cascading system no longer applies. This means unsuccessful candidates for one position may only be considered for a second or subsequent position if they have submitted a properly completed (i.e. nominated and seconded by members who are financial) nomination form for the position(s) for which they wish to stand. Each such nomination form must reach the Branch Secretary no less than 28 days prior to the date of the branch AGM.
- 2.9 If there is more than one nomination, the Presiding Officer will appoint a Returning Officer and a nominal number of Scrutineers (minimum of 5) for the purpose of vote counting. Refer to the Procedure for Scrutineering
- 2.10 If insufficient nominations are received to fill all positions on the Branch committee by the designated deadline, candidates nominations received are taken to be elected. If there are any unfilled positions remaining, they will be declared casual vacancies and be left to the discretion of the Branch Committee to fill at a later date
- 2.11 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 Branch AGM depending on the number of candidates for each position and whether or not they choose to cascade.

15

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 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.
- 3.10 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.



Appendix 3.

Communication with the media

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 or correspondence that pertains to their role(s). 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 members’ remains civil.

International Liaison: Has the task of communicating with overseas Clubs; encourages the formation of new clubs and offers assistance, also advising them of policies and procedures. Assists with enquiries 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 advises Branch Quartermasters and members of pricing and products available through the Riding On journal and Quartermaster Ramblings. Corresponds with branches to ensure Branch logos are submitted to the National Committee for approval. Other duties include corresponding with branches and manufacturers to ensure the correct use of the Old Man Logo as well as liaising with AGM Event Coordinators to assist with the approval process 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, the National Administration Office staff and the National Treasurer 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 provided in the electronic AGM Event manual (CD).

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 on 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 organisation's sphere of operation. All such statements or comments should be first cleared by the National Vice President or Road Safety Officer, or in the case of their unavailability, the National 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 for purchase.

The website is also available to the National Committee to place notices on the home page, or to publish information of interest to members.



Appendix 4.

Occupational Health and Safety Policy.

The Ulysses Club Inc. is committed to following the various State and Territory Governments Occupational Health and Safety requirements and guidelines.

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 5.

Old Man Logo Acceptable Use Policy.

National Committee minutes May 29th 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

National Secretary: secretary@ulysses.org.au

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



Ulysses Club Inc. Honour Roll.

Honorary Life Members		
Name	Member Number	Year issued
Stephen Dearnley OAM (Dec.)	1	AGM 1983
Jack Lewin (Dec.)	3	AGM 1987
Peter Reynolds (Dec.)	14	AGM 1988
Tom Dudley	21	AGM 1994
Des 'Tiger' Bath	562	AGM 1994
Geoff Mayfield (Dec.)	281	AGM 2000
Cameron McDonald	581	AGM 2000
Alfred Bridle	1196	AGM 2004
Gary Vandersluis	186	AGM 2006
Ian Rawlings (Dec.)	5203	AGM 2006
John Miller	248	AGM 2007
Rick Bedford	7481	AGM 2008
Neville Gray OAM	3394	AGM 2010
Kim Kennerson	6929	AGM 2011
Vic Lesslie (Dec)	7410	AGM 2011
Michelle Dick	25391	AGM 2014
Bob McDonald	21040	AGM 2014

President	Membership Number	Year Elected to Position	Term of Office
Stephen Dearnley OAM (Dec.)	1	1983	1983 to 1987
Tom Dudley	21	1987	1987 to 1994
Geoff Mayfield (Dec.)	281	1994	1994 to 1996
Gary Vandersluis	186	1996	1996 to 1999
Ian Rawlings (Dec.)	5203	1999	1999 to 2002
Rick Bedford	7481	2002	2002 to 2006
Kim Kennerson	6929	2006	2006 to 2010
Denis Paulin	16672	2010	2010 to 2014
Helena Gritton	14027	2014	2014 - current



Vice President	Membership Number	Year Elected to Position	Term of Office
Brian Nicholls	127	1988	1988 to 1990
Geoff Akers	101	1990	1990 to 1992
Geoff Mayfield (Dec.)	281	1992	1992 to 1994
Gary Vandersluis	186	1994	1994 to 1996
Bill Pritchett	4584	1996	1996 to 1197
Robyn Martin (Major)	6253	1997	1997 to 1999
Rick Bedford	7481	1999	1999 to 2002
Neville Gray OAM	3394	2002	2002 to 2009
Denis Paulin	16672	2009	2009 to 2010
Helena Gritton	14027	2010	2010 to 2013
Jennifer Woods	21395	2013	2013 - current

Secretary	Membership Number	Year Elected to Position	Term of Office
Jack Lewin (Dec.)	3	1983	1983 to 1986
Peter Reynolds (Dec.)	14	1986	1986 to 1991
Cam McDonald	581	Appointed 1991, Elected 1992	1991, to 1995
Ted Richards	381	1995	1995 to 1997
Brian Hopkins	1502	Appointed 1997, elected 1998	1997 to 2001
Kim Kennerson	6929	2001	2001 to 2006
Helena Gritton	14027	2006	2006 to 2010
Rob Toshack	34030	2010	2010 to 2011
Jennifer Woods	21395	2011	2011 to 2013
John Evans	17954	2013	2013 to 2014
Noel Wiltshire	6006	2014	2014
Mark Seja	39695	Appointed 2014, elected 2015	2014 to current



Treasurer	Membership Number	Year Elected to Position	Term of Office
Bill Vann	2	1983	1983 to 1986
Stuart Allen	280	1986	1986
Kathy Dudley	155	Appointed 1986, elected 1987	1986 to 1991
Bruce Edwards	843	1991	1991 to 1994
Russ McCauley	1892	1994	1994
Ted Richards	381	1994	1994 to 1995
Don Morgan	2806	1995	1995 to 1998
Ian Rawlings (Dec.)	5203	1998	1998 to 1999
Sam Reich	6804	1999	1999 to 2004
Vic Lesslie (Dec.)	7410	2004	2004 to 2010
Leo Farrelly	21630	2010	2010 to 2013
Mike Abberfield	8158	2013	2013 to 2016
John Osborne	41785	2016	2016 to 2017
Kevin White	53524	Appointed 2017	2017 to current

Committee	Membership Number	Year Elected to Position	Term of Office
Peter Fountain	5	1984	1984 to 1987
Huey Lewis	6	1984	1984 to 1987
Peter Reynolds (Dec.)	14	1984	1984 to 1986
Tom Dudley	21	1984	1984 to 1987
Brian Nicholls	127	1987	1987 to 1988
Geoff Akers	101	1987	1987 to 1990
Eric Whalan (Dec.)	535	1988	1988 to 1990
John Perry	174	1987	1987 to 1990
Bruce Edwards	843	1990	1990 to 1991
Geoff Mayfield (Dec)	281	1990	1990 to 1992
Cam McDonald	581	1990	1990 to 1991
June Beatton	1476	1991	1991 to 1995
Mike Beverley	308	1991	1991 to 1993
Gary Vandersluis	186	1992	1992 to 1994
Russell McCauley	1892	1993	1993 to 1994
Ken Taylor	427	1994	1994 to 2000
Bryce Morley	1241	1994	1994 to 1995



Committee	Membership Number	Year Elected to Position	Term of Office
Bill Pritchett	4584	1995	1995 to 1996
Bruce Graham	4215	1995	1995 to 1998
Robyn Martin	6253	1996	1996 to 1997
Ian Rawlings (Dec)	5203	1997	1997 to 1998
Rick Bedford	7481	1998	1998 to 1999
Sam Reich	6804	1998	1998 to 1999
Neville Gray OAM	3394	1999	1999 to 2000
Nigel Jays	12845	1999	1999 to 2003
Kim Kennerson	6929	2000	2000 to 2001
Bob Rollo	8862	2001	2001 to 2005
Doug Winckle	12479	2002	2002 to 2006
Helena Gritton	14027	2003	2003 to 2006
Peter Williams	19423	2004	2004 to 2007
Ian Hobson	24217	2006 Appointed 2013	2006 to 2007 2013 to 2014
Jan Bedola (Hacon)	32266	2006	2006 to 2009
Denis Paulin	16672	2007	2007 to 2009
Jennifer Woods	21395	2009	2009 to 2011
Peter Maguire	32323	2009	2009 to 2010
Chris Glover	25012	2010	2010 to 2013
Perry Stephens	26184	Appointed 2010, Elected 2011	2010 to 2013
John Evans	17954	2011	2011 to 2013
Rob White	22674	Appointed 2013, Elected 2014	2013 to 2015
Henry Rokx	28636	2014	2014 to current
Peter Baulch	27672	2014	2014 to current
John Osborne	41785	2015	2015 to 2017
Allan Pratt	9186	2016	2016 to current



Dearnley Medal Recipients.			
Dearnley Medalist #	Name	Membership number	Received at
1	Margaret French	157	AGM 1998
2	Betty Redfern	538	AGM 1998
3	Noreen Miles	38	AGM 1999
4	Lionel Miles	37	AGM 1999
5	Mary Jacobson	4564	AGM 2000
6	Helena Cole	2454	AGM 2000
7	Robert Cole	2453	AGM 2000
8	Alf Bridle	1196	AGM 2001
9	Bill Sears (Dec.)	2070	AGM 2001
10	David Howard	283	AGM 2001
11	John Golightly	1133	AGM 2001
12	Duncan Walker	7064	AGM 2001
13	Ron Blomley	1543	AGM 2001
14	Grant Budgeon	16023	AGM 2003
15	Roz McKellar	5090	AGM 2003
16	Ailsa Golightly	11333	AGM 2004
17	Charlie Hughes	5113	AGM 2005
18	Ellen Hughes (Dec.)	5112	AGM 2005
19	Barbara Maggs OAM	205	AGM 2005
20	Tony Jenner	204	AGM 2005
21	Geoff Paterson (Dec)	5615	AGM 2005
22	Allan Pratt	9186	AGM 2006
23	Ian Mathers (Dec.)	3262	AGM 2006
24	Averil Hingley	17644	AGM 2006
25	Reg Loe	3256	AGM 2006
26	Ann Coffison	11847	AGM 2006
27	June Beatton	1476	AGM 2006
28	Ken Taylor	427	AGM 2006
29	Mike Smith	9852	AGM 2007
30	David Upton	5509	AGM 2007
31	Don Phinn	19889	AGM 2007
32	John Nicholls	3373	AGM 2008
33	Garry Palmer	665	AGM 2008



34	Christine Garrod	21083	AGM 2008
35	Savaugn Pratt	20508	AGM 2009
36	Mike Ham	20419	AGM 2009
37	Michelle Dick	25391	AGM 2010
38	Perry Stephens	26184	AGM 2010
39	Ian Parks	11735	AGM 2011
40	Merilyn Evans	21606	AGM 2011
41	John Meara	19590	AGM 2012
42	Wayne Miller	4134	AGM 2013
43	Krissi Hamilton	8542	AGM 2013
44	Tom Rundle	5846	AGM 2013
45	Henry Rokx	28636	AGM 2014
46	Roxanne Stone	43827	AGM 2014
47	Angelo Virago	8259	AGM 2014
48	Betty Parsey	10640	AGM 2014
49	John Carrott	8523	AGM 2014
50	Rob White	22674	AGM 2015
51	John Cook	8542	AGM 2015
52	Ron Gaudron	27289	AGM 2016
53	Chris Glover	25012	AGM 2016
54	David Cox	18886	AGM 2016
55	Dot Lechner	26626	AGM 2016

