



# Policies and Procedures of The Ulysses Club of New Zealand Inc.

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This document is a record of policies and procedures approved at National AGMs, National Committee, or Coordinators' meetings. It is to be used as a reference when any policy or procedure creation or modification is being considered.

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# 1 General Policies

## 1.1 Correct Official Name of the Club

The registered name of the Club is “The Ulysses Club of New Zealand Incorporated”.

## 1.2 Incorporation of branches

The Ulysses Club of New Zealand is an Incorporated Society. The branches of the club are deemed to be part of that club and are therefore incorporated through the parent body. A Branch cannot become incorporated in its own right and still remain part of the club.

## 1.3 Odyssey Medal and Life Membership

The Odyssey Medal is an award for Service at Branch Level.

Life Membership is an award for service at National Level.

## 1.4 Lost membership cards

A \$10 fee is applicable for the replacement of a lost membership card. If stolen and a police number is quoted there will be no charge.

## 1.5 Membership Directory

The Directory is to be maintained in an electronic format. Access to the Directory will be made available via a members log in page on the redeveloped website (2015). In the meantime a copy of the electronic directory is available from the Branch Coordinator. The first front pages of the directory will include the name, membership number and area of the National Committee, Coordinators, Life Members and Odyssey Medal holders. Overseas members will be included in a separate section at the back of the directory. An updated version of the Directory will be issued once a year by the webmaster.

## 1.6 Remembrance Register

The register will be maintained by the National Committee. All Coordinators are urged to advise the National Secretary when a member passes on. Non-members can be included under families of a member for the Remembrance Register. All non member entries must be sent to the National Committee/Branch Coordinator for approval.

There will be a notation in the Remembrance Book if a person has been either a National Committee Member or a Coordinator.

## 1.7 Communication

All relevant information will be shared with Coordinators. National Committee meeting agendas will be circulated to Coordinators at least one week prior to meetings.

## 1.8 Branch annual reports

The National Secretary should receive a copy of Branch AGM Minutes and Financial statements from Branches.

## 1.9 Presentation plaque/certificate

A plaque is available for presentation by branches at a cost of \$50 +GST.

Plaques are to be ordered through Apex Trophies, Wayne Painter.

### **1.10 Anniversary badge distribution**

Anniversary badges cannot be sent out to any branch quartermasters unless names of the recipients are received. This is so members records can be kept up to date.

### **1.11 Responses to emails**

Any emails received by the National Secretary will be acknowledged, and the sender advised that it will be tabled at the next Committee meeting for action and reply. More urgent matters will be circulated to all National Committee members before a reply is made.

### **1.12 “In camera” discussions**

It is appropriate and the right of every committee to hold in-camera discussions. These are held to protect members and sensitive items, but the result of the discussion will be recorded in the minutes.

### **1.13 Assistance for Branches sending Coordinators to meetings**

Each request will be assessed on a case by case basis.

### **1.14 Branch committee badges handing on**

It is the responsibility of the officeholder to look after his or her badge, and it is to be passed to incoming committee members when the committee member stands down.

### **1.15 Club solicitor**

Consultation with Club members who are solicitors is acceptable. The Club will access solicitors with appropriate expertise on a case by case basis. This person may or may not be a Club member.

### **1.16 Club Membership required for Committee members**

Any person who is elected or appointed as a member of the National Committee or a Branch Committee must be a financial member of the Club.

### **1.17 Bike raffle**

A bike raffle will be held annually. A range of bikes will be offered as prizes. The raffle will be drawn at the evening function following the Ulysses National AGM.

## **2 Financial Policies**

### **2.1 National Accounts Auditing**

The accounts will be fully audited before the AGM in March. Where possible the audited accounts will be published in the March Ulyssian.

### **2.2 Branch Annual Financial Return**

All Branches must submit an annual financial report to the National Committee.

### **2.3 Administrator's Costs Allocation**

The Administrator is contracted to the Club with all tax requirements being met by the person holding that position. This will be known in the annual accounts as Administration Fees.

### **2.4 Club Taxation Status**

The Club is not required to register for tax and will receive a tax-free exemption status.

### **2.5 Branch AGM minutes/balance sheets**

If Branches do not have a bank account advice of a zero balance must still be advised. Under the *Incorporated Societies Act*, there is a requirement that a branch must advertise its AGM. If a zero balance appears on the Branch bank statement it must be attached to the minutes as evidence that the Branch has held an AGM and has stated the financials of the Branch in the AGM Minutes. Branch accounts do not have to have to be audited.

### **2.6 Funds Generated by the Annual Bike Raffle**

The funds generated from the annual bike raffle are to be used exclusively for the promotion of safe motorcycling & training of members.

### **2.7 Waiving of Membership Fees**

Membership fees can be waived on application supported by the member's Branch Committee. The criteria will be exceptional circumstances. The decision will be at the sole discretion of the National Committee and no correspondence will be entered into. The beneficiary's name will be kept confidential.

### **2.8 Subsidy for Funeral Wreaths**

The subsidy will be \$75.00 per funeral. There will be a ninety day time limit for Branches to make a claim and this must be substantiated by a copy of the newspaper death notice and a receipt for spending either on a wreath or for a donation to a registered charity will be required.

## **3 Administrator**

### **3.1 The Administrator position**

The Administrator position will be a paid position.

### **3.2 Database backups to be sent to the National Secretary**

The Administrator will place a copy of the entire database on a writeable CD on the first working day of each month and will post it to the National Secretary thereby providing us with a secure, "off the premises" backup.

### **3.3 Administrator to archive Ulyssian magazines**

The Administrator will bind and store all Ulyssian magazines published since the inception of the Club.

### **3.4 Communication of membership information to branches**

Membership information will be sent to Coordinators only, unless specifically requested by them to forward to someone on the Branch Committee.

### **3.5 Requests from Coordinators for information from the Administrator**

The Administrator is not to circulate anything for members/ Coordinators, unless prior approval from the National Committee has been given.

### **3.6 Administrator not to process unidentified payments**

The administrator will not process membership applications or renewals until in receipt of sufficiently identified payments.

## **4 National Annual General Meeting Policies**

### **4.1 AGM Manual**

A set of AGM guidelines will be prepared from information collated from suggestions and recommendations based on past host branches of AGMs. This document will be a living document with new ideas being included in updates as/when received. This will be placed on the Club website.

### **4.2 National Committee AGM funding**

The Club objective is to enable members to meet for companionship and social activities around a common interest in motorcycling. In running AGMs and other Club activities, except where specifically for fund raising purposes, Branches should seek to break even, cover costs and no more.

Branches hosting the AGM will be given a loan of \$2000 which must be repaid.

### **4.3 Sharing of AGM profits between Branch and the Club**

Any profit resulting from an AGM will be shared equally between the Branch and the Club. Any loss incurred will be paid by the Club.

AGM accounts will be separated into two parts:

- (i) Revenues and expenditures associated with the main event are to be shared equally between the Branch and the Club.

This includes:

Friday and Saturday night socials;

Revenues: Entry charge on participants, bar sales

Expenditures: Costs of venue, food and beverages, entertainment, decorations, tickets etc.

Annual General Meeting:

Revenues: Registration fee

Expenditures: Cost of venue, refreshments, furniture, equipment, stationery etc.



Losses are to be borne 100% by the Branch in the first instance.

(ii) Other Activities

During an AGM, Branches may organise additional activities such as raffles, visits, other socials etc. Revenues and expenditures associated with these activities are to be kept separate from (i) above. Profits or losses accrue 100% to the Branch.

#### **4.4 AGM Equalisation Fund**

The Club holds an AGM Equalisation Fund which retains the funds from its accumulated share of AGM profits over the years. Branches may apply to the National Committee for reimbursement of losses suffered in running an AGM, after taking any profit (but not losses) from 4.3(ii) into account.

#### **4.5 National Committee nominee's advisement to Coordinators**

As nominations for National Committee are received by the National Administrator. They are to remain confidential until after nominations close. Nominations will be advised to Coordinators and the membership via a notice in the Ulyssian.

#### **4.6 National Committee candidates' biographies in December Ulyssian**

All nominees for the National Committee elections will submit a biography of no more than 300 words to be published in the December Ulyssian. These must be sent direct to the National Secretary. Any statement more than 300 words will be returned to the candidate for editing.

#### **4.7 National AGM Minutes Recording**

The National Secretary will ensure that minutes are taken at the National AGM and Coordinators' meetings. A paid minute taker may be employed.

#### **4.8 Confirmation of membership at AGM entry**

Confirmation of membership will be monitored at the entrance of the AGM. Members who do not have their membership cards will require some kind of photo ID.

#### **4.9 Members who do not receive the Ulyssian**

In the event of family memberships some choose to share only one copy of the Ulyssian. For the December issue of the Ulyssian every member will receive a copy to ensure that everyone receives voting forms for the National AGM.

#### **4.10 Election procedures for the AGM**

Where possible a Life Member will manage the election proceedings. Other respected members will assist as required.

#### **4.11 National Committee Nominee's speech, control of times**

A timer will be used with a buzzer sounding at 1 minute 45 seconds warning the speaker to sum up, then again at 2 minutes for close of speech. A further 2 minutes will be made available for questions to the nominee. The Chair will decide where questions will be asked from hands raised.

#### **4.12 Counting of votes at AGMs**

Four Life Members or four respected members will act as scrutineers alongside four people independent of the Club to count the votes.

#### **4.13 No preconditions when standing for committees**

Any individual standing for a position on any Club committee must stand without preconditions to the election. This will be added as a footnote on all nomination forms.

#### **4.14 Biography of members receiving an Odyssey Medal**

A brief biography of the recipient will be read at the AGM. This biography will need to be included with the nominations. Nominations for the Odyssey Medal must be on the prescribed form and include a photograph of the nominee.

#### **4.15 Nominators and Seconders**

The names of nominators and seconders will be included in the Ulyssian.

#### **4.16 National Committee liaison for AGMs**

The National Committee will appoint a liaison person to keep in touch with the organising Branch committee.

#### **4.17 National Committee AGM and Coordinators' Meetings financial support**

The Club will cover 20% of the cost of the venue and any costs directly attributed to the Coordinators' Meeting and the AGM.

#### **4.18 National Committee Involvement in AGM planning**

Where possible a National Committee member will attend meetings of the AGM organising committee or alternatively invite a representative of the host branch to attend a National Committee meeting and report on progress. This will be done at least 18 months before the AGM with a representative attending a National Committee meeting at least three times before the event.

#### **4.19 Travel claims for National Committee Members to AGMs**

Travel costs for National Committee Members will be paid from Club funds to and from a National AGM, provided that the travel is of the shortest route and at minimal cost. If any road vehicle is being used to carry more than one member of the National Committee, only one member will be entitled to payment for that vehicle. National Committee member's registration costs, and the Friday evening function and Saturday evening meal at the AGM will be paid for by the Club.

#### **4.20 Coordinators' AGM expenses claims**

Coordinators can claim registration costs and the Friday evening function & Saturday evening meal at the AGM but cannot claim any mileage or accommodation costs to attend the AGM. If their Branch agrees they can receive reimbursement for travel & accommodation costs from Branch funds.

#### **4.21 AGM badges**

The round badge is the official AGM badge and the cost of this will be included in the registration fee.

#### **4.22 Subsidies toward the cost of the venue and sound equipment hire**

The subsidies toward the cost of the venue and sound equipment hire will be taken out of the Club share of the profit before residue funds are added to the AGM Equalisation fund.

#### **4.23 Postal voting form returns**

Voting envelopes will be addressed to the National Secretary and posted to and held by the National Administrator until they are handed over to the vote counters at the AGM for verifying, opening and counting.

#### **4.24 Subsidised Sunday Breakfast**

The National Club will subsidise the cost of a breakfast to a maximum value of \$10 on the Sunday after the National AGM for any member of the Club. The membership number is to be recorded by the venue personnel and submitted with their account to the Club .

## **5 Coordinators' Meetings Policies**

### **5.1 Branch attendance at Coordinators' meetings**

Every Branch will ensure that a representative is present at Coordinators' meetings. Non-attendance is acceptable in special circumstances,

### **5.2 Other attendees at Coordinators' meetings**

A Branch Vice Coordinator may attend Coordinators' meetings but will have no speaking or voting rights and must attend at their own expense.

### **5.3 Voting rights at Coordinators' meetings**

Non-coordinators representing their branches at coordinators' meetings will have full speaking and voting rights.

### **5.4 Coordinators' (Mid Year) meeting expense claims**

No alcohol will be covered in claims. See 5.5 below.

### **5.5 Coordinators' meetings claim forms**

This policy statement is to be sent out with notice of Coordinators' meetings so that they are reminded of what they can claim.

Travel costs claimable at standard rates (\$/ kilometre) or air fares/shuttles.

\$20.00 for sundries on travelling days (Friday and Sunday only)

The accommodation is set as a fixed amount for a bed in a four berth cabin, if coordinators wish to arrange better accommodation they must notify us so we can change bookings and pay any extra above the fixed cost.

Once at the venue all meals are provided.

The National Secretary will send out a claim form with the agenda roughly two to three weeks before the meeting.

### **5.6 Coordinators' accommodation claim**

Coordinators accommodation is pre arranged. See 5.5 above. If any Coordinator upgrades their accommodation they are responsible for any additional payments.

## **6 Membership Policies**

### **6.1 Members rejoining**

If a member's membership lapses for a period of three years or more their membership number will not be retained. A membership lapse would negate eligibility for the 10 year badge as it requires 10 years continuous membership.

### **6.2 Contentious Membership applications**

Coordinators must forward any contentious membership applications or those which fall under the rule 4(a)(ii), directly to the Secretary for consideration by the National Committee. They must not be sent to the Administrator.

### **6.3 Rejoining fee**

The rejoining fee applies to all those who do not pay their subscription within 1 year after membership is due.

### **6.4 Membership Applications, accuracy and post codes required**

New applications will be completed by only one applicant per form and must be clear and legible. Postcodes are mandatory and must be included on the application. If no postcode, the application will be returned to the Coordinator.

### **6.5 Anniversary badges bought in bulk**

Coordinators must supply the full name and number of all recipients of anniversary badges at the time of ordering so that the member's information can be updated.

### **6.6 Overseas membership surcharge**

The overseas membership surcharge is set at \$20.00 per annum.

### **6.7 Membership badge details**

The membership badge will have the nickname in the first line if requested and decent, the next line will have the proper name (first or other given name, surname). The membership number is optional and if requested will be on the third line. The last line will contain either the branch name or the town/city where the member resides, (as per member's request)

The membership badge format-

[Nickname]
[First Name] [Surname]
[Membership Number]
[Branch] or [Town/ City]

## **6.8 Membership card details**

The details included on the membership card are. Membership number, proper name (first or other given name, surname), the membership joining date, and the membership expiry date. There is no need for a nickname to be included.

## **6.9 Absence overseas**

If a member of the Club leaves New Zealand and on return can demonstrate continuous membership with other international clubs and branches, he or she may apply to the National Committee for recognition of continuous service, including badges and membership number.

## **6.10 Joint Membership**

A 10% discount can be applied to the membership fee for each member who are a couple that reside at the same address. This applies to the membership year 2016 onwards. Members entitled to the Joint membership discount retain all the same rights & entitlements that a member who pays the full fee has.

# **7 National Committee Policies**

## **7.1 Definition of Office Bearers**

That national office bearers of the National Committee consist of the National President, National Vice-President, National Secretary and National Treasurer and the three committee members known as ordinary members of the National Committee.

## **7.2 National Committee Office bearers should not be Coordinators**

National Committee Office bearers should not be Coordinators.

## **7.3 National Committee meeting agenda to Coordinators**

An agenda will be available to all on the National Committee, plus the Administrator one week prior to the meeting.

Branch office bearers are, The Coordinator or President, Vice Coordinator or Vice President. All other members of the committee are known as ordinary members.

## **7.4 National Committee minutes**

The confirmed National Committee minutes will be available to Coordinators, within two to three weeks and be published on the Club website.

## **7.5 National Committee Expenses**

The following expenses take effect from 1 May 2011:

- Travel rate increased to 50c p/km for bike or car irrespective of which vehicle is used.
- Accommodation allowance. Room rates are usually the same for two people, partners of National Committee members are entitled to share rooms with committee members at AGM's or on other Ulysses business. Accommodation choice is up to individual National

Committee members and for a figure which is reasonable for the area unless accommodation is provided.

- Meal allowances. Actual and reasonable up to \$50.00/day – no alcohol.

## 7.6 Badges for past national committee members

These are available on request.

The format is a red writing on a white background.

Format to be

National Committee Member	[Start Year] – [End Year]
National [position]	[Start Year] – [End Year]

## 7.7 National Committee Meetings at Branch rallies.

In the event that a National Committee meeting coincides with a Rally and it is agreed that the meeting be held at the Rally venue then travel to the rally is paid by the Club but all rally charges will be paid for personally by the Committee members.

# 8 Protocols for gear sales

## 8.1 Guiding principle

Any articles sold by the National Quartermaster or by Branches to members shall be high quality and shall be “Fit for Purpose”.

## 8.2 Prerequisites for Gear sales

The National Quartermaster will be an elected member of the National Committee. The National Quartermaster is responsible for all gear held for sale to members in the national stock, for the quality of that stock, that the items are fit for purpose, for the range of items, stock numbers and prices.

Any item including the Registered Logo must be approved by the National Committee. To ensure conformity to these protocols and in the interests of consistency of design and quality all items offered for sale to members either from the national stock or directly from Branches must have the approval of the National Quartermaster prior to being offered for sale.

## 8.3 Items Developed by a Branch

It is acceptable for items developed “In Branch” to be marketed and sold by that Branch and any profits to be applied to that Branches’ benefit. Gear which is developed by a branch for sale to members and is marked as being a Ulysses item shall have the word “Branch” included on it.

Gear sales at National AGMs are to be organised by the Hosting Branch with assistance if required from the National Quartermaster. Profits from the sales shall be applied to the Hosting Branch’s benefit. Sales to the Hosting Branch from the National Quartermaster’s

stock shall be at normal Branch price, or discounted at the National Quartermaster's discretion.

#### **8.4 Policy for ordering gear from the Australian Catalogue**

The Administrator will only order items from Australia that are not available from our catalogue, The National Committee expect the Branch to cover all costs involved in procuring items, this includes the National Administrator time, postage costs, taxes and the like.

#### **8.5 Cost of Gear sales**

There will a flat charge of \$10.00 per package to members to cover the cost of postage and packaging for gear items. Items to Coordinators or Quartermasters for branch sales will be freight-free.

## **9 Ulyssian Policies**

### **9.1 New members to be published in the Ulyssian**

All new members' names, numbers and Branches will be published in the Ulyssian.

### **9.2 Right of reply in Ulyssian**

The Editor should have the discretion to seek a right of reply for letters submitted for inclusion in the Ulyssian.

### **9.3 Editor's Role**

The Editor's role is to edit reports and advise the Coordinators of the Branches of the amendments made before publication if time permits.

The Editor should not send out controversial information to branches that has not received prior approval from the National Committee. This is to enable rights of reply etc by all parties concerned.

### **9.4 Advertisements and inserts**

It is the role of the editor to reduce content of Branch posting, such as rallies. These should be kept to only a quarter page wherever possible.

Inserts required by the National Committee to be included in an issue will be paid for by the Club.

Should a Branch want larger advertisements they must be included as inserts. Where Branches wish to include an insert, they will be required to meet the cost of including in the magazine. Rally advertisements are to be quarter page size, to be printed in the magazine. It is accepted that Rally registration forms should not be printed in the Ulyssian. An advert of notice (quarter page size) can advise members where they can obtain a registration form from.

# 10 Website Policies

## 10.1 Branch websites

Branches that wish to operate web sites are to deal with the Webmaster and use the facilities that are provided through the Club. There is no cost to a Branch for this service. The Webmaster will advise Branches on how to access and set up their webpages. Branch website names will be in the form of [www.ulysses.org.nz/branchname](http://www.ulysses.org.nz/branchname).

## 10.2 National Committee/Coordinators page

The Webmaster will establish and maintain a Coordinators/National Committee only page.

## 10.3 The Webmaster has access to the membership database

The Webmaster will receive a copy of the Ulysses database of members to ensure that he or she can carry out their responsibilities and duties as webmaster.

## 10.4 Minutes on Website

That minutes will be made available on the website. As from May 2015 the Bulletin Board is no longer operational. Minutes are currently available through the links page.

## 10.5 Photo gallery available on website

A photo gallery section will be included on the website.

## 10.6 Branches to use National Website as Branch website base

Refer to 10.1 above.



# 11 Standard Documentation

## 11.1 Coordinators' AGM Meeting Expenses Claim Form

**The Ulysses Club of New Zealand Inc.**  
Coordinators' Annual General Meeting  
Expenses Claim Form

The Club pays specified costs for the Coordinator/President or Branch Representative attending the National Annual General Meeting.

This includes all meals and functions associated with the AGM including a National AGM Badge.

It does not include travel, accommodation, AGM clothing, local badges or organised excursions. Travel and accommodation expenses may be met by the Branch depending on individual branch policy.

*(On a case by case basis the travel and accommodation costs may be met the Club. This is to enable Branches with very limited funds to send a representative. Applications for funding are to be sent to the National Secretary prior to the National Committee meeting scheduled before the AGM.)*

Date of claim \_\_\_\_\_

Name \_\_\_\_\_

Membership Number \_\_\_\_\_

Branch Represented

Bank account for Direct Credit payment

Details of Expenditure. ( Please provide all receipts and a copy of the AGM Registration)

## 11.2 Coordinators' Midyear Meeting Expenses Claim Form

**The Ulysses Club of New Zealand Inc.**  
Coordinators Midyear Meeting  
Expenses Claim Form

Claims allowed for reimbursement from Club funds for the Coordinator/President or Branch Representative attending the Midyear coordinators meeting/workshop.

Claims are to be based on these points-

- Driving/Riding: Travel costs are claimable at standard rates (50c/kilometre bike or car) travelled by most direct route according to the AA up to a maximum of 800km return.  
or-
- Air fares/ferry fares, shuttles, to and from home airports. (Receipts required).  
Shuttles to and from the venue will be provided.
- \$20.00 per travelling day for sundries (Friday and Sunday only). (Receipts not required)
- The accommodation is set as a fixed amount for a bed in a four berth cabin, if coordinators wish to arrange different accommodation they must notify us so we can change bookings. The person must pay any extra above the fixed cost. (Receipts required)
- Once at the venue all meals are provided.

Date of claim \_\_\_\_\_

Name \_\_\_\_\_

Membership Number \_\_\_\_\_

Branch Represented

Bank account for Direct Credit payment

Details of Expenditure. (enter below, please attach receipts)

Total Claimed    Approved by \_\_\_\_\_ Date Approved

Total Claimed

Approved by \_\_\_\_\_ Date Approved

### 11.3 National Committee Claim Form

#### The Ulysses Club of New Zealand Inc.

#### EXPENSES CLAIM FORM

#### National Committee

Reimbursement formula

Vehicle calculated on AA distance calculator

Shortest route paid at 50c/km

Accommodation (if required) actual costs at a fair and reasonable rate.

Meals paid at \$20 per day if away from home more than 24 hours

Items required fulfilling duties of National Committee member

Date of claim \_\_\_\_\_

Name \_\_\_\_\_ Membership Number \_\_\_\_\_

Travel to

Date of Travel

Reason for Travel

#### DETAILS OF EXPENDITURE

Hotel/Motel cost per night

Taxi/Airfare

Vehicle Expenses kms travelled \_\_\_\_\_

Daily Meal Allowance \_\_\_\_\_

Number of Days \_\_\_\_\_

Other items e.g. Stamps, Postage, Tolls etc( Please provide a copy of the receipt)

Total Claimed

Approved by \_\_\_\_\_ Date Approved