

Hutt Valley Tramping Club bylaws

These bylaws include information for HVTC members in addition to our [Constitution](#).

The General Committee is updating and adding to them over time.

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Duties of HVTC Officers

The **President** will:

- ensure the orderly conduct of the affairs of the Club;
- chair general meetings of the Club and meetings of the General Committee;
- present a report on the affairs of the Club to the Annual General Meeting.

The **Trip Coordinator** will:

- organise the tramping, climbing, mountaineering and other outdoor activities of the Club;
- ensure that members develop the skills necessary to participate safely in these activities;

They can be assisted by imembers or a sub-committee appointed by the General Committee.

The **Vice-President** will:

- chair General Meetings of the Club and meetings of the General Committee if the President is unavailable.

The **Vice-President (Ruapehu)** will:

- convene the Ruapehu Committee;
- report on the activities of the Ruapehu Committee to the General Committee.

The **Secretary** will:

- keep up-to-date minutes of all meetings;
- issue notices of General Meeting of the Club and of the business to be transacted, including motions and candidates for election as Officers, and of meetings of the General Committee;
- maintain the required Interests Register;
- manage all inwards and outwards correspondence and all general Club documentation;
- forward to the Registrar of Incorporated Societies notices and returns, including the Annual Financial Statement, as the Registrar requires.

They can be assisted by Members or a sub-committee appointed by the General Committee.

The **Treasurer** will:

- receive and account for all monies on behalf of the Club;
- keep such books of account as the General Committee may from time to time determine
- prepare and issue to each Member of the Club with the notice calling the Annual General Meeting a statement of the Club's accounts and balance sheet showing the Club's financial position on the previous 31st day of May.

They can be assisted by Members or a sub-committee appointed by the General Committee.

The General Committee will arrange, at minimum, for the annual accounts to have an assurance review as defined by the Financial Reporting Act 1993. The assurance reviewer will be appointed by the Club in a General Meeting.

The **Ruapehu Secretary** will:

- keep up-to-date minutes of all meetings;
- issue notices of meetings of the Ruapehu Committee.

The **Ruapehu Treasurer** will:

- receive and account for all monies on behalf of the Ruapehu Committee;
- keep such books of account as the General Committee may from time to time determine;

- provide reports on the Ruapehu accounts to meetings of the Ruapehu Committee and as requested by the General Committee.

Use of HVTC PLBs

Information for Club trip leaders and users of Club PLBs for private trips.

Trip information required

Trip leaders must email emergencycontacts@hvtc.org.nz the following information about a planned trip:

- Leader's name and mobile phone number.
- First name and last name of each participant. *First names only are not sufficient.*
- Name and phone number of an emergency contact for each non-member participant. *'Emergency contact' means a friend or family member whom we can inform if a PLB is activated or the party does not return home (also required for members who have not provided emergency contact details when applying for or renewing membership).*
- Medical conditions that could affect the ability of a participant to safely complete the trip. *Leaders should ask discreetly for disclosure, especially of persons with whom they have not tramped before.*
- Proposed route. *More detail is needed if the trip is going off- track.*
- Possible alternative routes and emergency shelters. *This will assist searchers if weather or flooded rivers interrupt your plans.*
- Planned start and finish dates and location(s). *The expected finish time could also be helpful.*
- An action date and time when the leader wants the Club to inform the NZ Police that the group has failed to finish the trip. *Typically, we will wait until the following morning after the planned finish date.*
- Transport to be used:
 - Confirm use of Club minibus (rego RGK989) or;
 - Make, model and registration number of one private vehicle or;
 - Name and phone number of commercial transport service.

Please email trip information to emergencycontacts@hvtc.org.nz and to the rostered Club emergency contact (if known) at the time of the trip. *All Club emergency contact members should have the trip information because they don't know who will be contacted when a Club PLB is activated..*

Leaders should inform the rostered Club emergency contact that the trip is completed. *Emergency contacts prefer a text message as soon as leaders reach mobile coverage.*

When to activate a PLB

PLBs are primarily for use in emergencies, that is, a serious injury or life-threatening situation. Being overdue by a day or so is not usually a reason to activate a PLB unless the party could not complete the trip safely.

Club emergency contacts

See HVTC website contact page: [Contact – Hutt Valley Tramping Club](#)

Leaders can add the contact details to their phone contacts.

How this information is used

If anyone activates a Club PLB, the NZ Rescue Coordination Centre (RCC) will contact an emergency contact. It is likely RCC will ask for trip information.

Use of personal PLBs on HVTC trips

Many club members own a personal PLB for private use (that is, participating in non-HVTC trips) but it is recognised that such devices could be taken (with good intent) for use on a club-led trip.

Club trips are monitored by an emergency contact system that is linked to specific club PLBs that are registered with the NZ Rescue Coordination Centre (RCC), and, therefore, operate independently from privately owned beacons. There is potential for confusion or omission of timely and critical information if a privately owned beacon is used on a club-led trip.

The following policy guidelines should be followed when considering taking/using a private beacon on a HVTC trip.

- Safety First – Any registered PLB on a trip is better than no PLB on a trip. That said, the use of Club PLBs on official Club trips is strongly preferred over private PLBs. Generally, a Club PLB should be taken unless one is not available in the gear room.
- If a private PLB is taken on a club trip, it must be registered with Maritime New Zealand at www.beacons.org.nz and have at least one designated distress contact (the phrase used on beacons.org.nz). This is the person that RCC will contact if the private beacon is activated.
- The trip leader and/or the private PLB holder (if not the same person), must:
 - e-mail the usual required trip information (see below) to emergencycontacts@hvtc.org.nz and to the private PLB owner's distress contact(s);
 - ensure the private PLB owner's distress contact(s) have the name and mobile phone number of the Club's rostered emergency contact(s) for the trip duration;
 - ensure the Club's emergency contacts have the name(s) and mobile phone number(s) of the PLB owner's distress contact(s).
- If your private PLB is activated, your distress contact should contact the Club's rostered emergency contact, who will assist with the usual club emergency process.
- Your distress contact will be the first person contacted by the RCC who may request details about the trip plus participants' details. It is critical that your distress contact has these to hand to inform RCC.

- For guidance on the correct set of trip information to provide to both the private distress contact(s) plus the HVTC emergency contact network, consult the checklist/policy details in the HVTC gear room where the club PLBs are kept, or see the section headed Use of HVTC PLBs above.
- The trip leader should advise the HVTC emergency contacts when the trip has safely concluded (this could be at a road end before returning home if cell phone coverage is available).

Complaints and concerns about designated drivers

All drivers for vehicles owned by Hutt Valley Tramping Club must complete a competency test before becoming a designated driver and only designated drivers can drive any vehicle owned by the HVTC. The HVTC Transport Officer will carry out competency tests.

Drivers are expected to comply with all New Zealand traffic laws. They must drive to the conditions and have the safety of passenger in mind. If there are concerns/complaints from passengers regarding a driver, they may be removed as a designated driver.

If passengers or other club members have concerns about a designated driver or feel unsafe during a trip, they are encouraged to advise the driver or trip leader about their concerns as soon as possible.

Once the trip has concluded, any concerns or complaints should be emailed to president@hvtc.org.nz including as much detail as possible of concerns or any incident. The General Committee will follow up all written complaints, which will be treated anonymously.

Complaint process

The process will be consistent with the dispute resolution process in the HVTC Constitution November 2025.

- Once a written complaint or concerns have been received about a driver, the General Committee will contact the trip leader to get more details. If the trip leader and driver are the same person, the General Committee will approach another member on the trip.
- Once all details are received, an email will be sent to the driver advising of the details. The driver will as soon as possible respond to the General Committee about the complaint or concerns.
- The General Committee will discuss the complaint and take appropriate action.
- General Committee members involved in any incident or circumstances that led to the complaint or concerns cannot be decision-makers in the complaint process.

Possible responses

- No further action. If the complaint or concerns are not validated or upheld, the General Committee will take no further action.
- Education. If the incident or circumstances are minor or temporary, the General Committee may remind the driver about expectations for designated drivers.

- Formal warning to the driver. If the incident or circumstances are moderate or temporary, the General Committee may give the driver a formal warning. The Transport Officer will note the warning and, if a second complaint for the same or similar behaviour is received, the driver may be removed as a designated driver.
- Removal from designated driver list. If the complaint is serious and could risk the safety of passengers, the driver will be removed from the designated driver list. The General Committee will decide whether the driver will be temporarily or permanently removed from the designated driver list.

Infringements or pull overs

The HVTC expects all designated drivers to obey traffic laws. If an Infringement is received, the General Committee will transfer the liability to the driver at the time of infringement. If a driver is pulled over by the Police, the driver must email president@hvtc.org.nz advising of the pull over and any outcomes from the interaction.

Designated driver loss of licence

If a designated driver loses their licence, they must email president@hvtc.org.nz and they will be removed from the designated driver list. The General Committee will decide if they will be reinstated once the driver has a valid licence.