



ULYSSES CLUB INC.
GLASSHOUSE MOUNTAINS
BRANCH



HAND BOOK

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Updated January 2010

PREFACE

This handbook has been compiled as a guide to assist the Glasshouse Mountains Branch committee and its members with its history. With the Constitution of the Ulysses Club Inc. and the recently produced Ulysses Club Handbook from our National Committee and now the Glasshouse Mountains Handbook to use as guideline, the duties of the Glasshouse Mountains Branch meetings can function smoothly.

All entries have been taken from the Minutes of the Glasshouse Mountains Branch along with the knowledge of passed and present Committee Members.

Averil Hingley #17644 has been authorized by the Glasshouse Mountains Committee 2006 to compile this handbook. Averil has been on the Committee since 2001 and has held the positions of Treasurer, Regalia Officer and Secretary.

**Graham Kennedy #38444 President
Ulysses Club Inc.
Glasshouse Mountains Branch**

**Averil Hingley #17644 Secretary
Ulysses Club Inc.
Glasshouse Mountains Branch**

***This handbook was adopted by the Ulysses Club Inc.
Glasshouse Mountains Branch Ulysses Club July 2007***

DRESS CODE

9th March 2005 National AGM

The wearing of any "Rockers" or other insignia with the Ulysses Club Logo on any apparel, which in any way imitates the color patch of a motorcycle club is prohibited.

Any member who chooses to wear rockers or other Insignia in contravention with this rule will be considered to have brought the club into disrepute and will be subjected to expulsion from the Ulysses Club.

**Acceptable Format****Also Acceptable**

In Simple Terms: Wear only the Old Man Patch

Or just patches (Branch Logo Discouraged)

**NOT acceptable****NOT Acceptable**

Ulysses Club Inc. Glasshouse Mountains Branch

HISTORY

Glasshouse Mountains Riders Group started approximately November 1992 with the Brisbane Branch being overseers at the time. First meeting was held at a member's house in Pumicestone Rd. Caboolture with five members all of whom were with Brisbane Branch until they had permission from the National Committee to start a group in the Glasshouse Mountains area. From there they held their meetings at the Redcliffe Hotel. Later at the Royal Hotel in Caboolture until it's demolition in 1994. The Group then moved to the Caboolture Aero Clubhouse which remains the Glasshouse Mountains Branch home today.

Glasshouse Mountains was sanctioned by the National Committee early in 1993. The wording "Riders Group" was removed from the patch by a Natcom ruling in November 1996 and then became known as Glasshouse Mountains Group until February 2003 when after a Natcom ruling, the word "GROUP" was taken off the patch and ceased to exist Australia wide, and only the word -BRANCH exists now. In 2001 Dianna Deary became the first Female President not only of the Glasshouse Mountains Branch but of all Branches Australia wide.

BRANCH AWARDS

AUSTRALIA DAY AWARD

January 26th 2000

Glasshouse Mountains Group accepted the Caboolture Shire Council Australia Day Award for it's volunteer work within the shire by the Mayor Tom McLoughlin.

VOLUNTEERS AWARD

December 2001

Glasshouse Mountains Group accepted the Queensland Government Volunteers Award by local State Member of Parliament Carol Male

DEARNLEY AWARD

March 2006

Averil Hingley #17644 was the first Glasshouse Mountains Branch member to receive the Dearnley Medal for her outstanding efforts within the Branch and for the Ulysses Club, from Steven Dearnley "Old No.1" and National President Kim Kennerson at the Ulverstone Tasmania, Ulysses Club Annual General meeting.

AEROCLUB*October 1997*

The Glasshouse Mountains Branch Ulysses Club share with the members of the Aero Club the use of the Aeroclub Building and grounds Wednesday Evenings between 5.30pm and 9pm. Rent Free. Also use of the camping area and building at other times is also available.

Certain conditions apply All members to sign book on entering dining area of the Aero Club. *May 2006*

Restricted area for smoking came into force with NO FOOD to be consumed in Smoking area. *July 2006*

Bikes are allowed in front of the building on all Social Functions. Permission from the Aero Club Management. *June 2006*

The airstrip is under the control of the Aero Club Committee at all times which means from 10 minutes after Sunrise until 10 minutes before Sunset. ONLY aircraft people are allowed on airstrip. Absolutely **NO** Ulysses members unless permission is received from Aero Club Committee. *June 1994*

Ulysses Club members have permission to enter through gate to park their motorcycles along the outside fence line but no further than 50 meters from fence line, when the area is full of bikes on the inside. **NO MOTORCYCLES ARE ALLOWED ON AIRSTRIP AT ALL.** *August 2006*
Aero Club gave honorary membership to Glasshouse Mountains members in September 1999 and renewed the honorary membership with members to sign the book in clubhouse each time he/she attend *May 2006*

PURCHASES

The container, which was purchased by the Branch in 1999 is on the grounds in the camping area. It is there with the Aeroclub's permission. There will **NO** electricity connected to container. Gate access is to be closed at all times. Insurance to the container and its contents are unattainable. *May 2002*

Items such as Bar BQ, Urn, Water Cooler, Tables, purchased in 1999, 2000 & Helmets donated by local Motorcycle Dealer are available for Glasshouse Mountains Branch member's PERSONAL use, by writing to Committee for permission. A charge of \$40.00 is to be collected if Bar BQ is returned dirty. *July 1999*

Marquee*March 2001*

On permanent loan from Caboolture Motorcycles

POSTAL ADDRESS*November 1997*

Post Office Box at Morayfield Post Office was authorized as
Glasshouse Mountains Group address: PO Box 380 MORAYFIELD 4506

NEWSLETTER*May 1997*

Glasshouse Mountains started it's own newsletter produced by members. In July 2002 the Branch paid to have the newsletter published and members were charged \$1.00 per Newsletter. The charge ceased in February 2003 with the Branch still paying for publication. A small cost to cover postage is payable for those wanting a newsletter posted each month. Also a \$5.00 charge for members wishing to have a colored edition monthly.

*June 2008*WEBSITE

Glasshouse Mountains Website produced on the Ulysses Club
Site hosted and sponsored by John Evans *May 1999*
Sponsorship taken over by Rob's Computers Beerwah *October 2007*
Branch started paying for Website *October 2009*

DECISIONS

The Branch is not responsible for any theft, damage or loss of personal equipment to any time. *January 1997*

Breakdown Fund*April 1997*

An amount of \$500.00 be kept in Branch's bank account for payment to a member for breakdown expenses from a Club organized ride. Decision to cease Breakdown Fund *March 2008*

Running Costs*February 1998*

A maximum of \$500.00 be allocated to committee for running costs for functions. The \$500.00 allotment ceased. *December 2005*

Special Bank Account

An amount of \$50.00 was adopted with going into a special Branch Bank Account each month with donation going towards Aspley Special School. *April 1998*

Special Account closed March 2003 with amount of \$50.00 to be recorded into Branch Bank Account with a donor decision of the amount banked to be decided at the end of each year. *February 2000*
Cancelled recorded amount of \$50.00 per month. *March 2008*

Renting Photocopier for 5 years*May 1998***This proved to be unpopular with new Committee.****Decision not to rent anything at all.***May 2003***Glasshouse Mountains AGM***December 1998***Date of AGM to be changed from November to February****Donations to Charities****Support for minor Charities or individuals only.***May 2000***Keep ongoing support to Ulysses Club's majority Charity, 'Ulysses Club Arthritis Research Fund' each year***May 2000***Security Measures****With partners on committee, only one to sign cheques** *Nov. 2002***No ordinary member has authority to act on behalf of Branch without first notifying executive committee***September 2003***Flyers not to be left on table without Committee permission** *July 2006***Meetings***Dec. 1996 August 2007***Parents or guardians are responsible totally for children's behavior at meetings and functions. Also any damage caused by children whilst at Aero Club is Parents or Guardians responsibility.****The constitution, Ulysses Hand Book and Glasshouse Mountains Handbook are to be accessible at all meetings.****Committee Meetings***September 1997***Committee meetings are held generally on the last Monday evening of each month at a private residence. Changed to the last Wednesday evening of each month in the Air League hall.***March 2001***Changed to Aero Club Office for Committee members only.** *May 2004***As protocol reads Ordinary members may have entry to Committee meetings with permission from Executive Members if they have input for meeting.***February 2007***General Meetings***February 1999***General Meetings are generally held on the first Wednesday Evening of each month in the Air League hall with a donation of \$200.00 annually to Air League. Meetings are now held at the club house & no longer donate to Air League***May 2004***Since February 2003, when Glasshouse Mountains Group became a Branch, which prior to that, Groups were not recognized by the constitution, we are now governed by the Ulysses Club Constitution.**

In July 2003 under the direction of the National Committee, the Branch reverted back to only having Executive positions of President, Secretary, and Treasurer with at least 3 committee members. Any extra positions are agreed to by the committee, due to circumstances earlier that year. All meetings are to be in accordance with the Ulysses Club Constitution. Latest amendments were March 2005, 2007 & 2008.

As there is no recognition of Vice President in the Constitution for Branches. the Branch voted to have the position of Vice President as a committee position to be voted on before Committee at Annual Elections.

April 2004

The decision to revert back to the decision of July 2003 to have no nominations for Vice President, and follow the Ulysses Club Inc. AGM Procedure.

August 2009

GENERAL MEETING PROCEDURE

April 2008

These meetings are conducted to discuss the requirements of the branch not a bitch/dobbin/policing and/or sob story session. Some people cannot help but get emotional or loud when they have a point to make, to alleviate this the following protocols have been adopted.

When a Member is acknowledged to take the floor, he/she is requested to state Branch or first name then continue with discussion.

When a Member has the floor he/she is not to be interrupted by another Member, but allowed to finish discussion.

When a Member gets (in the opinion of the Chairperson) emotional, loud or aggressive he/she will be requested to "TAKE TIME OUT". to allow time to recompose, then be heard in a calm and civil manner.

There is to be no discussion of complaints of personal nature, if one has a complaint about someone, discuss it with them in person, DO NOT bring personal grievances to the club.

If during a discussion one cannot agree with a another Member, don't get upset/loud or aggressive, AGREE to DISAGREE.

If a Member does not think that some activity or item associated with the Branch, i.e. function, ride, article in the news letter or web site is acceptable, when discussing the problem at a General Meeting don't just put forward those concerns, suggest a solution or replacement to the activity or item. All such concerns to be resolved by Branch Committee NOT National Committee.

If at any time the Branch committee cannot solve a situation, the President or Secretary are notified the National Committee.

BRANCH AGM ELECTION

Glasshouse Mountains Branch AGM is held on the first Wednesday of February each year, immediately following the conclusion of business of the last general meeting for the term of the current committee. The Meeting is held in accordance with the Ulysses Club Inc. AGM Procedure. The AGM is opened, The retiring President invites the Presiding Officer, (where possible a National Committee member) to take the chair. ONLY financial members are eligible to vote. A member not standing for elections should take the minutes. Where possible a short resume together with a photograph should be displayed on the Branch website and Newsletter. Postal voting is not allowed at Branch election. Nor is electioneering by the candidate or by another member on behalf of the candidate. Cascading system applies. Unsuccessful candidates can cascade down and contest another position. National Committee strongly recommend that Members (on a Conscience & Moral grounds) only vote at the one branch they are most active with.

COMMITTEE POSITIONS

JOB DESCRIPTIONS

Branch President Is the principle member of the Committee and is responsible for the co-ordination of the democratically decided requirements of the branch. Is one of three signatories on the Branch bank account.

Branch Secretary Duties of Secretary are in Ulysses Club Inc. Constitution. To keep records in the form of minutes of Committee and General Meetings, appointments of Committee Members. All correspondents to and from the Branch. Keep a Register of members names. Is one of three signatories on the Branch bank account. Members, at a suitable time to Secretary, may have access to the Minutes. A record of the contents of Container and Approximate value is to be updates at the end of each term.

Branch Treasurer Duties of Treasurer is in Ulysses Club Inc. Constitution. To ensure that all money due to the Branch is collected and received and all payments democratically authorized by the Branch Committee are made. Correct books showing the financial affairs of the Branch including full details of all receipts and

expenditure connected with the activities of the Branch. Ensure all GST requirements for the Branch are met. The Treasurer is the main signatory of the three signatories on the Branch bank account. Furnish a Financial Report as early as possible after 31st December each year to the National Treasurer. These must show full accounts, Merchandise Stock holding, Assets, and Interest earned. Be responsible for Goods and Services Tax. With a Business Activity Statement filled out every 3 months and sent to the Taxation Office. Members, at a suitable time to treasurer may have access to the books.

Branch Vice president If the committee feels the need to have a Vice President, the position is taken from the committee or interested ordinary member to fill the role with committee agreeing, when the president is absent.

Branch Welfare Officer Inform the Members of medical incidents of Branch members and also updates on those incidents. Have hospital visitation. Keep in contact with the hospitalized Member's partner in reference to the well being of the Member and how the Members partner and immediate family are coping. Keep the committee informed if the Member's partner needs any assistance in visiting the hospitalized member.

Branch Regalia Officer Account for Regalia, orders and monies collected for regalia in accordance with Glasshouse Mountains Branch -Regalia Standard Operating Procedures. Account for all Monies collected to the Branch Treasurer. Regalia Officer can keep up to \$200.00 as a float for selling gear. Regalia money is given to Treasurer to bank ASAP.

Branch Ride Coordinator Arrange rides with meeting/departure points where bikes will not interfere with public traffic and vehicle parking, and riders will have access and departure. Inform riders at the beginning of ride the route to be taken, time of breaks, Lunch stops etc. Inform riders to not conduct oneself in a manner that could be interpreted as being abusive or intrusive to the public. No hooning in public. All road rules and speed limits are to be adhered to. To attend rides all Members to have appropriate license and bikes registered. Also Bikes fueled up ready to go. All riders participating in the ride follow the ride leader in a suggested order with Tailend Charlie in the rear. If one needs to leave on route, to tell leader or tail

Charlie at previous stop point. Attending Rallies as an Ulyssian he/she is representing Glasshouse Mountains Branch and the Ulysses Club. Have fun, get drunk if one so desires, be loud on occasions, but in no way be offensive, abusive or intrusive to others. Noise is to be kept at a minimum after midnight. These activities are for all to enjoy, members and committee alike.

Branch Website Glasshouse Mountains Website produced on the Ulysses Club Site hosted and sponsored by John Evans Ulysses Member in 1999. Later new host and sponsor Rob Roy Beerwah in October 2006. Business sold to Total Microsystems Beerwah House Beerwah in November 2008 with Branch taking over expenses of website in October 2009. Duties are to keep website up to date with all notices etc.

Branch News Editor Put together a newsletter each month for publication to be handed out at each General meeting of the branch. Payment to Printer and post newsletters to those who wish same at the cost of the postage. Also send to Web editor for inclusion on Website.

Branch Social Coordinator Organize Social functions throught out year Inform members & hand out flyers.

Branch Raffle Member Source raffle prizes for social meetings/events and conduct Raffles at these meetings and events. Account for all Prizes and Monies (Spent/Received) to the Branch Treasurer. The money is counted in front of and given to Treasurer to bank, including Bookings for Functions. Raffles are held each Wednesday evening. Any other raffles brought in by members and with prior consent from Executive Committee, may be sold after the branches own raffle is finished. Decision to allow only motorcycle orientated raffles and Special Raffles by members with Committee approval made *April 2001* Raffle Prizes are generally 4 Meat trays with extra prize being Regalia gear (For members only) or mystery prize. Donated or purchased from Branch funds.

July 2005

GOODS & SERVICES TAX

January 2007

Australian Business Number under the Ulysses Club name with 005 added as Glasshouse Mountains Branch.

Joan McNeven B. Bus, CPA Accountant & Ulysses Member is the Branch Honoray Consultant for GST

INSURANCE

The Ulysses Club Inc. has 2 Insurance Policies.

ASSOCIATION LIABILITY POLICY

Insurance protects the club and its officers for Claims that may arise against them, due to mismanagement. Libel and Slander, Breach of contract of legislation such as Trade Practices, Occupational Health and Safety etc. it includes Cover for all Branches.

PUBLIC & PRODUCTS LIABILITY POLICY

Protects the Club and its members against claims that could arise due to person or damage to property as a result of the Club/ members negligence during an activity of the club.

It is **VERY IMPORANT** that in the event of an accident or a claim under either policy that **NO ADMISSION OF GUILT** be made by any branch or member.

Any motorcycle events at a rally are not covered by Club Insurance. That area is the registered owner's compulsory third party Insurance.

MEMBERS BENEFITS

Phone List

February 1998

Is kept by secretary and given to members on request with names, suburb, phone numbers & email address attached.

Members' list

May 2000

A list complete with all Names, membership numbers, birth dates, addresses etc. and kept by the Secretary for Branch Records.

Age Badge

March 2001

40's & 50's badge is purchased from regalia having obtained that age prior to joining club or otherwise.

60's,

70's 80's 90's badge is presented to member on obtaining that age after citing by Natcom and paid for by Branch funds.

Service Badge

July 2005

10, 15, 20, 25 year badge is presented to members after citing by Natcom and paid by member.

Decision for Branch to pay from Branch funds.

October 2006

Birthday List

March 2001

Member's names to be announced each Wednesday evening for the following week when birthdays are due and receive a drink voucher from the Management of the Aero Club

Committee Appreciation Presentation *February 2004*

Decision made as appreciation for the efforts made throughout the year by the Committee at Annual General Meetings. Paid for out of Branch funds.

Guests Ulysses & New Members *September 1997*

Be formally introduced at all social evenings, rides & functions. Ulysses members visiting Glasshouse branch from other branches out of the South East Queensland area to receive Glasshouse Mountains tokens if available

July 2005

Branch Uniforms

Maroon Polo Shirts Short sleeve *March 1999*

Maroon Polo with Short & long Sleeves *April 2004*

Supporter Patches *June 1995*

Supporter patches for non members interested in Ulysses Club. Decision in July 2003 Supporter Patch is to have no mention of Ulysses Club or Club Logo. Supporter Patch scraped Natcom Ruling *April 2006*

SPONSORS

May 1997 Dave Lucas & Ray Jonkers Caboolture Motorcycles Morayfield with 10% off all Bikes & Accessories.

July 2006 David Shannon of McInnes Wilson Solicitors
Sponsoring our Newsletter

October 2007 Duanne Scott Rider Accessories Deception Bay with discount on Bike accessories

August 2009 David Davies & Phillipa Cairns of McInnes Wilson Solicitors sponsored towards our Newsletter

EVENTS

Glasshouse Mountains Valley Rally

So called as the first rally was held at Esk in the Brisbane Valley in 1998. The Rally was held at Linville Picnic Race Track 1999, 2000, 2001 & 2002. The 2003 Rally was held at Lowood Showgrounds due to the Public Liability insurance increase in costs. 2004, 2005 & 2006 the Rally was held at the Woodford Showgrounds on a set date being the weekend before the Queen's birthday's weekend each year.

Year 2007 & 2008 date was changed to last weekend in March due to Ulysses Club's AGM held at the end of May. 2008 Venue was at Kilcoy Showgrounds. 2009 again at Kilcoy but held in August due to bad weather in May. Beneficiaries from funds raised at each Rally

1998 to 2001 Hazeldeane Rural Fire Brigade, Toogoolawah Respite Centre

2002 Donny Brook Rural Fire Brigade

2003 Meldale Rural Fire Brigade

2004 Glasshouse Mtns. Rural Fire Brigade

2005 Stoney Creek Rural Fire Brigade

2006 Stanmore Rural Fire Brigade

2007 Delaney's Creek Rural Fire Brigades

2008 Bellthorpe Rural Fire Brigade

2009 Neurum Rural Fire Brigade

Toy Run

October 1995

Is generally held first Saturday of December each year. Attended the Redcliffe & Caboolture Hospital Children's Wards until 2001 and local Salvation Army until 2005. Sunnymead Nursing Home Caboolture 2004, 2005. Eden on Bribie Home 2006, 2007, 2009 with Eden at Beerwah 2009. Uniting Church Caboolture 2003 to 2008.

Poker Run

March 2003

Is generally held first Sunday in July each year with money raised going to the Ulysses Club primary charity. Generally first hand is issued before leaving Morayfield BP Service Stations and last hand taken at the Aeroclub Clubhouse.

Camp Quality

November 1997

Held by Lions Club and assisted by Brisbane Branch with Glasshouse Mountains Branch's help giving Rides to the camp Quality Children & Families, on last Sunday of November each year at Brennan Park, Bongaree, Bribie Island. The event was taken over by Glasshouse Mountains Branch in 2005.

Air Spectacular

Caboolture Aero Club held Air Show in 1999, 2001 & 2004 when Branch Volunteers helped and Aero Club donated funds in return. 2005 Aeroclub celebrated 75 years of Tiger Moths aeroplanes. This was the last large event held due to increased Insurance costs.

Farm Fantastic

Branch Volunteers along with Sunshine Coast & Redcliffe Branches worked at the first Show in July 2001 and every year since. Work has increased from 4 days to 7 days due to increase in size of show. A donation is received by each branch in return. In 2009 Blackall Range Branch joined in also.