



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

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 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 and or National level and is limited to 4 awards per year.

Life Membership is an award for service at National Level limited to 15 current members.

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 Database

The details of all current and past members, is held on the club database. The information held includes a members name, address, phone numbers, email address, membership number and their branch. Details of joining date, subscription information, service on National or Branch Committee, Life Membership and Odyssey Medal award details are also held.

Due to privacy requirements the Database information is not publicly available.

Database information will be made available on request to coordinators for their branch only.

1.6 Remembrance Register

The register will be maintained by a person nominated by the National Committee. All Coordinators are urged to advise the National Secretary when a member passes on. Non-members/partners 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 minutes will be circulated to Coordinators at least two weeks after meetings.

1.8 Branch Financial Statements and AGM Minutes

A copy of Branch AGM Minutes and Financial statements are to be sent to the National Secretary within 30 days of the Branch AGM.

1.9 Presentation plaque

A plaque is available for presentation by branches at a cost.

Plaques are to be ordered through Apex Trophies and Awards 09 410 4715 and paid for directly by the branch.

1.10 Responses to emails & correspondence

Where appropriate, correspondence 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.

1.11 “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. The minutes are to only record the result of the discussion and not the details of the discussion that has taken place “in camera”.

1.12 Assistance for Branches sending Coordinators to AGM’s

Funding should in the first instance be considered by the branch and if the branch is not able to assist the National committee will consider a request for assistance on a case by case basis.

1.13 Branch committee badges handing on

It is the responsibility of the officeholder to look after their badge, and ensure that it is passed to incoming committee members when the committee member stands down.

1.14 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.

1.15 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.

1.16 Bike Raffle

A bike raffle will be held annually. A range of bikes will be offered as prizes. The raffle will be drawn under police supervision at a date determined by the National Committee.

2 Financial Policies

2.1 National Financial Statements

The National annual financial statements will be audited before the club AGM and will be available for members to view on the club website prior to the AGM.

2.2 Branch Annual Financial Statements

All Branches must submit annual financial statements to the branch members at the branch AGM and subsequently forward a copy to the National Committee.

2.3 Branch AGM minutes/financial statements

Each Branch will hold an AGM and formal notice will be given to all branch members of the date, time and venue for the AGM.

Minutes of the meeting will be taken and distributed to branch members and the National Secretary following the meeting

At the AGM financial statements covering the branch financial year are to be made available. If a Branches does not have a bank account advice of a zero balance must still be advised and noted in the minutes.

Branch financial statements are not required to be audited.

2.4 Club Taxation Status

The Club holds income tax not-for-profit status and a resident withholding tax exemption.

2.5 Funds Generated by the Annual Bike Raffle

The funds generated from the annual bike raffle are to be used exclusively for the promotion of motorcycle rider safety and training for members.

2.6 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.

3 Administrator

3.1 Administrator position

The Administrator is contracted to the Club with all tax requirements being met by the person holding that position.

Payments to the administrator will be recorded in the annual accounts as Administration Fees.

3.2 Database

The database is maintained by an independent contractor approved by the National committee and regularly updated by the administrator.

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

Branch membership information will only be sent to Coordinators, unless specifically requested in writing by them to forward to another member of the Branch Committee.

3.5 Requests from Coordinators for information from the Administrator

The Administrator will not 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 Rally and AGM Policies

4.1 Guide to running a National Rally and AGM

National Rally and AGM guidelines will be prepared from information collated from suggestions and recommendations based on past host branches of the national Rally and AGM. 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 Rally and AGM funding

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

To assist Branches hosting the National Rally and AGM, the host branch can apply for a loan from the Club of up to \$2000 to help with any initial costs/deposits, associated with the preparation of the National Rally and AGM.

At the conclusion of the National Rally and AGM this loan must be repaid.

4.3 Sharing of National Rally and AGM surplus/Loss between the host Branch and the Club

Any surplus resulting from the National Rally and AGM will be shared equally between the hosting Branch and the Club. Any loss incurred will be paid by the Club.

The financial accounts for the National Rally and AGM will be separated into two parts:

- (i) Revenues and expenditures associated with the event which are subject to the sharing arrangements.

This includes:

Rally activities;

Income: Registration fees, entry charges on participants, meal revenue, bar sales, etc

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

Annual General and other Meetings:

Income: Receipts from the Club for specific costs relating to the AGM and other Meetings, etc.

Expenditure: Cost of venue, lunches, morning tea, furniture, equipment, stationery, minute take, etc.

- (ii) Other Activities not subject to the revenue sharing arrangements. During a National Rally the hosting branch may organise additional activities such as raffles, visits, etc. Income and expenditure associated with these activities is to be kept separate from (i) above and any surplus or loss accrues 100% to the hosting Branch.

4.4 AGM costs met directly by the Club

The National Committee will determine in conjunction with the National Rally and AGM organising branch the costs that the Club will meet directly in relation to the National Committee meeting, Coordinators meeting and Annual General meeting held as part of the Rally weekend. The costs to be considered include venue, sound systems, minute taker, lunches, morning teas and any other items required for the meetings.

4.5 AGM Equalisation Fund

The Club has an AGM Equalisation Fund which retains a level of funds determined by the National Committee. Branches may apply to the National Committee for reimbursement of losses suffered in running an National Rally and AGM, after taking account of all activities.(4.3 items (i) & (ii))

4.6 National Committee nominations

Nominations for positions on the National Committee will be advertised in the Ulyssian and nomination forms are to be forwarded to the National Secretary. All nominations will remain confidential until after the close of nominations.

Nominations will be advised to Coordinators and the membership following the closing of the nomination date.

4.7 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.

4.8 National Committee candidates' biographies

Where there is an election required for a National Committee position, nominees are able to submit a biography of no more than 300 words to be published in the Ulyssian. The biography must be sent to the National Secretary. Any statement more than 300 words will be returned to the candidate for editing.

4.9 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 appropriate photo ID.

4.10 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.

4.11 National Committee Nominee's speech, control of times

Each nominee is able to address the AGM for 2 Minutes in support of their nomination. 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 Election procedures for the AGM

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

4.13 Postal voting form returns

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

4.14 Counting of votes at AGMs

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

4.15 Biography of members receiving an Odyssey Medal & Life Membership

A brief biography of each successful recipient will be read at the AGM as part of the award presentation.

4.16 National Committee liaison for National Rally and AGM's

The National President or National Committee member delegated to, will act as the liaison to stay in communication with the organising Branch committee.

4.17 National Committee Involvement in National Rally and AGM planning

Where possible a National Committee representative will stay in regular contact with the organising committee. Regular communication with the hosting branch should commence 18 months before the AGM date, with a provision made for the Branch representative to attend National Committee meetings within that period, either in person or by Zoom conference call.

4.18 Expense claims for National Committee Members to attend the National Rally and AGM

The following expenses will be paid by the Club to National Committee members attending the National Rally & AGM.

Airfares or

Mileage costs (at the approved club rates) up to a maximum of 1,000km in total. If any road vehicle is being used to carry more than one member of the National Committee, only one member will be entitled to a mileage claim.

Ferry Crossing costs (Where required) at the rate for a motorcycle and passenger.

National Rally and AGM registration Fee

Accommodation costs for up to 3 nights

4.19 Coordinators' National Rally and AGM expenses

Coordinators' registration costs for the national Rally and AGM are paid for by the Club. Coordinators cannot claim any mileage or accommodation costs to attend the National Rally and AGM from the Club, however, if their Branch agrees they can receive reimbursement for travel & accommodation costs from Branch funds.

5 Coordinators' Meetings Policies

5.1 Branch attendance at Coordinators' meetings

Every Branch should ensure that the Coordinator or a representative is present at Coordinators' meetings.

5.2 Voting rights at Coordinators' meetings

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

5.3 Other attendees at Coordinators' meetings

A Branch can also nominate an additional branch representative to attend Coordinators' meetings, however, the representative will have no speaking or voting rights and must attend at their own expense.

5.4 Coordinators' mid-year meeting expenses

The following expenses will be paid by the Club to National Committee members, coordinators or their representative attending the mid year coordinators meeting.

Airfares or

Mileage costs (at the approved club rates) up to a maximum of 800km in total. If any road vehicle is being used to carry more than one coordinator or coordinator representative, only one member will be entitled to a mileage claim.

Shuttles will be arranged and paid for by the Club to transport attendees from the closest airport to the meeting venue and all meals at the venue will be provided by the Club.

Accommodation is set as a fixed amount for a bed in a four berth cabin, if coordinators wish to upgrade their accommodation they must notify the meeting organiser so that they can change bookings.

If any national Committee member or Coordinator upgrades their accommodation they are responsible for any additional costs.

No alcohol will be covered in any claims.

The National Secretary will organise for a claim form to be sent out before the meeting.

6 Membership Policies

6.1 Membership Applications

All membership applications will be completed and submitted on the approved application form in a clear and legible format.

6.2 Contentious Membership applications

Coordinators must forward any contentious membership applications directly to the National Secretary for consideration by the National Committee and the Branch committee. They must not be sent to the Administrator.

6.3 Members rejoining

If a member's membership lapses for a period of up to five years the member is able to reinstate their membership with their original membership number upon payment of the rejoining fee and the annual subscription for the lapsed years.

If a member's membership lapses for a period of more than five years but no more than ten years the member is able to, subject to the approval on a case by case basis by National Committee to reinstate their membership with their original membership number upon payment of the rejoining fee and the annual subscription for the lapsed years.

6.4 Rejoining fee

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

6.5 Joint Membership

A 10% discount can be applied to the membership fee for each member who are a couple and reside at the same address.

6.6 Absence overseas

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

6.7 Membership badge details

The membership badge will have the nickname (providing it is decent) in the first line if requested, the next line will have the 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, first or other given name, surname, the membership joining date, and the membership expiry date. Nicknames will not be included on membership cards.

6.9 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 on the database.

7 National Committee Policies

7.1 National Committee

The National Committee consists 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

The national office bearers of the National Committee consist of the National President, National Vice-President, National Secretary and National Treasurer.

7.3 National Committee Office bearers not to hold Branch positions

National Committee Office bearers cannot hold roles as Branch Coordinators/Presidents or branch committee members.

7.4 National Committee meeting agenda

An agenda will be available to the National Committee members at least one week prior to any meeting.

7.5 National Committee minutes

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

7.6 National Committee Expenses

The following expenses will be paid by the Club to National Committee members attending the National Committee meetings or other activities required in relation to their position on the National Committee .

Airfares or

Mileage costs (at the approved club rates) up to a maximum of 800km in total or an alternative distance specifically approved by the National Committee) . If any road vehicle is being used to carry more than one member of the National Committee, only one member will be entitled to a mileage claim.

Ferry Crossing costs (Where required) at the rate for a motorcycle and passenger.

Accommodation costs

In relation to accommodation costs, room rates are usually the same for two people and as such partners of National Committee members are entitled to share rooms with committee members while 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.

Any other expenses incurred by National Committee members in undertaking their role will be reimbursed on production of relevant documentation to support any claim.

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.

7.8 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]

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 “Fit for Purpose”.

8.2 Prerequisites for Gear sales

The National Quartermaster will be a member of the National Committee and 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 using the Club Registered Logo must be approved by the National Quartermaster/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.

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 sale price for the goods will include exchange rate charges, postage costs, taxes and the like.

8.5 Cost of Gear sales

There will be a flat charge as determined by the National Quartermaster from time to time, per package to members to cover the cost of postage and packaging for gear items.

9 Ulyssian Policies

9.1 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 without the prior approval from the National Committee. This is to enable rights of reply, etc by all parties concerned.

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 New members to be published in the Ulyssian

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

9.4 Advertising and Inserts

Advertising of branch activities such as rallies, should be kept to a quarter page, wherever possible. 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.

Inserts in the Ulyssian will only be included in exceptional circumstances and if required by the National Committee they will be paid for by the Club. Where Branches wish to include an insert, they will be required to meet the all of the costs of including the insert in the Ulyssian.

10 Communication and Social media Policies

10.1 Press coverage

All interviews and press coverage should, where practical be authorised by the National president or an appointed person. All such coverage should portray the club in a positive light. Any press approaches on contentious or controversial subjects should be referred to the National Committee for comment.

10.2 Digital Media

Any item placed on digital media must be authorised by the National President or an appointed person. All items must portray the club in a positive light. Any items regarding contentious or controversial subjects should be referred to the National committee for approval before release to digital media.

10.3 National website

The National website, www.ulysses.org.nz is the primary marketing tool for the club. The content of the website will be authorised by the National Committee.

A review of service provider/Webmaster and Website content will be conducted on an annual basis by the National Committee. No controversial, offensive, contentious or insulting material will be placed on the website. The look, style and content will be at the discretion of the National Committee.

10.4 Branch Websites

Branches that wish to operate branch websites are encouraged to deal with the Webmaster and use the facilities that are provided through the Club, there will be no cost to a Branch for this service. The branch website will broadly retain the same look and feel as the National website, but content will be regulated by the Branch Committee with the expectation that no offensive, contentious, controversial or insulting content is posted. 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 with access being able to be linked directly from the club website.

10.5 Webmaster has access to the membership database

The Webmaster will have access to the Ulysses database of members to ensure that they can carry out their responsibilities and duties as webmaster.

10.6 Minutes on Website

National Committee meeting minutes will be made available to all members via the website.

10.7 Photo gallery available on website

A photo gallery section will be included on the website with content authorised by the National Committee.

10.8 National Facebook page

The National Committee will be responsible for the National Facebook page with at least two national committee members appointed as administrators. No offensive, controversial, contentious or insulting content will not be allowed on the page, this will be removed by the administrators. The National Facebook page will be monitored on a daily basis.

10.9 Branch Facebook pages

Branch committees may maintain their own Facebook pages for branch communication, it is expected that at least 2 Branch Committee members or one committee member and one trusted member will act as administrators to the page. No offensive, controversial, contentious or insulting content will not be allowed on the page, this will be removed by the administrators. All other Facebook pages associated with a branch which don't fall within these guidelines and are not authorised by the Branch Committee should be phased out.

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 the registration cost for the Coordinator/President or Branch Representative attending the National Annual General Meeting.

This includes a National AGM Badge. We only pay rego cost all other costs are met by the individual

It does not include travel, food, 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 by 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 Natcom/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.
- 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

Travel up to 800kms in total (or other distance approved by Natcom) for the National Rally and AGM or or other approved purpose by Natcom.

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.

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 costs

Taxi/Airfare

Vehicle Expenses kms travelled _____

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

Total Claimed

Approved by

Date Approved