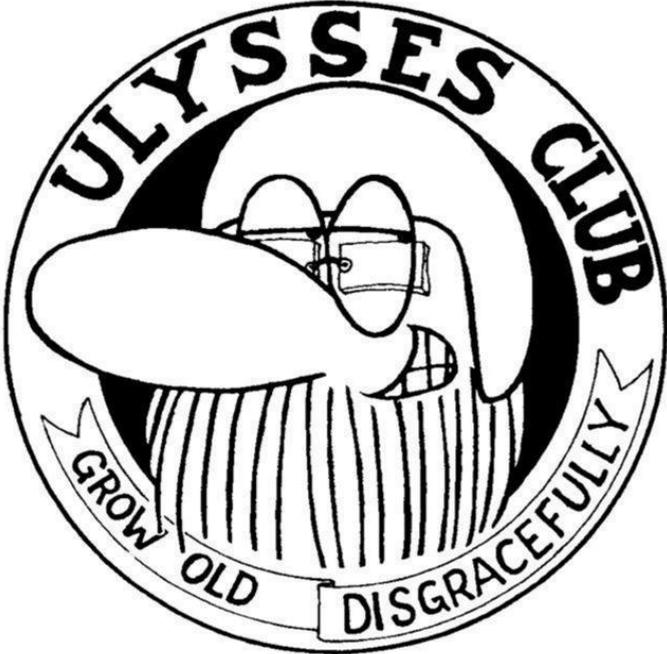


# The Ulysses Club of New Zealand Incorporated

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# **Members' Handbook**

**August 2018 edition**



## Introduction

This Members' Handbook of the Ulysses Club of New Zealand Incorporated sets out in a general way how the Club is organised.

The *Rule Book* (approved in 2015) is the equivalent of the constitution.

The *Branch Committee Handbook* (2018) sets out the policies and procedures that have been agreed to over time.

The Coordinator of each branch is the best person to ask if you have any questions.

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## **Anniversary Badges**

At the 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup> anniversary of continuous membership you are entitled to a badge indicating the anniversary of your membership.

## **Annual General Meeting (AGM) Local**

All Branches hold an AGM that is open to all financial members of the Branch. There will be elections of Coordinator/President, Vice Coordinator/Vice President (if the Branch wants one), Treasurer, Secretary and at least one committee member. Each Branch decides the number of Committee members it requires. Only financial members of the Club can be elected on to the committee. A copy of the minutes (including the financial report) are to be sent to National Secretary ([secretary@ulysses.org.nz](mailto:secretary@ulysses.org.nz)) after the local AGM.

## **Annual General Meeting National**

The National AGM is held between the 14 March and the 26 April each year. The National Committee is elected at this meeting. It is hosted by a North Island Branch in odd numbered years and a South Island Branch in even numbered years. The AGM is held on the Saturday morning and weekends (Fri – Sun) activities are referred to as the National Rally. Members are encouraged to attend.

## **Executive Committee Members / Office bearers**

Executive Committee Members / Office bearers are normally President / Coordinator, Vice President / Vice Coordinator, Secretary and Treasurer. Signatories to accounts will comprise members of the Executive Committee.

## **Club Motorcycle Raffle**

When agreed to by the National committee, the Club will run a raffle with the prize being a new motorcycle; the draw is made at the National Rally on Saturday night. Proceeds from the raffle (Rider Safety Fund) are used to subsidise rider safety and training for members throughout the country. Members are encouraged to support this initiative.

## **Badges**

Many major events have a badge struck and members can purchase these. They are one way of helping fund events, and are available from the Branch organizing the event.

## **Branch Finances**

These are managed by the Branch (as the National Committee manages the national finances). The annual Branch financial report is sent to National Treasurer via the Club Secretary ([secretary@ulysses.org.nz](mailto:secretary@ulysses.org.nz)) after the local AGM.

## **Branch Meetings**

Branch committees must meet at least six times a year. Branch members often meet regularly, at a place and time that suits the local membership. Some Branch meetings are formal, some less so.

## **Branch Operating Fees**

Branches hold their own finances gained from raffles, Sheriff's fines, sponsorship and the like, which cover day to day operating expenses. Many branches also seek a fee for other costs such as production of the Branch Newsletter. The fee entitles members to participate fully in all Branch activities. Non payment does not prevent the member from receiving the normal benefits of their Ulysses membership.

## **Branch Rides and Events**

Branches plan events and rides and members are encouraged to get involved in these. Offering to help with a ride or event is always appreciated. For some events and rides a badge is available.

## **Branch Websites**

Several Branches maintain a local website. Many of these are linked into the national website. The National Webmaster can set up folders as a sub folder of the main Ulysses site, for the hosting of branch websites – the email contact is: [webman@ulysses.org.nz](mailto:webman@ulysses.org.nz)

## **Coordinators' and National Committee Meetings**

Coordinators and Natcom meet around October (if required) and again in March / April at the time of the National Rally / AGM. These meetings allow Coordinators to stay in touch and explore new ideas, and to help keep the Club operating in a nationally unified way.

## **Death of a Member**

Sadly, from time to time, members pass on. The Branch will have protocols about how they let the members know of the death of a member. The National Committee subsidises Branch tributes to the member's family or donations to registered charities at a set amount. The Club maintains a Remembrance Book – to include members who have passed on, please send their details to the Keeper of the Remembrance Book at [remembrance@ulysses.org.nz](mailto:remembrance@ulysses.org.nz)

## **Discipline**

All clubs have some parameters of behaviour. Even though the motto is Grow Old Disgracefully, the rules protect members from abusive behaviour, and discourage behaviour which brings the Club into disrepute.

## **Eligibility**

The minimum age of 40 is a requirement for membership. Although a motorcycle licence is normally a requirement, an ongoing interest in motorcycling can be accepted as an alternative. The National Committee approves applications for membership.

## **Insurance/ Liability**

The Club holds a public liability insurance which indemnifies the Club during officially posted Club events. This includes local runs and rallies sanctioned by the Branch. Members are expected to manage their own personal insurance responsibilities and have a road legal vehicle when participating in Club events.

## **Lapsed Membership**

Membership falls due on 31 December. Members will see their expiry year on the label of their Ulyssian magazine. They will also receive a reminder from the Administrator. If the subscription has not been paid by 31 December the membership will lapse. If membership has lapsed, the member will have no speaking or voting rights at an AGM, or benefits that a member may have. If a member pays their subscription and a late payment fee by 30 September of the year after it became due, back dated to its expiry date, they will retain their original membership number. Their membership would be regarded as continuous. The late payment fee has been set at \$10 (with effect 31 December 2013). If they do not pay by 30 September of the year after it was due, they will need to reapply to their local branch for membership of the Club and also pay the joining fee. If endorsed, they will be issued with a new number. Their earlier membership will not be counted towards anniversary badges.

## **Life Membership**

Life Membership is bestowed on members who have given outstanding service to the Club over time, and usually at a national level. If a member wishes to nominate another member for Life Membership they need to contact their Branch Coordinator. There shall be a maximum of fifteen (15) living Life Members. (See also Odyssey Medal).

## **Logo**

The “old fella” logo is copyrighted. Permission to use the logo must be sought from the National Committee. No additions or alterations may be made to the logo.

## **Magazine**

A magazine called “The Ulyssian” is posted or emailed to members quarterly (Mar, Jun, Sep & Dec). The editor ([ulyssianeditor@brm.co.nz](mailto:ulyssianeditor@brm.co.nz)) welcomes contributions from members.

## **Membership Card**

A plastic membership card with full name and membership number, and subscription expiry date is issued when the annual (or 3 year) subscription is

paid. It also serves as a receipt of your payment.

## **Membership Details**

Members are expected to notify the Ulysses Administrator and their local Branch of any changes to contact details, address, email, and phone numbers. National Committee and Branch Coordinator contact details are published in each Ulyssian magazine.

## **Membership Directory**

All members who agree to do so have their key contact details listed in a Directory of Members. This is available only to members and cannot be used for commercial or non-club business. A copy of the membership directory is available via the Club Administrator ([admin@ulysses.org.nz](mailto:admin@ulysses.org.nz))

## **Mentors**

The Club has trained Rider Mentors who work one on one with members and other riders in a supportive way. This supports and develops improved riding techniques and attitudes. Details are available from the Branch Coordinator.

## **Motto**

The motto “Grow Old Disgracefully” is well known locally and internationally. It is a play on the old adage, to “Grow old gracefully”.

## **Name Badges**

On joining, a Ulysses name badge is supplied. Wearing it at Ulysses events is encouraged as a helpful way of getting to know one another.

## **National Administrator ([admin@ulysses.org.nz](mailto:admin@ulysses.org.nz))**

The Club has a part time paid administrator based in Wellington who handles the day-to-day administrative matters including subscription renewals, membership records, receipts and payments, and gear sales.

## **National Committee ([natcom@ulysses.org.nz](mailto:natcom@ulysses.org.nz))**

Each March / April at the AGM the National Committee is elected for the upcoming year. All members are entitled and encouraged to vote, either at the AGM itself or by postal vote. The National Committee must meet at least six times a year. The National Committee makes decisions on matters of policy and direction. The Coordinators' meetings provide input into that process. The Committee is also charged with moving the Club forward, ensuring that the Rules are adhered to and keeping the Club unified as a large National Club should be. It also oversees the Club finances, the National Administrator, Webmaster, the production of the National Magazine (Ulyssian) and the holdings of the National Quartermaster.

## **National Website**

This is found at [www.ulysses.org.nz](http://www.ulysses.org.nz). It's helpful to browse from time to time as a way of keeping in touch with the Club at a national level. The website also provides links to Branch websites and other sites of interest to members.

## **Odyssey Medal**

Those who are noted as giving meritorious service to the Club at a local level can be nominated for the Odyssey medal. If a member wishes to nominate another member for an Odyssey medal they should first contact their Branch Coordinator.

An Odyssey Medal nominee shall be a member who is not already a Life Member.

## **Quartermaster**

The Quartermaster is appointed either by the Branch or by the Branch Committee. The position is not part of the AGM nomination process or an elected branch committee position. The quartermaster's job is to organize Ulysses gear (regalia) for sale to members on behalf of the Branch Committee.

## **Regalia**

The Ulysses website has a range of Club gear (regalia). Members can purchase direct from the Administrator, through the Branch or online through the Ulysses website. Sales through the Branch benefit local funds.

## **Remembrance Rides**

In August a Remembrance Ride is held to honour those who have passed on. The South Island event is held at Hanmer Springs on the first weekend of August and the North Island event is at Taupo on the second weekend of August. These are a good time to remember those members who have passed on, and to reflect on the true meaning of being a member of the Ulysses Club. If you know of a member who has passed on, please send their details to the Keeper of the Remembrance Book at [remembrance@ulysses.org.nz](mailto:remembrance@ulysses.org.nz)

## **Remits and Resolutions**

Changes to the Rule Book are processed at the National AGM. The remits and resolutions are advertised in the Ulyssian magazine in advance and can be voted on at the AGM or by postal voting.

## **Rides Coordinator**

The Rides Coordinator may be appointed either by the Branch, or by the Branch Committee. The position is not part of the AGM nomination process or an elected branch committee position. The job is to coordinate rides and to ensure that the membership is aware of the rides and events that are provided by the Branch. When scheduling events, it is worth taking into account the events of nearby Branches.

## **Ride Protocols**

Each ride has a set of protocols, expressed or not. Rides should have a Rider in Charge (RIC), and a Tail End Charlie (TEC). All bikes must be road legal and well maintained, and the rider correctly licensed. The group should adopt a caring approach to everyone else on ride. The only acceptable speed is the posted speed limit, and within the comfort zone of each rider. All riders are expected to behave responsibly and to respect other road users. It is important that new members be familiar with group riding protocols before riding with the Club. The RIC or the Coordinator is able to provide information about the

Branch ride protocols.

## **Roles and Responsibilities**

The Rule Book defines the roles and responsibilities of the executive Committee members both at Branch level and National level. Coordinators are responsible for reviewing new membership applications and ensuring that the joining procedures are followed, for giving direction to the Branch and for chairing Committee meetings. All Committee members are expected to know the rules, policies and procedures in the Club. All members are expected to be aware of the

Rules and behave in such a way as to promote the Club when involved in Club events.

## **Rule Book**

There is a Club rule book registered with the Registrar of Incorporated Societies. A copy of the Rule book can be downloaded from the Club website ([www.ulysses.org.nz](http://www.ulysses.org.nz)) Links page.

## **Sheriff**

Some Branches appoint a Sheriff, sometimes called the Constable. The position is not part of the AGM nomination process or an elected branch committee position. The Sheriff's job is to watch and listen to the membership looking for instances which will remind us that we are all human and capable of making amusing errors. At Branch meetings there may be a small fine to be paid.

## **Shroud**

A Ulysses shroud is available for use at members' funerals. Branches can borrow one from the Club Administrator.

## **Strategic Planning ????????????**

A five year strategic plan is in place (2014 – 2018). It gives the forward direction to the Club, and is reviewed at each National Committee meeting and the National AGM.

## **Subscriptions**

There is a one off joining fee (unless membership lapses) when you first join, and an annual subscription. The annual subscription (due by 31 December) can be paid for one year or three years. Members will see the year that their subscription expires on the label of the Ulyssian magazine, and they will also receive a reminder from the Administrator.

## **Facebook page**

There is a Club Facebook page. Search for Ulysses Club NZ Inc. This provides an easy communication tool for members all over New Zealand to stay in touch and to discuss topics of interest with other members. A simple registration is required to participate, click the join tab, your name will be referenced to the membership list and you will be given access.

## **Training ([training@ulysses.org.nz](mailto:training@ulysses.org.nz))**

The Ulysses Club encourages and endorses training e.g. rider training, first aid courses etc. Branches will alert members to opportunities and sometimes will arrange training for them.

## **Ulysses Flag and Branch Flags**

A Branch can borrow a Ulysses flag from the Club Administrator. All Branches have an official Branch flag which can be displayed at local events.