

Solos Network

Administration Document

This document contains details of significant requirements which have been made by various committees since 2012. Information has been taken from minutes and other documents where these were available.

On 31st Dec 2020, after considerable debate, it was resolved that an **Administration Document** would be established. This document will record matters pertaining to activities within the Solos Network and are defined as a course of actions or principles which the committee will adopt and record, for the benefit of future administrations and the Solos Network members. Each entry is referred to with an AR (Administration Requirement) Number.

It was also agreed that some note on why the Requirement was created should be included where available.

The intention is to keep this **Administration Document** updated whenever there is a significantly important new Requirement, and to amend existing Requirements as necessary. Any amendment should be inserted with a Date below the existing one.

CMCA policies will always take precedence over these Requirements.

Requirements are recorded in this document in a Group sequence.

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Committee

Committee Members Allowance

AR No. 1	Date Created: 7/10/2012	Author : Solos Committee
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Background

It was moved by Peter Gibson and seconded by Patty Bowles and carried, that the 7 committee members be granted an allowance to meet out of pocket expenses.

Requirement:

An allowance of \$30 per month would be provided to each committee member towards their costs of mobile phone and broadband coverage. They will use their own phone, computer and printing equipment and can use this \$30 towards the mobile plan they choose.

If there are extra expenses, such as large printing, postage etc, the receipts for these will be presented to the committee for approval of payment

Committee – Terms of office

AR No. 7	Date Created: 2017	Author : Committee
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Background:

In order to keep a balance of knowledge within the committee it was considered desirable to elect committee members on an overlap arrangement.

Requirement:

The elected committee now stands for a 2 year term. Any committee member is still able to put their position up for open election every year if they so desire, with no more than three members to stand down at any one election.

Drop Box

AR No. 11	Date Created: 2018	Author : Geoff Phillips
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Background:

Drop Box was identified as a process where documents could be stored in a safe and controlled manner. In March 2021 it was decided to launch Drop Box for all committee members.

Requirement:

Committee members will be trained in the use of this application. An Administrator is to be appointed who will control the use and uploading of prime documents and their ongoing management. The committee will decide on what **read-only** and **read/write** permissions will apply to various folders.

Solos Historian

AR No. 14	Date Created: 8/5/2020	Author : Robyn Dodds
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Background:

In 2020, with the Solos Network close to 25 years old, the committee decided to appoint a Historian as a co-opted position to the committee.

Requirement:

The Solos Network will recognize the position of Solos Network Historian, which will be an ongoing co-opted position on the committee. The role of the Historian will be to receive a wide variety of information and photographs relating to the many activities which Solos are involved throughout Australia. The scope and content of this historical

information would be left to the Historian to decide. A copy of all historical information will be digitized and held in the Solos DropBox. This can be added to as necessary.

The information would be made available to all members and a presence at most Solos Network rallies would be seen as beneficial, regular updates, where appropriate, would be welcome.

Rally Treasurer

AR No. 15	Date Created: 4/5/2020	Author : Robyn Dodds
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Background:

To remove the responsibility of managing rally expenditure from the Solos Treasury Dept. it was agreed that a new position of Rally Treasurer should be created. This move is intended to make the Rally Management Team more responsible for their approved budget.

Requirement:

A Rally Treasurer, reporting to the Rally Manager, is to be appointed to manage all rally expenditure. On behalf of the Rally Manager, this position will report all expenses to the Rally Manager (and copy to the RLO) commencing one month-prior to the rally and continue recording through to the end of the rally. The Rally Manager will compare these expenses to the Rally Budget. As necessary, where major expenses are involved, there will be a direct line of contact to the Solos Treasurer

As required by the Rally Manager, the Rally Treasurer will supply information on actual expenditure against budget for each operational rally group. This is likely to be required on a regular basis prior to the event and on a daily basis during the event.

Committee meetings

AR No. 16	Date Created: 21/1/2021	Author : Committee
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Background:

Until early 2021, Committee meetings were mainly restricted to Solos rallies and therefore limited to only two per year. With arrival of Covid-19 the use of Zoom was commenced and with it brought the opportunity for more frequent committee meetings

Requirement:

A subscription to a Zoom account will be set up to cater for monthly Committee meetings. A recording of each meeting will be made from which the Secretary will create minutes of the meeting. Dates for the meetings will be pre-set with recordings also part of the booking. The filing of each recorded meeting was not considered necessary. The committee agreed to hold monthly committee meetings via Zoom on 1st Tues in each month

Managing Complaints

AR No. 40	Date Created: 28/2/2017	Author : Committee
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Background:

On several occasions in the past, complaints have been received by the committee to which they are expected to respond. Through CMCA advice, a Requirement is now in place to manage these situations

Requirement:

Complaints received at any organised Solos event (normally, but not exclusively rally related) are preferably handled in writing. Two committee members should always be in attendance as soon as possible when speaking with members about a complaint. Details of the complaint needs to be brought to the attention of the Solos committee promptly, and if necessary, a copy forwarded to CMCA NHQ

Committee – authority to spend

AR No. 37	Date Created: 24/10/2018	Author : Committee
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Background:

Often members of the committee may be spread across many locations throughout the country performing their roles. The need for minor expenditure often arises in these situations with little opportunity to liaise with the Solos treasurer.

Requirement:

In situations where items are required to be purchased quickly, committee members are authorised to spend up to \$100 without committee approval. Such amounts will be re-imbursed when receipts are provided

Committee access to Rally site

AR No. 38	Date Created: 26/2/2017	Author: Committee
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Background:

In order for the solos committee to be fully operational at their rallies, it is necessary for them to enter the rally site when it becomes available. In particular, this relates to the Treasurer, Assistant Treasurer and the RLO.

Requirement:

In consultation with the Rally Manager, members of the Solos committee will always enter the rally site on the first day of set up. They should preferably take up permanent rally sites which are close to offices being used for their work. On occasions, when it is not possible to provide the permanent site, a 'holding area' on site will be acceptable.

If there is an extra cost involved in providing this arrangement the committee will meet those costs.

Changes to CRM

AR No. 38	Date Created: 16/9/2018	Author: Committee
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Background:

With the full acceptance of CRM as our preferred membership platform, it was necessary to provide controls over the maintenance of the database and access levels to perform the required work. In the past, without this control, standards were not met, and the layout of forms and pages produced significant difficulties to those involved in the use of the system.

Requirement:

No changes are to be made to CRM, including adding or removing text boxes, unless discussed with the Solos committee and if approved, to be carried out only by the Treasurer or nominated representative.

Communication

Facebook

AR No. 3	Date Created: 2021	Author: Rosemary Robinson
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Background

The Solos Rally Facebook group

In February 2016 a Facebook group was created by Rosemary Robinson to promote the Campbell Town, Tasmania rally to be held in February 2017. The aim of this Rally Facebook group was to inspire its members to travel to a rally destination by offering things to see and do along the way. It was also to encourage members to enjoy other benefits offered at that destination to make it more than just a 'rally' experience. Members do not have to be Solos or even CMCA members to access this group and it is a valuable recruiting tool if it inspires solo travelers to join our organization.

The name of this rally page changes with each rally and is usually within 2 weeks of the end of the previous rally.

Solos Network Facebook group

In 2017 a second Facebook group was created by Margaret Cook as a Members Only benefit. All members of this group are current financial members of the Solos Network. All requests to join this group are checked against our financial database before being allowed to join. All requests from non-financial solos are directed to our website for further information on how to join.

Sally Seagull

In 2021 a new identity was created, Sally Seagull, to communicate from the Committee rather than Administrators as individual members.

Requirement:

The Solos Network will operate and maintain two Facebook accounts. One for general Solos communication for Financial Solos members only and another relating to upcoming rallies which has a more open membership. Moderators and Administrators will be appointed to oversee the correct use of the accounts. Financial members of the Solos Network are invited to join these Facebook pages under the rules and guidelines which have been set.

Website Communication with Committee

AR No. 23	Date Created: 2015	Author : Rainey Parsell
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Background:

To facilitate effective communication regarding the SN website, the Website will be a standing item at the end of Committee meetings and the Webmaster will attend for this item to participate in discussion and decision-making.

Requirement:

1. Where possible, all decisions related to the Website will be made at the monthly committee meetings.
2. The final agenda item at each meeting will be a Standing Item titled Website.
3. Any committee member can request that the Secretary add an item related to the Website
4. If an item in the meeting results in discussion and a proposal that has implications for the Website, the proposal will be included for discussion in the Website section of the meeting and will involve the Webmaster in the decision-making.
5. Where a website action needs to be raised between meetings, the instigating committee member will contact the PR/Media Officer who will liaise with the Webmaster.

Note: This policy was re-worded in 2021 to better reflect the working relationship with the Webmaster

Website password timeline

AR No. 28	Date Created: 19/7/2018	Author : Committee
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Background:

For some time, there had been some confusion around the procedure for changing the website password and how this was communicated to the members. The committee agreed that this needed to be clearly stated so that all parties knew the timeline

Requirement:

The Timeline for changing of the Solos website password was agreed to be as follows: -

- 3rd week of July Membership Officer contacts all Solos who have not paid Admin Fee due by 30th June advising them that they are unpaid (unfinancial) and that they will lose Solo Benefits and be unable to access the Website and Solos Network Facebook group from 1 August.
- Late July: The Secretary liaises with the Webmaster to create new Password for the Website and notifies Committee of the new Password.
- 29th July, Membership Officer emails new Password to all Financial Solos.
- From 29th July, Assistant Treasurer adds new Password to the receipt sent to all Solos who pay their Admin Fees late for current year, and all New Solos joining from that time.
- 1st August, Webmaster changes Password. All non-financial members are removed from the Solos Network Facebook group.
- August Newsletter informs members that the Website Password was changed on 1st August, and anyone unable to get onto Website is required to contact the Membership Officer.

Note: This requirement was reviewed and updated in Sept 2021

Newsletter timing and contents

AR No. 29	Date Created: 24/2/2017	Author : Committee
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Background:

In order to provide a balanced approach to newsletter publications, it was agreed that specific months would be nominated for the distribution of this by the PR/Media Officer

Requirement:

The newsletter to be sent out in the months of February, May, August and November with a cut-off date of the 15th of previous month. Newsletter to be distributed on 1st week of the Month.

Regular features for the Newsletter would be

- Treasurers report twice a year after each rally.
- Membership reports each edition for listing new members and “In Memoriam” for any Members who have passed.
- President’s report each edition
- Carrier Pigeon only for emergency information at the request of the committee

The newsletter immediately prior to an upcoming rally, will primarily contain all necessary information that members need in order to attend the rally.

Newsletters to non-Solos.

AR No. 30	Date Created: 31/12/2020	Author : Dorian Marsland-Smith
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Background:

Discussion emerged around the security of our quarterly newsletter and how it was available outside of the Solos Network

In the newsletter in order to retain some security. Carrier Pigeons will remain as members only.

Requirement:

When newsletters are dispatched, it is apparent that the committee have no control over their distribution to Non-Solos. It was resolved that newsletters may be sent to non-Solos, however **no reference to passwords should appear**

Rallies and Bush Camps

Committee supplied items – First Timers

AR No. 33	Date Created: 16/9/2018	Author : Sandy Hardman
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Background:

Since the arrival of the First Timer concept at rallies (for Solos only), there was always a move to provide additional items to these members on arrival. For some time, there was confusion on what was to be provided and by whom

Requirement:

The committee agrees to provide and pay for, Lanyard, Card Holder and a First Timers Badge that will include date and location of the rally. Anything else can be decided and paid for by the Rally Team out of their budget.

Note: May 2021. The committee will supply and pay for both 1st Timers and Volunteers badges and that wording will also include date and location of the event

First Aid Coordinator

AR No. 13a	Date Created: 13/4/2022	Author : Committee
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See obsolete AR 13

Background:

Following on from member feedback at rallies it was agreed that the previous position of 1st Aid Liaison Officer should be changed to a Coordinator role as part of each Rally Management team and no longer have a reporting function to the committee.

Requirement:

The new position of First Aid Coordinator is now appointed by the solos committee and is based on a person who has a significant level of skills in the area of First Aid. The reporting line for this position will be to the Rally Manager and is expected to attend all Rally Management meetings. An allowance of \$50 is paid to this position one month from the start of an event.

Feb 2022 : An amended PD has been created for this position.

First Aid Training

AR No. 13b	Date Created: 2019	Author : Committee
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In recognition of ongoing support to the First Aid team at rallies, it is agreed that the committee will bear the cost of re-training of members as necessary from time to time. This will be on the agreement that each person commits to attending at least two rallies in any two year period as a First Aider. Records of training status to be maintained by the First Aid Coordinator

First Timer follow up

AR No. 34	Date Created: 26/11/2018	Author : Committee
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Background:

Significant, post-rally information from the Rally Feedback Form has been provided by most First Timers attending our rallies over a number of years. There was seen to be a real risk that this valuable information was lost or discarded when planning future events

Requirement:

A committee majority decision has been made to send out an email to each first timers who responded to the form and that we put out a thank you in the next newsletter. This is to state that we have taken their comments under advisement for the next rally.

Free Sites at Rallies: Rally Management Team

AR No. 35	Date Created: 8/11/2020	Author : Committee
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Background:

In recognition of the work performed by the Rally Management Team in the months prior to a rally a majority committee decision was made to offer (if required and available), a free powered site at Solos rallies.

Requirement:

in recognition of the work performed in staging the event the Rally Management Team are only be required to pay the Registration fee. This offer applies to the following positions. The cost of this can be taken up in the budget as a lowering of the forecasted income if necessary.

- Rally Manager
- Assistant Rally Manager
- Site Coordinator
- Volunteer Coordinator
- Events Coordinator
- Catering Coordinator
- Admin Coordinator
- First Timers Coordinator
- First Aid Coordinator or Team Leader
- Rally Treasurer

Free sites and power for Committee at rallies

AR No. 36	Date Created: 9/12/2020	Author :
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Background:

The attendance of Solos Committee members at rallies is an expected arrangement which has been in operation for a number of years. Many of the activities of the committee require that they be on site in advance of the rally

Requirement:

The Rally Manager will arrange for a free powered site for members of the committee attending rallies. Where possible these sites should be allocated on their arrival and close to the administrative centre where they will be working. Committee members will only pay the Registration Fee. Any additional expenses incurred by the solos committee in providing these sites should be attributed to the Committee budget and not the rally budget.

Rally Forums

AR No. 4	Date Created: 2013	Author : Peter Gibson
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Background

The Solos committee meeting held at Biggenden in 2013 introduced the idea of a members forum at all Solos rallies where questions and answers could be received from the members away from the more formal General and AGM meetings

Requirement:

A Members Forum to be scheduled at all future rallies. The forum would be of an informal nature where any member can raise a question on any matter relating to the Solos Network. It was recommended that, where possible, advance notice of questions should be provided to the Secretary so that due consideration can be given to them. This does not preclude questions being taken from the floor at the Forum.

A Facilitator should be appointed by the committee to manage the meeting, the presence of the committee should be just as normal members – the Forum is basically - for the members and run by the members.

No voting on any issue will be required. However, motions can be constructed at the Forum for presentation at a GM or AGM to follow later

Rally Volunteers

AR No. 6	Date Created: 2015	Author : Dave Applegate
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Background

Managing the normally large number of volunteers at rallies has proven to be difficult for a number of reasons, mainly associated with the benefits provided to volunteers and the different periods of work performed ranging from just a few hours to many days. This AR sets out to positively identify how this operational requirement will be managed

Requirement:

Volunteers are those who are involved in the physical and administration side of running the rally and are expected to complete a **Volunteer Application Form**. Members of the Solos committee whilst they perform their normal duties at rallies are not considered part of the rally volunteer force. As such they are not required to complete a Volunteer Application Form (unless they opt to perform other volunteer work).

Any member who manages an activity for more than **one hour on two or more occasions**, will be deemed to be a full rally volunteer. Subject to the Rally Managers discretion, everyone else is regarded as a presenter only and is not entitled to the privileges given to full volunteers.

Rally Volunteers mainly fall within the following groups and would report to a Coordinator or Team Leader.

NOTE: This requirement is designed to assist the Volunteer Coordinator in managing the allocation of volunteer staff for various duties during a rally

- Catering and Canteen
- Events
- Admin
- Site
- 1st Timers
- First Aid
- Merchandise (committee managed position)

The Rally Management Team, (RM, ARM and Coordinators), are not considered part of the general volunteer workforce at the rally. They volunteer their time over many months prior to the event and are not expected to complete Volunteer Application forms – they form the **Rally Management Team** and would be expected to join in any events organised for the Volunteers.

External persons who are invited to ‘Host an Event’ (workshop, class or seminar) are also required to complete a **Rally Presenter Application Form** (*Host a Rally Event*). The decision to invite Presenters to join in any events organised for the Volunteers is a decision to be made by the Rally Manager

Note: May 2021. The committee will supply and pay for Volunteers badges and that the wording will also include date and location of the event.

Rally Managers Float

AR No. 10	Date Created: 4/10/201	Author : Dave Applegate
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Background:

A float is provided for each Rally Manager to handle out of pocket expenses incurred in the planning of a Solos Rally.

Requirement:

It is usual for an amount from \$1000 to \$2000 to be allocated for this purpose and is made available as soon as the RM has been appointed. The payment can be made as required by the Rally Manager into a nominated bank account or credit card.

The funds are allocated to members of the Rally Management Team at the discretion of the Rally Manager, and can be used for, but not solely related to, the following.

- Travel expenses: To cover the cost of fuel for rally team members to get to the rally location and return, for pre rally planning and liaison with local entities involved in the rally. This expense is calculated on the need for a member to travel distances which would not necessarily be part of their normal travel.
A rough calculation of reimbursement could be based on total mileage (return journey) at 10 Ltr per 100kms at the going bowser rate for the fuel. The maximum spend on fuel is capped at \$750
- Accommodation expenses: To cover camping costs associated with the above travel (camp grounds or caravan parks etc)
- Entertainment Expenses:
This recognizes that on certain occasions, there could be a need for meals or drinks associated with negotiating contracts and operating requirements for the rally with Local Council officers and Show Society officials etc. This expense would normally be incurred by the Rally Manager or Assistant Rally Manager.

- Other rally expense items:
- At the Rally Managers discretion, it may be necessary to make certain purchases prior to the rally, which are not normally available in the local town.

Reconciliation: The Rally Manager is responsible for receiving and keeping all expense receipts in relation to this float and is required to submit them with a reconciliation to the Rally Treasurer within 48 hour of the commencement of the rally.

Note: From the rally start date a|| purchases and reimbursements are the sole responsibility of the Rally Treasurer and further activity on the Rally Managers Float should cease.

Responsibility for Rally storage boxes

AR No. 18	Date Created: 4/3/2021	Author : Dave Applegate
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Background

The need to transport items relating to the running of rallies has been a need since 2008. Since that time these assets have grown in quantity to the current 6 storage boxes. In the last 4-5 years the responsibility of managing these boxes was placed on the Solos Secretary. In March 2021 the committee agreed that the responsibility should be better placed with the RLO.

Requirement:

The overall responsibility for all rally assets and the transportation of boxes from rally site to rally site falls under the control of the Vice President (as RLO). This would include custodian of keys to the boxes and arranging for adequate Inventory lists to be prepared at the end of each rally. It was considered appropriate that other members of the committee should assist with this Inventory process as required. The President will hold a spare set of keys

Rally Position Descriptions – Rally Team Acceptance

AR No. 19	Date Created: 2019	Author : Dave Applegate
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Background:

The committee maintains a comprehensive document of all Position Descriptions (PD’s) which are used for the organization of Solos rallies. The PD’s have been developed over several years for use by appointed Coordinators and Team Leaders. Some of the PD’s contain mandatory actions and others are seen as guidelines. It has been found on a number of occasions the requirements of the PD’s have not been followed, leading to confusion in the management of the rally.

Requirement:

It is agreed that all members of the Rally Management Team (RM, ARM and Coordinators) are required to confirm in writing (by email) to the RLO that they have read and understand their particular PD. It is the responsibility of the Rally Manager to ensure this happens as soon as the appointment is made.

It is recommended that a similar approach is adopted by each coordinator when appointing their Team Leaders by getting confirmation from each volunteer that they have read and understand their PD’s

New Volunteer Award

AR No. 21	Date Created: 1/5/21	Author : Rosemary Robinson
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Background:

Following on from the 2021 Blackbutt rally, it was considered appropriate to create a new Volunteer Award in addition to the current Al Carroll award. It was agreed that the Al Carroll award favoured those volunteers who were more in the public eye rather than those who also worked extensively behind the scenes.

Requirement:

The creation of a new Volunteer award to be called “The Silent Achiever Award “. This award is to be presented at the end of each rally to the volunteer considered to have stepped outside the square and performed important work in activities behind the scenes. The Rally Office Manager to be responsible for providing the award certificate and the winner to be chosen by nomination from the Rally Management Team.

NB: This also applies to the Al Carroll Volunteer of the Rally Award

Membership

Service Badges

AR No. 5	Date Created: Dec 2014	Author : Committee
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Requirement:

Each year service badges, with a Solos Logo on them will be presented at the Rallies to members who have had continuous service over 10, 15 & 20 years. The badges will be presented by the President and Membership Officer. Members who are not present will have their badges posted to them.

Members who lapse in paying their annual Admin Fees will be allowed to retain their long service records by retrospectively paying any fees that are due.

In 2016, the existing Long Service period was extended to cover Members with 20 years service.

Solos Attending Rallies with Another Person

AR No. 31	Date Created: 9/12/2020	Author : Committee
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Background:

This has always been seen as a sensitive area, and discussions have been held often on how this is managed, especially when some relationships only exist for a short time. The intention is to arrive at a Requirement which is fair to both the Solos Network and the members concerned.

Requirement:

- If a Solo member attends a rally with a partner, friend or relative (Other Person) that other person must be a CMCA member or attached to the card of the Solos Member.
- The Other Person must pay to attend the rally as a Non-Solo and is entitled to the benefits of Non-Solo Registration. Exception: No payment is due for children or carers.
- If the Other Person is also a Solos member, they pay a Solos Registration and enjoy all the benefits of solos membership.
- The Solos member does not lose any benefits of their Solos Membership and can register for the rally as a Solo and vote at General Meetings and Annual General Meetings.

If a Solo Member attends more than 4 Solos rallies with a partner they will be advised that they no longer meet the criteria of Solos Membership (being one person in one vehicle). They can then be invited to apply for membership as a Friend of Solos **OR** they can be invited by the Committee to become a Friend of Solos. (see also FoS eligibility - AR No.12)

Special Memberships

AR No. 8	Date Created: 23/11/2017	Author : Committee
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Honorary Members

Members are entitled to be referred to as Honorary Members as follows

- The Member has reached 20 years of continuous service,
- They pay no annual Admin Fee

Life Members & Foundation Members

Members are entitled to be referred to as Life Members & Foundation Members as follows

- They are nominated and approved by the committee having regard to exceptional service given to the Solos Network over a long period of time, or are considered to be one of the initial foundation members when the Solos Network was created
- Members do not pay Admin Fees or any rally related fees
- The position remains for the life of the member

Friends of Solos

AR No. 12	Date Created: 26/9/2018	Author : Rosemary Robinson
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Background:

There was found to be a need to recognise Solos who had met partners in their lives and who no longer meet the primary criteria of Solos Membership. For quite some time, these persons, much to their disappointment, felt excluded from the Solo lifestyle that they had enjoyed.

In 2018, the Friends of Solos (FoS) identity was established. The committee identify or are recommended from the membership, persons who fall within the following criteria and who are invited by the committee to become an FoS

Requirement:

The new FoS entitlement is based on the following criteria and is adopted as a Solos requirement.

Eligibility

- Current Non-Solo couples, in recognition of the enormous amount of voluntary work that they have done for the Solos' Network over the years.
- Ex-solos who are now with a partner – either another solo or non-solo and between them, the couple have attended 4 Solos' rallies in the same vehicle.
- Suitable applicants are required to advise the committee that they no longer consider themselves as Solos and will be attending most events in the same vehicle.
- Couples should be seen as having supported the Solos in their various activities on a regular basis over a period of time
- There is no automatic enrolment as a FoS. This status is awarded by the committee having due regard to the circumstances presented for consideration.

Costs: Pay the current Solos admin fee each person per annum.

Benefits: Will receive all solos communication e.g. Newsletters, Carrier Pigeon, including Web Site and Facebook access.

They are entitled to receive all discounts offered to Solos at rallies

Exclusions: Friends of Solos do not have voting rights at Solos General or Annual General Meetings and cannot put a motion to any meeting.

Friends of Solos cannot nominate for a committee position or nominate another individual for a committee position
Members travelling alone cannot be a Friend of Solos.

Membership Termination

AR No. 41	Date Created: 8/2/2022	Author : Executive
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Background:

From a meeting with the CMCA Board in Jan 2022, it was confirmed that there was a process in place to manage the removal of members from the Solos Network.

Requirement:

If the Solos network (or any SIG or Chapter) have issues with a member who they wish to terminate, NHQ is to be advised as there is a procedure that is required to be followed. The Board are the only ones that can remove someone from a SIG or Chapter.

Financial

Registration Fees at Rallies

AR No. 17	Date Created: 4/2/2021	Author : Committee	Approved 4/2/2021
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Background:

For some years there had been a rally fee structure in place to meet various types of registration payments. These included Early Bird and late Registration fees and the need to manage cancellations.

Requirement

A committee decision was made to remove these fees and apply one standard fee for Solo and one standard fee for Non-Solo members plus the applicable site fees

- Cancellation Fees will also be removed and any request for a refund in the future will be considered on its merits by the committee.
- The additional \$20 Late Registration Fee (for roll-ups) will still be retained.

Pre-Rally Expenditure reporting

AR No 20	Date Created: 2020	Author : Sandy Hardman
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Background:

In reviewing expenditure during events in 2020, the committee were concerned at the lack of control over pre-rally expenditure. It appeared that in a number of cases there had been no awareness of budget constraints, which as a result left the committee with a considerable overspend. A requirement was needed to ensure that all pre-rally expenditure was managed more effectively.

Requirement:

It is a requirement of the Rally Manager, working with the Rally Treasurer to report on all expenses and purchases made prior to the rally as they occur, and that they are within the approved budget.

- Reporting needs to commence 1 month prior to the rally and be passed to the RLO.
- Major expenses such as hiring costs and site payments will be paid by the Solos Treasurer with details being passed to the rally treasurer for recording.
- Any major costs (greater than \$200) which do not appear in the budget need committee approval before proceeding.

The acceptance of contracts and quotes with a high value which are in the budget **but not yet paid**, also need to be sent to the rally treasurer. These items can be recorded in the Expense spreadsheet as a forecast and changed when the actual amount is known

- The Rally Manager MUST ensure their Coordinators & Team Leaders know the content of the budget allocated to them as soon as the budget is confirmed by the committee
- All major expense items, even if within budget, need to be identified and recorded by the Rally Treasurer before being paid by the Solos Treasurer.
- Minor expenses which will be reimbursed either from the RM Float (pre-rally) or from the Rally Treasurer (at the rally) need to be within budget
- Any unusual high expenses (> \$200) which are not contained in the budget must be brought to the notice of the Rally Treasurer and RLO asap.

Rally budgeting

AR No. 25	Date Created: 9/ 3 / 2021	Author : Sandy Hardman
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Background:

Over time, the need to identify likely costs associated with the running of rallies has been developed and is now seen as a necessity. Budgets are usually developed from those prepared for previous rallies

Requirement

Budgeting will still remain as a spreadsheet exercise at Rally Manager level, but submission to the committee for approval will be at a 'Group' level and not at an Expense Item level as previously. A standard budget spreadsheet will be provided to assist with this exercise. Draft budgets are usually prepared with the Rally Manager and the RLO and then submitted to the Treasurer for presentation to the committee for approval. Once approved, details of the budget will be made available to the Rally Treasurer.

Rally Team Payments

AR No. 27	Date Created: 26 /11/2018	Author : Committee
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Background:

In recognition of the workload required for members of the Rally Management Team over many months a decision was made to provide an allowance to help offset out of pocket expenses.

Requirement

The Rally Manager will advise the Treasurer of the names and bank details of volunteers on the Rally Management Team as soon as they have been confirmed. Payments will then be made by the Solos Treasurer. Details of these payments are to be passed to the Rally Treasurer for recording against budget.

*Note: details of current payments to be made, are contained **in Appendix 4 of the Rally Position Description document***

AR No. 43	Date Created:	Author :
AR No. 44	Date Created:	Author :
AR No. 45	Date Created:	Author :