

Apex 40 Rort and Pre/Post Rort Guidelines:**National Board:**

1. The National Secretary or Board nominated person will keep a Rort Register.
2. Lanyards and Name Tags supplied by National Secretary or Board nominated person.
3. Name tags will have a RED mark for Food issues and a BLUE mark for mobility issues.
4. The National Board will provide a list of attendees to the Organisers who have either Food or Mobility issues.
5. Unless otherwise agreed by National Board, the Official Welcome is to be performed by National President or his nominee.
The National Vice President shall be a member of all Rort committees, on behalf of the National Board and act as liaison between the organising sub-committee and National Board.
6. Organization of the Rort should start two years prior to the appointed date.
7. The Rort must be fully costed prior to the preceding Rort.
8. The Rort committee should report at least monthly to the National Vice President.
9. Full financial projections shall be provided to the National Vice President and National Treasurer.
10. The Rort program must be in place prior to the preceding Rort.
11. All communications with members will be through the National Secretary.
12. All financial transactions to be conducted through Apex 40 Australia Inc. Bank accounts.
13. The National Treasurer will advise which account/s **MUST** be used.
14. After submission of a Budget by the Rort committee to the National Treasurer, providing the Budget balances, the National Treasurer approve the Budget.
15. Following all Rort expenditure by a sub-committee, **receipts must** be retained and submitted to the National Treasurer within 30 days of payment for reimbursement.

Dates to be avoided:

1. Federal or State election dates.
2. Public and School holidays and also Mothers' Day. Please be aware of individual State holidays.
3. New Zealand 41ClubNZ AGM which may include Pre and Post Rort Tours.
The Apex 40 IRO should be contacted to ascertain these dates.

Registrations:

1. The WEB master will setup "Online Registration" through the Apex 40 website, with manual registrations to the National Secretary.
2. Registration & payments received to be acknowledged promptly.

Constitution – Rules and By-laws:

- 1) Please refer to the Apex 40 Australia Inc. Constitution for further information.
- 2) This information can be found on the Apex 40 WEB site, <https://apex40.com/>
- 3) *Please note that the Constitution (Rules and By-laws) are updated periodically and may have changed since this document was produced.*

Rort organizing committee:

1. Welcome Kits are optional. They are at the discretion of the organising committee.
2. All Rorters to be provided with a list of fellow attendees and Program of events.
3. Accommodation to be as central as possible, preferably close to a large well established caravan park with cabins, etc. as approximately 50% of attendees are caravanners.
4. Coach trips should be restricted to less than one hour (wherever possible) between breaks on Rort and Pre/Post Rort Tours. Comfort stops must be allowed for.
5. Both Pre and Post Rort tours may be organised by a separate committee from the Rort so as not impede on the Rort program.
6. Pre or Post Rort Tour accommodation to be organised so as to limit packing and unpacking daily.
7. Rort Fines Sessions (Gold Coin) to be limited to 30 minutes. All fines need to be legitimate fines relative to the **current** Rort.
8. As many Annual presentations as possible are to be made at AGM; e.g., Bill Cunliffe, Penultimate and Boomerang, so as not to intrude on other evening activities.
9. Wizzie and Nunn's Dunny award to be presented on the Last night dinner.
10. All Buffets must be served. There must NOT be any self-serve situations.
11. The AGM should be scheduled for the second or third day of the Rort (where possible) to allow for any "carry over" items not resolved at that meeting to be further discussed and resolved at an appropriate time during the remainder of the Rort.

Rort reporting timetable:

1. Expressions of interest from sub-committees should be presented at the AGM two years prior to the **current** Rort. If a sub-committee is not nominating, the National Board will work with a sub-committee to organise one, or the National Board itself will organise a Rort.
2. Organising sub-committee to meet on a regular basis.
3. Regular Rort updates made to the National Board.
4. 18 months prior to the Rort, the organisers will supply an Initial Program and Budget for the approval by the National Board.
5. Where possible, the National Treasurer will be directly involved in setting the Budget and final Rort costing.
6. At the AGM the year prior to the Rort, the Rort program and cost to be released and promoted to members.
7. Beginning immediately after the Rort announcement, the Secretary to include promotion of the Rort in periodic Newsletters.
8. The Roaring 40's will also include promotion of the Rort.
9. Deposits for Rort are to be paid on Registration. This could commence immediately after the Rort is announced.
10. Final Payment by attendees of the Rort is to be paid at least 60 days prior to the Rort being held.
11. Preliminary Rort report by the organising sub-committee/s given to the National Board not later than the end of January immediately prior to the Rort.
12. Following the Rort, the National Treasurer to report on the financials of the Rort.
13. The organising sub-committee/s to do a report of the Rort and pass to the National Board so as to enable the National Secretary to update this document where required.

Rort Cancellation Refund:

Please refer to the current Apex 40 By-laws for further information.

Reimbursements for cancellation of a Rort booking:

Should a member book for a National Rort and cancel their booking prior to that Rort, the following guidelines will apply to any refund of monies paid:

- a. Up until two (2) months prior to Rort, Full refund.
- b. From two (2) months to one (1) month prior to Rort 50% refund.
- c. Less than one month prior to that Rort, the refund amount will be at the discretion of the National Board.
- d.

Legal responsibility of all Sub-committee members:

- 1) All Sub-committee members have certain legal duties to the Association.

Some of the duties are:

- a) Have a reasonable knowledge of the Constitution, that refer to Rorts and Rort finances;
- b) not to make improper use of information acquired by virtue of their position or to make improper use of their position to gain personal advantage or cause harm to the Association;
- c) take proper care and ensure due diligence;
- d) exercise their powers in good faith and in the best interests of the Association and for a proper purpose;
- e) ensure that the Association does not “trade insolvently”.

This means that the committee should not continue to operate and enter into contracts or incur debts that the Association cannot repay.

Contacts:

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iro@apex40.com roaring@apex40.com membership@apex40.com web@apex40.com

A specific email address for each Rort will be setup. This will be notified by the Secretary.