

Dual Sport Motorcycle Riders Association (DSMRA)

Branch Operations Policy & Instrument of Delegation to regional sub-committees

1. Purpose

The purpose of this policy is to establish clear guidelines and procedures for the effective operation of branch/regional sub-committees (referred to herewith as branches), consistency in financial management, service delivery and continuous improvement in operational practices.

This policy also serves the purpose of establishing the instrument of delegation to branches in accordance with Clause 26 of the Constitution. Additionally, this document serves as the Regional Branch Operations Policy as per Clause 41 of the Constitution.

2. Scope and Responsibilities

- This policy applies to all branches.
- It is the responsibility of the Branch/Regional Coordinator to ensure that branch activities comply with this Branch Operations Policy.
- Branches must operate in accordance with this Branch Operations Policy

3. Core Branch Functions

The DSMRA's aim is to unite its membership into a cohesive national body that provides a framework for the promotion of trail and adventure riding. Section 3 of the DSMRA Constitution outlines the Objects of the DSMRA. Branches are expected to continuously work towards these objectives.

In addition to these Objects, the National committee formally delegates to branches the following functions;

- The setting and collection of ride fees from each member attending the nominated ride.
- The management of branch revenue and expenditure in accordance with Section 4 of this policy.
- The management of branch capital expenditure in accordance with Section 5 of this policy.

4. Revenue and Expenditure Management

As per Clause 44 of the Constitution, the funds of the DSMRA are to be used in pursuance of the Objects of the DSMRA in such manner as the Committee determines.

As per Clause 45 of the Constitution, the DSMRA must apply its funds and assets solely in pursuance of the Objects of the DSMRA and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

Compliance with these Clauses extends to the operations of the regional branches.

Revenue

- Any member attending a ride must pay the nominated ride fee prior to the ride commencing.
- Setting and collection of ride fees is to be administered through the DSMRA website booking and payment system.
- Branches may establish their own policies for the payment of ride fees by lead and sweep riders.

Operational Expenditure

- All operational expenditure incurred by a branch must only be for legitimate and reasonable branch operational purposes.
- All operational expenditure must be aligned with the Objects of the DSMRA.
- Where a branch has been issued a DSMRA debit card, that card must be kept secure by the cardholder and only used for legitimate DSMRA related operational expenditure and in accordance with this policy.
- Receipts for all operational expenditure incurred must be provided to the Treasurer (or accountant) within 10 working days of the expenditure item being incurred and no later than the calendar month end.

5. Capital Expenditure

- If an item of expenditure has a useful life that exceeds 1 year and a total purchase price more than \$1,000 (inc. GST), it is to be treated as an item of capital expenditure.
- Branches must provide details of all capital items purchased to the Treasurer and President
- Details of capital items must include;
 - Details of the items to be purchased
 - Purpose for which the items are being purchased.
 - Details of where/how the items will be secured (inclusive of insurance where applicable)
- All items of Capital Expenditure are to be recorded on a branch capital items register inclusive at a minimum
 - Detailed information sufficient to identify the item eg serial numbers
 - Purchase date and cost
 - Details of where the item is located.
- The Committee may request a copy of the Branches capital items register at any time.
- The Branch should also consider recording 'attractive items' on the same register. Attractive items are those that are a) less than \$1,000 in value and b) susceptible to loss due to, for example, their mobility. Items may include laptops or UHF radios etc

6. Breaches of this Policy

A breach of this Policy will be managed in accordance with the Constitution with regards to disciplinary procedures.

7. Version Control

Version	Record of Changes	Approved By	Date
1	Initial document	National Committee	19/02/26
2	Minor Changes	National Committee	12/3/26
3	Removal of Delegation Limits in Section 4 and other minor changes	National Committee	17/6/26