



The Railway Modellers' Club of Queensland Inc.

ABN: 98 329 019 586

Incorporation # IA09526

Clubrooms: Buckley Park, 20 Terrence Rd, Brendale QLD 4500

Postal Address: P.O. Box 5264, Brendale QLD 4500

Website: www.rmcq.org.au

Email: rmcq@rmcq.org.au

Facebook: www.facebook.com/rmcqbrendale

RULES of ASSOCIATION

These rules of association were passed at a general meeting of members of The Railway Modellers' Club of Queensland on 8th November 2008 and registered with the Department of Justice and Attorney-General as Document Number 3439616. These rules should be read in association with any relevant Bylaws attached in Appendix 1.

1 Interpretation

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is THE RAILWAY MODELLERS' CLUB OF QUEENSLAND INCORPORATED (***the association***).

3 Objects

The objects of the association are—

(1) To promote fellowship among railway modellers by providing a social environment in which people can meet and exchange ideas and information on the craft of railway modelling.

(2) To assist and guide in methods of building and operating model railway equipment and prototype practices.

(3) To advance the hobby of railway modelling when and where possible by publications, meetings and other things necessary or incidental to the foregoing purposes.

(4) Support and promote the aims, practices and standards of the Australian Model Railway Association (AMRA), National Model Railroad Association of the USA (NMRA), NEM (Europe) and the Southern Cross Model Railway Association (SCMRA), as applicable.

4 Powers

- (1) The association has the powers of an individual.
- (2) The association may, for example—
- (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the Railway Modeller's Club of Queensland (the ***unincorporated association***).
- (4) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of members

- (1) The membership of the association consists of ordinary members, and any of the following classes of members—

Class of Member	Number of members in this class	Membership eligibility	Membership limitations
Ordinary	Unlimited	<ol style="list-style-type: none"> 1. Must be 18 years of age or older. 2. Must make written application for membership in the manner decided by the management committee. 3. Be accepted by the management committee. 4. Pay the annual membership fee applicable. 5. Must support the objects of the Association. 	Nil.
Associate	Unlimited	<ol style="list-style-type: none"> 1. Must be 18 years of age or older. 2. Must make written application for membership in the manner decided by the management committee. 3. Be accepted by the management committee. 4. Pay the annual membership fee applicable. 5. Must support the objects of the Association. 	<ol style="list-style-type: none"> 1. Not eligible to vote. 2. Not eligible for election to the management committee.

Class of Member	Number of members in this class	Membership eligibility	Membership limitations
Family	Unlimited	<ol style="list-style-type: none"> 1. One family member must be 18 years of age or older. 2. Must make written application for membership in the manner decided by the management committee. 3. Be accepted by the management committee. 4. Pay the annual membership fee applicable. 5. Must support the objects of the Association. 6. All members of the family are able to take part in association activities. 	<ol style="list-style-type: none"> 1. Only one (1) family member will be entitled to vote. 2. Only one (1) family member will be eligible for election to the management committee.
Senior	Unlimited	<ol style="list-style-type: none"> 1. Ordinary members on attaining the age of 70 years shall be deemed to be Senior members. 2. All other membership benefits and obligations as applying to ordinary members shall apply equally and undiminished to Senior members. 	Nil
Country	Unlimited	<ol style="list-style-type: none"> 1. Ordinary members living over 75 kilometres from the Club Premises or in the event that the Club no longer holds and maintains Club Premises, over 75 kilometres from the GPO, Brisbane, shall be deemed to be Country members. 2. Must pay the annual membership fee applicable. 3. Must support the objects of the association. 4. All membership benefits and obligations as applying to Ordinary members shall apply to Country members . 	Nil

Class of Member	Number of members in this class	Membership eligibility	Membership limitations
Life Member	Unlimited	<ol style="list-style-type: none"> 1. The granting of Life membership for meritorious service to the Association must be decided at an annual general meeting, following recommendation by the executive. 2. No annual fees are payable by life members. 3. All other membership benefits and obligations as applying to ordinary members shall apply equally and undiminished to Life Members. 	Nil.
Honorary	Unlimited	<ol style="list-style-type: none"> 1. Honorary membership may be offered to appropriate persons as deemed by a vote of members at the annual general meeting. 2. Honorary membership is for the period of one year, and must be renewed annually by vote at the annual general meeting. 3. No annual fees are payable, 4. Must support the objects of the association. 	<ol style="list-style-type: none"> 1. Not eligible to vote. 2. Not eligible for election to the management committee.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee—

- (a) to the equivalent class of membership of the association as the member held in the unincorporated association; or
- (b) if there is no equivalent class of membership—as an ordinary member.

7 New membership

(1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **second**).

(2) An application for membership must be—

- (a) in writing; and
- (b) signed by the applicant and the applicants proposer and seconder; and
- (c) in the form decided by the management committee.

8 Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any)—

- (a) is the amount decided by the members from time to time at a general meeting; and

- (b) is payable when, and in the way, the management committee decides.
- (2) A member of the incorporated association who, before becoming a member, has paid the members annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

9 Admission and rejection of new members

- (1) The management committee must consider an application for membership at the next committee meeting held after it receives—
- (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—
- (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

- (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at—
- (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a members membership if the member—
- (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- (4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Prohibition on use of information on register of members

- (1) A member of the association must not—
 - (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

15 Appointment or election of secretary

(1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—

- (a) a member of the association elected by the association as secretary; or
- (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the association's management committee;
 - (ii) another member of the association;
 - (iii) another person.

(2) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.

(3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.

(4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

(5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

(6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.

(7) In this rule— ***casual vacancy***, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 Removal of secretary

(1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.

(2) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.

(3) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 Functions of secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.

18 Membership of management committee

(1) The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting.

- (2) A member of the management committee, other than a secretary appointed by the management committee under rule 15(1)(b)(iii), must be a member of the association.
- (3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

19 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
- (a) any 2 members of the association may nominate another member (the **candidate**) to serve as a member of the management committee;
 - (b) the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
- (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
- (4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
- (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
- (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the member's removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 Vacancies on management committee

(1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

(2) The continuing members of the management committee may act despite a casual vacancy on the management committee.

(3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—

- (a) increase the number of management committee members to the number required for a quorum; or
- (b) call a general meeting of the association.

22 Functions of management committee

(1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.

(2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the association's rules are inconsistent with the Act—see section 1B of the Act.

(3) The management committee may exercise the powers of the association—

- (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
- (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
- (c) to purchase, redeem or pay off any securities issued; and
- (d) to borrow amounts from members and pay interest on the amounts borrowed; and
- (e) to mortgage or charge the whole or part of its property; and
- (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
- (g) to provide and pay off any securities issued; and
- (h) to invest in a way the members of the association may from time to time decide.

(4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—

- (a) the financial institution for the association; or

(b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

23 Meetings of management committee

(1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.

(2) The management committee must meet at least once every 4 months to exercise its functions.

(3) The management committee must decide how a meeting is to be called.

(4) Notice of a meeting is to be given in the way decided by the management committee.

(5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.

(7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

(8) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.

(9) The president is to preside as chairperson at a management committee meeting.

(10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 Quorum for, and adjournment of, management committee meeting

(1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.

(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—

(a) the meeting is to be adjourned for at least 1 day; and

(b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of management committee

(1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.

(2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

- (3) A request for a special meeting must state—
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26 Minutes of management committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

27 Appointment of subcommittees

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- (2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 Acts not affected by defects or disqualifications

- (1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

29 Resolutions of management committee without meeting

- (1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

31 Subsequent annual general meetings

Each subsequent annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

32 Business to be conducted at annual general meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations

(1) This rule applies only if the association is—

- (a) a level 1 incorporated association; or
- (b) a level 2 incorporated association to which section 59 of the Act applies; or
- (c) a level 3 incorporated association to which section 59 of the Act applies.

(2) The following business must be conducted at each annual general meeting of the association—

- (a) receiving the association's financial statement, and audit report, for the last reportable financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing members of the management committee;
- (d) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
- (e) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at annual general meeting of other level 2 incorporated associations

(1) This rule applies only if the association is a level 2 incorporated association to which section 59A of the Act applies.

(2) The following business must be conducted at each annual general meeting of the association—

- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
- (b) presenting the financial statement and signed statement to the meeting for adoption;
- (c) electing members of the management committee;
- (d) appointing an auditor, an accountant or an approved person for the present financial year.

34 Business to be conducted at annual general meeting of other level 3 incorporated associations

(1) This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.

(2) The following business must be conducted at each annual general meeting of the association—

- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;

- (b) presenting the financial statement and signed statement to the meeting for adoption;
- (c) electing members of the management committee.

35 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

36 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

37 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

38 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

39 Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the secretary—
 - (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).

(4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

40 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[Name of association]:
 I
 of
 being a member of the association,
 appoint
 of
 as my proxy to vote for me on my behalf at the (annual) general
 meeting of the association, to be held on the
 day of 20
 and at any adjournment of the meeting.
 Signed this day of 20
 Signature

(2) The instrument appointing a proxy must—

- (a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
- (b) if the appointor is a corporation—
 - (i) be under seal; or
 - (ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the association or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[Name of association]:
 I
 of
 being a member of the association,
 appoint
 of
 as my proxy to vote for me on my behalf at the (annual) general
 meeting of the association, to be held on the
 . . . day of 20
 Signed this day of 20
 Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[List relevant resolutions]

41 Minutes of general meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes—
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

42 By-laws

- (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.

43 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

44 Common seal

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.

45 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
- (a) the president;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (9) All expenditure must be approved or ratified at a management committee meeting.

46 General financial matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

47 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

48 Financial year

The end date of the association's financial year is 30th June in each year.

49 Distribution of surplus assets to another entity

- (1) This rule applies if the association—
- (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity—
- (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— **surplus assets** see section 92(3) of the Act.

RULES of ASSOCIATION**APPENDIX 1****BYLAWS**

Bylaw	Title	Date endorsed
1	Prior Membership	12/09/2009
2	Life Membership Criteria	12/09/2009
3	Additional Positions on Management Committee	14/11/2009
4	Role of Vice President	12/09/2009
5	Management of Non-Adult Members	12/09/2009
6	New Membership Criteria	12/09/2009
7	Suspension of Membership	12/09/2009
8	Membership Fees	14/09/2019
9	New Membership Package	14/09/2019
10	Club Keys	12/09/2009
11	Conduct of Management Committee Elections	14/11/2009
12	Parking of vehicles on club premises	11/12/2010
13	Coordinators & Procurement Process	08/09/2018
14	Family Membership	09/06/2012
15	Uniform Dress Code	09/03/2013
16	Safety at RMCQ	14/02/2015
17	Use and Maintenance of Ladders	14/02/2015
18	Use and Maintenance of Power Tools	14/02/2015
19	Use and Maintenance of Ride-On Mower and Powered Outdoor Equipment	14/02/2015
20	Reciprocal Clubs	14/09/2019



Railway Modellers’ Club of Queensland Inc.

Bylaw 1 - Prior Membership

Introduction

The purpose of this Bylaw is to clarify the membership of any member prior to these Rules of Association being accepted by the general meeting of the Railway Modellers’ Club of Queensland Inc. on 8th November 2008.

Bylaw

1. All financial members of the Railway Modellers’ Club of Queensland, as of 8th November 2008, will remain in the membership class that they were in, prior to 8th November 2008.
2. They will remain in these membership classes as long as they remain financial members of the Railway Modellers’ Club of Queensland Inc., subject to all provisions of these Rules of Association.

Management Committee			
Date endorsed	22/07/2009	President	Bruce Harper
General Meeting			
Date endorsed	12/09/2009.	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 2 - Life Membership Criteria

Introduction

Life membership of the Railway Modellers' Club of Queensland Inc. may be awarded from time to time to give recognition to a member who has provided a significant contribution to the club over many years. This could include long periods of time serving as a member of the club management committee or providing a significant contribution towards club activities over a long period of time.

Bylaw

Selection Process

1. Selection of members for Life Membership of the Railway Modellers' Club of Queensland Inc must be in accordance with the Rules of Association.
2. Life membership is to be reserved for a club member that has made a continuous contribution to the club over a significant period of time. Benefits for life members are to be stipulated in the Rules of Association for club membership under Life Membership.
3. Life Membership should be awarded to the most deserving members using the following criteria:
 - a. Current financial member of the Railway Modellers' Club of Queensland Inc for a significant period of time i.e. more than ten years, and
 - b. Held various positions on executive management committee of the Railway Modellers' Club of Queensland Inc for more than seven years, or
 - c. Made a major contribution to the aims of the Railway Modellers' Club of Queensland Inc as listed in the Rules of Association over a significant period of time i.e. 15 years.

Proposal

4. Members proposed for life membership should be nominated using this bylaw as a nomination form.

Name of member proposed for life membership

Proposed: [name and signature]

Seconded: [name and signature]

Acceptance of nomination by member: [signature]

Carried at meeting: Yes / No Date:

Management Committee			
Date endorsed	22/07/2009	President	Bruce Harper
General Meeting			
Date endorsed	12/09/2009.	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 3 - Additional Positions on Management Committee

Introduction

The Management Committee is elected by a General Meeting of the Association to manage the day to day activities of the Association as detailed in the Rules of Association.

In order to facilitate this function, in addition to the committee membership, defined by the Rules of Association, the position of Vice President, Secretary, Exhibition Coordinator, and additional Committee Members as required. These positions will also be elected by members at a General Meeting.

Rules of Association reference 18(1)

Bylaw

1. In addition to the President, and Treasurer, the management committee will also consist of the Vice President, Secretary, Exhibition Coordinator, and an additional Committee Members as required. These positions will also be elected by members at a General Meeting.
2. All other rules and subsections, as defined in the Rules of Association, pertaining to the management committee, will apply equally to these positions.

Management Committee	
Date endorsed	President
General Meeting	
Date endorsed	14/11/2009. President Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 4 - Role of Vice President

Introduction

The Vice President is a member of the Management Committee of the Association and fulfils the role of assisting the President, as required, and of assuming the role of President, as required from time to time, in the absence of the President.

Rules of Association reference 23(9), 23(10), 25(2), 35(3), 37(3b), 39(4)

Bylaw

1. With reference to Rule 23 (9), (10) and 37 (3b), the Vice President will assume the role of the President, if the President has given prior notice of inability to attend or is not present within the time period.
2. With reference to Rule 25 (2), 35 (3), and 39 (4), the Vice President will assume the role of the President, if the President is unable to call the meeting.
3. In the event of more than one Vice President, then the one with longest tenure will assume the role, and in their absence then the other will assume the role.

Management Committee			
Date endorsed	22/07/2009	President	Bruce Harper
General Meeting			
Date endorsed	12/09/2009.	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 5 - Management of Non-Adult Members

Introduction

While the main activities of the Railway Modellers' Club of Queensland are not directed towards children, some members may not be adults.

Bylaw

1. To clarify the responsibility of club members for non-adult members, the following will apply to all club activities whether within the club facilities or away from the clubrooms i.e. attendance at exhibitions, displays or other visits to members private homes:
 - a. Non-adult members and non-adult visitors will only attend club activities when accompanied by their parent or adult guardian.
 - b. They will be accompanied by their parent or adult guardian at all times.
 - c. The care and well-being of these non-adult members is the sole responsibility of their parent and or adult guardian.

Management Committee			
Date endorsed	22/07/2009	President	Bruce Harper
General Meeting			
Date endorsed	12/09/2009.	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 6 - New Membership

Introduction

This additional requirement for membership to the Railway Modellers' Club of Queensland Inc. is to allow club members to form an informed view on the suitability of any person applying for RMCQ membership, and to allow any prospective new member to form an informed view of their application for RMCQ membership. This rule is to apply to Ordinary, Family, Country, and Senior membership.

Rules of Association reference 7(1), 7(2), 9(1), 9(3), 9(4).

Bylaw

1. With reference to Rule 7 (1), (2), and Rule 9 (1), (3), (4), before an application for Ordinary, Family, Country or Senior membership is accepted by the Management Committee, all prospective members must attend three (3) club meetings or activities at least one (1) of which must be a monthly meeting. All attendance is to be recorded in the sign in book.

Management Committee			
Date endorsed	22/07/2009	President	Bruce Harper
General Meeting			
Date endorsed	12/09/2009.	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 7 - Suspension of Membership

Introduction

The management committee has the responsibility to manage the financial interests of the association.

In order to help facilitate this, the following will apply.

Rules of Association reference 10(3c), 10(4 - 5), 11(1 - 3), 12(1 - 5)

Bylaw

Suspension of Membership

1. Suspension of Membership may be exercised by the Executive Committee in relation to cases of Membership Fees in arrears, as in rule 10 (3c), financial hardship or illness by that member, or reason as seen fit by the Executive Committee.
2. The Secretary is to give notice in writing and suspension will take effect as dated in the letter.
3. During the period of suspension all the member's rights are withheld. Any fees paid may be carried forward to when the Suspension of Membership ceases and the remaining balance used as credit for the next period. Service of Membership is continued throughout the period of suspension.
4. After six months, the suspension is to be reviewed by the Executive Committee and if the member is still unable to become financial or active, a decision will be made by the Executive Committee to continue the suspension; or begin the process of termination of membership.
5. Association Rules 4 and 5 will apply in these circumstances.

Management Committee		
Date endorsed	22/07/2009	President Bruce Harper
General Meeting		
Date endorsed	12/09/2009	President Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 8 - Membership Fees

Introduction

The management committee has the responsibility to manage the financial interests of the association. Membership and joining fees are essential to help fund club activities and cover the cost of items provided to new members.

Rules of Association reference 8(1a), 8(1b)

Bylaw

1. The membership fee for each of the membership classes are as follows:

Membership Class	Annual Fee	Joining Fee (once only)
Ordinary	\$144	\$100
Family	\$174	\$100
Senior (70 years old and over)	\$72	\$100
Country (over 75 km in straight line from club)	\$72	\$100
Associate	\$24	Nil
Life	Nil	NA
Honorary	Nil	Nil

2. On joining, the annual fee is reduced to cover the number of full months remaining in the financial year. For example:
 - a. An Ordinary member joining on 5 September would pay \$208, which comprises 9/12 of the Annual Fee (\$108) plus a \$100 Joining Fee.
 - b. A Senior member joining on 6 February would pay \$124, which comprises 4/12 of the Annual Fee (\$24) plus a \$100 Joining Fee.
 - c. An Associate member joining on 20 July would pay \$22, which comprises 11/12 of the Annual Fee (\$22) with no Joining Fee.
3. Members who upgrade their membership class during a financial year shall pay increased fees from the next full month onwards plus, if applicable, a joining fee. For example, an Associate member upgrading to Ordinary membership on 15 October would pay \$180, which comprises 8/12 of an Ordinary membership (\$96) less 8/12 of the existing Associate membership (\$16) plus a joining fee (\$100). No refunds are payable to members whose membership class is downgraded during a financial year.
4. Members and re-joining members only pay one joining fee during their lifetime.

Management Committee			
Date endorsed	14/09/2019	President	Dallas Quaife
General Meeting			
Date endorsed	14/09/2019	President	Dallas Quaife



Railway Modellers' Club of Queensland Inc.

Bylaw 9 - New Membership Package

Introduction

A member's package will be issued to new members upon successful application for club membership and payment of their fees. The package varies for different classes of membership. The committee may vary the contents of the package.

Bylaw

- The membership package for each membership class are outlined in the table below:

Membership class	Club website private members access	Club shirt with logo	Club name badge with logo	Club cap with logo	Clubroom usage	Remarks
Ordinary	Yes	Yes	Yes	No	Yes	Members re-joining the club do not receive a free shirt and name badge, unless they pay a joining fee, such as an Associate member re-joining as an Ordinary member. Family membership provides one shirt and name badge only.
Senior	Yes	Yes	Yes	No	Yes	
Country	Yes	Yes	Yes	No	Yes	
Family	Yes	Yes	Yes	No	Yes	
Associate	Yes	No	No	No	No	
Honorary	No	Normally no, but see remarks			No	By exception, the committee may provide a free shirt, name badge and/or cap to specific honorary members.
Life	Not applicable as they are not new members. However, upon appointment life members are provided a new name badge for free, denoting they are a life member.					

- All members, regardless of their membership class, are entitled to purchase additional shirts, name badges and caps at their own expense.

Management Committee			
Date endorsed	14/09/2019	President	Dallas Quaife
General Meeting			
Date endorsed	14/09/2019	President	Dallas Quaife



Railway Modellers' Club of Queensland Inc.

Bylaw 10 - Club Keys

Introduction

The management committee has the responsibility for the safety and security of the club rooms and equipment. In order to help manage this responsibility the following rules on the issue of club keys will apply.

This rule will not apply to Associate or Honorary members.

Bylaw

1. Members, after 6 months membership, may apply to the secretary to be issued with a key to the club rooms.
2. The request will be considered at the next management meeting.
3. The management committee may rescind the key issue as they see fit.
4. A fee of \$10.00 will be levied on the issue of the club key and on any subsequent issues.
5. All keys issued must be returned upon resignation or termination of membership.

Management Committee			
Date endorsed	22/07/2009	President	Bruce Harper
General Meeting			
Date endorsed	12/09/2009	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 11 - Conduct of Management Committee Elections

Introduction

The Management Committee is elected by a General Meeting of the Association to manage the day to day activities of the Association as detailed in the Rules of Association.

At each Annual General Meeting the committee members must retire but are eligible, on nomination, for re-election.

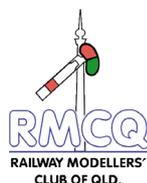
To ensure the fair and impartial elections of these committee members the following will apply to all elections.

Rules of Association reference 19(1- 5), 38(1 - 7), 18(1 - 3)

Bylaw

1. At each annual general meeting where committee member positions are due for election the following will apply:
 - a. The names of the nominees are to be placed on the notice board 7 days prior to the meeting in accordance with Rule 19(3).
 - b. If no nominations are received by the Secretary, in accordance with Rule 19 (a) & (b), nominations will be accepted from the general meeting.
 - c. The President will appoint a member to act as chairperson, and 2 members to conduct the ballot.
 - d. To ensure impartiality, no member who has nominated or seconded a candidate can be eligible for the duties of the chairperson.
 - e. If more than one nomination is received by the Secretary, in accordance with Rule 19 (a) & (b), the vote is to be by secret ballot in accordance with Rule 38 (6) & (7).
 - f. The Secretary will provide adequate ballot sheets with the names of the candidates in alphabetical order, as per Rule 19 (4).
 - g. If nominations are accepted from the floor, then subsection (6) need not apply.
 - h. Voting will be in accordance with Rule 38 (2) & (3).
 - i. If required, the candidates will leave the meeting, during the voting process or if the members require any discussion before the vote is taken.
 - j. The 2 members appointed under Rule 38 (6) will distribute the ballots and collect the returns. They will count the ballot returns and confer with the chairperson before a result is announced.

Management Committee			
Date endorsed	23/09/2009	President	Bruce Harper
General Meeting			
Date endorsed	14/11/2009	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 12 - Parking of Vehicles on Club Premises

Introduction

The management committee has the responsibility for the upkeep, safety and security of the clubrooms and equipment. In order to help manage these responsibilities the following rules on the parking of vehicles on Club premises will apply.

Bylaw

1. All vehicles are to be parked within the boundary of the Club lease area.
2. Vehicles are not to be parked under the front or rear awnings of the clubrooms.
3. Vehicles are not to be parked so as to obstruct the access to the side and or rear of the building.

Management Committee		
Date endorsed	24/11/2010	President Bruce Harper
General Meeting		
Date endorsed	11/12/2010	President Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 13 - Coordinators and Procurement Process

Introduction

The Management Committee (hereafter referred to as the Committee) is elected by a General Meeting of the Association (hereafter referred to as the Club) to manage the day to day activities of the Club as detailed in the Rules of Association.

The Club has many areas and activities that must be continually managed. The Committee does not have the capacity or knowledge to manage all of these in detail, hence Coordinators are appointed to manage specific areas and activities under supervision of the Committee. This also allows informal sub-groups, for example the HO modellers, to have appropriate control of the aspects of the Club that they are most involved with and have the greatest knowledge of. Areas and activities that do not have a Coordinator appointed are managed in detail directly by the Committee, for example funding, accounting, investments, loans, leases, insurance, membership, the annual calendar and overall coordination.

The Club has only limited funds available each year to maintain and develop the model railway layouts and facilities, and conduct activities. It is essential that these funds are apportioned fairly and spent wisely to ensure the best result for members. Procurement processes are a key element of this.

Rules of Association reference 4, 22, 45, 47, 48

Bylaw

Coordinators

1. Coordinators will be appointed by the Committee. The quantity and areas they are responsible for will vary, but typically might include those in the table below:

Coordinator	Remarks
G Gauge Club Layout Coordinator	
HO Scale Club Layout Coordinator	
HO Scale Exhibition Layout Coordinator	
N Scale Club Layout Coordinator	
N Scale Exhibition Layout Coordinator	
Small Display Layout Coordinator	
Building and Grounds Coordinator	

Coordinator	Remarks
Tools and Consumables Coordinator	Includes all tools, blades, drills, etc. Glues, paint, etc that are primarily for a specific layout are to be purchased through that layout Coordinator. Consumables that are for general use may be purchased through this coordinator.
Annual Exhibition Coordinator Buy & Sell Coordinator	These two functions are combined sometimes.
Annual Exhibition Canteen Coordinator	
General Expenditure Coordinator	Other minor, routine expenditures not listed above.

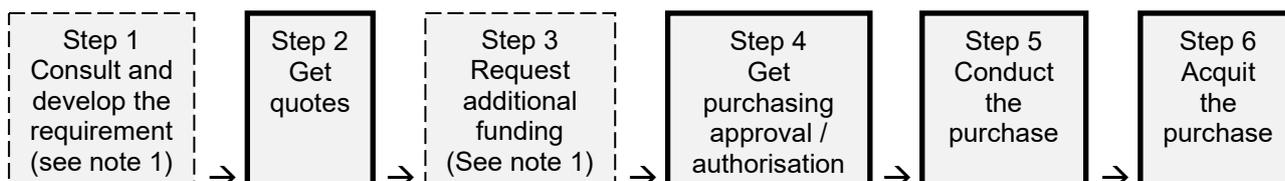
2. Coordinator responsibilities:
 - a. Manage and coordinate all aspects of their areas.
 - b. Report to the Management Committee on their area on a regular basis or as required, and in a manner determined by the Management Committee. Coordinators are encouraged to attend Management Committee meetings.
 - c. Manage the expenditure of their pre-approved budget, in accordance with the procurement process below, as it pertains to their areas of responsibility.
 - d. The HO and N scale exhibition layout Coordinators are delegated authority to submit applications to attend those exhibitions that have been approved by the Management Committee for attendance on the annual activity schedule. The Coordinators should canvass members to make an estimate of numbers who will attend and submit the application to attend in accordance with the format requested by the organising club before the closing date for applications. A copy of the application is to be forwarded to the Secretary for filing.

Procurement

3. The procurement process described below provides flexibility to Coordinators, while maintaining adequate oversight by the Committee and positive cash flow within the Club. The procurement forms mentioned in this Bylaw are available on the Club website.
4. The Club budget is maintained by the Treasurer and approved by the Committee. It includes the monthly and overall funds allocated to each Coordinator and other areas managed by the Committee. Adherence to the budget is essential to ensure that the Club's day-to-day bank account can remain in credit. Coordinators can effect changes to their budgets as follows:
 - a. Budget changes that do not increase the total amount allocated to a Coordinator (eg, moving amounts between months to cover unforeseen opportunities, problems or underspends) can be approved out-of-session by the President, Secretary or Treasurer, plus one other Committee member. The Treasurer will check that the changes can be accommodated within the Club's cash flow and adjust the budget.
 - b. Budget changes that require an increase in overall funding require a Funding Request (Form 38) and Committee approval (Steps 1-3 below).
5. Monthly budgets are not allocated on a "use it or lose it" basis. It is accepted that underspends will occur, and these will normally remain within the area that

they are allocated to. Coordinators should consult with the Treasurer regarding what future months underspends are to be moved into.

6. The following purchasing process is to be followed:



Note 1. Steps 1 and 3 are not always required. See the paragraphs below.

- a. **Step 1 - Consult and develop the requirement.** Omit this step for simple purchases. Any member of the Club may develop a requirement. Ideas should be discussed and developed with the relevant individuals and informal groups before proceeding. Different methods of achieving the result should be considered. Those requirements that pertain to a specific area should be developed through the relevant Coordinator. Any member is entitled to raise an issue with a Coordinator, at a monthly Club meeting or with the Committee.
- b. **Step 2 - Get quotes.** Competitive quotes are obtained to ensure the best value for money. While this normally means the cheapest overall price, factors such as quality, appropriateness, convenience, availability and genuine urgency (as opposed to lack of foresight and planning) might justify paying a little more. The comparison of quotes should include extras such as fees, postage and delivery. If practicable, three quotes are preferred. These might be any combination of formal written quotes, telephone quotes, websites and magazine advertisements. Items that have been purchased recently under competitive quotes may be repurchased without quotes. Common-sense should prevail.
- c. **Step 3 - Request additional funding.** Omit this step if funding has already been approved by the Committee, either directly or within a Coordinator's budget. If not:
 - (1) For simple procurements use a Request for Purchase/Reimbursement (Form 03).
 - (2) For more complex procurements use a Request for Funding (Form 38).
- d. **Step 4 - Get purchasing approval / authorisation.** All expenditure is approved by the Committee as follows:
 - (1) Some routine expenditure is approved by allocating monthly budget limits to individual Coordinators. Coordinators may then authorise expenditure within these limits for items relevant to their areas only, using a Request for Purchase/Reimbursement (Form 03). Members are not to purchase items until they have this authorisation from the relevant Coordinator.
 - (2) Other expenditures are considered at committee meetings with approvals included in the meeting minutes.
- e. **Step 5 - Conduct the purchase.** The Club has no preferred suppliers. Purchases should be through the supplier that offers the best Value for Money. The two purchasing methods are:
 - (1) Member pays cash for item and claims reimbursement.

- (2) Bunnings, Janden Wood Panels, Hot Chilli Engraving and High Impact Teamwear will invoice the Club. Bunnings will need to see a purchasing card that has been issued to a limited number of Club members.
- f. **Step 6 - Acquit the purchase.** A Request for Purchase/Reimbursement (Form 03) is to be submitted to the Treasurer as soon as practicable after each purchase, including those made on credit. Quotes, receipts and other relevant paperwork are to be attached. Amounts that are within monthly budget of a Coordinator will be reimbursed promptly, rather than the purchaser having to wait until after the next Committee meeting. Reimbursement of purchases that would cause a Coordinator to exceed the monthly budget will be deferred for later payment.
- 7. **Petty cash.** Petty cash advances may be made to individuals. They are to maintain a record of their transactions including receipts and payments for audit by the Committee.
- 8. **Purchasing checks.** The Committee will conduct the flowing checks to ensure that the Club’s purchasing and finance processes are robust:
 - a. Purchases will not be reimbursed until a correctly authorised Request for Purchase/Reimbursement (Form 03) is provided, or they are authorised in the minutes of a Committee meeting.
 - b. Purchases will be checked for Value for Money. Purchasers that do not achieve this will be counselled by the Committee. Repeat offenders might have their purchasing privileges withdrawn.
 - c. Petty cash advances will be checked at least twice per annum.
 - d. The Treasurer will present a financial statement to the Committee at each monthly management meeting.

Management Committee			
Date endorsed	08/09/2018	President	Dallas Quaife
General Meeting			
Date endorsed	08/09/2018	President	Dallas Quaife



Railway Modellers' Club of Queensland Inc.

Bylaw 14 - Family Membership

Introduction

While the main activities of the Railway Modellers' Club of Queensland are not directed towards children, some members may not be adults and as such are part of a Family Membership.

The following Bylaw is to clarify who can be included under this class of membership.

Rules of Association reference 5(1)

Bylaw

1. The following can be included under the Membership Class – Family:
 - a. The adult member.
 - b. Their spouse or adult partner.
 - c. Their children or children for whom one of the adults are legal guardians, until they reach the age of 18 years, when they shall to join the Club as adult members in their own right.
2. Any Family membership granted prior to the date of this bylaw will conform to the conditions of membership existing when that membership was granted.
3. All other conditions of Family membership contained in the Rules of Association and its Bylaws shall apply.

Management Committee		
Date endorsed	20/05/2012	President Bruce Harper
General Meeting		
Date endorsed	09/06/2012	President Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 15 - Uniform Dress Code

Introduction

The Management Committee is elected by a General Meeting of the Association to manage the day to day activities of the Association as detailed in the Rules of Association.

In order to facilitate this, in relation to producing a unified club appearance at club sanctioned events the following will apply.

Rules of Association reference 3(3), 10(3b), 10(3d), 22(1), 22(2)

Bylaw

1. At all club sanctioned events, the following official club shirt will be worn by all members when representing the Club.
2. The official Club uniform shirt will be a short sleeve blue chambray double pocket shirt, with the Club logo embroidered on the left side above the pocket.
3. The official Club uniform shirt is only available through the Club.
4. Any shirt not purchased through the Club will be deemed non-compliant.
5. A reference photo of the shirt showing colour and logo placement can be obtained from the Secretary.
6. Family & Associate members, acting in a voluntary capacity in the canteen at the Club's Model Train & Hobby Expo, are exempt from this bylaw.

Management Committee			
Date endorsed	20/02/2013	President	Bruce Harper
General Meeting			
Date endorsed	09/03/2013	President	Bruce Harper



Railway Modellers' Club of Queensland Inc.

Bylaw 16 - Safety at RMCQ

Introduction

The management committee takes the safety of its members and the security of the clubrooms and equipment very seriously.

The Occupational Health and Safety Act 1989 requires that all employers provide, as far as practicable, a workplace that is healthy and safe. While this act does not apply to the Association, we will take all reasonable measures, within our resources, to comply with the Act.

To order to facilitate this, the following rules will apply to all members.

Rules of Association reference 10(3b), 10(3d), 22(1), 22 (2)

Bylaw

1. All members shall read and follow the RMCQ Rules of Association, By Laws and the Safety Manual and guidelines.
2. All new members shall sign that they have read the Rules of Association and accompanying By Laws on their membership application form. All existing members shall sign that they have read the Rules of Association and accompanying By Laws when renewing their membership.
3. Failure to do so may be cause for termination of membership, or membership application.
4. All members shall comply with all RMCQ bylaws.

Management Committee			
Date endorsed	22/12/2014	President	John Kennedy
General Meeting			
Date endorsed	14/02/2015	President	John Kennedy



Railway Modellers' Club of Queensland Inc.

Bylaw 17 - Use and Maintenance of Ladders

Introduction

The management committee takes the safety of its members and the security of the clubrooms and equipment very seriously. The use of ladders is inherently dangerous, and all members must exercise safe practice whilst handling and using them.

The Occupational Health and Safety Act 1989 requires that all employers provide, as far as practicable, a workplace that is healthy and safe. While this act does not apply to the Association, we will take all reasonable measures, within our resources, to comply with the Act.

In order to help manage this responsibility the following rules will apply.

Rules of Association reference 10(3b), 10(3d), 22(1), 22 (2)

Bylaw

1. All the ladders at RMCQ clubrooms will comply with Australian Standards for Portable Ladders.
2. The Ladders will have clearly marked:
 - a. The manufactures name.
 - b. The rating (Industrial).
 - c. The load rating (120kg or greater).
3. All ladders should be inspected before use by the person operating and or using the unit and at regular intervals by a member of the Management Committee. If a ladder is found defective, it must not be used. The person determining that the ladder is defective must attach a "Do Not Use" label, which will include their Name, the Date, and Description of the fault. A member of the Management Committee must be informed at the first opportunity.
4. All defective ladders to be repaired or replaced to the same or superior design rule standard as original item.
5. All ladders are to be used in accordance with any directions or limitations placed on them.
6. Before using any ladder, members are required to have read the safety instructions, and understand them. If you are unsure about any part of the instructions, you must not use the ladder until you have had further clarification and or instruction on its use from a member of the Management Committee or other RMCQ nominated personnel.
7. If you are climbing a ladder higher than 2 metres above the ground, a second member must be present to help support and stabilise the base of the ladder.
8. The safety instructions and instructions for use are kept in the RMCQ EQUIPMENT & SAFETY Folder. Copies are kept in the Library and Workroom.
9. Only equipment provided by RMCQ is to be used at RMCQ clubrooms or at sanctioned events.

- 10. If members bring their own equipment to the clubrooms or to sanctioned activities, it is on the understanding that it is for their own use only, and RMCQ will not accept any responsibility for the consequences of its use.

Management Committee			
Date endorsed	22/12/2014	President	John Kennedy
General Meeting			
Date endorsed	14/02/2015	President	John Kennedy



Railway Modellers' Club of Queensland Inc.

Bylaw 18 - Use and Maintenance of Power Tools

Introduction

The management committee takes the safety of its members and the security of the clubrooms and equipment very seriously. The use of power tools is inherently dangerous, and all members must exercise safe practice whilst handling and using them.

The Occupational Health and Safety Act 1989 requires that all employers provide, as far as practicable, a workplace that is healthy and safe. While this act does not apply to the Association, we will take all reasonable measures, within our resources, to comply with the Act.

In order to help manage this responsibility the following rules will apply.

Rules of Association reference 10(3b), 10(3d), 22(1), 22 (2)

Bylaw

1. All the Power Tools at RMCQ clubrooms will comply with relevant Australian Standards.
2. All Power Tools should be inspected before use by the person operating and or using the unit and at regular intervals by a member of the Management Committee. If a Power Tool is found defective, it should not be used. The person determining that it is defective must attach a "Do Not Use" label, which will include their Name, the Date, and Description of the fault. A member of the Management Committee must be informed at the first opportunity.
3. All defective Power Tools are to be repaired or replaced to the same or superior design rule standard as original item.
4. All Power Tools are to be used in accordance with any directions or limitations placed on them.
5. All manufacturers' safety devices, guards etc. are to be used and not altered or tampered with in any manner.
6. Before using any Power Tool, members are required to have read the relevant manufactures safety instructions & instructions for use and understand them. They are to be followed at all times. If you are unsure about any part of the instructions, you must not use the Power Tool until you have had further clarification and or instruction on its use from a member of the Management Committee or other RMCQ nominated personnel.
7. The safety instructions and instructions for use are kept in the RMCQ EQUIPMENT & SAFETY Folder. Copies are kept in the Library and Workroom
8. Only equipment provided by RMCQ is to be used at RMCQ clubrooms or at sanctioned events.
9. If members bring their own equipment to the clubrooms or to sanctioned activities, it is on the understanding that it is for their own use only, and RMCQ will not accept any responsibility for the consequences of its use.

Management Committee			
Date endorsed	22/12/2014	President	John Kennedy
General Meeting			
Date endorsed	14/02/2015	President	John Kennedy



Railway Modellers' Club of Queensland Inc.

Bylaw 19 - Use and Maintenance of Ride-On Mower and Powered Outdoor Equipment

Introduction

The management committee takes the safety of its members and the security of the clubrooms and equipment very seriously. The ride-on mower and any powered outdoor equipment are inherently dangerous, and all members must exercise safe practice whilst handling and operating them.

The Occupational Health and Safety Act 1989 requires that all employers provide, as far as practicable, a workplace that is healthy and safe. While this act does not apply to the Association, we will take all reasonable measures, within our resources, to comply with the Act.

In order to help manage this responsibility the following rules will apply.

Rules of Association reference 10(3b), 10(3d), 22(1), 22(2)

Bylaw

1. The ride-on mower or any powered outdoor equipment is not to be operated by RMCQ members unless they have had specific instruction in its use from a member of the Management Committee or other RMCQ nominated personnel.
2. The ride-on mower or any powered outdoor equipment at RMCQ clubrooms will comply with relevant Australian Standards.
3. The ride-on mower and all powered outdoor equipment should be inspected before use by the person operating and or using the unit and at regular intervals by a member of the Management Committee.
4. If the ride-on mower or any powered outdoor equipment is found defective, it should not be used. The person determining that it is defective must attach a "Do Not Use" label, which will include their Name, the Date, and a Description of the fault. A member of the Management Committee must be informed at the first opportunity.
5. If defective the ride-on mower or powered outdoor equipment is to be repaired or replaced to the same or superior design rule standard as original item.
6. The ride-on mower and all powered outdoor equipment are to be used in accordance with any directions or limitations placed on them.
7. All manufacturers' safety devices, guards etc. are to be used and not altered or tampered with in any manner.
8. Before using the ride-on mower or any powered outdoor equipment, members are required to have read the relevant manufactures safety instructions & instructions for use and understand them. They are to be followed at all times. If you are unsure about any part of the instructions, you must not use the ride-on mower or any powered outdoor equipment until you have had further clarification and or instruction on its use from a member of the Management Committee or other RMCQ nominated personnel.
9. The safety instructions and instructions for use are kept in the RMCQ EQUIPMENT & SAFETY Folder. Copies are kept in the Library and Workroom

- 10. Only equipment provided by RMCQ is to be used at RMCQ clubrooms.
- 11. If members bring their own equipment to the clubrooms or to sanctioned activities, it is on the understanding that it is for their own use only, and RMCQ will not accept any responsibility for the consequences of its use.

Management Committee			
Date endorsed	22/12/2014	President	John Kennedy
General Meeting			
Date endorsed	14/02/2015	President	John Kennedy



Railway Modellers' Club of Queensland Inc.

Bylaw 20 – Reciprocal Clubs

Introduction

From time to time, the RMCQ has developed a mutually beneficial relationship with another club. This bylaw provides a method of formalising such relationships.

Bylaw

1. The management committee shall grant and manage reciprocal club status to other clubs. Before granting or extending reciprocal status, the committee is to ensure that RMCQ members shall be entitled to similar benefits at the reciprocal club. Reciprocal club status may be granted for up to a three-year period. At the end of that period, where appropriate, this may be extended for further up to three-year periods. The committee may revoke the reciprocal status of clubs and individual members of these clubs. The committee is to document all changes to reciprocal relationships in committee minutes. The Secretary shall inform reciprocal clubs of changes in their status.
2. Reciprocal club members:
 - a. shall be entitled to occasional use of the RMCQ facilities such as the layouts, workshops and catering.
 - b. where practicable, shall arrange their visits in advance, particularly when a group is visiting.
 - c. upon arrival shall report to a committee member, or where a committee member is not available, a Club member, and shall sign the attendance book.
 - d. shall vacate the RMCQ premises when an RMCQ club member with key access is not in attendance, unless prior arrangements have been made and a key issued temporarily.
3. Members of reciprocal clubs who use RMCQ facilities more than occasionally, are expected to join the RMCQ rather than continue to use the club facilities through the reciprocal arrangements.
4. Given that the RMCQ would normally welcome occasional visits from railway modellers from any location, reciprocal status of clubs would normally be conferred sparingly.
5. Reciprocal status is normally for clubs that are a long distance from the RMCQ clubroom. Although unusual, reciprocal status might be given to a local club or a club that is not a model railway club.

Management Committee			
Date endorsed	14/09/2019	President:	Dallas Quaife
General Meeting			
Date endorsed	14/09/2019	President:	Dallas Quaife