

The Melbourne Meccano Club Incorporated

(Incorporated 1 Nov 1999)

Rules and By-laws

Consolidated and reissued August 2008

Statement of Purpose

The goal of this Club is to foster all aspects of the Meccano hobby including:

1. sharing the companionship of like -minded people.
2. learning more of the history of the Meccano system, other Meccano Ltd products and current Meccano developments, by sharing the diverse skill and knowledge of other members.
3. building and exhibiting models and/or mechanisms for display at Club meetings and various Exhibitions.
4. the acquisition, disposal and exchange of parts and literature for the mutual benefit of members.



Contents

Title	Rule	Page
Name	1.	3
Definitions	2.	3
Alteration of the rules	3.	3
Membership, entry fees and subscription	4.	3
Register of members	5.	3
Ceasing membership	6.	4
Discipline, suspension and expulsion of members	7.	4
Disputes and mediation	8.	5
Annual general meetings	9.	5
Special general meetings	10.	5
Special business	11.	6
Notice of general meetings	12.	6
Quorum at general meetings	13.	6
Presiding at general meetings	14.	6
Adjournment of meetings	15.	6
Voting at general meetings	16.	7
Poll at general meetings	17.	7
Manner of determining whether resolution carried	18.	7
Proxies	19.	7
Committee of Management	20.	7
Office holders	21.	7
Ordinary members of the Committee	22.	8
Election of officers and ordinary Committee members	23.	8
Vacancies	24.	8
Meetings of the Committee	25.	8
Notice of Committee meetings	26.	8
Quorum for Committee meetings	27.	8
Presiding at Committee meetings	28.	8
Voting at Committee meetings	29.	8
Removal of Committee member	30.	9
Minutes of meetings	31.	9
Funds	32.	9
Seal	33.	9
Notice to members	34.	9
Winding up	35.	9
Custody and inspection of books and records	36.	9
By-laws	37.	10
By-Laws		
Payment of annual subscription.	1.	10
Re -election of office holders.	2	10
Duties of Ordinary Committee Members.	3	10
Co-opting of members to Sub-Committees	4	10
Compliance of Electrical Equipment with Safety Requirements.	5.	10
Family Membership	6.	14

1. Name

The name of the incorporated association is The Melbourne Meccano Club Incorporated (in these Rules called “the Association”).

2. Definitions

(1) In these Rules, unless the contrary intention appears-

“Act” means the Associations Incorporation Act 1981;

“Committee” means the Committee of management of the Association;

“financial year” means the year ending on 30 June;

“general meeting” means a general meeting of members convened in accordance with rule 12.

“member” means a member of the Association;

“ordinary member of the Committee” means a member of the Committee who is not an officer of the Association under Rule 21;

“Regulations” means regulations under the Act;

“relevant documents” has the same meaning as in the Act.

“By-laws” means the by-laws of the Association made under these Rules.

(2) In these Rules, a reference to the Secretary of an Association is a reference -

(a) if a person holds office under these Rules as Secretary of the Association - to that person; and

(b) in any other case, to the public officer of the Association.

3. Alteration of the rules

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4. Membership, entry fees and subscription

(1) A person who applies and is approved for membership as provided in these Rules

is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

(2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless he or she applies for membership in accordance with sub-rule (3); and the admission as a member is approved by the Committee.

(3) An application of a person for membership of the Association must be made in writing in the form set out in Appendix 1; and lodged with the Secretary of the Association.

(4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee.

(5) The Committee must determine whether to approve or reject the application.

(6) If the Committee approves an application for membership, the Secretary must, as soon as practicable, notify the applicant in writing of the approval for membership; and request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year’s annual subscription.

(7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant’s name in the register of members.

(8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.

(9) If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.

(10) A right, privilege, or obligation of a person by reason of membership of the Association is not capable of being transferred or transmitted

to another person; and terminates upon the cessation of membership whether by death or resignation or otherwise.

(11) The entrance fee is the relevant amount determined at the Annual General Meeting.

(12) The annual subscription is the relevant amount determined at the Annual General Meeting and is due immediately following that meeting.

5. Register of members

(1) The Secretary must keep and maintain a register of members containing the name and address of each member; and the date on which each member's name was entered in the register.

(2) The register is available for inspection free of charge by any member upon request.

(3) A member may make a copy of entries in the register.

6. Ceasing membership

(1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in sub-rule (1) the member ceases to be a member; and the Secretary must record in the register of members the date on which the member ceased to be a member.

7. Discipline, suspension and expulsion of members

(1) Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules or the by-laws, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Committee may by resolution -

(a) fine that member an amount in accordance with the Regulations; or

(b) suspend that member from membership of

the Association for a specified period; or

(c) expel that member from the Association.

(2) A resolution of the Committee under sub-rule (1) does not take effect unless at a meeting held in accordance with sub-rule (3), the Committee confirms the resolution; and if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the Committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice -

(a) setting out the resolution of the Committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following—

(i) attend that meeting;

(ii) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;

(e) informing the member that, if at that meeting, the Committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(5) At a meeting of the Committee to confirm

or revoke a resolution passed under sub-rule (1), the Committee must:

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the Committee and the Committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Association convened under sub-rule (7) -

(a) no business other than the question of the appeal may be conducted; and

(b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. Disputes and mediation

(1) The grievance procedure set out in this rule applies to disputes under these Rules between a member and another member; or a member and the Association.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be -

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement -

(i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Association; or

(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must -

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. Annual general meetings

- (1) The Annual General Meeting will be held on a date between 1 July and 30 September as determined by the Committee.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting will be -
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year; and
 - (c) to elect officers of the Association and the ordinary members of the Committee; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
 - (e) to set entrance fees and annual subscriptions.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Committee must convene a special general meeting before the expiration of that period.
- (5) The Committee must, on the request in writing of members representing not less than

8 members, convene a special general meeting of the Association.

- (6) The request for a special general meeting must -
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the Committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

11. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. Notice of general meetings

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent by prepaid post to the address appearing in the register of members; or if the member requests, by facsimile

transmission or electronic transmission.

- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13. Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
 - (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
 - (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present
 - (i) in the case of a meeting convened upon the request of members - the meeting must be dissolved; and
 - (ii) in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
 - (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are

absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15. Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. Voting at general meetings

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment

must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. Manner of determining whether resolution carried

If a question arising at a general meeting of the Association is determined on a show of hands -

(a) a declaration by the Chairperson that a resolution has been -

- (i) carried; or
- (ii) carried unanimously; or
- (iii) carried by a particular majority; or
- (iv) lost; and

(b) an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. Proxies

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be -

- (a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2; or
- (b) in any other case, in the form set out in Appendix 3

20. Committee of Management

(1) The affairs of the Association shall be managed by the Committee of management.

(2) The Committee

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that

are required by these Rules to be exercised by general meetings of the members of the Association; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

(3) Subject to section 23 of the Act, the Committee shall consist of the officers of the Association; and two ordinary members each of whom shall be elected at the annual general meeting of the Association in each year.

21. Office holders

(1) The officers of the Association shall be -

- (a) a President;
- (b) a Vice-President;
- (c) a Treasurer; and
- (d) a Secretary.

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

(3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election.

(4) In the event of a casual vacancy in any office referred to in sub-rule (1), the Committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Ordinary members of the Committee

(1) Subject to these Rules, each ordinary member of the Committee shall hold office until the annual general meeting next after the date of election.

(2) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a

member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. Election of officers and ordinary Committee members

(1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee must be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination). Nominations must be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

(2) A candidate may only be nominated for one office, or as an ordinary member of the Committee, prior to the annual general meeting.

(3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers and ordinary members of the Committee must be conducted at the annual general meeting in such manner as the Committee may direct.

24. Vacancies

The office of an officer of the Association, or of an ordinary member of the Committee, becomes vacant if the officer or member -

(a) ceases to be a member of the Association; or

(b) becomes an insolvent under administration within the meaning of the Corporations Law; or

(c) resigns from office by notice in writing given to the Secretary.

25. Meetings of the Committee

(1) The Committee must meet at least 3 times in each year at such place and such times as the Committee may determine.

(2) Special meetings of the Committee may be convened by the President or by any 4 members of the Committee.

26. Notice of Committee meetings

(1) Notice of each Committee meeting must be given to each member of the Committee at least 2 business days before the date of the meeting.

(2) Notice must be given to members of the Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. Quorum for Committee meetings

(1) Any 4 members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.

(2) No business may be conducted unless a quorum is present.

(3) If within half an hour of the time appointed for the meeting a quorum is not present -

(a) in the case of a special meeting - the meeting lapses;

(b) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.

(4) The Committee may act notwithstanding any vacancy on the Committee.

28. Presiding at Committee meetings

At meetings of the Committee the President or, in the President's absence, the Vice-President presides. If the President and the Vice-President are absent, or are unable to preside, the members

present must choose one of their number to preside.

29. Voting at Committee meetings

(1) Questions arising at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member present at a meeting of the Committee, or at a meeting of any subcommittee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. Removal of Committee member

(1) The Association in general meeting may, by resolution, remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

(3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

31. Minutes of meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.

32. Funds

(1) The Treasurer of the Association must -

(a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Committee.

(3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

33. Seal

(1) The common seal of the Association must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be attested by the signatures either of two members of the Committee or, of one member of the Committee and of the public officer of the Association.

34. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by -

(a) delivering the notice to the member personally; or

(b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

(c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

(d) electronic transmission, if the member has requested that the notice be given to him or her

in this manner.

35. Winding up

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

36. Custody and inspection of books and records

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

(2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

(3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

37 By-laws

(1) The Committee may promulgate By-laws governing such matters as the Committee considers necessary or desirable.

(2) A By-law may be added, varied or repealed only by a resolution (with notice) made at an Annual General Meeting or Special Meeting of the Association.

By-Laws

The following by-laws have been made in accordance with Rule 37.

1. Payment of annual subscription

The annual subscription year will run from October 1 to the following September 30. A member's subscription must be renewed after the AGM and no later than October 31, or membership will be deemed to have ceased from that date.

Subscriptions paid for 2004/2005 will be deemed to run until September 30, 2005.

A member wishing to exhibit a model at the annual Club Exhibition must have paid his

(her) annual subscription before a model display form is accepted.

2 Re-election of office holders

(Repealed by vote of AGM held 13 August 2006).

3 Duties of Ordinary Committee Members (Refer Rule 22)

The ordinary members of the Committee will be assigned duties by the Committee to most effectively meet the operating requirements of the Club.

4 Co-opting of members to Sub-Committees.

The Club has the power to co-opt other interested Club Members to form working Committees for special projects arising from time to time

The criteria for co-option of Sub-Committee Members will be

- (a) expertise in the project
- (b) expression of interest.
- (c) availability to work on the Sub-Committee.

Sub-Committees so formed will have a maximum of five members including at least one Committee (of management) member.

5. Compliance of Electrical Equipment with Safety Requirements

5.1 Statement of Purpose

All electrical equipment used at club activities shall meet regulatory safety requirements. It is the purpose of this By- Law to establish systems to ensure compliance with these requirements

5.2 Overview of Impact

(1) All electrical equipment that operates above 50 volts at club activities is required to be tested and tagged in accord with AS/NZS 3760. It is the responsibility of each member to ensure that his/her equipment meets this requirement. Equipment that operates above 50 volts that is not tagged will be banned from club activities,

unless it is solely a “collectors” item.

(2) To minimize safety risk, regulatory authorities have recommended that members power their models with motors using 50 volts or less. Such motors do not need to be tested and tagged. However, if the motor is run off mains power through a transformer, the transformer and its input leads need to be tested and tagged.

(3) Notwithstanding clause 5.2(2), the club will allow the use of motors operating above 50 volts at club activities, provided such motors have been tested and carry a current tag of compliance.

(4) As an additional safeguard, residual current devices will be used at all club activities to protect all electric circuits connected to mains power supply. It is the responsibility of the club to arrange for these devices to be available at all club activities.

(5) A Responsible Person is appointed by the Committee with authority to check all electrical equipment and impose bans on non-compliant equipment.

5.3 Definitions

In this By-law, unless the contrary intention appears:

“AS/NZS 3760 means Australian/New Zealand Standard AS/NZS 3760:2001 : In-service safety inspection and testing of electrical equipment.

“club activities” means all activities conducted under the auspices of the club, including all meetings, exhibitions and displays of any kind by members.

“competent person” means a person who has acquired through training, qualification, experience or a combination of these, the knowledge and skill enabling that person to perform tasks correctly as specified in AS/NZS 3760:2001.

“compliant electrical equipment” means electrical equipment that has been inspected by a competent person and is certified to comply with all regulatory requirements for that class

of equipment.

“electrical equipment” means any appliance, wire, fitting, cable, conduit or apparatus that generates, uses, conveys or controls (or that is intended to generate, use, conveyor control) electricity.

“non-compliant electrical equipment” means electrical equipment that does not have affixed to it a tag indicating that it complies with all regulatory requirements for that class of equipment.

“residual current device” means a mechanical switching device designed to make, carry and break currents under normal service conditions and to cause an opening of the contacts when the residual current attains a given value under specified conditions (commonly known as R.C.D. or earth leakage device).

5.4 Regulatory Compliance

(1) The Committee is responsible for ensuring that the club has systems in place to identify and ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.

(2) Members of the club engaging in club activities are obliged at all times to comply with a direction given by the Committee requiring compliance with legislation and other regulatory requirements.

5.5 Electrical equipment to comply with safety requirements

(1) Electrical equipment installed, operated or otherwise used during club activities shall comply with the safety requirements set out in the relevant legislation in force in the State of Victoria, as amended from time to time.

(2) AS/NZS 3760 requires electrical equipment that operates above 50 volts to be periodically inspected and tagged. Included in the equipment scope are items such as motors, transformers, extension leads, power boards, and residual current devices.

(3) The frequency of testing required by AS/NZS

3760 depends on the nature of the environment. Based on guidelines in the Standard, the Committee has decided that for club activities an interval between tests of not more than 12 months will apply, except for residual current devices for which the maximum interval will be 24 months. Even if tested within 12 months, if an item has been damaged in use, or shows signs of excessive wear, it must be repaired and retested before it will be permitted to operate at club activities. (4) Items of electrical equipment (e.g motors) operating at 50 volts or below need not be tested and tagged. However, items of equipment supplying power to such equipment, if connected to mains supply (e.g. transformers and power leads), do need to be tested and tagged.

5.6 Ensuring Electrical equipment complies with safety requirements

(1) It is the responsibility of any member of the club who brings electrical equipment that operates above 50 volts to club activities to ensure that such equipment has been inspected and tagged in accord with AS/NZS 3760. The inspection and tagging must have been carried out by a competent person (e.g. “A” Grade electrician). Recognising that there is a “collector” aspect of club activities as well as model building, it is not intended that this clause shall apply to electrical items of historical interest that will be solely passive display items and will not be operated nor connected to a mains supply in any way.

(2) It is the responsibility of the club to ensure that any electrical equipment owned by the club that operates above 50 volts has been inspected and tagged in accord with AS/NZS 3760. The inspection and tagging must have been carried out by a competent person (e.g. “A” Grade electrician). The Responsible Person appointed as per Item 5.7(1) below shall be responsible to the Committee for arranging the testing and tagging of all electrical equipment owned by the club, and ensuring all other requirements of

AS/NZS 3760 are met with respect to electrical equipment owned by the club. This includes maintaining a register of all such equipment, a record of tests and inspections, a record of faulty equipment waiting for repair or disposal, and a register of repairs. The Responsible Person shall report to the Committee the details of any equipment owned by the club which is found to be non-compliant, and the Committee shall be responsible for arranging repair or disposal of the item.

(3) All invitations from the club to members to display working models at exhibitions will specify the requirement that all electrical equipment associated with any model that operates above 50 volts must have been inspected and tagged in accord with AS/NZS 3760, otherwise the model will not be accepted for display.

5.7 Examination of electrical equipment operated at club activities

(1) The Committee shall appoint a member of the club to be the Responsible Person who shall check at every club activity that each item of electrical equipment that operates above 50 volts is appropriately tagged in accord with AS/NZS 3760.

(2) A member of the Committee or the Responsible Person shall have absolute authority to direct that any item of electrical equipment that is not appropriately tagged shall not be operated at club activities.

(3) A member of the Committee or the Responsible Person shall have absolute authority to direct that any item of electrical equipment that he/she observes shows obvious signs of damage or excessive wear, even if it has been tagged within the last 12 months, shall not be operated at club activities.

(4) On the day of a club activity, there is no right of appeal to the Committee against a decision by the Responsible Person.

(5) The Responsible Person may recommend

to the Committee the appointment of one or more members as deputies to provide assistance in his/her role, or to cover his/her absence at any club function. The appointment of a deputy will be made in writing by a member of the Committee (normally the Secretary) acting with the authority of the Committee. The notice of appointment will specify the time period for which it applies.

5.8 Use of Residual Current Devices

For models operating at club activities, residual current devices will be used to protect all electric circuits connected to mains power supply. It is the responsibility of the club to arrange for the availability of these devices at all club activities.

5.9 Non-compliant electrical equipment to be removed

(1) Except as provided in Clause (2) below, every item of non-compliant electrical equipment shall be removed from the site of the club activity, and if owned by the club, shall not be further used or operated until it has been repaired, re-tested for compliance, and tagged in accordance with AS/NZS 3760

(2) Any electrical item of historical interest brought by a member to club activities solely for the purpose of passive display, and which will not be operated nor connected to a mains supply in any way, need not be tested and tagged in accordance with AS/NZS 3760. However, if an item was designed to operate above 50 volts, it should be clearly tagged by the member as: "Museum Piece - not for operation under any circumstances". It is the responsibility of the member to ensure that such equipment is not operated nor connected to the mains in any way.

5.10 Sale or Exchange of Electrical Equipment

(1) Except as provided in clause (2) below, no item of electrical equipment that operates above 50 volts shall be offered for sale or exchange at a club activity unless it has been tested and tagged in accord with AS/NZS 3760.

(2) Electrical items of historical interest that are not intended to be operated can be sold or exchanged at club activities without having been tested and tagged in accord with AS/NZS 3760, provided instead, if they were designed to operate above 50 volts, they are clearly tagged by the member bringing them to club activities as "Museum Piece - not for operation under any circumstances".

6 Family Membership

6.1 The Club shall offer a class of membership known as Family Membership.

6.2 An applicant for membership may apply for Family Membership and include on the Membership Application Form, the names of family members residing with that applicant. An existing member may apply, at any time, to the Secretary to have family members residing with that member added.

6.3 The Club shall deal with the signatory to the Membership Application Form on matters concerning the membership, including but not limited to service of notices and provision of membership services.

6.4 At a General or Special Meeting of the Club, the provisions of Rule 16 shall apply to voting by Family Memberships. The vote in respect of a Family Membership may be exercised only by the signatory to the Membership Application Form of that membership.

