

Miniature Train Club – Gold Coast Inc.

BY-LAWS



26rd November, 2023

These By-Laws are supplementary to the Constitution of the Miniature Train Club – Gold Coast Inc. (hereafter called The Club) and are binding upon Members of The Club by virtue of Rule 26, but do not over rule the Constitution in any way and under Rule 26 must be consistent with the Constitution. The Constitution is written under the Acts Interpretations Act 1958 and the Associations Incorporations Act 1961 and the Associations Incorporations Regulations 1999 as amended and may not be seen as an authority to overrule International Constitution or The Australian Constitution or any pertinent By-Laws that do not conflict with Australian Law.

The following “Interpretations” as authorised in Rule 26 of the Constitution shall apply:

- **Objects** *(as per Rule 3)*

1. to operate in HO, N, HO_N30, HO_N3.5, G gauges as the predominate scales or other scales that are suitable to The Club,
2. to conduct open monthly Management Committee Meetings which incorporate General Meetings and
3. Schedule of Meetings: to be circulated electronically.

- **Industry Discount**

The Management Committee will on behalf of the Members, carry out negotiations with selected service industries to arrange suitable discounts for the Membership of The Club.

- **Membership** *(as per Rules 6 & 7)*

1. each Member of The Club as per Rule 6 and 7 as well as By-Laws relating to Membership Fees, will pay an Annual Fee and any such levy as per Rule 7 and
2. every new Member is to receive a Membership Kit containing:
 - a) notification of the Website www.mtcgc.org.au with electronic copy of the Constitution and By-Laws along with any other related information as seen fit by the Management Committee,
 - b) Membership Name Tag and NMRA Badge and
 - c) a Membership List.

Each Member will have access to and be expected to contribute to any web sites, forums, Club journals etc.

Each Member will be entitled to full support and due representation on all matters that from time to time may affect the Members of The Club.

- **Membership Fees** *(as per Rule 7)*

1. a Joining Fee of Twenty Dollars (\$20.00) will apply,
2. Annual Fees for Membership will be paid in full on the due date and
3. Annual Fees are due on July 1st each year, are as follows:
 - a) NMRA Membership as per NMRA schedule,
 - b) MTCGC Annual Membership Sixty Dollars (\$60.00) and
 - c) Spouse and/or Family under 18 years old inclusive, additional Ten Dollars (\$10).

- **Voting and Elections** *(as per Rule 12)*

1. voting for the election of Officers at any level shall be by secret ballot. If only one (1) nomination is received for a particular position, appointment will be automatic and confirmation will be sought from the Members by a simple Yes/No vote. If the result is negative, further nominations shall be called for and if the position is not filled, it shall be left vacant until the next General Meeting,
2. the responsibility for the recording of all nominations shall rest with the Secretary.
3. for the purposes of voting at the Annual General Meeting two (2) Scrutineers will be appointed.
4. Postal voting is allowed and a Postal Voting Form shall be included with the Notice of Meeting. This form must be returned to the Secretary, clearly marked "Election of Officers" at least two (2) days prior to the Meeting. They will be opened by the duly appointed Scrutineers as per By-Law Voting and Elections part sub-rule 3,
5. all votes will be kept for seven (7) days after the Meeting then destroyed,
6. a **No Confidence Motion** carried against a person holding Office at that level shall automatically cause the position to be declared vacant. A Special Meeting to deal with the matter will be called as per the Rules,
7. Fax Messages and Email shall be accepted as valid communication and should be so tabled with all other correspondence and
8. Publications, pamphlets and any other associated material may **NOT** be issued without prior authority of the Management Committee.

- **Advertising Policy**

All advertising on behalf of The Club will be the responsibility of the Secretary after consultation with the Management Committee.

- **Media Representation**

All liaisons with the Media and representation of The Club will be the responsibility of the President. At no time will any other person take it upon themselves to do so without explicit authority of the President or the Management Committee.

- **Annual General Meetings**

1. after the first year of Incorporation, the Annual General Meeting will be held within three (3) months after the end of the financial year as per Rule 21. The decision to hold the Annual General Meeting must be made in accordance with Rule 21. Members must be notified either electronically or in writing not less than fourteen (14) days prior to the Meeting along with a copy of the Agenda and Nominations for Office as per Rule 12.
2. the Agenda must include:
 - a) Declaration of a Quorum,
 - b) Apologies,
 - c) Minutes of the last Annual General Meeting,
 - d) Correspondence (appertaining to the meeting),
 - e) Matters arising,
 - f) Reports:
 - i. President,
 - ii. Secretary,
 - iii. Treasurer and
 - iv. Committee Reports,
 - g) Election of Officers and Committee Persons:
 - i. at this point all positions shall be declared vacant by the President who will then vacate the chair, which will be taken by a nominated person who will Chair the Election of the new President. On election the new President they will then take the Chair and continue with the election of Officers and Committee Persons and
 - ii. positions to be filled are: President, Vice President, Secretary, Treasurer, Show Manager and Committee as required under Rule 12.1,
 - h) appointment of an Auditor,

- i) any special business related to reports tabled and
- j) close of Meeting.

- **General Meetings**

1. General Meetings of The Club will be held in accordance of Rule 25,
2. General Meeting will be held monthly and in conjunction with the open Management Committee Meetings and
3. The Agenda must include:
 - a) Declaration of a Quorum,
 - b) Apologies,
 - c) Minutes of the last General Meeting and matters arising,
 - d) all Correspondence to date, both Inwards and Outwards pertaining to the Meeting, including all faxes and emails,
 - e) matters arising from such Correspondence,
 - f) Reports:
 - i. President,
 - ii. Secretary,
 - iii. Treasurer and
 - iv. Committee,
 - g) Motions of Notice,
 - h) General Business,
 - i) Date and Place of Next Meeting and
 - j) Meeting Close.

- **Items for Sale/Purchase by Members**

1. at this stage of Club development any Member is free to sell or purchase any item through personal contact with another Member and
2. The Club forum or website shall not be used for personal sale of any items.

- **Rules of the Club**

These rules will be decided by the Management Committee from time to time as and when a need may arise:

1. appropriate clothing, such as shirts, covered shoes should be worn when working on any part of a Club Layout or Facility,
2. any 240v electrical equipment used by Members should have the current required inspection tag,
3. Members are required to respect all Layouts, Modules with regard to:
 - i. leaning on Layout or Modules,
 - ii. where storage and travel boxes are left, etc.
4. there is to be NO Food or Drinks to be taken or consumed in the Layout Room,
5. there is to be NO SMOKING within the confines of The Club (Layout Room and Storage, Workshop area etc.) and
6. Members are to stay at the Layout when running their Trains in the Layout Room and during Model Railway Shows that The Club is attending.

- **Management Committee and Sub-Committee Positions**

1. Management Committee shall comprise:
 - a) President,
 - b) Vice President,
 - c) Secretary,
 - d) Treasurer,
 - e) Show Manager and
 - f) Facilities Manager
2. The following Sub-Committee positions are available to be filled:

Sub Committee Position	Reports to
Layout Co-ordinator(s)	Vice President
Catering Co-ordinator	Treasurer
Editor/Publicity Officer	Secretary

- **Quorums**

1. a Quorum for the Management Committee equals more than fifty percent (50%) of the Members elected to the Management Committee; vis 3 and
2. a Quorum for the 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 one (1).

- **Club uniform**

1. The Club will decide on an official shirt to be used as a Club uniform and
2. The Club uniform and name badges should be worn at all official Club functions especially on organised visits to other locations.

- **Service Fees**

On Meeting Days and Running Days all Members will be charged a service fee of Two Dollars (\$2.00) for the replenishment of our Refreshment Box which contains Tea, Coffee, Sugar, Milk, Biscuits, etc.

Where a hot snack, BBQ etc is provided we encourage a donation of Five Dollars (\$5.00) by each Member attending to the provider.

- **Financial**

Expenditure under One Thousand Dollars (\$1,000) is to be approved by the President and one (1) other of the Management Committee or in his absence the Vice President and one (1) other of the Management Committee prior to such expenditure.

Expenditure over One Thousand Dollars (\$1,000) is to be approved by a majority vote of Ordinary Members at a General Meeting prior to such expenditure.