

By-Laws

Bairnsdale and District Model Aero Club Inc.

Introduction

These by-laws are complimentary to the Association Constitution. If conflict arises then the Constitution will take precedence. (BADMAC Constitution Page 18 - Clauses 115 to 119)

This is a controlled document annexed to and filed with the registered copy of the Constitution.

The by-laws have been enacted by the above Association by presentation and passing by the constitutionally required votes of members at either;

1. A properly constituted Executive Committee Meeting, or
2. A properly constituted General or Special General Meeting.

Process

Proposals for inclusion as by-laws will be presented to the appropriate grouping for consideration at least 14 days prior to a scheduled meeting of the relevant members.

Proposals for inclusion as a by-law will, in the first instance be directed to the Executive Committee who will then meet to discuss the proposal.

The proposer (other than an elected committee Member) and another may attend and address the executive committee meeting but will not be eligible to vote on the proposal.

Where the proposal is put by a Committee member then a ordinary member may be invited to attend and speak to the proposal but will not have a right to vote.

Implementation

Before implementation, the proposal will be communicated to all members.

Communication will be via email to the member elected address or post as applicable.

Final ratification (or not) will require a two thirds majority vote of attending members at either a General or Special General Meeting.

Cancellation/Modification

A by-law maybe cancelled or amended when a proposal is put to the executive committee. Such a proposal maybe raised either by written submission directed to the Executive or by a motion passed at a General or Special General Meeting.

Written submissions will be considered by The Executive Committee and their recommendation communicated to all financial members by email (or post where applicable) to their preferred address. The decision to remove or amend to be put to the next General or Special General meeting for ratification.

ADMINISTRATION

1. The enactment of the creation of By-Laws.

Advised to all financial members via email	21/07/2017
Presented and Passed by the general meeting	16/08/2017

2. The Names of Financial Members attending all constituted meetings are to be recorded.

Advised to all financial members via email	21/07/2017
Presented and Passed by a the general meeting	16/08/2017

3. Insurance - The executive will assess the value of the facility, machinery and chattels in May each year to determine if the item is to be insured at either Market or Replacement value. A register of values is to be maintained.

Advised to all financial members via email	21/07/2017
Presented and Passed by a the general meeting	16/08/2017

FINANCIAL

1. Expenditure - Authorisation

- a. Expenditure up to \$2000 or 20% of current account balance (whichever is the less) will be authorised by the Executive Committee.
- b. Expenditure beyond (a.) will be reviewed by the executive committee, then put to a General or Special General Meeting for ratification.
- c. Monies collected by way of dues paid to the Associations' State and Federal bodies do not require authorisation by other than the elected Treasurer and Registrar.
- d. The Airport Manager is authorised to purchase fuel and materials required to carry out routine maintenance of grounds and equipment to the verifiable value of \$200 without reference to the Executive Committee.
- e. Where contract services are required at least two (2) quotations are to be sought against a written works specification as approved by the executive.
- f. Where a capital item is proposed to be purchased, then a properly prepared case for its purchase shall be submitted to the Executive Committee for its evaluation, ratification and approval with referral to a General meeting if necessary under "a" and "b" above

Advised to all financial members via email
Presented and passed by at the 2017 AGM.

21/07/2017
16/08/2017

PROPERTY AND SECURITY

1. Access gate codes are to be changed within the period July 14 and July 21 each year.

Advised to all financial members via email 21/07/2017
Presented and passed by at the 2017 AGM. 16/08/2017

2. A donation of \$5.00 per person per night is to be sought from all visitors camping on the facility.

Advised to all financial members via email 21/07/2017
Presented and passed by at the 2017 AGM. 16/08/2017

Change Log			
Date	Area	By-Law	Entered and Authorised
16/08/2017	Administration	1	Refer Minutes 2017 AGM
16/08/2017		2	Refer Minutes 2017 AGM
16/08/2017		3	Refer Minutes 2017 AGM
16/08/2017	Financial	1 a,b,c,d, e,f	Refer Minutes 2017 AGM
16/08/2017	Security	1	Refer Minutes 2017 AGM
16/08/2017		2	Refer Minutes 2017 AGM

Note

The constitution dictates that a quorum be for;

- Executive Committee Meeting - Any Four (4) members (Page 6 Clause 24)
- General Committee Meeting - Three (3) members of the executive and three (3) non executive members. (Page 6 Clause 25).
- Special General Meeting - Eight (8) voting member. (Page 14 Clause 88)
- Annual General Meeting - Eight (8) voting member. (Page 11 Clause 54b.)