

MAAQ

By-Laws



Edition 5.0 - May 2020

Passed at Meeting: Dated: 25 August 2020 Secretary Name: Greg Petherick Signature: 



DEFINITIONS

Terms used in this document will have the same meaning as described in the MAAQ Statement of Rules.

1. COMPLIANCE WITH BY-LAWS

The following rules of conduct apply to these By-Laws:

- (a) All classes of members shall abide by the MAAQ Statement of Rules and By Laws.
 - (b) Members agree to abide with the MAAA directives as determined by the MAAA Inc including MOP's.
 - (c) Any Member who disobeys these By Laws may be required to show cause to the Management Committee why that Member should not have their membership terminated in accordance with the MAAQ Statement of Rules.
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2. ORDINARY MEMBERS OFFICE BEARERS

This clause applies to all ordinary members and associate members (SIG):

- (a) Ordinary members shall notify the MAAQ Secretary within fourteen (14) days of any change in office bearers of their ordinary member/club/association. The notice shall be required on the appropriate MAAQ form.
 - (b) Delegate of an Ordinary Member:
 - (i) An Ordinary member may appoint an affiliate member to represent the ordinary member at a general / annual general meeting, provided the Associations secretary has been notified in writing of the name of the affiliate member.
 - (ii) This Ordinary Members is will be bound and accepts to all voting, including proxy / absentee voting, by the delegate at any meeting of the Association.
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3. AWARDS & RECOGNITION

The management committee may recommend to a general meeting of members the recognition of outstanding service and/or achievement. This may include but not limited to offer of Life membership, honorary membership, or other as determined by the management committee.

4. LIMITATION OF EXPENDITURE

In relation to matters of expenditure:

- (a) The Treasurer shall prepare a budget for proposed expenditure and present the budget to a general meeting for approval and adoption prior to June 1st of each year.
- (b) Where a budget has been tabled at a general meeting and been approved by that meeting, no further authorisation by a general meeting is required for such expenditure.
- (c) The management committee shall be limited to a maximum of \$2000.00 for items of capital expenditure.



- (d) The exception to the limitation of expenditure does not include commitment of fees payable to the MAAA.
 - (e) Items of capital expenditure exceeding \$2000.00 and not previously authorised in the approved budget, or excluded by clause (b) shall be submitted to a general meeting of ordinary members for approval.
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5. HONORARIUMS

- (a) Any proposed honorarium to be paid to a committee member is to be included in the annual budget.
 - (b) Honorariums are a discretionary gratuity to thank the relevant committee member for his or her service to the Association. Honorariums are not to be regarded as an entitlement and shall only be paid where the committee member has satisfactorily discharged his or her obligations and duties.
 - (c) The committee shall consider the payment of honorariums each quarter and recommend the payment (or otherwise to a general meeting. If approved by the general meeting the relevant honorarium for the preceding quarter will be paid by the Treasurer to the relevant committee member.
 - (d) The aggregate of the honorariums included in the budget must not exceed 25% of the revenue of the association for the preceding financial year.
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6. FINANCE REPORTS

Financial reports shall be tabled at all authorised meetings and shall include a statement of expenditure / income and reconciliation of all accounts and up to date budget. The registrar shall table up to date membership report. Other reports required by members of the committee are to be prepared and tabled at authorised meetings.

7. REIMBURSEMENT OF EXPENSES

- (a) Reimbursement of reasonable expenditure for committee members shall, where practical, be as per receipt, submitted to and approved by the management committee and within the constraints of the budget. Reports should itemise expenditure such as MAAQ business.
 - (b) The honorariums payable to the committee shall take into account incidental expenses incurred by committee members including use of personal motor vehicles, telephones and computers. As such, claims related to these items will only be paid in exceptional circumstances.
 - (c) Items of significant expenditure (including committee travel, accommodation etc) should only be incurred with the prior approval of the committee. Where this is not practical or the matter is urgent, expenditure may be incurred with the prior approval of the President.
 - (d) There shall be no "daily allowance" or other payment for travel or attending meetings on behalf of the association
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8. REPORTS

8.1 General / Annual meetings

Where reports are tabled at a general or annual meeting, such reports shall be submitted to the secretary prior to the meeting and included in the minutes as being tabled.



8.2 Management Committee meetings

Written reports tabled at committee meeting, shall be handed to the secretary prior to the close of the meeting at which the reports have been presented.

8.3 Agenda items

Where an agenda item has been submitted by the ordinary member it must be signed by the secretary or executive appointed officer of the club.

9. CASA MANAGEMENT

9.1 Application to register a model flying area

Ordinary members who apply to register their flying site with CASA are entitled to have 50% of the relevant CASA fee paid by the MAAQ. Application must be within the MAAA guidelines.

9.2 Application for Display Permit

Ordinary members who apply for a Display Permit, including temporary height extension with CASA are entitled to have 50% of the CASA fee paid by the MAAQ. Application must be within the MAAA guidelines

10. SUPPLY OF COMPETITION MEDALLIONS:

In relation to competition medallions:

- (a) Competitions held in the Queensland such as State Championships, special events etc and sanctioned by the MAAQ management committee, shall be entitled trophies or medallions supplied by the MAAQ.
- (b) Request for medallions: The organiser of an event shall apply to the MAAQ Secretary for approval and the supply of the medallions 60 days prior to the event. Application is to be made on appropriate form and include:
 - (i) The title of the competition, (State Champs etc).
 - (ii) The date of the competition.
 - (iii) The venue of the competition.
 - (iv) The event number /name, (F4C etc)
- (c) The Secretary (or approved person) shall place the order of the medallions and arrange delivery to the organiser.

11. GRANTS

11.1 Grants

The Association shall manage a financial grant program to assist ordinary members in development of property and purchase of assets for their flying field. Approval of the grant shall be determined by the management committee and processed after acceptance from ordinary members at a general meeting.



11.2 MAAQ Grants programme

From 1 July 2020 there shall be three MAAQ grants programmes available to clubs and SIGs. The Management Committee shall determine the budget and allocation of the grants.

- (a) **Event Funding** - MAAQ may provide funding to assist clubs to host a major event. The event must be open to all MAAQ members with the primary goals of promoting aeromodelling amongst the broader community, encouraging fellowship between our members and encouraging the promotion, awareness and growth of aeromodelling membership. The maximum grant shall be \$2,000 per event and shall take into account the level of participation by members and likely benefits to the association. Where possible these events should be conducted as public displays.
- (b) **Initiative Funding** - MAAQ may provide funding to assist clubs with initiatives intended to raise awareness of aeromodelling and increasing membership. The maximum grant shall be \$500 per club and shall take into account the level of participation by members and likely benefits to the association.
- (c) **MAAA Development Assistance for Clubs:** Each year the MAAA runs a funding program for clubs. Part of the criteria is financial support from the MAAQ. MAAQ will provide funding to assist worthwhile projects in conjunction with MAAA funding. The maximum grant shall be \$1000 per club.

Clubs are expected to contribute significantly to any projects for which grants are provided by the MAAQ. Grants are intended to supplement club resources not to be a replacement for club's own fundraising efforts.

12. SUBSIDY FOR TEAM MEMBERS AT INTERNATIONAL COMPETITIONS

The Association shall support affiliate junior members who have competed at a World Championships. The subsidy shall be limited to \$500.

13. LOAN OF MAAQ EQUIPMENT

13.1 Loan Equipment Register

The secretary is to maintain a listing of all equipment that is purchased and its location. The list is to be updated as required. The Loan Equipment Register should be published for member's information.

13.2 Use of MAAQ general equipment

Equipment that is listed on the Equipment loan Register may be borrowed by any financial ordinary member or organiser of special events approved by the MAAQ. The equipment will be assigned on a "first in" basis, except where the equipment is required for a National, State or team Trial event. The member will be responsible for the good upkeep of the equipment. Pick up and return is the responsibility of the ordinary member. In relation to obtaining use of the equipment:

- (a) To obtain the equipment the ordinary member must contact the Associations secretary or officer of the committee in charge of such equipment and arrange the appropriate details.
- (b) Applications must be received by the secretary at least four (4) weeks prior to the borrowing date.

14. MAAQ COMMITTEE JOB DESCRIPTIONS

The MAAQ have a booklet that describes the basic work commitments of each position on the management committee. The booklet is a guide for each committee member to follow and is required to be regularly updated by each member of the committee.



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AMENDMENTS:

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| 1/ 1998 Original publication | Edition 1.0 |
| 2/ November 2005 Revised. | Edition 2.0 |
| 3/ February 2014 several rule changes. | Edition 3.0 |
| 4/ February 2019 | Edition 4.0 |
| a/ Revamp of the whole By Laws to 2019 conditions. | |
| b/ New format, removal of non-compliance rules. | |
| c/ Additional clauses included that were not updated. | |
| 5/ May 2020 | Edition 5.0 |