

Tingalpa Model Aero Club Inc.

Administrative By - Laws



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1 Management Committee Nominations

Objective:

The objectives of this By-Law are:

1. To ensure the TMAC Committee elections are fair and open to all eligible members.
2. Members are given 2 months notice about Management Committee elections at the AGM.

By-Law

1.1 Nomination

In addition to the provisions of TMAC Rule 11, nominations for the Management Committee shall be called at least two (2) months before the Annual General Meeting, and submitted in the following form:-

MANAGEMENT COMMITTEE NOMINATION FORM

I being a financial member, eligible to hold office in accordance with TMAC Rules and By-laws, hereby accept nomination for the position of and am willing to act in that office if elected.

..... (Nominee)

..... (Proposer)

..... (Proposer)

Note: Nominees must be proposed by two members who are eligible to vote in accordance with the Rules.



2 Guidelines for the Editor of the Official Club Publication

Objective:

The objective of this By-Law is:

1. To ensure the publication give accurate information to its members, and does not impinge on copyright, is not defamatory or break any law.

By-Law

2.1 Guidelines

The following guidelines are to be observed to ensure that the official Club publication does not contain material which could give rise to legal action against the Club or any of its members, or otherwise discredit the Club:

1. No statement about people or organisations, which might be deemed to be libellous or defamatory, shall be published.
2. No advertisements, in breach of the Trade Practices Act, shall be published. This relates, in the main, to false advertising.
3. No material from another publication shall be used in breach of the publisher's copyright.
4. Material taken from another publication shall be acknowledged by citing the name and date of the publication, and the name of the author of the publication or article from the publication.
5. No material shall be plagiarised.
6. No material, received from members or others, purporting to be original, shall be published anonymously.
7. Material may be published under a nom de plume (pen Name) or pseudonym provided that the author is known to the Editor and the Management Committee, and the Committee has authorised the use of such 'pen-name'.
8. The Editor shall not alter any text, except to correct spelling and/or grammatical errors (provided that such 'errors' are unintentional), without authority from the author.
9. The Editor shall ensure that an acceptable standard of journalism is maintained.
10. Any material which the Editor believes or suspects does not conform with the above guidelines, shall be rejected in the first instance and referred to the Secretary for consideration.



3 Excellence Award Trophy (previously the Life Members' Trophy)

Objective:

The objective of this By-Law is:

1. To award a member for excellence in the field of achievement in aeromodelling.

By-Law

3.1 Origin of the Trophy

1. In February 1986, Life Member, Jack Richters, donated twenty dollars to the Club for a trophy, without any conditions attaching as to its form or purpose.
2. At a meeting held on 15 April 1986, the Management Committee decided to supplement the donation to create a perpetual trophy to be known as the "LIFE MEMBERS' TROPHY".
3. At a meeting held on 5 May 2021, the Management Committee decided to rename the perpetual trophy to be known as the "EXCELLENCE AWARD TROPHY". The change was to remove confusion in the name whereby it may have been thought that receiving the award made the member a Life Member of the Club. At the meeting it was also agreed that the a new perpetual Trophy would be struck and be called the Excellence Award trophy.

3.2 Conditions of Award

1. The following conditions governing the award of the trophy were reported to a general meeting of members on 6th May 1986:
 - a. The trophy shall be an award for excellence. The field of achievement shall not be limited and may include; success in a prestigious aeromodelling event, overcoming a physical handicap to gain aeromodelling skills, voluntary service to the Club and/or any other endeavour which describes the recipient as "an excellent Club person".
 - b. The trophy shall be awarded annually, inscribed with the name of the recipient and year of award, and presented at the Club's annual general meeting.
 - c. The recipient shall be a member of the Club.
 - d. The recipient shall be selected from the nominations of other Club members.
 - e. There shall be no limit on the number of times any one member may win the award.

3.3 Nominations

1. Nominations shall be called by a notice published in an edition of the official Club publication which shall be received by members before the June general meeting. The notice shall be in the format prescribed in Appendix 'A' of this By Law.
2. Nominations shall close not less than five (5) weeks before the annual general meeting.
3. Nominations shall be in writing (by letter or on a form provided), delivered to the Secretary in a sealed envelope marked 'E.A.T.'.
4. Nomination Forms shall be provided in the format prescribed in Appendix 'B' of this By Law.
5. If in any year no nominations are received, the Management Committee may select a recipient acceptable to a majority of Committee members or allow the award to lapse for that year, in which case the Trophy shall remain in the custody of the Secretary.



3.4 Appointment of Selection Panel Convenor

1. The Management Committee shall appoint a responsible member, who is not a member of the said Committee, to convene a panel of members to select the recipient of the Trophy.
2. The Secretary shall recover the Trophy from the current holder before nominations close.
3. Within three (3) days after the closing date for nominations the Secretary shall arrange for the Convenor to receive;
 - The Trophy,
 - All nominations received on or before the notified closing date, and
 - A copy of the "Excellence Award Trophy Selection Panel Convenor - Duty Statement" as prescribed in Appendix 'C' of this By-law.
4. If after receiving the nominations, the Convenor advises the Secretary that he/she is a nominee, the Secretary shall;
 - Arrange for the return of the Trophy and nominations.
 - Consult with the President and appoint a replacement Convenor; being a Club member who is not a nominee.
 - Arrange for the replacement Convenor to receive the Trophy, nominations and a
 - copy of Appendix 'C' of this By Law.

3.5 Annual General Meeting Agenda and Minutes

1. In any year the Trophy is awarded, "Presentation of the Excellence Award Trophy" shall be an agenda item for the annual general meeting and details of the award shall be recorded in the minutes of the said meeting.

3.6 Publication

1. The Secretary shall arrange for details of the award to be published in the Club's official publication as soon as possible after the presentation.



3.7 Appendix A - Form of Notice to be Published in the Official Club Publication

EXCELLENCE AWARD TROPHY

The Excellence Award Trophy (the Trophy) is presented at the Annual General Meeting to a Club member and is an award for excellence. The field of achievement is not limited and may include: success in a prestigious aeromodelling event, overcoming a physical handicap to gain aeromodelling skills, voluntary service to the Club, and any other endeavour which describes the recipient as an excellent Club person. There is no limit on the number of occasions a member may win the award.

Candidates for the Trophy are nominated by other Club members and the recipient will be chosen by a panel of members selected by a convenor appointed by the Management Committee.

Members are invited to submit nominations for the (year) award, in writing (by letter or on a form provided), delivered to the Secretary in a sealed envelope marked L.M.T., on or before (date).

Nomination Forms can be obtained at the field (in the transmitter pound), from the Secretary or at the June General Meeting.



3.8 Appendix B - Nomination Form

EXCELLENCE AWARD TROPHY



NOMINATION

I, AUS: being a financial member of the Association, hereby nominate the following Club member as a candidate for the 2021 Excellence Award Trophy:

Nominee:

Reason(s) for the nomination:

1.
2.
3.
4.



3.9 Appendix C – Excellence Award Selection Procedure

3.10 Panel Convenor - Duty Statement

1. Having accepted the Management Committee's invitation to convene the Excellence Award Trophy Selection Panel the Convenor shall:
 - a. Take delivery of the Trophy and all nominations from the Secretary.
 - b. Examine all nominations as soon as possible after receipt.
2. If the Convenor is a nominee he/she must withdraw from the position and advise the Secretary as soon as possible.
3. If there is only one nominee, disregard Items 3 and 4 and carry out Items 5, 6 and 7.

3.11 Selection Panel

1. Appoint at least four (4) members to the Selection Panel.
 - a) It is recommended that all nominators be invited to participate on the Selection Panel, provided that they are not nominees. If a panel cannot be formed from the nominators, either through lack of numbers or unwillingness to participate, other members may be invited, provided that they are not nominees.
2. Convene a meeting of the Selection Panel to select a recipient or recipients for the Trophy.
 - a) All nominations shall be considered.
 - b) The recipient shall be determined on the merit of the nominations. The number of nominations for any one nominee shall not be the only factor in determining the recipient.
 - c) The Trophy may be held jointly.
 - d) The Panel should be sworn to maintain the name of the recipient in confidence before the presentation is made.
3. Have the Trophy engraved with the name(s) of the recipient(s) and the year.
4. Present the Trophy to the recipient(s) at the next annual general meeting of the Club.
 - a) Another member shall be appointed to make the presentation if the Convenor is unable to attend the meeting.
 - b) The presentation should be in the following format:
 - i. Advise the meeting of the names of the members of the Selection Panel.
 - ii. Announce the name(s) of the recipient(s).
 - iii. Read to the meeting the nominations (or a summary thereof) for the recipient(s).
 - iv. Present the Trophy.
5. Return all nominations and submit an account to the Secretary for the cost of engraving and any other expenses associated with the selection.



4 Corporal Peter Cutler Memorial Trophy (withdrawn)

Objective:

The objective of this By-Law is:

1. To award a member for presenting the best scale model in static display at the Peter Cutler Memorial Scale Day, as determined by a panel of judges.
2. At a General Meeting held on July 2020, it was decided that the Trophy would no longer be contested. Instead, a remembrance article would be included in first club newsletter published following the first of March each year. The perpetual trophy for the event would hence forth be displayed at Porter Field.

By-Law

4.1 History

On 11 March 1987, Peter John Cutler, a former member of the Club (6 September 1983 to 30 April 1986), was killed during an army exercise. He was 29 years of age. At the time of his death he was a member of No. 1 Signal Regiment, stationed at Enoggera Army Base, and was transmitting a message from the enclosed rear compartment of a Landrover when the driver misjudged a turn, and the vehicle rolled upside down into a ditch. The driver and another passenger escaped uninjured.

Peter was, for a number of years, a keen scale modeller and a member of the Wagga Model Aero Club before his posting to Brisbane. To perpetuate his memory his wife Brenda, children Rebecca and Matthew, parents Athol and Marie, and brothers Stephen and Gregory donated trophies to the Wagga and Tingalpa Clubs to be contested in scale competition.

The title of the award is the "CPL PETER CUTLER MEMORIAL TROPHY" (hereinafter referred to as the "Trophy").

The first contest for the "Trophy" was at the Club's annual Scale Rally, held on 21 June 1987. The name of the event was subsequently changed to the Peter Cutler Memorial Scale Day and conducted under that title on 3 July 1988.

It is the wish of the donors that the "Trophy" remain in the custody of the Club at all times. Each year the donors will provide a replica of the "Trophy" for presentation to and retention by its winner.

It is envisaged that when the Club has a Club House, the "Trophy" will be kept therein together with suitably framed photographs of the winners' models.

4.2 Contest for the "Trophy"

1. The contest for the "Trophy" shall be between TMAC members registered to participate at the Peter Cutler Memorial Scale Day, and presented to the member who achieves the highest score for a scale model in static display as determined by a panel of judges.
2. Winning shall be conditional upon the demonstrated ability of the model to remain airborne in controlled flight for not less than one minute on the day of the event.
3. The "Trophy" cannot be won twice with the same model.
4. The winner of the "Trophy" will not be eligible to receive any other trophy awarded for static display in any other section of the event.

4.3 Peter Cutler Memorial Scale Day

1. The Peter Cutler Memorial Scale Day shall:
 - a) be held once in each calendar year,



- b) not be held on any weekend adjoined by any public holiday,
- c) be MAAQ sanctioned and governed by all of the conditions applicable to sanctioned events,
- d) be controlled by the member of the Management Committee appointed as Event Co-ordinator for this event.
- e) be open to any person in possession of a current FAI Class F Aeromodels Licence,
- f) be contested in a suitable format for scale models as determined by the Management Committee. Provided that the contest for the "Trophy" shall be conducted in accordance with the conditions prescribed herein.
- g) not be bound by any of the generally accepted rules for scale competition. For example; scale documentation, engine capacity, source of construction materials, dummy pilot, precision manoeuvres or any other condition which will detract from the concept of a "low key" event.

4.4 Judging

1. The Event Co-ordinator, or a member nominated by the Event Co-ordinator, shall invite suitably qualified persons to be judges.
2. The panel of judges shall be comprised of not less than three or more than five persons.
3. TMAC members who are contestants for the "Trophy" shall not be invited to be judges.
4. Judging shall be based on the standard of construction and realism, and scored to a maximum of 100 points.
5. Models to be judged may be subjected to close scrutiny provided they are not handled by the judges.
6. Judges shall not discuss any aspect of the construction of a model with its owner.
7. Members of the panel shall judge independently of each other.
8. The judges' scores shall be averaged and collated by the Event Co-ordinator, or a member or members nominated by the Event Co-ordinator.
9. If two or more models are judged to be equal, the panel shall rejudge those models to determine an outright winner. The panel members may conduct this process independently or by consultation between themselves.

4.5 Custodian of the "Trophy"

1. The Management Committee shall appoint a responsible member of the Club to be custodian of the "Trophy". There shall be no time limit on the appointment, provided that the Management Committee or the appointee may terminate the appointment at any time. If the appointment is terminated the Custodian shall forthwith hand over the "Trophy", and all other material associated therewith, to the Secretary.
2. The duties of the Custodian shall be:-
 - a) To ensure that the "Trophy" and the memory of Peter Cutler are preserved with dignity.
 - b) To ensure that details of the event at which the "Trophy" is to be contested are published in the official Club publication in an edition which will be received by members at least four weeks before the event.
 - c) To ensure that the selection of the winner of the "Trophy" is carried out in accordance the conditions prescribed herein.
 - d) To ensure that the "Trophy" is displayed at the flying field on the day of the event at which it is to be contested, and that the replica is available for presentation.



- e) To arrange for coloured photographs to be taken of the winning model and of the owner with the model.
- f) To arrange for a coloured photograph of the model to be enlarged to 300 mm x 200 mm.
- g) To arrange for the "Trophy" and the replica to be engraved with the winner's name and the year, and to ensure that the replica is returned to the winner.
- h) To arrange for one copy each of standard size coloured photographs, of the model and of the owner with the model, to be printed and forwarded to the winner and the donors.
- i) To ensure that details of the winner and the model are published in the official Club publication either separately or as part of a report on the event as a whole.
- j) To submit accounts to the Secretary for any expenses associated with the custodial duties.
- k) To do all such other things as are necessary to comply with aforementioned duties.



5 Heavy Model Aircraft Inspector

Objective:

The objective of this By-Law is:

1. To ensure members who apply for the position of 'Heavy Model Inspector', are capable of undertaking the tasks, both in terms of model plane construction and flight instruction.

By-Law

5.1 Membership

1. The person applying for the position of 'Heavy Model Aircraft Inspector' must be a senior member of TMAC and hold a current MAAA license.

5.2 Application

1. The member shall fill out the appropriate MAAA Heavy Model Aircraft Inspector Application Form, and demonstrate to the TMAC Management Committee in writing that they have the appropriate:

5.3 Construction experience.

1. Flying skills and experience.
2. Flight instruction skills and experience. Ability to assess a pilot's capability to complete the proposed flight envelope.
3. Technical ability to analyse potential flight characteristics of aircraft and decide on suitable trim for flight and flight envelope.
4. Types/discipline of aircraft that are covered e.g. rotary wing, fixed wing, and turbine.

5.4 Other Requirements

1. The member shall complete any other MAAA or MAAQ requirement for 'Heavy Model Aircraft Inspector'.



6 Guidelines for Paid Flight Tuition

Objective:

The objective of this By-Law is:

1. To ensure the obligations of Paid Flight Instructors are met.

By-Law

6.1 Guidelines, Terms and Conditions for the Provision of Flight Tuition

1. Where a fee, donation or other financial remuneration is accepted, notwithstanding the existing provisions of the Rules and By-Laws of the Tingalpa Model Aero Club Inc., the following terms and conditions will also apply:

6.2 Instructor Obligations and Requirements

1. The instructor shall be the holder of a MAAA Instructor's Rating.
2. The instructor shall carry out instruction in accordance with the provisions of the current edition of the Model Aeronautical Association of Australia Flight Instructors' Manual and TMAC Operational By-Laws.
3. At all times, the instructor shall show regard for the well being of both his student and fellow club members, especially during a busy flight line.

6.3 Equipment

1. The instructor shall provide and maintain all of the equipment necessary for flying instruction.
2. Where the instructor's equipment is being used for the instructional training, a student under his instruction shall not be liable in any manner for repairs and/or replacement of model aircraft equipment in the event of loss or damage.
3. Where the student's equipment is being used for instructional training, an instructor shall not be liable in any manner for repairs and/or replacement of model aircraft equipment in the event of loss or damage.

6.4 Use of the Radio Frequency

1. The provision of flight instructional training shall not preclude other members from using a frequency. (Refer TMAC Operational By-Law 02 Restrictions).
2. Individual frequencies will not be allocated to Instructors and the 20 minute peg limit applies at all times.

6.5 Times and Hours of Operation

1. Tuition (whether it is paid or provided free of charge) shall only take place within the specified time limits imposed by or on the Club in the Operational By-Laws.
2. Tuition may not be provided during any occasion or event deemed by the Club to be a Sanctioned or Club Event or on any other occasion that the Management Committee may determine from time-to-time.



6.6 Fees, Donations and other Financial remuneration

1. Where a fee, donation or other financial remuneration is accepted for providing flight tuition, the instructor is required to pay an additional annual amount to the Association's Insurers. Details of this Insurance Upgrade are available from the Club Secretary.
2. A fee, donation or other financial remuneration may only be levied, accepted or applied when instruction is given using the Instructor's own equipment.
3. The approval to conduct flight instructional training shall not entail any nominal fee being charged and shall not prohibit Club members from offering flying instruction when the student provides all of the equipment necessary for such instruction and/or assistance.

6.7 Acknowledgement of Terms and Conditions

1. The Club reserves the right to terminate or amend any or all of the above conditions.
2. Approval to conduct instructional training where a fee, donation or other financial remuneration is accepted, is given subject to acceptance in writing by the instructor, of the above conditions.



7 Membership

Objective:

The objective of this By-Law is:

1. To define the categories of Membership.

By-Law

7.1 Senior Membership

1. A Senior Member shall be defined as a person over 18 years of age on 1st January of the year membership is applied for, and who does not qualify for any of the following membership categories.

7.2 Junior Membership

1. Before 1st July 2018, a Junior Member shall be defined as a person under 18 years of age on 1st January of the year membership is applied for.
2. From 1st July 2018, a Junior Member shall be as defined under Clause 7. Affiliate Members, of the MAAA Statement of Rules.
3. Student Members may, at any time, be required to prove their junior status by providing proof of age.

7.3 Student Membership

1. Before 1st July 2018, a student Member shall be defined as a bona fide full time student over 18 years of age on 1st January of the year membership is applied for.
2. From 1st July 2018, a student Member shall be defined as a bona fide full time student over 18 years of age on 1st July of the year membership is applied for.
3. An applicant applying for or renewing Student Membership, shall include a copy of their current valid student card with their application.
4. Student Members may, at any time, be required to prove their student status.

7.4 Pensioner Membership

1. A Pensioner Member shall be defined as a member who holds a current valid Federal Government Pension card.
2. An applicant applying for or renewing Pensioner Membership, shall include a copy of their current valid pension card with their application.
3. A Pensioner Member may, at any time, be required to prove their pensioner status.

7.5 Applicant and Partner Membership

1. An Applicant and Partner may submit a joint application to join the club and shall receive the benefit of reduced fees in accordance with the provisions of Administrative By-Law 08 Fees.
2. Continuing Applicant and Partner members shall apply separately using other membership types.



7.6 Country Membership

1. A Country Member shall be a person residing not less than 100 km from the Brisbane G.P.O., who is not a member of an MAAQ affiliated club, but who requires MAAQ registration and applies for such registration through the Club.
2. Country members shall not be eligible to vote at any Club meeting, or take part in the management of the Club's affairs.

7.7 Associate Membership

1. An Associate Member shall be defined as a member who concurrently holds affiliation with the Model Aeronautical Association of Australia through another MAAA affiliated club.
2. An applicant applying for or renewing Affiliate Membership, shall include a copy of their current valid MAAA FAI card for the period applied for with their application. For the avoidance of doubt, applicants for Affiliate Membership must first complete their MAAA affiliation, before an application will be processed.
3. Associate Members may, at any time, be required to prove their MAAA affiliate status.
4. An Associate Member who seeks to become a full member shall make application on the standard Application for Membership form which shall be processed in the usual way, and such applicant shall pay any additional fees as are necessary.

7.8 Non-Flying Membership

1. A Non-Flying Member shall be defined as a member who is not registered with the Model Aeronautical Association of Australia (MAAA).
2. Application for Non-Flying membership shall be made on the standard Application for Membership form and shall be accompanied by such fees as prescribed in with the provisions of Administrative By-Law 08 Fees.
3. Applicants shall be admitted or rejected in accordance with the provisions of Rule 7.
4. Non-Flying Members shall not be eligible to vote at any Club meeting, or take any part in the management of the Club's affairs.
5. A Non-Flying Member may be reclassified to any other class of membership upon application on the standard Application for Membership form, accompanied by any additional fees as are necessary. Such application shall be processed in the usual manner.

7.9 Norfolk Island Membership

1. A Norfolk Island Member shall be defined as a member who is a Permanent Residents of Norfolk Island.
2. Norfolk Island Members may, at any time, be required to prove their residency status.



8 Fees

Objective:

The objectives of this By-Law are:

1. To give guidelines to the calculation and setting of Membership Fees.
2. To give members time to pay the annual fees prior to end of membership year.

By-Law

8.1 Annual Fees

1. Club fees shall be reviewed annually.
2. In the absence of a need to increase Club fees for a special purpose, fees shall be increased automatically by the aggregate of the previous December, March, June, and September quarters' Consumer Price Index (CPI) for Australia.
3. Annual fees are to be sent to all members within one week of notification of MAAQ and MAAA fees.

8.2 Calculation of Fees

1. Club fees, including pro rata fees, for all classes of membership shall be calculated by rounding down to the nearest dollar.

8.3 Pro Rata Fees

1. Club fees for new members, for all classes of membership, shall be halved from the 1st January to 30th June in each financial year.

8.4 Junior Members

1. Club fees for Junior Members shall be no more than fifty percent (50%) the Senior Member joining and Club fees.

8.5 Country Members

1. The joining fee for Country membership shall be the same as the Junior membership joining fee.
2. The Club fee for Country members shall be the same as the Junior member rates.

8.6 Pensioner Members

1. Joining and Club fees for bona fide Pensioner Members shall be not more than fifty percent (50%) the Senior Member joining and Club fees.

8.7 Student Members

1. Joining and Club fees for bona fide Student Members shall be not more than fifty percent (50%) the Senior Member joining and Club fees.

8.8 Applicant and Partner Members

1. The joining fee for Applicant and Partner membership shall be the same as the Senior membership joining fee.
2. The Club fee for Husband and Wife Members (both over 18 years of age) shall be the sum of the Senior and Junior Members' rates.



8.9 Non-Flying Members

1. Joining and Club fees for Non-Flying Members shall be fifty percent (50%) the Senior Member joining and Club fees.

8.10 Norfolk Island Members

1. The Joining fee for Norfolk Island Members shall be the same as a Pensioner Member.
2. Norfolk Island Members shall not be liable for the TMAC Building Fund fee.
3. Norfolk Island Member's fee shall be not more than the Pensioner club fees.



9 Meetings

Objective:

The objective of this By-Law is:

1. To ensure General Meetings are conducted in a timely manner, and do not exceed an appropriate time limit.

By-Law

9.1 Duration of General Meetings

1. The business of any ordinary general meeting shall be limited to 75 minutes from the commencement of such meeting; provided however, that any member may move a motion for an extension of time not exceeding 15 minutes to enable the matter under discussion at the closure time to be finalised.
2. Upon the expiration of the allotted 75 minutes and any extension (not exceeding 15 minutes) the chairman shall close the meeting and in so doing adjourn the debate and refer all outstanding business to the next ordinary general meeting.



10 Expenditure Approval

Objective:

The objective of this By-Law is:

1. To ensure members vote on the purchase of larger items of expenditure for the acquisition and maintenance of plant and equipment, prior to expenditure.

By-Law

10.1 Definitions

1. Operating expenses shall include general printing and stationery, postage, fuels and oils, telephone, and charges imposed by Federal, State and Local Government Departments, instrumentalities and corporations under the provisions of their respective regulations; and for the payment of members' registration fees to the Model Aeronautical Association of Queensland Inc. Senior Annual Subscription shall include both the Club and MAAQ fee components.

10.2 Expenditure

1. All expenditure shall be ratified, approved or recommended for approval by the Management Committee.
2. Expenditure for the acquisition and maintenance of plant and equipment or capital works or Club events, but excluding operating expenses (as defined), which exceeds the value of the senior annual subscription (as defined) but is less than five times the value of the senior annual subscription, shall be approved by a majority vote of the Management Committee before the acceptance of quotations or any other commitment of Club funds.
3. Expenditure for the acquisition and maintenance of plant and equipment or capital works or Club events, but excluding operating expenses (as defined), which is greater than five times the senior annual subscription (as defined) shall be approved in accordance with Rule 28 (7) and shall be subject to the following approval procedures:
 - a. Expenditure is to be approved by the Management Committee by majority vote, before being proposed at any general meeting.
 - b. Proposed expenditure is to be presented to the Management Committee in the form of at least one and preferably two written quotations or when outside quotations are not possible then a detailed written estimate is to be provided.
 - c. A notice of motion shall be promulgated in the Club's official publication at least 14 days before the meeting date at which the motion shall be put. Such notice must be for no more than the amount of any quotation(s) or estimated amount of expenditure where quotations are not possible.
 - d. Where the proposed expenditure exceeds five times the senior annual subscription (as defined), the notice shall be in the following format:

I, (insert name) being a financial member of the Tingalpa Model Aero Club Inc. in accordance with Rule 28(7), move that authority be given to the Management Committee to spend up to (insert amount) for (insert description of item).

4. Information detailing the grounds and reasons in support of the motion, including a summary of the quotation(s) and/or estimate(s) will be provided at the General Meeting at which the notice of motion will be put.



5. Upon completion of the project for which the expenditure was approved, a report shall be presented to a general meeting of members detailing the outcome of the project and any variations from the original proposal.
6. Where approval for expenditure has been given in accordance with the requirements of these By-Laws, a cost overrun of not more than 10% of the amount of the notice of motion is implicit in that approval.



11 Webmaster

Objective:

The objectives of this By-Law are:

1. Set the Code of Conduct for the Web Master.
2. Set the expected level of service by the Web Master.
3. Set the tone of what goes on the Web.

By-Law

11.1 Membership

1. Only members of TMAC are to be the Web Master, unless authorised by the Management Committee after having raised with the membership.

11.2 Code of Conduct

1. The Web Master is to place only family suitable articles or pictures on the Web.
2. The Web Master is to act in a neutral manner, and not place any articles or pictures on the Web that may show bias by any one member or group.
3. The Web Master, if not a member of the Management Committee, must also abide by the decisions of the Management Committee and act accordingly.

11.3 Service Expectations

1. The Web master is expected to upgrade the Web Page at least on a weekly basis.
2. Where urgent matters arise, and the Web needs an immediate update, it is expected the Web master will act within 24 hours.
3. Where there is a problem with the Web, the Web Master must contact the President, Secretary or Treasurer with the details asap.
4. Where changes to the Web Site are requested by the Management Committee, the Web Master after consultation will upgrade the Web.

11.4 Web Suitability

1. The Web Page is to highlight issues that directly deal with TMAC members and model aircraft, or people wishing to see what TMAC has to offer.
2. Where there are links to other sites, these sites must also deal with model aircraft and related issues.
3. The Web may not be used as a site for members to conduct a business or similar, or to push a certain point of view.



12 Buster Danvers' Trophy

Objective:

The objective of this By-Law is:

1. To award a member for tenacity in the field of aeromodelling.

By-Law

12.1 Origin of the Trophy

1. This trophy originated with Ken Hollingsworth – Veterinarian and ex. Member of the TMAC, and good friend of the late Allen Danvers.
2. Allen had a dog named BUSTER who spent a considerable amount of time at the vets being treated for cane toad poisoning. Regardless of what Allen did, BUSTER could not be discouraged from this pursuit.
3. Ken Hollingsworth & Allen decided to inaugurate an Annual Trophy dedicated to the tenacity of BUSTER.
4. This trophy is to be awarded to a TMAC member who regardless of how difficult their aeromodelling journey is, they never give up, just like the tenacity of BUSTER.

12.2 Conditions of Award

1. This trophy is to be awarded to a TMAC member who regardless of how difficult their aeromodelling journey is, they never give up.
2. The trophy shall be awarded annually, inscribed with the name of the recipient and year of award, and presented at the Club's annual general meeting.
3. The recipient shall be a member of the Club.
4. The recipient shall be selected from the nominations of other Club members.
5. There shall be no limit on the number of times any one member may win the award.

12.3 Nominations

1. Nominations shall be called by a notice published in an edition of the official Club publication which shall be received by members before the June general meeting. The notice shall be in the format prescribed in Appendix 'A' of this By Law.
2. Nominations shall close not less than four (4) weeks before the annual general meeting.
3. Nominations shall be in writing (by letter or on a form provided), delivered to the Secretary in a sealed envelope marked "B.D.T."
4. Nomination Forms shall be provided in the format prescribed in Appendix 'B' of this By Law.
5. If in any year no nominations are received, the Management Committee may select a recipient acceptable to a majority of Committee members or allow the award to lapse for that year, in which case the Trophy shall remain in the custody of the Secretary.

12.4 Appointment of Selection Panel Convenor

1. The Management Committee shall appoint a responsible member, who is not a member of the said Committee, to convene a panel of members to select the recipient of the Trophy.
2. The Secretary shall recover the Trophy from the current holder before nominations close.



3. Within three (3) days after the closing date for nominations the Secretary shall arrange for the Convenor to receive;
 - The Trophy,
 - All nominations received on or before the notified closing date, and
 - A copy of the "Buster Danvers' Trophy Selection Panel Convenor - Duty Statement" as prescribed in Appendix 'C' of this By law.
4. If after receiving the nominations, the Convenor shall notify the Secretary that he/she is a nominee, the Secretary shall;
 - Arrange for the return of the Trophy and nominations.
 - Consult with the President and appoint a replacement Convenor; being a Club member who is not a nominee.
 - Arrange for the replacement Convenor to receive the Trophy, nominations and a
 - Copy of Appendix 'C' of this By Law.

12.5 Annual General Meeting Agenda and Minutes

1. In any year the Trophy is awarded, "Presentation of the Buster Danvers' Trophy" shall be an agenda item for the annual general meeting and details of the award shall be recorded in the minutes of the said meeting.

12.6 Publication

1. The Secretary shall arrange for details of the award to be published in the Club's official publication as soon as possible after the presentation.



12.7 Appendix A - Form of Notice to be Published in the Official Club Publication

BUSTER DANVERS' TROPHY

The Buster Danvers' Trophy is presented at the Annual General Meeting to a Club member and is an award for Tenacity. This trophy originated with Ken Hollingsworth – Veterinarian and ex. Member of the TMAC, and good friend of Allen Danvers. Allen had a dog named BUSTER who spent a considerable amount of time at the vets being treated for cane toad poisoning. Regardless of what Allen did, BUSTER could not be discouraged from this pursuit.

Ken Hollingsworth & Allen decided to inaugurate an Annual Trophy dedicated to the tenacity of BUSTER.

This trophy is to be awarded to a TMAC member who regardless of how difficult their aeromodelling journey is, they never give up, just like the tenacity of BUSTER.

Candidates for the Trophy are nominated by other Club members and the recipient will be chosen by a panel of members selected by a convenor appointed by the Management Committee.

Members are invited to submit nominations for the (year) award, in writing (by letter or on a form provided), delivered to the Secretary in a sealed envelope marked B.D.T., on or before (date).

Nomination Forms can be obtained at the field (in the transmitter pound), from the Secretary or at the June General Meeting.



12.8 Appendix B – Nomination Form

BUSTER DANVER'S TROPHY



NOMINATION

I, AUS: being a financial member of the Association, hereby nominate the following Club member as a candidate for the <<Year>> Buster Danver's Trophy:

Nominee:

Reason(s) for the nomination:

5.
6.
7.
8.



12.9 Appendix C - Buster Danvers' Trophy Selection Procedure

PANEL CONVENOR - DUTY STATEMENT

Having accepted the Management Committee's invitation to convene the Buster Danvers' Trophy Selection Panel the Convenor shall:

1. Take delivery of the Trophy and all nominations from the Secretary.
2. Examine all nominations as soon as possible after receipt.
 - a) If the Convenor is a nominee he/she must withdraw from the position and advise the Secretary as soon as possible.
 - b) If there is only one nominee, disregard Items 3 and 4 and carry out Items 5, 6 and 7.
3. Appoint at least four (4) members to the Selection Panel.
 - a) It is recommended that all nominators be invited to participate on the Selection Panel, provided that they are not nominees. If a panel cannot be formed from the nominators, either through lack of numbers or unwillingness to participate, other members may be invited, provided that they are not nominees.
4. Convene a meeting of the Selection Panel to select a recipient or recipients for the Trophy.
 - a) All nominations shall be considered.
 - b) The recipient shall be determined on the merit of the nominations. The number of nominations for any one nominee shall not be the only factor in determining the recipient.
 - c) The Trophy may be held jointly.
 - d) The Panel should be sworn to maintain the name of the recipient in confidence before the presentation is made.
5. Have the Trophy engraved with the name(s) of the recipient(s) and the year.
6. Present the Trophy to the recipient(s) at the next annual general meeting of the Club.
 - a) Another member shall be appointed to make the presentation if the Convenor is unable to attend the meeting.
 - b) The presentation should be in the following format:-
 - i. Advise the meeting of the names of the members of the Selection Panel.
 - ii. Announce the name(s) of the recipient(s).
 - iii. Read to the meeting the nominations (or a summary thereof) for the recipient(s).
 - iv. Present the Trophy.
7. Return all nominations and submit an account to the Secretary for the cost of engraving and any other expenses associated with the selection.



13 Publicising Events organised by, or at a Field of, a Non-MAAA affiliated Organisation.

Objective:

The objective of this By-Law is:

1. To provide guidance when dealing with non-MAAA events.

By-Law.

13.1 Background.

1. There are several model clubs that are not MAAA affiliates, but with which TMAC still has a relationship. From time to time, a request is received to publicise an event at one of these clubs, where non-MAAA insurance applies. TMAC may wish to publicise such an event to members, but without being seen to imply coverage by the MAAA insurance policy.
2. Please also refer to MAAA MoP057 for guidance on MAAA insurance.

13.2 Wording.

1. The following wording shall be included when publicising events organised by, or at the Field of, a non-MAAA affiliated organisation:

“DISCLAIMER. Please be advised that this event is organised by, or is to be held at the field of, a non-MAAA affiliated organisation, where other insurance arrangements may apply. This being the case, your MAAA insurance does not cover you in relation to the event and you will not be able to claim against the MAAA insurance policy, should an incident occur. Members are advised that they are solely responsible for ensuring they have suitable insurance coverage, if attending. The extent of cover should include but not be limited to, Public and Products Liability, Professional Indemnity, Personal Accident, Loss of Income, and/or Student Help Weekly Benefit, as may be applicable to your situation. For further information on the MAAA Insurance policy, please refer to the MAAA web site at <http://www.maaa.asn.au>.”



14 Responsibilities - Registrar

Objective:

The objective of this By-Law is:

1. To define the Duties of the Registrar;
2. To provide guidance for incoming Registrars.

By-Law.

14.1 Background.

1. Incoming Registrars are provided this By-Law as a guide to duties and responsibilities. The Registrar's functions include, but are not limited to:

- (a) Membership Dues;
- (b) Maintaining the register of members of the association;
- (c) Proposing Prospective Members for acceptance;
- (d) Arranging payments to the MAAQ of membership dues;
- (e) Mailing FAI licenses to members;
- (f) Calculating Membership dues each year;
- (g) Publish Membership Forms;
- (h) Ordering and distributing member name badges; and,
- (i) Maintain the club Welcome Pack

14.2 Duties.

14.2.1 Membership Dues

1. Upon appointment, the Registrar shall contact the Treasurer to obtain details of the TMAC account for the purpose of depositing dues received.
2. The Registrar shall issue a receipt to each Member or Prospective Member for payments of membership dues.
3. The Registrar shall deposit dues received from Members and Prospective Members promptly into the appropriate club account and notify the Treasurer of each deposit. Note that it is not the sole responsibility of the Registrar to deposit dues. Other committee members may also receipt membership dues.

14.2.2 Maintaining the Register of Members of the Association.

1. Maintaining the Register of Members of the Association is a delegation of the functions of the Secretary under Rule 10d of the Association. If this By-Law contradicts the Rules of the Association, the Rules of the Association shall prevail.
2. The Registrar shall maintain the Register of Members using the MAAA Membership Register. <https://htvp.com.au/MAAAmembership/>
3. Upon first appointment, the Registrar shall request the Secretary to arrange an account capable of updating TMAC membership on the MAAA Membership Register.

14.2.3 Proposing Prospective Members for acceptance.

1. At each General meeting, the Registrar shall move a motion for acceptance of membership for each and every new prospective member. A Prospective Member must have a motion for



membership passed at a properly constituted General meeting before they can become a club member.

2. The Registrar shall table a report showing the breakdown of membership by category and the current total membership.

14.2.4 Arranging payments to the MAAQ for membership dues.

1. Upon appointment, the Registrar shall contact the Treasurer to arrange online access to the club account for the purposes of paying club dues to the MAAQ.
2. Once member's details have been updated in the Register, the Registrar shall create a payment to MAAQ (MAAQ is a payee in the club's online banking system) for members MAAQ dues, and notify the MAAQ treasurer of the members in the Register that pertain to the dues paid into the MAAQ account. Note that TMAC payments require two electronic signatures.

14.2.5 Membership Badges.

1. The Registrar shall procure a name badge for each new member and post it with the FAI licence where practicable. Replacement Name badges may attract a fee as decide by the Committee.

14.2.6 FAI Licenses

1. Upon receipt of FAI licenses from the MAAA Secretary, the Registrar, shall mail licenses to the Members, along with any name badge, membership stickers, welcome pack, or other material as directed by the Committee. The Registrar shall also update the Register as required.

14.2.7 Calculating Membership dues each year

1. Each year prior to 30th June, when fees are available from the MAAA, MAAQ, and the TMAC Committee, the Registrar shall create a table of dues for each membership type and have it approved by the Committee.

14.2.8 Publish the Membership Form.

1. Each year prior to 30th June, the Registrar shall create a new membership form for the coming year using the approved membership dues table, and send it to the Web Administrator for posting on the club's web site. The registrar shall also email a copy to each member, and place copies in the Canteen at Porter Field.

14.2.9 Maintain the club Welcome Pack

1. The Registrar shall maintain the Club Welcome Pack, and distribute a copy to each new member. The welcome pack includes, but is not limited to:
2. Welcome Letter signed by the Secretary;
3. Operational By-Laws Summary;
4. Schematic Drawing of Porter Field;
5. Ops By-Law 10a Taxi Ways Diagram;
6. MAAA Insurance Brochure as updated each year from the MAA web site; and,
7. A Brief History of TMAC.



15 The Dave Summers Cup

Objective:

The objective of this By-Law is:

1. To award a member for presenting the best scale model in static display at the Warbirds and Biplane Day, as determined by an independent judge.

By-Law.

15.1 History

Dave Summers was a long-time member of TMAC and only gave up flying in his mid 80's when age and infirmity made flying no longer possible for him. Dave had an interesting life – to put it mildly. He was a graphic artist (long before computers when everything was done by hand), a member of 61 Battalion Cameron Highlanders, a Milne Bay veteran, and, by war's end, an officer in the Intelligence Corps. After the war Dave went on to take over his father-in-law's farm and became a salt of the earth cow-cocky. When all that became too much he and his wife retired to Brisbane. All those who knew Dave liked him for the true gentleman he was and saw through the shit-stirring, banter loving, crotchety old bastard he pretended to be. Proud of your new Spitfire? Dave said it wasn't a bad Messerschmitt but you got the markings wrong! Bounced on landing? Dave would say it wasn't a bad ratio – one take-off to every four landings! Mind you, if something went seriously wrong and you came back with only bits of aircraft you always knew Dave was dinkum when he came to commiserate. All in all Dave was the kind of club member TMAC wishes there were more of.

15.2 Contest for the "Trophy"

1. Dave built some lovely model aircraft and those he loved most were of the pre-WW2 variety – hence that's what the Cup is for. To be more specific, aircraft contesting the trophy must:
 - a. have been designed and flown before WWII; and,
 - b. not seen active combat service in that conflict or since.
2. The contest for the "Trophy" shall be between TMAC members registered to participate at the Dave Summers Trophy Memorial Day, and presented to the member who achieves the highest score for a scale model in static display as determined by an independent judge.
3. Winning shall be conditional upon the demonstrated ability of the model to remain airborne in controlled flight for not less than one minute on the day of the event [This at the judge's discretion dependent on weather conditions and whether the model has been previously seen to fly].
4. The "Cup" cannot be won twice with the same model.

15.3 Dave Summers' Cup

1. The Dave Summers' Cup shall:
 - h) be held once in each calendar year,
 - i) not be held on any weekend adjoined by any public holiday,
 - j) be MAAQ sanctioned and governed by all of the conditions applicable to sanctioned events,
 - k) be controlled by a member appointed by the Management Committee as Event Co-ordinator for this event.
 - l) be open to any TMAC member in possession of a current FAI Class F Aeromodels Licence,



- m) be contested in a suitable format for scale models as determined by the Management Committee. Provided that the contest for the "Cup" shall be conducted in accordance with the conditions prescribed herein.
- n) not be bound by any of the generally accepted rules for scale competition. For example; scale documentation, engine capacity, source of construction materials, dummy pilot, precision manoeuvres or any other condition which will detract from the concept of a "low key" event.

15.4 Judging

1. The Event Co-ordinator, or a member nominated by the Event Co-ordinator, shall invite a suitably qualified person to be judge.
2. TMAC members who are contestants for the "Cup" shall not be invited to be judges.
3. Judging shall be based on the standard of construction and realism and scored to a maximum of 100 points.
4. Models to be judged may be subjected to scrutiny provided they are not handled by the judge.
5. The Judges may discuss any aspect of the construction of a model with its owner.

15.5 Custodian of the Cup

1. The Management Committee shall appoint a responsible member of the Club to be custodian of the Cup. There shall be no time limit on the appointment, provided that the Management Committee or the appointee may terminate the appointment at any time. If the appointment is terminated the Custodian shall forthwith hand over the "Trophy", and all other material associated therewith, to the Secretary.
2. The duties of the Custodian shall be:-
 - a) To ensure that the "Cup" and the memory of Dave Summers are preserved with dignity.
 - b) To ensure that details of the event at which the "Cup" is to be contested are published in the official Club publication in an edition which will be received by members at least four weeks before the event.
 - c) To ensure that the selection of the winner of the "Cup" is carried out in accordance the conditions prescribed herein.
 - d) To ensure that the "Cup" is displayed at the flying field on the day of the event at which it is to be contested, and that the replica is available for presentation.
 - e) To arrange for coloured photographs to be taken of the winning model and of the owner with the model.
 - f) To arrange for the "Cup" and the replica to be engraved with the winner's name and the year, and to ensure that the replica is returned to the winner.
 - g) To arrange for one copy each of standard size coloured photographs, of the model and of the owner with the model, be forwarded to the winner and the donors.
 - h) To ensure that details of the winner and the model are published in the official Club publication either separately or as part of a report on the event as a whole.
 - i) To submit accounts to the Secretary for any expenses associated with the custodial duties.
 - j) To do all such other things as are necessary to comply with aforementioned duties.



16 Code of Conduct

Objective:

The objective of this By-Law is:

1. To define the Code of Conduct;
2. To provide guidance for members behaviour at the Club.

By-Law.

16.1 Introduction.

The Code of Conduct comprises key areas of our rules, bi-laws, MOP's and Commonwealth Government legislation. It is central to the constitution of this club and how we engage with and treat each other as members.

16.2 Code of Conduct Elements

1. **To encourage and foster friendship between aero modellers.** (TMAC Rules)
2. **Develop a spirit of co-operation and reciprocity in all matters of mutual interest.** (TMAC Rules)
3. **Respect the rights, dignity and worth of others.** (Com Gov legislation and MAAA M.O.P. 041)
4. **Be ethical, fair and honest in all dealings with others.** (Com Gov legislation and MAAA M.O.P. 041)
5. **Be responsible and accountable for our conduct.** (Com Gov legislation and MAAA M.O.P. 041)
6. **To encourage a Harassment and Bullying free environment.** (Com Gov legislation and MAAA M.O.P. 041)
7. **Always place the safety and welfare of children above other considerations.** (Com Gov legislation and MAAA M.O.P. 041)

End Administrative By-Law 16 - Code of Conduct.