

MODEL AERONAUTICAL ASSOCIATION OF QUEENSLAND INC.

Hereafter known as “MAAQ” or “the Association”

RULES OF THE ASSOCIATION

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Definitions

Association.	means the Model Aeronautical Association of Queensland Inc
ASAC	means the Australian Sport Aviation Confederation.
CASA	means the Civil Aviation Safety Authority
CIAM	means the International Committee for Model Aircraft
FAI	means the Federation Aeronautique Internationale
MAAA	means the Model Aeronautical Association of Australia Inc.
MAAQ	means the Model Aeronautical Association of Queensland Inc
Ordinary Member	means a Club belonging to the Association, or “ Member Club ” which may be formed as a Club, Association, Society or other such group entity. Hereafter, an Ordinary Member shall be referred to as a “ Member Club ”.
Individual Member	means a person who belongs to a Member Club, and formerly known as an “Affiliate”.
Associate Member	means those Associations who represent “Special Interest Groups” such as AMPRA, SAM, QPA, APA etc which make application to join the MAAQ, whose application has been approved by the Management Committee, and whose fees have been paid for the current financial year.
Financial Member	means an individual member who is a fully subscribed member of a member club and is properly affiliated with the MAAQ and MAAA.
Rules	means all matters set out in respect of the Association and as amended from time to time
Words	importing persons shall include all legal identities

1. NAME

1.1 The NAME of the Incorporated Association shall be:

MODEL AERONAUTICAL ASSOCIATION OF QUEENSLAND INC.

Hereafter known as "MAAQ" or "the Association"

2. OBJECTS OF THE ASSOCIATION

The overarching ideal of the Association is to promote all aspects of the recreation and/or sport of model aviation in Queensland. The recreational component is deemed to encompass model aviation at its basic level of participation at the Club level and is exclusive of any competition considerations. The sporting component of model aviation includes all such events as Scale Days, Fly-Ins, Championships, Fun Flies etc where the conduct of the event provides for sporting competition of some form among those participating and which requires the application of physical skill. While model aviation may have been mostly of a recreational nature throughout its developing years, since the 1970s the focus has turned more to that of a sporting competitive nature ranging from local Club events through to International/World standard competitions.

2.1. The OBJECTS of the Association are:

- 2.1.1 To promote and develop all recreational and sporting aspects of model aviation in Queensland by, in particular, the promotion, protection, organisation and encouragement in every way; the building, constructing, flying and development of model aircraft and to develop and encourage model aeronautics generally within Australia through the medium of model aeronautical clubs within Queensland or elsewhere, and through those who elect to become members of the Association.
- 2.1.2. To collaborate with and encourage collaboration between the Member Clubs of the Association and their individual members; noting that such Member Clubs and their members are recognised as part of the Association and whose fees have been paid in the current membership year.
- 2.1.3. To liaise, negotiate and co-operate with CASA and all other Government, semi-Government, non-Governmental bodies or organisations in Australia and/or overseas on behalf of the Member Clubs of the Association.
- 2.1.4. To produce, collect, publish and distribute information on or with respect to model aeronautics.
- 2.1.5. To control and record model aeronautical performances within the State of Queensland.
- 2.1.6 To act as promoters of State, National, International and other model aeronautical meetings, contests and exhibitions.
- 2.1.7. To apply to MAAA for affiliation and recognition as the model aeronautical representative in Queensland of the FAI and to carry out the objects of the FAI as applicable to model aeronautics in Australia.
- 2.1.8. To hold and assert exclusive jurisdiction over all model aeronautical activities in Queensland.

3. GENERAL POWERS OF THE ASSOCIATION

3.1. The POWERS of the Association are:

- 3.1.1. To take over the funds and other assets and the liabilities of the previously unincorporated association known as the Model Aeronautical Association of Queensland.
- 3.1.2. To subscribe to, become member of, and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those, affiliated with the MAAA, of the Association, provided that the Association

shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under, or by virtue of, Rule 24 (10) of the Association's Incorporation Regulations 1982.

- 3.1.3 In furtherance of the objects of the Association, to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
- 3.1.4 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of, being conveniently used in connection with any of the objects of the Association. Provided that, in case the Association shall take or hold any property which may be subject to any trusts, the Association shall deal only with the same in such manner as is allowed by law having regard to such trusts.
- 3.1.5 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association: to obtain from such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 3.1.6 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- 3.1.7 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects.
- 3.1.8 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- 3.1.9 To invest and deal with the money of the Association not immediately required, in such a manner as may from time to time be thought fit.
- 3.1.10 To take, or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.
- 3.1.11 In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- 3.1.12 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether, upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed, or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future, and to purchase, redeem or pay off any such securities.
- 3.1.13 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

- 3.1.14. In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- 3.1.15. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
- 3.1.16. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association, but subject always to the proviso in Clause 3.1.4.
- 3.1.17. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- 3.1.18. To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- 3.1.19. In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations affiliated with the MAAA Inc having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income or property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Rule 20.1 of these Rules.
- 3.1.20. In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- 3.1.21. In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- 3.1.22. To make donations for patriotic, charitable or community purposes.
- 3.1.23. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- 3.1.24. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

4. GENERAL POWERS OF THE MANAGEMENT COMMITTEE

- 4.1 Except as otherwise provided by these Rules, and subject to resolutions of the Member Clubs of the Association carried at any General Meeting, the Management Committee:-
 - (a) shall have the general control and management of the administration of affairs, property and funds of the Association, and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to The Association on which these Rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- 4.2 The Management Committee may exercise all the powers of the Association:-
 - (a) and in so doing, such members shall be ex-officio members of any MAAQ Sub-Committees, but shall generally have no voting rights at Sub-Committee meetings.

- (b) and in so doing, shall have the power to appoint any member or members of the Association to represent the Association or to perform special duties on behalf of the Association in such manner as it may think fit
- (c) and in so doing, shall have the power to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and, in particular, by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities
- (d) and in so doing, shall have the power to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities
- (e) and in so doing, have the power to invest in such manner as the members of the Association may, from time to time, determine.

5. MEMBERSHIP

- 5.1 The membership of the Association shall consist of any of the following classes of members:
- (a) Member Clubs (formerly Ordinary Members)
 - (b) Individual Member (formerly Affiliate Member)
 - (c) Life Members
 - (d) Honorary Members
 - (e) Associate Members
 - (f) Overseas/International Visitors
- 5.2 The number of Member Clubs and Individual Club Members shall be unlimited.
- 5.3 The number of members in Classes (c), (d), (e), and (f) shall be limited as time to time determined by the Member Clubs of the Association.
- 5.4. Any Club, Association or Special Interest Group applying for Member Club or Associate membership shall:
- 5.4.1. have not less than seven (7) financial members; except that should it arise that a Member Club reduce over time to less than seven (7) financial members, a period of grace to the end of the current financial year may be granted by the Management Committee in order to increase the membership to the required minimum.
 - 5.4.2 submit its application on the form approved by the Management Committee and forward with the application any prescribed membership fee in full.
 - 5.4.3 once approved by the Management Committee shall:
 - (a) become a Member Club or Associate Member, as applicable.
 - (b) be deemed, together with its individual members, to be bound by the MAAQ rules.
 - (c) provide the MAAQ with a register of names and addresses of all its Office Bearers and members and notify the MAAQ immediately of any changes that occur from time to time.

- 5.5 An Individual Member is a person who is a financial member of a Club and/or Association (which Club is a Member Club of the MAAQ) and who is thus affiliated with the MAAA through the MAAQ.
- 5.6 A Life Member is an Individual Member whose Member Club has proposed such membership to the Management Committee; which shall then provide a written recommendation for the granting of Life Member at the first available Member Club General Meeting. The Member Club General Meeting shall decide on the granting of Life Member status; however, such status should only be afforded in recognition of outstanding service to the Association. Nominations for Life Member can only be made in writing by a Member Club and must be lodged with the Management Committee not less than (8) weeks prior to a Member Club General Meeting. Life Members shall have the same privileges as an Individual Member, free of all costs and charges.
- 5.7 An Honorary Member is a person who has been granted such status by the Management Committee. A person may be nominated in writing by a Member Club and the Management Committee shall have sole discretion as to the granting of Honorary Membership and for such periods that it sees fit. Honorary Members shall not be liable for payment of membership fees and the Association shall provide insurance cover at its own cost.
- 5.7.1. All Honorary members who are not currently affiliated with the MAAA or an overseas National body and whose Honorary membership has been granted primarily for the purpose of gaining familiarisation flying experience, shall be afforded public liability insurance cover, such as is arranged by MAAA from time to time.
- 5.7.2 Such insurance cover is limited to not more than four (4) flying sessions in total at any approved club flying field under the supervision of an experienced club (Affiliate) member or members. The name of such Honorary member, together with the name(s) of the supervisor(s), must be recorded in a permanent Log Book together with the date of such membership.
- 5.8 An Associate Member is any Association which represents "Special Interest Groups" such as AMPRA, SAM, QPA, APA etc which make application to join the MAAQ, whose application has been approved by the Management Committee, and whose fees have been paid for the current financial year, however an Associate member would not have voting rights at MAAQ meetings.
- 5.9 Overseas or international visitors who are members of overseas model aeronautical bodies and/or associations, officially recognised by the Association and who are temporarily resident in the state of Queensland shall automatically be granted Honorary membership during their period of visit to Queensland.
- 5.10 The membership fees for each class of membership shall be determined by the Management Committee. The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

6. ADMISSION AND REJECTION OF MEMBERS

- 6.1. At its next meeting, the Management Committee, after receipt of any application for membership, together with the applicable fee shall:
- (a) consider applications for Member Club, Honorary, Associate and Individual membership and thereupon determine the admission or rejection of the applicants, or
- (b) consider nominations for Life Membership and submit a recommendation or rejection to the General Meeting for determination of the application, provided the nomination was received in time for inclusion in the Agenda of the next General Meeting
- 6.2 Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application for Member Club, Associate, Individual, Honorary and Life membership is being considered, shall be accepted as a member to the class of membership applied for.

- 6.3 Upon the acceptance or rejection of the application for any class of membership, the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

7. TERMINATION OF MEMBERSHIP

A member of any class of membership may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date.

8. REGISTER OF MEMBERS

- 8.1 The Management Committee shall maintain a Register in which shall be entered the names and addresses of all Member Clubs admitted to membership of the Association, and the dates of their admission.
- 8.2 The Management Committee shall maintain a Register of each other class of membership. The Register shall contain the full legal name and residential address of such member as well as the name of the Member Club to which such person belongs.
- 8.3 The Register of members shall be open for inspection by any Member Club which has previously applied in writing to the Secretary for such inspection.

9. DISCIPLINING OF MEMBERS

- 9.1 Where the MAAQ is of the opinion that an Individual Member:

- (a) is convicted of an indictable offence, or
- (b) has persistently refused or neglected to comply with a provision/provisions of these rules, or
- (c) has persistently and wilfully acted in a manner prejudicial to the interests of the Association

the MAAQ Inc. may, by resolution expel the member from the Association, or suspend the member from membership of the Association for a specified period.

- 9.2 A resolution of the MAAQ Inc. under Clause 9.1 is of no effect unless, at a meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the service on the member of notice under Clause 9.3 confirms that resolution in accordance with this rule.

- 9.3 Where the MAAQ Inc. passes a resolution under Clause 9.1, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:

- (a) setting out the resolution of the MAAQ Inc. and the grounds on which it is based
- (b) stating that the member may address the MAAQ Inc. at the meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the service of the notice
- (c) stating the date, place and time of the meeting and informing the member that he/she may do either or both of the following:
 - (i) attend and speak at the meeting
 - (ii) submit to the MAAQ at or prior to the date of that meeting a written representation relating to the resolution

- 9.4 At a meeting of the MAAQ Inc held as referred to in Clause 9.2, the MAAQ shall:
- (a) give the member an opportunity to make oral representation.
 - (b) give due consideration to any written representations submitted to the MAAQ by the member at or prior to the meeting, and
 - (c) by resolution determine whether to confirm or revoke the resolution.
- 9.5 Where the MAAQ Inc. confirms a resolution under Clause 9.4, the Secretary shall, within seven (7) days after that confirmation, by notice in writing, inform the member of the fact and of the member's right of appeal under Rule 9. A copy of all correspondence and minutes of meeting shall be forwarded to the MAAA Federal Secretary.
- 9.6 A resolution confirmed by the MAAQ Inc. under Clause 9.4 does not take effect until the expiration of the period within which the affiliate member is entitled to appeal against the resolution where the affiliate member does not exercise the right of appeal within that period.
- 9.7 The MAAA Federal Secretary will place the Individual Member's name on the Suspended Members' Roll and advise all Member Clubs not to accept membership from that person.

10. RIGHT OF APPEAL OF A DISCIPLINED MEMBER

- 10.1 An Individual Member may appeal to the MAAA against a resolution of the MAAQ which is confirmed under Rule 9 (Clause 9.4), within seven (7) days after the notice of resolution is served on the member, by lodging with the MAAA Federal Secretary a notice to that effect
- 10.2 On receipt of a notice under Clause 10.1, the Federal Secretary shall notify the MAAQ and place the appeal on the Agenda for the next MAAA Council Conference.
- 10.3 The MAAQ is then required to afford all rights of membership, including affiliation, should it fall due to that Individual Member, until the result of the appeal is determined.
- 10.4 At the Annual General Meeting of the MAAA convened under Clause 10.2:
- (a) the MAAQ and the Individual Member or his/her representative shall be given the opportunity to state their respective case orally, or in writing, or both, and
 - (b) the members present shall vote by secret ballot on the question of whether the resolution shall be confirmed or revoked.
- 10.5 If, at the Council Conference, the MAAA passes a resolution in favour of confirmation of the resolution, the resolution is confirmed.

11. SUSPENDED MEMBERS' ROLL

- 11.1 An Individual Member is placed on the Suspended Members' Roll from the time the MAAQ suspends the Individual Member and shall remain on that roll until:
- (a) the expiry of the appeal period or
 - (b) in the event of an appeal being lodged, until after the appeal is heard and voted on by the MAAA Council.
- 11.2 Suspended Members have the rights and privileges of all classes of Individual Members except that they may affiliate only through their current affiliating body.

12. MANAGEMENT COMMITTEE

- 12.1 The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, Senior Flying Instructor, Sports and Categories Administrator. In exceptional circumstances where no applicable nomination for the applicable position is received, it is permissible for one person to hold the position of both Secretary and Treasurer; however, the President is not permitted to hold two (2) Management Committee positions.
- 12.2 The elected Management Committee shall be elected for a period of two (2) years; however, the President and Vice President must be elected in alternate years, as is also applicable to the Secretary and Treasurer positions. This is to ensure suitable succession planning and continuity of the Management Committee's corporate knowledge.
- 12.3 As soon as possible after the Annual General Meeting, the Management Committee shall appoint the Auxiliary Management positions of Publicity and Marketing Officer (PRMO), a Registrar, a Webmaster, a News Letter Editor, a Control Line Administrator, a Free Flight Administrator and a R/C Administrator. These appointments will hold no voting rights but may attend Management Committee meetings on an as required basis. The Management Committee is further empowered to appoint any Individual Member to any sub-Committee as its sees fit and to nominate a Convenor of any sub-Committee as deemed necessary.
- 12.4 Once appointed, the holder of any Auxiliary Management position may further appoint any Individual Member to act on a sub-Committee and/or allocate a specified portfolio within that sub-Committee for the purpose of administration of that appointment. The selection of any Individual member for a sub-Committee and/or associated portfolio shall be ratified by the Management Committee. An Individual Member of any sub-Committee and/or portfolio holder may resign at any time; with the Auxiliary Management appointee empowered to identify a suitable replacement for subsequent ratification by the Management Committee.
- 12.5 It is permissible for any of the Management Committee to also hold an Auxiliary Management position; however, any of the Management Committee (ideally) should not hold a sub-Committee position.
- 12.6 If required by Government regulations, the Public Officer role shall be carried by the Secretary.
- 12.7 At the Annual General Meeting of the Association, all of the members of the Management Committee who have completed a two year elected appointment shall retire from office, but shall be eligible upon nomination for re-election.

13. ELECTION OF OFFICE BEARERS - PROCEDURE

- 13.1 The election of officers and other members of the Management Committee shall take place in the following manner:-
- (a) Any Member Club may nominate an Individual Member or Life member to serve as an officer or other member of the Management Committee.
 - (b) The nomination, which shall be in writing and signed by the proposing Member Club and signed by the nominee accepting such nomination, shall be lodged with the Secretary not less than twenty-eight (28) days prior to the Annual General Meeting at which the election is to take place.
 - (c) A list of all nominations shall be prepared and circulated by post to all Member Clubs at least fourteen (14) days prior to the Annual General Meeting.
 - (d) Should, at the commencement of such meeting there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
 - (e) The election of members of the Management Committee shall be decided by a simple majority of votes cast. Such votes may be by proxy on the designated form or by personal representation at the meeting. In the event that there is only one (1) nomination for any position, then that nominee shall be declared duly elected.

14. MANAGEMENT COMMITTEE – RESIGNATIONS, CASUAL VACANCIES and REMOVAL

- 14.1 Any elected and/or appointed member may resign from the Management Committee, the Auxiliary Committee and/or any sub-Committee at any time by giving notice in writing to the Secretary, but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date.
- 14.2 Any member of the Management Committee, Auxiliary Committee and/or sub-Committee absenting himself/herself on three consecutive occasions without apology shall be required to show cause as to why his/her position should not be declared vacant and a replacement appointed in his/her place.
- 14.3 The Management Committee shall have power, at any time, to appoint any member of the Association to fill any casual vacancy on the Management Committee, Auxiliary Committee and/or sub-Committee until the next Annual General Meeting.
- 14.4 As a result of any vacancy on any MAAQ Committee, the continuing members of any affected Committee may continue to act, but subject to meeting any specified quorum requirements of the applicable Committee. The Management Committee is permitted to act at any time for the purpose of increasing the number of members of any MAAQ Committee to the required number which may or may not result in the calling of a General Meeting of the Association to assist in rectification of any Committee shortfall.
- 14.5 No member of the Management Committee may be removed from office by the remaining members of the Management Committee. A member may only be removed from office at a General Meeting of the Association where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of Member Clubs present at such General Meeting.
- 14.6 The Management Committee may dissolve, amend or suspend any Auxiliary Management position and/or any sub-Committee position as it sees fit at any time; however, a full explanation is to be provided to the Member Clubs present at the next General Meeting of the Association.
- 14.7 The Management Committee may remove any member from the Auxiliary Management Committee and/or any sub-Committee at any time; however, a full explanation is to be provided to the Member Clubs present at the next General Meeting of the Association. The member removed is to be afforded the right of reply at that meeting; which may be declined or accepted by the affected member. Should the affected member decline the opportunity to a right of reply, or at least provide a written statement of explanation for/to the meeting, no further correspondence will be entered into.

15. MEETINGS OF THE MANAGEMENT COMMITTEE (and SUB-COMMITTEES)

- 15.1 The Management Committee shall meet at least once every four calendar months to exercise its functions. Where convenient, telephone conference calls or similar electronic methods of meeting may be used as appropriate.
- 15.2 A special meeting of the Management Committee shall be convened by the Secretary if so requested in writing by not less three (3) members of the Management Committee. The request shall clearly state the reasons for the meeting and the nature of the business to be transacted. Not less than seven (7) days notice shall be given by the Secretary to members of the Management Committee of any special meeting.
- 15.3 At every meeting of the Management Committee, three (3) members present shall constitute a quorum; except that either the President or Vice President must be in attendance to act as Chair. The meeting must also have either the Secretary or Treasurer present. The Secretary is to ensure that the date set for any Management Committee meeting maximises the attendance of the majority of the Management Committee; and that at least the President or Vice President will attend and that a quorum will be reached.

- 15.4 All matters arising at any Management Committee meeting shall be decided by a majority of votes; and in the case of a tied vote, the Chairman shall have a casting vote.
- 15.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she has a conflict of interest.
- 15.6 In exceptional circumstances, the Management Committee may delegate any of its powers to a Sub-Committee. Such Sub-Committee shall, in exercising its powers, must conform to any regulations that may be imposed on it by the Management Committee.
- 15.7 All acts done by any meeting of the Management Committee or of a Sub-Committee or by any person acting as a member of the Management Committee shall be deemed to be as valid if every such person had been duly appointed and was qualified to be a member of the Management Committee; regardless of any defects, errors and/or omissions detected before, during or after the fact.
- 15.8 Any resolution in writing, signed by all the members of the Management Committee shall be as valid and in effect as if it had been passed at a meeting of the Management Committee. Any such resolution may consist of several documents in like form, each signed by one or more of the Management Committee.
- 15.9 Appointed sub-Committees may meet as required, but generally speaking should meet regularly and at a determined time preceding each Management Committee meeting. To accord with accepted meeting conventions and protocols, each sub-Committee shall appoint a Minutes Secretary to record full and accurate Minutes of all questions, matters, resolutions and other proceedings of each Sub-Committee meeting. The Minutes shall be recorded in writing, and a copy shall be forwarded to the MAAQ Secretary and to each Sub-Committee member within seven (7) days of the date of such meeting.

16. GENERAL MEMBER CLUB MEETINGS, ANNUAL GENERAL MEETINGS, SPECIAL MEETINGS

- 16.1 Not less than four (4) General Member Club Meetings shall be convened during each financial year, that is, the year commencing 1st July and finishing on 30th June of each succeeding year.
- 16.1.1. At any General Member Club Meeting, the number of Member Clubs required to constitute a quorum shall be not less than 20% of the financial members; which is inclusive of valid proxies received by the Management Committee.
- 16.1.2. The Secretary shall convene all General Member Club Meetings of the Association by giving not less than six (6) weeks notice of the time and place for such meeting and not less than fourteen (14) days of the business to be transacted at such meeting, to Member Clubs of the Association.
- 16.2 The Annual General Meeting shall be held within four months of the close of the financial year at 30 June; that is, not later than 31 October annually.
- 16.2.1. At any Annual General Meeting, the number of Member Clubs required to constitute a quorum shall be not less than 20% of the financial members; which is inclusive of valid proxies received by the Management Committee.
- 16.2.2. The Secretary shall convene the Annual General Club Meeting of the Association by giving not less than six (6) weeks notice of the time and place for such meeting and not less than fourteen (14) days of the business to be transacted at such meeting, to Member Clubs of the Association.
- 16.3 The business to be transacted at every Annual General Meeting shall be:
- (a) The receiving of the Management Committee's report and, as a minimum, Financial Statements required by the Associations Incorporation Act and/ or by any MAAQ Rules applicable and in force at the time.

- (b) The receiving of the Auditor's report upon the books and accounts for the preceding financial year ended 30 June.
 - (c) The election of members of the Management Committee.
 - (d) The appointment of an auditor.
- 16.4 The Secretary shall convene a Special General Meeting:-
- (a) When directed to do so by the Management Committee, or
 - (b) On request in writing signed by not less than three (3) members of the Management Committee or not less than 20% of the financial Member Clubs. The request shall clearly state the reasons for the meeting and the nature of the business to be transacted.
 - (c) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
 - (d) At any Special General Meeting, the number of Member Clubs required to constitute a quorum shall be not less than 20% of the financial members; which is inclusive of valid proxies received.
 - (e) The Management Committee shall decide the required notice for any Special General Meeting; however, four (4) weeks notice shall be the recommended minimum with fourteen (14) days notice of the business to be transacted at such meeting, to Member Clubs of the Association
- 16.5 No business shall be transacted at any General Member Club Meeting, Annual General Meeting or Special Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule, "member" includes an approved or nominated person attending as a proxy or as representing a corporation which is a member.
- 16.6 The President is to ensure that all meetings shall commence at the appointed time:
- (a) Unless, if within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the request of members of the Management Committee or the Association, shall lapse. The Management Committee shall determine the time and place for any attempt at a subsequent meeting. At the subsequent meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
 - (b) and the Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. The Secretary shall not be required to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
 - (c) and the manner by which any such notice shall be given shall be determined by the Management Committee - provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of membership by the Management Committee shall be given in writing
- 16.7 Unless otherwise provided by these Rules, the following shall apply to every General Meeting:
- 16.7.1 The President shall preside as Chairman or, if there is no President or, if he is not present within twenty (20) minutes after the time appointed for the holding of the meeting, or is unwilling to act, the Vice-President shall be Chairman or, if the Vice-

President is not present or is unwilling to act, then the members present shall elect a Chairman from the other meeting attendees.

- 16.7.2 The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
 - 16.7.3 Every question, matter or resolution shall be decided by a majority of votes of the Member Clubs present and proxy votes lodged with the Secretary not less than thirty (30) minutes prior to the advertised starting time of the meeting.
 - 16.7.4 Every financial Member Club shall be entitled to one vote and, in the case of an equality of votes; the Chairman shall have a second or casting vote. Unfinancial Member Clubs have no voting rights at any meeting.
 - 16.7.5 Voting shall be by show of hands or a division of members unless at least three Member Clubs present demand a ballot, in which case, there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine, and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
 - 16.7.6 A Member Club may vote in person or by proxy or by attorney and, on a show of hands, every person representing a Member Club shall have one vote and, in a secret ballot, every Member Club represented in person or by proxy or by attorney or other duly authorised representative, shall have one vote.
 - 16.7.7 The instrument appointing a proxy shall be in writing in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy shall be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
 - 16.7.8 To afford Member Clubs an opportunity of voting on a resolution, the instrument appointing a proxy shall be in the form shown at Annex 4; or a form as near thereto as circumstances permit.
 - 16.7.9 The instrument appointing a proxy shall be lodged with the Secretary not later than thirty (30) minutes prior to the advertised time for commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
 - 16.7.10 The Secretary shall record and keep full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting; such minutes are to be available for inspection at all reasonable times by any financial Member Club which has previously applied to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee Meeting, verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or by the Chairman of the next succeeding General Meeting after verifying their accuracy.
 - 16.7.11 The attendance book and written or printed reports made by various officers, Sub-Committees or a member or a person requested by the Management Committee, shall form part of the minutes of the meeting at which they are presented.
- 16.8 Reports to all meetings shall follow accepted business meeting requirements and protocols.
- 16.8.1 Where reports (verbal or written) are to be given to a Management Committee, General, Annual General or Special Meeting, then such reports shall be submitted to the Secretary at least one (1) week prior to the date of posting of the detailed agenda for that meeting or at another preceding date as specified by the Secretary.

- 16.8.2 Where written reports are to be given to any meeting, then the original signed copies such reports shall be handed to the Secretary prior to the close of the meeting at which the reports have been presented.
- 16.8.3 Reports (verbal or written) may be presented to any meeting if agreed by the meeting and are to be included in the Minutes.
- 16.9 All agenda items submitted by any Member Club for inclusion in the agenda of any meeting of the MAAQ (Annual, General or Special), the agenda item must be signed by the Secretary or some duly appointed officer of the Member Club.

17. FINANCIAL GOVERNANCE - GENERAL

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association. The financial year of the Association shall close on the 30th June in each year. The following financial governance principles shall apply to the affairs of the MAAQ.

- 17.1 The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may, from time to time, direct for the effective conduct of the Association's business. This includes the use of term deposits, investments, savings and other similar accounts..
- 17.2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language or on computer diskette, provided that there are kept two (2) back-up copies of the diskette and a printed output of such computer diskette showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature. Such books must comply with the requirements of Federal and State Laws, such as the Australian Tax Office.
- 17.3 All monies shall be banked as soon as practicable after receipt thereof. The Management Committee may, on an as required basis, direct that monies may be paid into the Association's account by electronic funds transfer and/or by direct bank deposit conditional upon the person making the transfer/deposit ensuring that the deposit is identifiable on the Associations' bank statement.
- 17.4 All amounts to be paid out of the Association may be paid by cheque or by electronic funds transfer and/or direct bank deposit subject to any outgoings being duly authorised and/or signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- 17.5 Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment which may be "open" cheques.
- 17.6 All expenditure shall be approved or ratified at a Management Committee Meeting.
- 17.7 Financial reporting within the MAAQ is as required to meet normal accounting conventions and protocols.
- 17.7.1 Financial reports to Management Committee meetings shall be a "*Statement of Income and Expenditure*", and include a reconciliation of all accounts.
- 17.7.2 Financial reports to a General Meeting shall be a "*Budget vs. Actual to Date*" report together with a relevant "*Statement of Income and Expenditure*", and a statement showing a reconciliation of all accounts.
- 17.7.3 Any other reports required to be prepared and presented shall include all reports deemed necessary by relevant legislation (e.g. Associations Incorporation Act etc.,) or requested by resolution of the Management Committee.
- 17.8 As soon as practicable after the end of each financial year which shall close on the 30th June each year, the Treasurer shall cause to be prepared as a minimum, Financial Statements in compliance with the requirements of the Associations Incorporation Act and any applicable MAAQ Rules. The statements are to include:

- (a) The income and expenditure for the financial year just ended, and
 - (b) The assets and liabilities and of all the mortgages, charges and securities affecting the property of the Association at the close of that year.
- 17.9 All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- 17.10 The income and property of the Association whensoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association, provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association, provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out-of-pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

18. FINANCIAL GOVERNANCE – LIMITATIONS ON EXPENDITURE and LOANS/GRANTS

Limitation on Expenditure

- 18.1 The Treasurer shall prepare a budget for proposed expenditure and present same to a General Meeting for approval and adoption.
- 18.1.1 Where a budget has been tabled at a General Meeting and has been approved by that meeting, no further authorisation by a General Meeting is required for such expenditure.
- 18.1.2 The Management Committee shall be limited to a maximum of \$2500.00 for items of capital expenditure (that is, equipment, new or replacement, etc.) except for the payment of affiliation fees due and payable to the MAAA. Any items of capital expenditure exceeding \$2500.00 and which have not been previously authorised in the approved budget, shall be submitted to a General Meeting of Member Clubs for approval. Where possible and practical, any expenditure in excess of the approved budget should have prior approval from a General Meeting.
- 18.1.3 The Management Committee is empowered to raise the limit of expenditure in 18.1.2 on 1 July each year by 2.5% per annum or by the CPI, whichever is the greater; except that the upper limit shall not exceed \$3000.00 prior to 30 June 2015 at which time the expenditure limit and this Rule shall be formally reviewed.
- 18.1.4 Members of the Management Committee shall not be expected to use personal funds or lines of credit to finance the continuing and effective operations of the MAAQ. For reasons of convenience, Committee Members may offer such service, and must be reimbursed in full as soon as practically possible.
- (1) Reimbursement of reasonable expenditure for committee members shall be, where practical, as per receipt, submitted to and approved by the Management Committee and within the constraints of the budget. Transaction and summary type reports for such items shall include totals for headings such as Travel, Telephone, Meals, & Equipment etc.
- 18.1.5 **World Championship Teams - Overseas:** Where an MAAQ Individual Member earns the right to membership of a World Championship team by performance/s in the

selection event/s as determined by the MAAA, then the MAAQ shall provide a subsidy of not more than \$1000.00 (one thousand) to assist the qualifying team member.

- 18.1.6 **Trans-Tasman Teams - Outside Australia:** Where an Individual Member earns the right to membership of a Trans-Tasman team by performance/s in the selection event/s as determined by the MAAA, then the MAAQ shall provide a subsidy of not more than \$500.00 (five hundred dollars) to assist the qualifying team member.
- 18.1.7 **World Championship Team - Australia:** Where an Individual Member earns the right to membership of a World Championship team by performance/s in the selection event/s as determined by the MAAA, then the MAAQ shall provide a subsidy of not more than \$250.00 (two hundred and fifty dollars) to assist the qualifying team member, provided that the distance required to attend the World Championship event is more than 500 km in the most direct route.
- 18.1.8 **World Championship Team Trials - Australia:** The MAAQ will provide a subsidy of not more than \$200.00 (two hundred dollars) per member, to a maximum of three (3) members per discipline, (in any one year) to attend World Championship team selection trials. The distance required to attend the trial must be more than 500 km by the most direct route. Only the members who qualify in the first three (3) places at the State held elimination trials will be eligible. This subsidy will be for one trial only
- 18.1.9 At the Annual General Meeting, the level of Management Committee Honorariums is to be set and ratified. The Honorariums are to be listed at Annex 9 immediately following each Annual General meeting.

Loans and Grants Administration

- 18.2 The Management Committee is empowered to make, amend or repeal any policy in relation to any loan or grant that may be offered to and/or accepted by any Member Club. The general conditions applicable to loans and grants are contained in the policy (if so issued) at Annex 5.

19. MAAQ ASSETS and EQUIPMENT

Distribution of Surplus Assets

- 19.1 If the Association is wound up in accordance with the provisions of the "Associations Incorporation Act 1981" and there remains after the finalising of all its debts and liabilities any property whatsoever, that property shall not be paid to or distributed among the members of the Association. Instead, the property shall be given or transferred to some other institution or institutions affiliated with the MAAA Inc; however any such institution must have similar objects to the objects of the MAAQ. Further, the institution shall be prohibited from the distribution of its or their income and property among its members to an extent at least as great as is imposed on the Association under or by virtue of Rule 17 (Clause 17.9) of these Rules. The recipient institution shall be determined by the Member Clubs of the Association.

MAAQ Loaned Equipment Register

- 19.2 The Secretary is to maintain a listing of all equipment that is purchased and its location for the use by Members. This list is to be updated from time to time as required. The Loan Equipment Register is to be regularly published in the Association's newsletter.

Use of MAAQ Equipment

- 19.3 Equipment that is listed on the Equipment Loan register may be borrowed by any financial Member Club or Individual Member of the MAAQ. The equipment will be assigned on a 'First in' basis; except where the items of equipment are required for a National, State or Team trial event. The Member Club or Individual Member is responsible for all costs of postage, freight and insurance charges.

Request for Use of MAAQ Equipment

- 19.4 To obtain the equipment the Member Club or Individual Member must contact the Category Administrator or Special Interest Group that has custody of the equipment and arrange for its use. The Member Club or Individual Member requesting the use of such equipment must give four (4) weeks notice of their interest to borrow.

20. GENERAL OPERATIONS

Flying Rules and Rules for Conduct

- 20.1 All Member Clubs and Individual Members shall observe all rules and regulations, etc. as laid down within the MAAA *"Aeromodellers Official Rules and Instructions"* in force at the time. Where applicable, the rules and regulations of the RFAC, FAI and CIAM in force must also be observed. By default, this includes any and all subsequent amendments as determined by any or all of the above named parties.

Consumption of Alcohol, Other Intoxicant and/or Non-Prescribed Drug

- 20.2 Any Individual Member (participating in flying activities as a flier, helper and/or official for the occasion) who is found to have consumed alcohol, other intoxicant and/or Non-Prescribed Drug at that meeting shall immediately be disqualified from all of that occasion's activities and/or results. Further, that Individual Member shall not be allowed to continue in any such flying activities on that particular occasion.
- 20.3 Any Individual Member who offends on more than one such occasion shall be required to show cause to the Management Committee why that person's membership should not be cancelled. (Refer to Rule 9 of these Rules)
- 20.4 This Rule shall apply to all flying activities undertaken by members of whatever nature, and includes Sports Flying, Flying Displays, Fly-ins, all competitive activities and similar.

Tobacco Advertising

- 20.5 Any/all tobacco advertising is totally prohibited by the MAAQ, its Management Committee, Member Clubs and/or Individual Members at any time and any place associated with any MAAA/MAAQ related activity.

Smoking in Pits

- 20.6 Smoking in the Pits area is prohibited at all times.

Category Administrators

- 20.7 The Administrator of a Category shall be granted FAI Observer status if requested by that Administrator and an application form lodged.

21. MEMBER CLUB ADMINISTRATION

Change of Office Bearers – Member Clubs

- 21.1. All Member Clubs shall notify the MAAQ Secretary within fourteen (14) days of any change in the Office Bearers of that Member Club. Form "003" (Annex 3) shall be used for this purpose.

NOTE: Compliance with this provision shall ensure that any Officer of a Member Club may then be eligible to represent his/her Member Club at General Meetings of the Association upon production of personal identification (for example, current Membership Card). This provision does not negate any proxy vote lodged by the Member Club which may instruct a proxy to vote in a particular way in regard to motions before the meeting

Continuation of MAAQ Membership

- 21.2 Where a Member Club or Individual Member refuses to abide by the accepted majority on any motion that is voted on and passed by the Member Clubs (present and proxy) at any meeting of the MAAQ (Annual, General or Special) and continues to campaign against such motion, then the MAAQ Management Committee should request that Member Club or Individual Member to show just cause as to why they be permitted to remain a member.

22. GENERAL ADMINISTRATION

By-Laws

- 22.1 The Management Committee may, from time to time make, amend or repeal By-Laws not inconsistent with these Rules, for the internal management of the Association and any By-Law may be set aside by a General Meeting of members. ***However, the use of By-Laws should only be considered in exceptional circumstances.***

Annexures (in Lieu of By-Laws)

- 22.2 In lieu of By-Laws, the Management Committee is strongly encouraged and duly empowered to raise, amend and repeal Annexures as deemed fit and necessary to facilitate day-to day MAAQ administration and conduct of the Association's affairs. For ease of reference by Member Clubs and Individual Members, the Management Committee may elect to add Annexures to the Rules as deemed necessary from time to time. If added, the Management Committee has sole responsibility to keep all Annexures current to meet the needs of the Association.

22.2.1 The Sports and Categories Administrator (through the Management Committee) is Strongly encouraged and duly empowered to raise and/or endorse any set of Standard Operating Procedures and/or Contest Rules applicable to any discipline e.g. Control Line, Free Flight, General Radio Control etc. All Member Clubs shall be entitled to offer input to these Procedures and Contest Rules via a formal submission in writing to the MAAQ Secretary. The Management Committee may elect to add these Procedures and Contest Rules as Annexures to the MAAQ Rules.

Alteration of the Rules of the Association (excluding Annexures)

- 22.3 Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at a General Meeting, provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Department of Consumer Affairs, Brisbane and/or the Office of Fair Trading, Brisbane

Alteration of the Rules of the Association (Annexures)

- 22.4 The Management Committee is empowered to make, amend or repeal any Annex to the Rules without ratification at, or by, an Annual General Meeting, General Meeting or Special Meeting. However, any additions, changes, deletions or repeal of an Annex must be tabled as advice to the Member Clubs at the next available Annual General Meeting, General Meeting or Special Meeting.

Common Seal

- 22.5 The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall be used only by the authority of the Management Committee and every instrument to which the Common Seal is affixed shall be signed by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee.

Claims against Officers

- 22.6 No member of the Association shall have or maintain any claim, whether in law or equity, against the Association or against any officer of the Association or against any member of the Management Committee or Sub-Committee in respect of any act or omission by such officer or member in the course of his duties as such officer or member.

Indemnity

- 22.7 Every officer of the Association and his or her executors and administrators shall be indemnified out of the funds of the Association against all costs, charges, damages and expenses by reason of any covenant or agreement entered into, or act or default done or made by him/her in any way, in the execution of his/her duties.

Awards and Recognition

- 22.8 Awards and Recognition of Service to the Association may be in two forms.
- 22.8.1 The Management Committee may recommend to a General Meeting of members the recognition of outstanding service and/or achievement.
- 22.8.2 The Management Committee may award a certificate for Meritorious Service to an Member Club in respect of the enrolment of Junior modellers as Individual Members and continuing assistance and guardianship to such Juniors.

Motions of No Confidence

- 22.9 Before a Motion of No Confidence against any member of the Management Committee or the Management Committee itself, can be submitted for consideration and actioned by the MAAQ Member Clubs, the motion shall have the support of 25% of the currently financial Member Clubs. Each motion of No Confidence must be signed by the President, Vice-President and Secretary (Treasurer if no Vice-President) of the Member Club with the motion to be presented to the MAAQ Management Committee not later than six (6) clear weeks before the next General Meeting.

Complaints Resolution

- 22.10 All complaints raised at an Official MAAQ sanctioned event, Fun Fly Display etc should, where possible and practical, be resolved at the lowest possible level within the Association; be it at the Individual Member level, Member Club level and/or Management Committee level.
- 22.10.1 For any competition event, the complaint must be made in the first instance to the Contest Director (or similar named official in charge of the event).
- 22.10.2 If the competition event complaint cannot be resolved and/or agreed to, then the complaint is to be referred to the Category Administrator who, in conjunction with the relevant sub-Committee, shall be empowered to decide on a final resolution.

ANNEXURES to the RULES of the ASSOCIATION

1. MAAQ Form 001 - Application for Membership (Individual Member – Suggested Generic Format)
2. MAAQ Form 002 – Application/Renewal of Member Club Membership
3. MAAQ Form 003 - Schedule of Office Bearers of Member Clubs
4. Proxy Form
5. Loans and Grants Policy and Administration
6. Queensland Pylon Association - Rules for Formula “Q.S.” and Formula “Q.E.”
7. Seaplane R.C.
8. Noise Pollution – Model Aircraft – City of Brisbane
9. Honorariums Paid to Management Committee
10. MAAQ Form 004 - Committee Expenses Claim Form
11. Policy on competition year and location

MAAQ Form 001 - Application for Membership (Individual Member – Sample Format)
Club Name
Application for Membership 200... – 200....
Full name _____ **Partners name** _____

Address _____

_____ **Post code** _____

Phone No: _____ **Mobile** _____ **Date of birth** _____

Email: _____

Can this email address be given to other club members? **Yes** **No**
Preference for news letter: **Post** **Email**
Are you or have you been a member of a flying club in Australia? **Yes** **No**
If your answer is yes, please supply your AUS NO. if known _____

Wings level, please tick, **None** **Bronze** **Gold** **Instructor**
Other qualifications, please state

Nominated by: _____ **Signature** _____

Seconded by: _____ **Signature** _____

By accepting membership I agree to comply with all club rules and regulations
I give permission for my details to be stored in the MAAA Data Base on the understanding that they will not be released to any other Organization.
Signed _____ **Date** _____

Membership fees:

<u>Type</u>	<u>MAAQ</u>	<u>Club</u>	<u>Total</u>
-------------	-------------	-------------	--------------

Senior
Pensioner
Junior
Social
Associate
One off joining fee for a new member is :
Half yearly fees are available to new members only, after the 1st January.



FORM 02

**DUE DATE 30 JUNE 20....
FOR ALL RENEWALS**

**RENEWAL/APPLICATION OF CLUB MEMBERSHIP
MODEL AERONAUTICAL ASSOCIATION OF QUEENSLAND Inc.**

Please Print

Name of Club / Society: _____

Wish to renew/apply for membership with the Model Aeronautical Association of Queensland Inc.,
for the year ending 30th June 20....

We hereby enclose the sum of \$..... being the membership fee.

SIGNED:

(President)

Name of Secretary: _____ Phone No. _____

Postal address for correspondence: _____

_____ Postcode: _____

Email address: _____

*In accordance with the By-laws of the Model Aeronautical Association of Queensland Inc., we agree to notify the
MAAQ Secretary within 14 days from the date of any changes to this club's / society's Office Bearers.*

Please provide a simple map on the back of this form with co-ordinates if possible or a print out of your flying field
from Google maps.

Also please provide details of where you hold club meetings and their frequency. E.g. At the field 4 times a year.

PLEASE RETURN FORM WITH REMITTANCE TO:

The TREASURER MAAQ 284 LAGOON POCKET ROAD GYMPIE 4570,

MAAQ Form 003 - Schedule of Office Bearers of Member Clubs

Annex 3

MAAQ.003. Dated 2011. Due when changes occur and after Annual General Meetings

MODEL AERONAUTICAL ASSOCIATION OF QUEENSLAND INC

SCHEDULE OF OFFICE BEARERS.



Name of Club/Society: _____

Club Postal Address: _____

President: _____ AUS Number _____ Phone _____

Email: _____ Mob. _____

Address: _____ P.Code _____

Vice Pres: _____ AUS Number _____ Phone _____

Email: _____ Mob. _____

Address: _____ P.Code _____

Secretary: _____ AUS Number _____ Phone _____

Email: _____ Mob. _____

Address: _____ P.Code _____

Treasurer: _____ AUS Number _____ Phone _____

Email: _____ Mob. _____

Address: _____ P.Code _____

Registrar: _____ AUS Number _____ Phone _____

Email: _____ Mob. _____

Address: _____ P.Code _____

PRO: _____ AUS Number _____ Phone _____

Email: _____ Mob. _____

Address: _____ P.Code _____

OTHER OFFICERS:

And or approved Club Representatives at MAAQ meetings _____

In accordance with the By-Laws of the Model Aeronautical Association of Queensland Inc we agree to notify the MAAQ Secretary within 14 days from the date of any changes to this Club's / Society's Office Bearers.

PRESIDENTS

SIGNATURE: _____ DATE _____

PLEASE RETURN THE COMPLETED FORM TO: THE TREASURER, 284 LAGOON POCKET ROAD GYMPIE

Annex 5**Loans and Grants Policy and Administration**

All applications shall be made on form 5, available on the MAAQ website.

Maximum amount is \$10,000.00

The following information is required, but not limited to:

Name of club.

Address for correspondence.

Name of person making application.

Contact details: Phone, email.

Details of Tenure of flying field. Time left before review or renewal. How much time remains on the current agreement/lease?

Loan periods cannot exceed leasing or agreement periods.

Is club incorporated?

Number of members (include associates and social)

Amount sought

Purpose of the loan

Maximum period of loan is five (5) years or the remaining period of the lease or agreement whichever is the lesser time.

How are the loan repayments being funded (fees, levees, fund raising etc)

Details of club finances. (Savings, Investments Fees, revenue, expenses, all other liabilities). Include financial statements for past 3 years.

What fund raising activities have the club carried out in the past and how successful have they been?

Loans will be approved on an individual basis and on the merit of each application.

Interest rates will be set from time to time at a General meeting.

Annex 6

Queensland Pylon Association Rules for Formula "Q.S." and Formula "Q.E."

At the 1996 Annual General Meeting of the Queensland Pylon Association held on 20/10/96 at Maryborough, the sport pylon rules were formulated. In Queensland, in addition to F3D, 1/4 Midget and 1/2 A, two sport classes are to be raced called **Formula Q.S.** and **Formula Q.E.** (*Approved by MAAQ for inclusion*).

Sport Pylon Rules

1. **Model** - Any fixed wing aircraft capable of ROG take-off is allowed.
2. **Motor – Formula Q.S.**
Any front induction, side exhaust reciprocating piston motor of a displacement of not less than 4 cc nor greater than 7.6 cc and not exceeding 1.5 advertised horsepower is allowed. The motor shall be fitted with a working carburettor and exhaust muffler as provided by the manufacturer of that particular motor. No modifications except for compression settings to suit the fuel used are allowed.
3. **Motor – Formula Q.E.**
Any front induction, side exhaust reciprocating piston motor of a displacement of not less than 4 cc nor greater than 7.6 cc is allowed. The motor shall be fitted with a working throttle and a muffler or "Magic Muffler" type exhaust. Full tuned pipe systems are not allowed. The motor may be modified in any way as the above criteria are met.
4. **Propellers – Formula Q.S.**
The propeller must be of composite resin/fibre, or injection moulded types commercially available. Wooden propellers are not allowed. The propeller is to be a 10.5 by 6 Bolly Clubman.
5. **Propellers – Formula Q.E.**
The propeller must be of composite resin/fibre construction. Injection moulded and wooden propellers are not allowed. The propellers and pitch are unlimited.
6. **Fuel**
Standard 4:1 methanol/castor fuel is to be used. The fuel used in the competition shall be supplied by the race organisers.
7. **Race Procedures**
At the commencement of the race, the aircraft must ROG. Races will be conducted under the following F3D (FAI) Rules:
 - (a) Clause 5.2.11 "Organisation for Radio Controlled Pylon Racing Contests", excepting that the competitors are not required to supply a second frequency.
 - (b) Clause 5.2.12 "Operation of the Race" excepting that Clause 5.2.12 does not apply.
 - (c) Clause 5.2.13 "Scoring"
8. **Course – Formula "Q.S."**
Formula Q.S. - The racing course shall be the standard Quarter Midget and 1/2 A course.
9. **Course – Formula "Q.E."**
Formula Q.E. - The racing course shall be the standard F3D course.

Annex 7**Seaplane R.C.**

Aims: To promote the flying and display of Scale model Seaplanes and, in particular, Scale Replicas of SCHNEIDER TROPHY racing machines.

1. **Eligibility** - Scale replicas only are permissible, proof of which must be submitted in the form of photographs or plans of the full size prototype.
2. **Schedule**
 - (a) Model to be at rest, floating on water whilst being judged for accuracy to scale from a distance of approximately 5 (five) metres. (50 point maximum Allocation)
 - (b) Model to be placed upon a table and judged for workmanship and finish. Judges are permitted to closely inspect and handle the model during this segment of judging. (50 points maximum Allocation)
3. **Flying** - Two flights are to be made. The best score to be added to the Static score. If only one (1) flight is made, then that score is to be halved and the halved score added to the Static score. Each manoeuvre to be judged out of ten (10) points.
4. **Manoeuvres**
 - (a) Figure "8" taxi to start point of take-off run. Model need not be stationary prior to take-off.
 - (b) Take-off.
 - (c) Procedure Turn - upwind past judges, turn, then downwind past judges.
 - (d) Option.
 - (e) Touch and Go. (Minimum of two (2) seconds on water).
 - (f) Rectangular Approach.
 - (g) Landing Quality (within 50 metres of spot).

Annex 8**Noise Pollution – Model Aircraft – City of Brisbane**

1. This Annex details the operations of Model Aircraft flown within the boundaries of the City of Brisbane. Model aircraft operated within the boundaries of the City of Brisbane shall be subject to compliance with a measurement of NOT MORE THAN ninety six (96) decibels measured at a distance of three (3) metres over a hard stand area with no other models being operated at the time of measurement. The method of measurement to be used shall be as follows:

- (a) The model shall be positioned on the ground upon its undercarriage directly over the official sound testing position marker held by the owner with his/her position always being furthest from the microphone.
- (b) The aircraft is to be facing the direction of the microphone at the start of the sound test.
- (c) the model, with its engine operating at maximum RPM and state of tune, shall be tested in the following positions:
 - (i) Model pointing at the sound meter microphone.
 - (ii) Model pointing 90 degrees to the left of the sound meter microphone.
 - (iii) Model pointing directly away (180 degrees) from the sound meter microphone.
 - (iv) Model pointing 90 degrees to the right of the sound meter microphone.
- (d) The total duration of the sound test shall be one of continuous engine run and not longer in time than thirty (30) seconds. If the engine stops during the test, then complete test shall be conducted again until a full test is completed.
- (e) The sound level recorded shall be the average value of the four (4) position readings.
- (f) The owner's full name and address, the type of aircraft and engine tested, plus the weather conditions, including wind speed and temperature shall be recorded in an official Sound Testing Book. The book is to be maintained by the club Secretary.

List of Honorariums Paid to Management Committee

1. President: Nil
2. Vice President: Nil.
3. Secretary: \$8000.00 PA.
4. Treasurer: \$5000.00 PA.
5. Senior Flying Instructor: \$2000.00 PA.
6. Sports and Categories Administrator: To be advised.

Auxiliary Management positions.

1. Public Relations and Marketing Officer (PRMO). To be advised.
2. Registrar: \$3000.00
3. Webmaster: To be advised when applicable.
4. News Letter Editor: \$2000.00 PA.
5. Control Line Administrator: To be advised.
6. Free Flight Administrator: To be advised.
7. Radio Control Administrator: To be advised.

Committee Expenses Claim Form

Annex 10



MODEL AERONAUTICAL ASSOCIATION OF QUEENSLAND INC.

EXPENSE CLAIM FORM

FORM MAAQ 04

NAME

DATE

CODE \$

Phone Notes:

Mobile Notes:

Internet Notes:

Postage/Freight Notes:

Stationery/Software Notes:

MAAQ Equip Repairs Notes:

Airfares Month:

Travel/Accommodation Notes:

Honorarium Weeks:

Meeting travel/Accom. Notes:

Meeting Airfares Notes:

Meeting Expenses, Misc Notes:

Meeting \$30/day LAHA

\$30/day living AHA Purpose

Mileage to Meetings Klm's

Other Mileage Klm's

(Brief Description)

Total Mileage

MISCELLANEOUS NOTES:

TOTAL

PLEASE SIGN

Please attach all invoices/dockets/receipts and return to: "The Treasurer" 284 Lagoon pocket Road GYMPIE 4570, or bring to the next meeting.

For direct payment to your bank Account

BSB

ACCOUNT NO

PAID

POLICY ON COMPETITION YEAR AND LOCATION.

ANNEX 11

The competition year will commence from 1st January and end 31st December.

All State competitions shall be held within the borders of the State of Queensland.