



**The
By-Laws
of the
Pakenham & District
Aircraft Radio Control
Society Inc.**

Association number: A0027172K
ABN 67 455 447 450

May 2023

1. Responsibilities of Committee Members

1.1. The President shall

- 1.1.1. represent the Club at all functions and in all matters. He shall preside at all Club and Committee meetings and preserve order that business may be conducted with due form and propriety.
- 1.1.2. have the right to vote on any motion and where voting is equal he must exercise a casting vote.
- 1.1.3. have power to decide every question of order and determine any question between Committee Members as to their functions.

1.2. The Vice President shall, in the absence of the President, carry out the duties of the President.

1.3. The Secretary shall

- 1.3.1. be under the control of the Committee and be the custodian of all books, (other than books of accounts & membership register) documents and securities of the Club.
- 1.3.2. keep a true and correct record of all minutes and resolutions passed by the Club and Committee at all duly constituted meetings.

1.4. The Treasurer shall

- 1.4.1. be under the control of the Committee
- 1.4.2. be accountable for all monies on behalf of the Club
- 1.4.3. keep account books showing the financial affairs of the Society with such details as the Committee directs. These books shall be available for inspection as per the P&DARCS Constitution.

1.5. The Registrar shall

- 1.5.1. be responsible to ensure that all club members are affiliated with the MAAA,
- 1.5.2. prepare and keep up to date a list of club members and their financial status
- 1.5.3. supply information on membership as per the P&DARCS Constitution.
- 1.5.4. assist the committee in matters of membership, new members kits etc. and keep a register of keys issued.

1.6. Ordinary Members of the Committee shall

- 1.6.1. Perform duties as defined by the Committee from time to time.

2. Schedule of Fees

2.1. Membership subscriptions to the club shall include two parts.

2.1.1.1. Club fees,

2.1.1.2. Affiliation fees to relevant state & federal associations payable in respect of the Member.

2.1.2. An Associate member shall pay the full club membership fee + an additional non-refundable levy as set by the Committee over a maximum of 10 years. After this period, the person may be offered a parcel of shares. If the member leaves within the 10 years then the levy is forfeited unless special leave is sought and approved by the Committee.

2.1.3. A Junior member shall pay 25% of the club fees plus affiliation fees.

2.1.4. Existing Pensioner Members shall pay 75% of the club fees plus affiliation fees.

2.1.5. A Student member shall pay 50% of the club fees plus affiliation fees.

2.1.6. A Spouse member shall pay 50% of the club fees plus affiliation fees.

2.1.7. A Probationary member shall pay 150% of the club fees plus affiliation fees.

2.1.8. Non-Flying Member shall pay 50% of club fees with NO affiliation fees.

2.1.9. If the Probationary Member is offered Full Membership as per the P&DARCS Constitution Rule 8 & elects to pay the share outright, they may be offered free club membership for a period of 6 months at the Committee's discretion.

3. Membership Classifications

3.1.1. **Full Member** - Any person aged eighteen years and over. Each full member of the Club must hold at least one parcel of shares in Darcsfield Co-operative Ltd.

Pensioner Member – This class of membership closed effective from 1 April 2010 for new members

Pensioner Members of the club at that date may retain their classification when renewing their membership until such time as they cease to be members of the Club.

Non-Flying Member – Any full member who no longer flies but retains membership.

3.1.2. Non-Shareholding Membership Consists of:

3.1.2.1. **Junior Member** - Any person under the age of eighteen years.

3.1.2.2. **Student Member** - Any full time student or apprentice over the age of 18 years and under the age of 25 years.

3.1.3. **Spouse Member**- A Spouse Member must be a spouse (either legal or defacto) of a full member. A Spouse Member shall not be required to hold a parcel of shares in the Co-op and will be entitled to the same privileges as an associate member.

3.1.4. **Honorary Member** - The Committee may bestow Honorary Membership for a period not exceeding twelve months. The Honorary Membership carries all the privileges of membership other than voting rights. The Honorary Member shall have flying rights if insured to the satisfaction of the Committee.

3.1.5. **Associate Member** - A probationary member may elect to become an Associate Member for a period not exceeding 10 years by the payment of the fee as covered under rule 2.1.2 of this document.

3.1.6. **Life Member** - This class of membership closed effective from May 2014 for new members

3.1.7. **Patron**- Any person of standing who in view of the Committee, by their association with the Club will enhance the prestige of the club or of aero modelling generally.

3.1.8. **Probationary Member** – All new adult applications for membership shall be for Probationary membership as per P&DARCS Constitution.

4. Financial Controls

4.1. The Club's finances shall be managed as follows:

4.1.1. Operational funds of the Club shall be kept in a Bank Trading Account.

4.1.2. An account for short term deposit(s) shall be used to earn interest for the bulk of the Club's funds.

4.2. All payments require the signature of any two of President, Secretary and Treasurer or any such Committee Member as appointed by the Committee.

4.3. **Budgets:** All proposed expenditure by the Club during a financial year shall be estimated

4.3.1. Such estimates (Budgets) shall be prepared and submitted by the appropriate committee member to the Treasurer as near to the commencement of the Club's financial year as shall be practical and shall if required be discussed between the Treasurer, committee member and office bearers.

4.3.2. Budgets shall include estimates of any income to be derived by the Club as the results of such expenditure.

4.3.3. Budgets shall be submitted to the committee and then to the Club in general meeting with the recommendations of the committee and be approved or disallowed by the Club in general meeting.

4.3.4. If a budget item is disallowed any reasons shall be recorded in the Minutes of the Meeting and the person submitting the budget may submit an amended budget.

4.3.5. If during the course of the then financial year,

4.3.5.1. expenditure on items in respect of which a budget has been approved will exceed the budget by more than 10% or

4.3.5.2. further expenditure on items included or not included in any previous budget is desired

4.3.5.3. a further budget (Mini-Budget) shall be submitted in the same manner.

4.4. Every budget and mini-budget shall be in a format required by the Treasurer (subject to a right of appeal to the Committee).

4.5. The Committee shall have the power to nominate a Committee member to open a special purpose bank account. Such account shall be operated by either the Treasurer or the Committee member or both on terms laid down by the Committee.

4.6. No member shall commit the Club for any payment unless it has been:

4.6.1. Included in a Budget approved by the Club

4.6.2. authorised by the Committee for payment.

4.7. Accounts shall not be paid until approved and recorded in the Minutes at a Committee Meeting.

4.8. No account shall be paid unless supported by an Official Invoice or a signed voucher of suitable design.

4.9. Members of the Club are not permitted to pay accounts on behalf of the Club from monies received that are due and payable to the Club.

4.10. Receipt books of the Club shall be purchased by the Treasurer, stamped with the name of the Club, and numbers recorded.

4.11. The Treasurer shall present at each Committee Meeting a Statement of Expenditure and Receipts supported by a bank statement and such information as the Committee requires.

4.12. The Treasurer shall provide a written report to the Club Members at each AGM