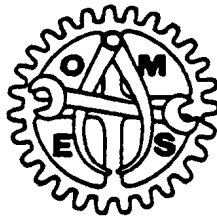


**OTAGO  
MODEL ENGINEERING  
SOCIETY (INC.)**

*FOUNDED 1936*



**RULES AND  
STANDING ORDERS**

**Revised March 2012 July 2015**

M.D. O'Cain

**PRESENTED TO** \_\_\_\_\_

**BY** \_\_\_\_\_

**ON** \_\_\_\_\_

**MEMBERSHIP CLASS** \_\_\_\_\_

## RULES

### 1-TITLE

The title of the Society shall be "The Otago Model Engineering Society (Incorporated)".

### 2-OBJECTS

(a) To conduct a social organisation or society for the purpose of bringing together persons interested in model-making.

(b) To encourage model-making generally by competitions, lectures, discussions, social functions, exhibitions, meetings and any other suitable and proper means.

(c) To purchase, take on lease or otherwise acquire any real or personal property and any rights or privileges either necessary or convenient for any of the purposes of the Society and to erect, maintain, improve or alter any buildings, premises or works as may be required.

(d) To sell, lease, exchange, mortgage, charge or otherwise deal with all or any part of the real or personal property of the Society.

(e) To borrow or raise money by the issue of debentures or upon mortgage or charge of any real or personal property of the Society or without giving security.

(f) To deal with the funds of the Society in furthering the Objects of the Society and to invest any funds not immediately required for such purpose.

(g) To subscribe to and become a member of any other Association, whether incorporated or not, whose objects are altogether or in part similar to those of the Society.

(h) To co-operate with other persons and bodies corporate for any of the foregoing objects.

### 3-MEMBERSHIP

There shall be the following classes of Membership.

(a) **JUNIOR MEMBER.** Any person between the ages of 14 and 21 years shall be eligible for election as a Junior Member of the Society. Junior Members have no voting rights and are not eligible to hold a key.

(b) **SOCIAL MEMBER.** A person from the age of 18 years, who is interested in the activities of the Society, but who is not permitted to use the engineering or modeling facilities, to vote or eligible to hold a key..

(c) **FULL MEMBER.** Any person from the age of 18 years may join as a Full Member of the Society. Only financial members have

voting rights and only a financial member who has been a full member for two years is eligible for office in the Society.

(d) **COUNTRY MEMBER.** Any person from the age of 18 years residing more than 25 kilometres from the Society's Registered Office. Country Members have full voting rights.

(e) **LIFE MEMBERS.** Are elected in accordance with Rule 8(g) and have all the rights accorded to Full Membership.

(f) **FAMILY MEMBERSHIP.** Is available to the families of Full, Country and Life Members where the second and subsequent members of the one family from 18 years of age are living at the same address as the first member. The first Member pays the Annual Member Subscription for their class, with subsequent Members paying the rate set for Family Membership at the Annual General Meeting. Family Members have no voting rights.

### 4-OFFICERS AND COMMITTEE

(a) The Officers of the Society shall consist of Patron/s, a President and Immediate Past President, one Vice-President, a Committee of five Members, a Secretary and a Treasurer.

(b) The President, Vice-President, Secretary, Treasurer and three Members of the Committee shall retire annually when their successors are elected at the Annual General Meeting of the Society or, failing such election, then at a Special General Meeting called for the purpose. The three Members of the Committee who shall retire shall be those who have held office continuously for the longest period and in case two or more shall have held office for the same period a ballot shall decide who shall retire. Retiring Members of the Committee shall be eligible for re-election.

When the retiring President is not re-elected he shall, with his consent but without election, assume the office of Immediate Past President. Should a vacancy occur in any office the Committee may fill such a vacancy and the person chosen shall retain office for the same period as the person in whose place he is elected would have held it.

(c) Nominations in writing of candidates for election to office must be delivered to the Secretary in accordance with the time frame set out in rule 7(b). Every nomination shall be signed by not fewer than two Members qualified to vote and by the candidate consenting. *(amended March 2016)*

- (d) If the nominations do not exceed the number required, those nominated shall be declared elected.
- (e) If the nominations exceed the number required, an election shall take place by ballot.
- (f) If the nominations are insufficient to fill the vacancies, those persons nominated shall be declared elected and informal nominations shall then be called for at the Meeting to fill the vacancies.
- (g) The President, Immediate Past President, Vice-President, Secretary and Treasurer shall be *ex officio* Members of the Committee, unless clause 4(i) is applicable.
- (h) Specific interest groups may be set up within the Society and where such a group has a designated Group Leader that person shall be *ex officio* a Member of the Committee, unless clause 4(i) is applicable.
- (i) CONFLICT OF INTEREST, Any member who is a member of another model engineering society within the city boundary can not hold a position on the OTAGO MODEL ENGINEERING executive and committee.
- (j) Subject to the operation of Clause (n) the Committee shall have the entire management of the affairs of the Society and shall meet whenever it deems necessary. At such meetings four Committee Members shall form a quorum. The Committee shall furnish a Report to each Annual General Meeting upon the activities and working of the Society during the past year.
- (k) The Treasurer shall receive all moneys due to the Society and pay its accounts and shall maintain financial records and systems and shall present at each Annual General Meeting a properly audited set of General Purpose Financial Reports for the past year. In case of the absence or temporary inability of the Treasurer to act, the Committee may appoint one of its Members to act as a substitute.
- (l) The Secretary shall be entitled to such remuneration as may be determined at the Annual General Meeting by the Members.
- (m) It shall be the duty of the Secretary to act in all things under the direction of the Committee and *inter alia* to convene all Meetings of the Society and of the Committee, to keep correct Minutes of all Meetings and a correct Register of Members as required by the Incorporated Societies Act 1908 and to conduct all correspondence.
- (n) The following provisions apply in respect of payments, whether by cheque, electronic funds transfer or otherwise, made by the Society:
- a) All payments made, or cheques drawn on a bank account of the Society, in respect of an expense:

i) budgeted for in any current Annual Budget of the Society approved by the members at an Annual General or Special Meeting of the members; or

ii) of which an amount of *the specified amount* or less was not budgeted for in the annual budget, may be approved by the committee.

b) A payment or cheque in respect of any expense of which an amount greater than *the specified amount* was not budgeted for in any current Annual Budget of the Society must be approved by the members.

c) The *Specified Amount* for the purposes of this clause 4(n) is initially set at \$1000.00 but may be subsequently amended by approval of the Members at an Annual, General or Special Meeting of the Members.

(added July 2015)

## 5-AUDITOR

An Auditor shall be appointed and his /her remuneration (if any) fixed at the Annual or other Special General Meeting held for the election of Officers or, failing that, by the Committee. It shall be the Auditors duty to audit the Annual Financial Reports and to report on their Truth and Fairness or otherwise as the case may be.

## 6-BANK ACCOUNT

All monies received by the Society shall be paid into an account kept at a Savings Bank or a Trading Bank appointed by the Committee and Cheques and Bills drawn on such account shall be signed by any two of the following Officers, namely the Treasurer, President, Vice-President or Secretary.

## 7- MEETINGS

(a) The Annual General Meeting of the Society shall be held in **March**, for the purposes of receiving the Report of the Committee and the set of General Purpose Financial Reports for the past year and of electing Officers and of determining the remuneration (if any) to which the Secretary is entitled and of appointing an Auditor for the ensuing year and fixing his/her remuneration (if any) and of fixing the Annual Subscription, setting the application fee and such other

business of which due notice shall have been given.

(b) For the Annual General Meeting all nominations, notices-of-motion and proposed business of the meeting shall be with the Secretary by the date of the Committee Meeting prior to the Annual General Meeting.

*(Added March 2015)*

(c) Ten Members personally present shall form a quorum at Annual, Special and General Meetings. Should a quorum not be present within 15 minutes of the hour appointed, the Members present may adjourn the Meeting to the same hour of the corresponding day in the following week and if that be a holiday, then to the next business day after such holiday and to the same place and if at such an adjourned Meeting a quorum be not present those Members who are present shall be a quorum and may transact the business for which the Meeting was called. Reasonable effort shall be made to notify members of the adjourned Meeting.

(d) At all Annual, Special and General Meetings the Chair shall be taken by the President or failing that by the Vice-President or failing the Vice-President by the Immediate Past President or failing the Immediate Past President by a Committee Member chosen by the Meeting or failing a Committee Member by a Member of the Society chosen by the Meeting.

(e) At all meetings each Full, Country and Life Member personally present shall have one vote. No proxies shall be allowed. The Chairman shall in case of equal voting have a casting vote as well as a deliberative vote. If three or more members at a meeting so demand the voting shall be by ballot. Otherwise questions shall be decided by a show of hands. Ballots shall be conducted in such a manner as the Chairman shall decide.

(f) The Secretary shall call a Special General Meeting of the Society at the request of the Committee or of the President or in his/her absence of the Immediate Past President or the Vice-President or upon a requisition in writing signed by five Members entitled to vote. In case the Secretary shall neglect or refuse to act upon such request or requisition or if he/she shall be absent the person or persons so requesting or requisitioning as the case may be may issue a notice convening a Special General Meeting.

(g) Seven clear days' notice shall be given to Members of every Special General Meeting. Notices of Special General Meetings shall state, in general terms, the business proposed to be submitted. *(Amended March 2015)*

## **8-ELECTION TO JUNIOR, SOCIAL, FULL, COUNTRY, LIFE AND FAMILY MEMBERSHIP**

(a) Members excluding Life Members shall be approved by the Committee and notified to the following regular meeting.

(b) Application for Membership shall be in writing on the appropriate form and accompanied by the set application fee.

(c) The Committee shall be entitled to decline any application.

(d) Notice of their election shall be sent by the Secretary to each applicant elected.

(e) Election to Membership shall be taken as conclusive proof of the applicant's assent to the Rules of the Society.

(f) The name and address of each Member shall be entered in the Register of Members to be kept by the Secretary, with the date of their election. Each Member shall immediately inform the Secretary of every change in his address and the same shall be entered in the Register accordingly.

(g) Any Full or Country Member may be elected to Life Membership providing the Committee, at its discretion, has made such a recommendation.

i) The Committee shall each February review the Membership List and consider whether or not there are any Members deserving the honour of election to Life Membership.

Members who may be considered for this honour must have had 25 years' continuous membership of the Society and, during the whole of this time, maintained an interest in the Society.

This interest must include:-

(1) Being active as a model-maker who has produced a number of models of high standard;

(2) Being a Member of the Committee for at least 6 years; and

(3) Having actively participated in the Society's activities, meetings, exhibitions, etc.

(4) At the time of their election as a Life Member the Member should, unless prevented by illness, be maintaining an interest in model-making and the Society's activities.

ii) Life Membership shall be conferred, to an upper limit of 5% of the total Membership, only for outstanding service to the Society as a Full or Country Member and not under any circumstances for a monetary consideration.

iii) Every proposal for Life Membership shall be submitted to a ballot at the Annual General Meeting.

- iv) A two-thirds majority of those Full and Country Members present and voting thereon shall be necessary to effect such election.
- v) A Life Member shall not be liable for any payment of an Annual Subscription.
- vi) In exceptional circumstances the Committee may, at its discretion, appoint Life Members in excess of the limit stated in Rule 8(g) ii) and/or recommend a member for Life Membership who may not have met all of the provisions of Rule 8(g) i).

### **9-SUBSCRIPTIONS**

- (a) The Society's financial year shall commence on the First day of January when the Annual Subscription shall become due in advance.
- (b) The Annual Subscription payable by each class of Membership to the Society shall be such sum as is fixed by the Members at the Annual General Meeting.
- (c) New Members shall be required to pay an application fee, the amount of such fee to be set by the Members at each Annual General Meeting.
- (d) Where a Member is elected during the Society's financial year the subscription due for the current financial year shall be the whole Annual Subscription for their Membership class if he/she joins the Society in the first quarter of that financial year, three quarters of the subscription if he/she joins in the second quarter, one half if he/she joins in the third quarter and one quarter if he/she joins in the last quarter of that financial year.
- (e) Any Member whose subscription shall remain unpaid for six calendar months after it has become due shall be debarred from holding office or voting or taking part at any meeting of the Society. If the subscription shall remain unpaid after the last day of the financial year, the member shall, if the Committee so determines, cease to be a Member of the Society; provided that at least seven days before the Committee's determination that the subscription still remains unpaid written notice drawing attention to this Rule shall have been posted to him/her at the last address entered in the Register of Members

### **10-MEMBERSHIP CARD**

Every Member of the Society shall be supplied free of charge with a copy of the Rules and

upon payment of their subscription shall be issued with a Membership Card, which shall bear their name.

### **11-DISCIPLINE**

- (a) Any Member who shall wilfully infringe any of the Rules of the Society, or whose conduct, in the Society's rooms or outside, shall be deemed unworthy of a Member or injurious to the interests or standing of the Society, may be required to attend before the Committee to answer any charge made against them. If, upon due investigation, the Committee so decides, the matter shall be brought before a General Meeting. The opinion of such General Meeting shall be obtained by ballot and, if sixty percent (previously three quarters)\* of the Members present decide that the accused has merited expulsion, he/she shall thereupon cease to be a Member and a notice to that effect shall be sent to him/her and his /her subscription for the current year shall be forfeited.

\*(Amended AGM 12 March 2012)

- (b) If the Committee, upon investigation, finds that some charges have been proved but that they are not of such a nature as to call for expulsion, the Committee may inflict such penalty (not monetary) or disability as shall in its opinion meet the case; in which event the Member concerned may appeal to a General Meeting of the Society which shall be convened promptly by the Committee on the written request of such Member. Any failure to comply with the decision of the Committee under this Rule may be dealt with by a General Meeting as a proven wilful infringement of these Rules.

### **12-RESIGNATION**

- (a) Any Member may resign their Membership in writing delivered to the Secretary, but they shall remain liable for all subscriptions due, including that for the current year.
- (b) Any Member who, by resignation or expulsion or otherwise, ceases to be a Member of the Society shall forfeit all right, claim and interest in the property of the Society and its privileges.

### 13-REGISTERED OFFICE

The Registered Office of the Society shall be situated at 1 John Wilson Memorial Drive in the City of Dunedin or at such other place as the Committee shall from time to time determine.

### 14-ALTERATION OF RULES

- (a) These Rules may be altered, added to or rescinded by giving notice and a resolution passed at either an Annual or a Special General Meeting by two thirds of the Members present.
- (b) No alteration or addition to or recession of the Rules shall be approved if it affects the non-profit Objects or the Winding-up Rule of the Society.
- (c) The provisions and effect of this Rule shall not be removed from these Rules and shall be included and implied into any Rules replacing these Rules.

### 15-WINDING UP

If upon the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the Members of the Society but shall be given **to** or transferred to some other **Charitable** organisation or body having objects similar to the Society, or to some other charitable organisation or purpose, within New Zealand.

### 16-NOTICES

Any notice required by these Rules may be given to a Member or Members in writing posted to the Member or Members at their last address entered in the Register of Members or by advertisement inserted in at least one newspaper published in Dunedin. Every notice so posted shall be deemed to be duly given and served on the day it is posted and every notice advertised shall be deemed to be given on the day the advertisement appears.

### 17-STANDING ORDERS

Standing Orders are regulations which provide details of how the Rules of the Society are to be applied and are founded in and complementary to the Rules. Current Standing Orders shall be enforceable as part of these Rules and may be altered at an Annual or Special General Meeting as circumstances dictate.

### 18-INTERPRETATION

Unless repugnant to the context:

- (a) Words importing the singular shall include the plural and *vice versa*.
- (b) Words importing the masculine shall include the feminine.
- (c) Every decision of the Committee on the interpretation of these Rules and on any matter which may arise and is not covered by these Rules, or is alleged to be not so covered, shall be final and binding.

## STANDING ORDERS

1. The Boiler Safety Rules shall form part of the Society's Health and Safety Manual.

Copies of this manual are kept at various locations throughout the premises, including the Library. Members of the Society must familiarise themselves with the Health and Safety Manual and comply with its requirements.

\*The Otago Model Engineering Society will only carry out boiler tests and issue boiler certificates for people/organizations who are members of OMES or clubs affiliated to MEANZ

*\*Amendment passed at Special General Meeting of 10 December 2012*

2. Any proposed purchase of liquor for any occasion must first be considered by the Committee. (3/5/1956)

3. If an accident or damage to property occurs, full details must forthwith be obtained and immediately reported to the President or any Member of the Committee who shall, if a claim is formally made, submit the information without delay to the Society's Insurers. Admissions of liability are strictly forbidden by the terms of the policy by the company providing the cover. (12/9/1970)

4. All surplus material or equipment shall be auctioned at a Members' Meeting. (19/11/1970)

5. (a) Society facilities shall not be available to non-members and such persons are not to be in the Clubroom buildings except by invitation of a Member who shall remain in the company of his guest during the visit.

(b) Any Member wishing to borrow Society plant must receive permission from the Committee in writing. (13/11/1965)

6. (a) Any children brought on to the Society's grounds by a member must be under the member's direct supervision at all times.

(b) Children are not permitted to drive the Society's Locos at any time including getting out of or putting away into the loco sheds. *(Added March 2015)*

7. The Committee shall first approve any donations of material or equipment before they are brought to the Society's premises. (17/11/1965)

8. The issuing of keys to the Society's premises shall be at the discretion of the Committee. Having a key is a privilege not a right and Membership of the Society does not automatically entitle a Member to the issue of a key. When one is issued, a security deposit shall be paid. This will be refunded on surrender of the key. A letter clearly detailing the responsibilities of a key holder shall be given out with each key.

Generally a member will not be entitled to be allocated a key until he/she has been a member for at least 12 months.

9. Any group or member within the Society wanting to make any changes to the operational status of any club owned property or equipment must firstly present written proposals, plans and costs to the committee for its consideration.

The Committee shall decide if any proposal will be taken to a general meeting for discussion and subsequent adoption or rejection.

Any changes to property or equipment shall not impinge on any member's enjoyment or pursuit of their hobby.

10. The Committee shall set an annual budget and this will be used to manage the Society's funds. However should an unexpected expense arise that exceeds \$1000.00 the committee shall consult with the membership prior to making a commitment to that expense. This standing order does not alter the intent or the committee's responsibilities set out in Rule 4(j). *(Added March 2015)(deleted July 2015)*

## LIBRARY RULES

1. The Library Rules shall form part of the Society's Standing Orders.

2. Only Members of the Society may borrow books.

3. The details of books borrowed must be entered in the Library Loan Book.

For single copies of magazines, record the library catalogue number.

4. Upon return, books must be signed off and the current Loan Fee paid. Place fee in tin provided and note fee paid and the date returned in the Loan Book.

5. Books may be borrowed in the first instance for a maximum of TWO MONTHS.



6. A maximum of THREE BOOKS on loan per Member is allowed at any one time.

7. Single copies belonging to volumes loose-bound in cardboard covers must not be borrowed. Always borrow the complete volume. These volumes are usually held together by a rubber band, e.g. "*Railway Modeller*".

8. The following books may NOT normally be borrowed:

Reserve Collection Books (Library number begins with 'R');

Those marked "REFERENCE ONLY"; and

Those NOT stamped "OMES LIBRARY".

All of these books are intended only for reference at the Clubrooms and may only be borrowed short-term, with the express permission of the Librarian.

9. When photocopying plans etc. from bound volumes it is preferable that Members borrow instead the unbound reserve volumes, where available. Use of these results in clearer copies, and avoids damage to the binding.

10. Books borrowed must not be lent to any other person while they are on loan.

(Note: In these Rules, "book" means a book from the general collection or one year's issues of a journal, e.g. "*Model Boats*".)

## **BOILER SAFETY**

### **PART 1: GENERAL**

(a) All boilers to be operated on Society premises and at other venues under the auspices of the Society must be constructed and tested under the following Rules. The Society has adopted the codes issued by the Australian Miniature Boiler Safety Committee (AMBSC), namely:

AMBSC Code Part 1, Issue 8, 2012- Copper Boilers; and

AMBSC Code Part 2, Issue 5, 2012- Steel Boilers.

All upgrades and amendments to these codes will automatically apply.

(b) Tests and inspections shall be made by a minimum of two (2) authorised Members of the Boiler Safety Committee and witnessed by as many Members of the Society as wish to be present. A Member requiring a boiler inspection or test is to notify in advance that an inspection/test is required.

(c) The preferred venue for the tests is at the Society's Clubrooms, at a General Meeting, Engineering Group Meeting or a time suitable to both the boiler owner and the boiler safety inspectors.

(d) Results of the tests, whether passed or not, are to be noted in the boiler records as per AMBSC Rules by the Boiler Safety Committee co-ordinator.

(e) Visitors to the Society's premises who wish to operate a boiler are to be required to produce a current certificate from their home Society or Club. Failure to produce a certificate means that the boiler cannot be operated until tested by the O.M.E.S.

(f) Certificates: Boilers owned by Members of the O.M.E.S. which pass the prescribed tests shall be issued with a certificate, signed by the two (2) boiler inspectors who supervised the tests, which states:

- i. The date of the test;
  - ii. The name of the owner of the boiler;
  - iii. A description of the boiler;
  - iv. That the boiler has been tested under the Society's Rules for the nominated pressure;
- and

### **PART 2: AUTHORISED INSPECTORS**

Eligibility to do boiler inspections is restricted to those persons who qualify and meet the standards as set out in Appendix I of the AMBSC code and have been authorised by the Society. The inspectors shall appoint a co-ordinator who shall maintain the boiler register and boiler certificate records.

### **PART 3: RECOMMENDATIONS**

It is recommended that Members consult the boiler inspectors before proceeding with the building of a boiler or pressure-vessel; this could save them some grief and disappointment. Standards are set out in the AMBSC code as to design, materials, workmanship and stages of inspection during the construction of the boiler or pressure-vessel.

**REMEMBER** - All pressure-vessels are potential bombs and these Rules are for your protection as well as for that of other Members and the public at large.

**ADDITIONS AND ALTERATIONS**