



INCORPORATED

The name of the Association shall be: -

**MODEL MAKERS AND COLLECTORS ASSOCIATION INC.**

(Short title: - M.M.A.C.A. INC.)

**STATUTE 1 : NAME - INTERPRETATION**

- Part 1: These Statutes (1 - 4) and Rules (1 - 24) shall be cited as the Rules of the MODEL MAKERS AND COLLECTORS ASSOCIATION INC.
- Part 2: Within these Statutes (1 - 4) and Rules (1 - 24), MODEL MAKERS AND COLLECTORS ASSOCIATION INC. will herein be known as M.M.A.C.A. INC.
- Part 3: It shall be interpreted that the M.M.A.C.A. INC. Committee has the power to organize functions and meetings, raise and administer funds, appoint honorary members and suspend members if and when deemed necessary by the Committee or Members.
- Part 4: These Statutes (1 - 4) and Rules shall come into operation as from 24<sup>th</sup> February 1999, the date of Incorporation.

**STATUTE 2 : STATEMENT OF PURPOSE**

- Part 1: The purposes and aims of the M.M.A.C.A. INC. shall be to foster and encourage the hobby of Model Making and Collecting, the study of Models and to promote fellowship amongst other Model Makers and collectors in general. The M.M.A.C.A. INC. Committee shall work for the common good of all members and membership shall be open to any and all applicants that are prepared to submit the necessary subscription.

**STATUTE 3: STRUCTURE**

- Part 1: M.M.A.C.A. INC. shall, from it's membership, form a committee deemed appropriate for the welfare and administration of M.M.A.C.A. INC. The committee shall be confirmed at the appropriate Annual General Meeting of M.M.A.C.A. INC.
- Part 2A: The Committee shall consist of a minimum of seven (7) and a maximum of twenty (20) members. The Executive of the Committee shall consist of: - President, Vice-President, Secretary & Treasurer.
- 2B: The non-Executive of the committee shall consist of: - Editor, Public Officer, Exhibition Officer plus a maximum of sixteen (16) other members.
- Part 3A: The Committee shall be elected by members in attendance at the appropriate Annual General Meeting. The President, Secretary and 2 committee members be elected in the odd years and that the Vice President, Treasurer and the other 2 committee members be elected in the even years. This will start from 2014 with the current President, Secretary and 2 committee carrying on for an extra year. The duration of the term for the Committee shall be two (2) years, after which time they shall be eligible for re-election. In the event of the resignation or death of any Committee member, the Committee may call for nominations for the vacant position and the newly elected Committee member shall serve out the given term of the immediate past Committee member.
- 3B: The Public Officer shall be elected by the Committee.
- Part 4: Each financial member of M.M.A.C.A. INC. shall be entitled to one vote on each separate matter submitted to a vote of members present at meetings.

- Part 1: An Annual General meeting shall be held as near as practical to the first (1) day of July each year.
- Part 2: M.M.A.C.A. INC. General meetings shall be predetermined and made known to members within a minimum of twenty-one (21) days notice.
- Part 3: M.M.A.C.A. INC. "EXHIBITIONS" shall be held at least Bi-annually as determined by the M.M.A.C.A. INC. Committee.
- Part 4: No proxy votes will be entertained at any meetings held by the M.M.A.C.A. INC.

## **RULES**

1. A member shall be deemed to be financial on payment of the annual subscription. The subscription rate shall be determined by the Committee each year at a Committee meeting prior to the Annual General Meeting.
2. The annual subscription shall be due and payable on the first (1) day of July each year. Members shall have thirty (30) days beyond the due date to pay the annual subscription and those not received by the end of that given period will be deleted from the membership listing.
3. Any votes on matters at an Annual General Meeting shall only be cast by financial members. (Refer Statute 3, Part 4.)
4. Meetings may be attended by non-members who have an interest in building and collecting collectable items, but only for a maximum of two (2) meetings.
5. The President shall preside at all meetings as Chairperson and shall have the power to appoint special committees and their Chairperson for designated tasks. Non-committee members may be appointed to serve on special committees. The President shall be ex-officio of all Sub - Committees.
6. The Vice-President shall, in the absence of the President, perform all duties of the President.
7. The Secretary shall be responsible for all official correspondence of M.M.A.C.A. INC. and maintain a file of all correspondence, record the minutes of all meetings report to the Committee and members at regular intervals on matters as required.
8. The Treasurer shall carry out the following duties:-
  - A. Maintain a banking account at a banking institution nominated at the Annual General Meeting.
  - B. Receipt all collections made on behalf of the M.M.A.C.A. INC.
  - C. Pay all expenses of the M.M.A.C.A. INC. by cheque, with the exception that Petty Cash may be used for

items under \$100.00. All these transactions are to be recorded in the Cash Book.

- D. Reconcile monthly the Cash Book and the Bank Statement and present a report at meetings.
  - E. Supply all accounting records to members, where practicable, upon request.
  - F. Submit all claims of \$100.00 or more to meetings for approval prior to paying, and to ratify all payments made under \$100.00 since the last meeting.
  - G. Bank all Income the day after receipt whenever possible. Banking should never occur more than seven (7) days after receipt.
  - H. Prepare an Annual Income & Expenditure Statement for submission to the Public Officer for lodgment with Corporate Affairs.
  - I. All receipts supplied by the Creditors of the Association shall be inscribed with the Associations cheque number or Petty Cash number and shall be filed logically for inspection at any time.
  - J. The members register will be inscribed with the receipt number when subscriptions are paid.
  - K. Any cheques withdrawn from the account the M.M.A.C.A. INC. requires a minimum of two (2) signatures, one of which must be the Treasurer's, the other may be of the President or Secretary.
9. The Editor shall be responsible for the provision of a Quarterly Newsletter and the distribution of same.
10. The Exhibition Officer shall be responsible for the advertising of the Association and any other matters deemed appropriate by the Committee.
11. The non-Executive Committee members shall perform tasks as designated and required by the M.M.A.C.A. INC.
12. The headquarters of M. M. A C. A shall be the current address of the President.
13. The Public Officer shall maintain a current membership record, property list and will also act as Chief Electoral Officer in the necessity of any votes being required.
14. The elected Committee of M.M.A.C.A. INC. shall have the power to instigate the formation of By-Laws as deemed necessary for the smooth running of the Association. The By-Laws shall be in force until the next Annual General Meeting, at which time the members shall vote on whether to maintain the By-Laws or to repeal them.

15. All official records of M.M.A.C.A. INC. shall be open to any and all members who wish to inspect such records.
16. No member shall sell any official publications of M.M.A.C.A. INC., incur any debt against M.M.A.C.A. INC., obligate M.M.A.C.A. INC., or claim to represent M.M.A.C.A. INC. without the written approval of the Committee.
17. Any proposed amendments to these Rules may be submitted to the Committee by an individual member, by a group of members, or by the Committee itself. All proposed amendments must be in writing and signed by the proposer and seconder.
18. These Rules shall only be amended by a simple majority vote of members at an Annual General Meeting or a Special General Meeting called especially for the purpose of changing the Rules. Twenty-one (21) days notice shall be given to members of the meeting being called. Any changes to these Rules are to be lodged with the Corporate Affairs Office within one (1) month of the change being ratified. The change will be known as a Special Resolution.
19. General meetings of M.M.A.C.A. INC., shall be promulgated to occur on a two (2) monthly basis.
20. M.M.A.C.A. INC. shall not be dissolved without the consent of a three-fourths (75%) majority vote of members at the meeting calling for the dissolution. All members shall receive twenty-one (21) days notice of such a meeting.

21. **QUORUMS**

21A: A quorum at General Meetings shall consist of a majority of Executive members plus five (5) other members.

21B: A quorum at Annual General Meetings and Special General Meetings shall consist of a minimum of ten percent (10%) members inclusive of the Executive committee.

21C: A quorum at Committee Meetings shall consist of at least three (3) Executive Officers plus fifty percent (50%) of the other Committee members.

22. **NON-PROFIT CLAUSE**

The assets and income of the association shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

23. **DISSOLUTION**

In the event of the association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be repaid and applied by the Committee in accordance with their powers to an organisation which is exempt from income tax under Section 23 of the Income Tax Assessment Act.

24. **LIABILITY**

Every member of M.M.A.C.A. INC. is liable to contribute to the assets of M.M.A.C.A. INC. for payment of the debt or Liabilities of the M.M.A.C.A. INC. and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributors among themselves such a sum, not exceeding ten (\$10.00) dollars, as may be required. Former members of M.M.A.C.A. INC. are not liable to contribute to the Debt or Liability if their membership has lapsed for twelve (12) months or more prior to the Debt or Liability having occurred.

**By-Laws**

**By-Law #1**

It is mandatory that affiliated clubs that / who use the Model Park in any way i.e. Club room, car tracks or grassed are appoint a representative to attend the MMACA meetings. If the appointed member cannot get to a meeting a substitute must be sent. Failure to abide by this by-law could result in Model Park privileges being withdrawn.

**By-Law #2**

The Model Park clubroom is for the use by members of MMACA Inc. free of charge. Guests of an affiliated club/group/association or private membership are able to use the clubroom, but after 2 attendances must become members as per Rule 4.

**By-Law #3**

Due to the increase of our Public Liability insurance it is necessary to maintain records of events being attended or held by affiliated club/group/association outside of their normal meeting place e.g. Model Park / Lauderdale Canal. We will need to know when and where the event is to take place and also the names, addresses and contact details of all members who attend the event. As MMACA Inc. are the policy holders we are required to have this information available in the event of a claim being made against MMACA Inc.