

BY-LAWS O F
NEW SOUTH WALES STEAM PRESERVATION CO-OP SOCIETY LTD

Version 1.5 June 4, 2013

To be read in conjunction with the registered rules version dated 27/3/1999 of the New South Wales Steam Preservation CO-OP Society Ltd.
(One minor change was approved to the above registered rules on 25/6/1999. No other amendments have been made to date.)

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

Version Control

Revision	Details	Timeframe
1.0	Revision created to combine the original 2008 version and By-Laws approved at the 2009 AGM. Author Richard Stanford	September 2011
1.0	Review of initial 2011 document by Linda Pilkington and Andrew McVey on 28/9/2011 to verify that version v1.0 is true and correct to the base documents and is therefore ready for membership approval.	September 2011
1.1	Approved of base document by membership November 2011 General Meeting	November 2011
1.2	Amendment - Member Expenses Reimbursement Timeframe	December 2011 General Meeting
1.3	Amendment – Update to Private Sheds item 4	January 2012 General Meeting
1.4	Amendment – Update to Private Sheds item 4, Participating and Financial Member clarification. Front title page clarification.	July 2012 General Meeting
1.5	Amendment – Update of Private Sheds as ratified at the May 2013 AGM.	June 2013 AGM

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

Table of Contents

Version Control.....	2
General	4
Definitions.....	4
Financial Member:.....	4
Participating Member:.....	4
Dispute and Hardship:.....	4
Member Payments	4
Voting Age:.....	5
Directorship:	5
Operator:	5
Custodian:	5
Major Repairs:	5
Caretaker:	5
On site storage:	6
Caravans:.....	6
Private Sheds:	6
Main Shed Storage:	7
Club Workshop / Equipment Shed:.....	7
Procedure to be exercised prior to the commencement of a project:	8
Site Keys:.....	8
Open Storage:	8
Exhibit Areas:	9
Public Areas:.....	9
Safety:.....	9
Complaints against Members:	9
Motions with Notice:.....	10
Expulsion of Members	10
Maximum Timeframe for Member Expense Reimbursements	11

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

General

These By-laws may be modified or added to by the Board of Directors after a Motion with notice at a General Meeting. This should only be done if the changes immediately effect the operations of the society. The changes will need to be published in the Newsletter as soon as possible. The By-laws can then be used for the remainder of the year and would be ratified at the AGM.

Notification of By-law changes are to be submitted in writing to all members prior to the AGM.

Definitions

Financial Member:

A member that has fully paid ALL fees, subscriptions, insurance, project related recoveries or any other amount on the payment due date/s as directed by the Board.

Participating Member:

A participating member is a member of more than two years that

- Is a current financial member
- That regularly participates in shows either on site or external
- Performs work for the society and attends meetings.

Dispute and Hardship:

- Dispute and Hardship provisions are available for consideration by the Board. In such a situation a request for special payments terms/consideration must be provided to the Board, in writing, at least one month prior to the payment due date of the amount in question. Any special concession, agreed by the Board, must be recorded as a Board minute
- Under no circumstance will the Board consider requests for Dispute/Hardship provision following the payment due date.

Member Payments

- A member's part payments are taken as payments from the total amount outstanding for that member. A part payment cannot be construed as covering any one segment of the outstanding amounts, even if the amount paid happens to correspond to any particular payment segment, nor can a part payment be taken as a basis to extend the due payment dates.

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

Voting Age:

Each party of a membership over the age of 18 is entitled to a vote.

Directorship:

A member may only become a director if they are deemed by the outgoing board to be an participating member.

Operator:

A member that holds appropriate qualifications or is deemed by a Board of Directors majority vote to be competent in operation of particular society owned equipment.

An operators name shall be kept on the “Operators Register” and a copy kept inside the operators membership file.

Custodian:

A member that becomes responsible for a piece of society owned equipment. The member must be prepared to take responsibility for the care of the equipment as well as any financial costs involved in the restoration, preservation, maintenance and display of the item. In return the society will treat the custodian as an owner of the equipment until cessation as a member.

A custodian will fill out a form and will be added to the custodian register. Membership file will be adjusted. A custodian will not incur any storage cost on the society owned item.

A custodian must not:

- Damage or modify the equipment (Minor modifications may be allowed to enhance the item after board approval. Commonsense will be applied)
- Sell the equipment
- Use the equipment for personal financial gain
- Abuse the equipment through harsh operation
- Abandon the item without notification to the board (so that others may take up the custodianship)
- The item must remain on site, unless at external shows.

Major Repairs:

- Permission must be sought before commencing major repairs
- The custodian must supply secure storage area for parts
- Parts must remain accountable.
- Must supply a repair program with estimated time.

Caretaker:

A member that becomes responsible for a piece of society owned equipment. The member must take care of the machine. The caretaker will not bear any financial burden unless they wish to. The caretaker will keep the equipment available for use by other members as appropriate.

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

A caretaker will fill out a form and will be added to the caretaker register. Membership file will be adjusted.

A caretaker must not:

1. Damage or modify the equipment (Minor modifications may be allowed to enhance the item after board approval. Commonsense will be applied)
2. Sell the equipment
3. Use the equipment for personal financial gain
4. Abuse the equipment through harsh operation
5. Abandon the item without notification to the board (so that others may take up the caretaking duties)
6. The item must remain on site, unless at external shows.

On site storage:

A member must be a participating member for twelve months before an application for storage may be received and must remain a participating member after storage is granted as per other by-laws.

All members who use the museum site for storage, whether inside or outside sheds are required to work a minimum of 8 working days per calendar year and a record of attendance will be kept at the site.

Caravans:

1. To be in regular use by members or their guests for accommodation during rallies, working bees and other Society events
2. To be painted green and be adequately maintained.
3. The area surrounding the caravan is to be clear and is to be regularly maintained by the owner.
4. Application is to be made to the Board requesting caravan sites

Private Sheds:

1. An application in writing is required from members to build private sheds.
2. The application to build has to be approved by a majority vote at a general meeting following the Notice of Motion.
3. Following meeting approval a Development Application must be lodged with council within 6 months. Storage fees will accrue from this date and will be calculated on a pro-rata basis on the whole months remaining in the year.
4. The shed lease is to be paid in conjunction with all other outstanding amounts on the due payment dates.
5. A sunset clause for construction completion (defined as receiving the Occupancy Certificate from Council) is twenty four months from original approval.
6. The shed is to be used solely for the storage of the approved shed owner's exhibits to be displayed at rallies etc. They should constitute 75% of the shed space.
7. Under no circumstance can an approved shed owner allow another member, who does not

Tuesday, June 04, 2013

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

have storage approval, to store items in the approved shed or yard areas.

8. Any member who has storage approval can store items in any other members approved shed or yard storage area as agreed between the two members.
9. The shed is constructed only on the basis that it is fully funded by the member/s approved to build as above. The shed is the property of the approved member/s with the museum having no financial responsibility in any way. The museum extends a “license to store” to the approved financial member.

Should the member/s owner/s of a private shed decease, resign or be expelled from the museum then the “license to store” is immediately revoked and the private shed/s, owned by that member/s, would be either

- Removed from site and the area cleared of all rubbish, debris and foundations etc at the owner member/s expense within a time frame as agreed by the board.
- Sold and transferred to another approved financial qualifying member also within a timeframe as agreed by the board.
- The Board reserves the right to approve future owners.

It must be clearly noted by all that the museum has no financial responsibility for ownership, construction, maintenance, removal costs or site corrective costs for privately owned sheds in any way.

10. The shed is to be painted green (Caulfield green west of the creek, or a green as appropriate in other locations).
11. The area around the shed is to be neat and tidy. It's up keep is the responsibility of the owner.

All members who use the museum site for storage, whether inside or outside sheds are required to work a minimum of 8 working days per calendar year and a record of attendance will be kept at the site.

Main Shed Storage:

1. Large operational rally exhibits have priority in the main shed.
2. A written application is required for equipment to be placed in the shed.
3. Members who have equipment stored in the main shed are expected to contribute towards the maintenance of the shed as required.
4. No equipment in the shed is to be moved without notification to the owner and consultation with the owner.
5. Equipment placed in the shed is the property of its owner and is to be treated with due respect by other members - free from abuse and tampering.
6. Boilers are to be washed out and drained outside of the shed using hoses etc.

Club Workshop / Equipment Shed:

1. All members have access to and the right to use these facilities providing:

Tuesday, June 04, 2013

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

- i) Equipment is to be kept tidy and replaced in the marked location.
 - ii) Equipment removed from the shed is to be used on the museum site only and is to be signed out.
 - iii) No privately owned equipment is to be stored in this shed unless the board is consulted and is so only for restoration purposes of less than seven days duration.
2. Non-compliance will mean the key right will be forfeited.

Procedure to be exercised prior to the commencement of a project:

The Board shall request that the following documents be supplied to them prior to work commencing.

1. A scope of works covering all work to be done.
2. A detailed material list and cost to the Society where payment is to be made by the Society.
3. Notification that there shall be no cost borne by the Society when payment will be made by others or Members.
4. A detailed set of drawings showing dimensions for the work proposed.
5. Where the work to be performed is for the benefit of a particular Member that written consent from that Member is given for the project to commence or for another Member to action that project on their behalf.

And that no work shall commence until the Board is satisfied with the details contained in these documents.

Site Keys:

1. All members may apply to have a general access key. Keys are issued at the board's discretion based on merit.
2. This key will have access to:
 - i) The main gates.
 - ii) The lunch room.
 - iii) The club workshop / equipment shed.
 - iv) Toilet block/s
3. Members with equipment in the main shed and directors can apply for a main shed key, which will be numbered and registered with the Museum key holder.
4. Any lost keys are to be replaced at the cost of the member who was issued with it and the deposit forfeited. Before a new key is issued a new form must be completed and a new deposit paid.

Open Storage:

1. Outside storage is to be used:
 - i) To store spare parts for operational exhibits at the museum.
 - ii) During restoration of equipment on site in designated areas as allowed by the board
 - iii) Temporary storage up to a maximum time of 12 months until restoration begins.

Tuesday, June 04, 2013

Page 8

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

- iv) To store implements to be used on the museum site for site works or as rally exhibits.
2. A written application to the board is required before equipment is to be brought on to the site for storage unless stored in a private shed.
3. A statement of intent included in the application is required from the owner regarding the equipment including a time frame, (maximum of 12 months before start of work) during which the equipment is to be restored and become an exhibit at the museum.
4. Equipment to be stored is to be clearly marked with owner's name in white paint.
5. Equipment stored at the museum is the responsibility of it's owner. The storage site is to be kept tidy by the owner and maintained in a safe state for both the public and other members.
6. Storage sites are determined by the board and recorded for each member.

Exhibit Areas:

1. Are to be kept clear and tidy at all times.
2. Members may apply to the board to be caretaker of a particular site and have it's use during rally times. This site is then the responsibility of this member.
3. Any item left in a display area on the Museum grounds can be moved, with all due care, by any member of the Board or those given permission by the Board to carry out such movements. No member of the Museum, other than Board members, are to move the property of others, in these areas, without the owners consent or the permission and supervision of the Board.

Public Areas:

1. Picnic areas, access roads etc. are to be kept clear at all times.
2. Temporary placement of machine parts etc. beside access roads during restoration processes is only to be done after consultation with and permission from the board.
3. Any item left in a public area, blocking shed access or roads on the Museum grounds can be moved, with all due care, by any member of the Board or those given permission by the Board to carry out such movements. Items may only be left blocking access to another members shed if the shed owner has been consulted or if the equipment is to be left there for less than a day and the shed owner is not being inconvenienced. No member of the Museum, other than Board members, is to move the property of others, in these areas, without the owners consent or the permission and supervision of the Board.

Safety:

All members are to comply with the safety rules as listed by the NHMA and those published by the museum in relation to the operation of traction engines, rollers and tractors.

Complaints against Members:

Any complaints about other members should be directed to the Board in writing and not be discussed at general meetings. If any discussions of this type, as decided by the Board, do take place at a general meeting disciplinary action will be taken against those involved. This will be

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

in the form of ejection from the remainder of the meeting or cancellation of the meeting if the parties involved refuse to leave.

Motions with Notice:

Motions presented at a general meeting which fall into the following categories will be allowed to stand over until the next general meeting, a period of one month, at which time a vote will be taken on the outcome of the motion.

Categories:

1. The construction of any sheds or exhibits be they privately or Society owned, in the public and display areas of the Museum.
 2. Earthworks in any area of the Museum except those deemed necessary by the Board for the construction of pre approved sheds and displays.
 3. Storage of privately owned equipment in club owned sheds. *
 4. Storage of privately owned equipment in public and display areas of the Museum including roadways.*
 5. The relocation of any Society owned equipment affecting the public and display areas of the Museum.
 6. The demolition of any equipment or displays owned by the Society or in public and display areas of the Museum.
 7. The demolition of trees or destruction of vegetation, other than weeds, on the Museum grounds.
 8. The sale of any piece of Society owned equipment.
 9. The acceptance of any donations of equipment to the Society.**
 10. Any changes to the Society Rules.
- Pre approval would be given by the Board, in cases where storage is required urgently, subject to the owner's written acceptance of the outcome of the vote.
 - To be left to the discretion of the Board should urgent delivery be required for equipment deemed to be of significant historical value by the Board.

Expulsion of Members

This By-Law details the process and procedure that must be followed and documented by the Board if the conduct of a member/s is deemed to be such to invoke this Rule.

A dispute or members actions may involve one or more members, a member and the Board, between Board members, the total membership or any combination of the above.

If a Board member is a party to any such dispute then that Board member cannot be present, at any Board meeting, when said matter is being discussed.

The process

All complaints must be made in writing to the Board.

By-Laws
New South Wales Steam Preservation CO-OP Society Ltd
Version 1.5 June 2013

The Board shall arrange a formal meeting, as soon as practicable, with the member initiating the complaint to verify if this issue should proceed. It may be a petty issue that is not worthy of further investigation at which time the Board advises the member initiating the complaint that no further action is to take place.

If the reported issue does warrant further action the Board arranges a meeting between the parties to identify what the exact nature of the problem is and to try and resolve it at this level. If the Board decides that the accused has caused a serious breach of society Rules then the member is cautioned that disciplinary action will be taken if this conduct continues. This is confirmed in writing.

Should this conduct still continue then the member is re-called to meet with the Board at which time the member is given notice that if this conduct does not cease then the Board will invoke Suspension action. This is confirmed in writing.

Should this conduct still continue and following Suspension action, then the Board re-calls the member to meet with the Board at which time the member is advised that a Special Resolution is to be put forward, at the next General Meeting, to expel the member as per our Member Expulsion Rules. This is confirmed in writing.

At the Special Resolution meeting the Board presents a thorough case detailing all of the steps that have taken place in order to resolve the matter. All steps of the process must be clearly documented and at no stage will any correspondence to the membership detail the names of the member/s who initiated the complaint. All correspondence must be under the name of the Board.

Maximum Timeframe for Member Expense Reimbursements

All member expense claims must be lodged in writing to the Treasurer, along with original copies of all invoices and dockets etc to support the expense claim, within three (3) months from the date of purchase. Any expenses incurred and not claimed within this three month timeframe will not be considered for reimbursement. The Board has the authority to reject any member claim that it considers to be outside reasonable expense guidelines.