

STANDING ORDERS

Standing Orders are the Company's By-Laws, implemented by the Board to give effect to the rules established by Company Members in the Company's Constitution. As such they form part of the Rules of the Company, but do not take precedence over the Constitution.

The Board can add, alter or delete a Standing Order should a majority of directors entitled to vote decide to do so. Such decisions do not require consultation or assent by Company Members but nevertheless, are binding on company members. This process allows rapid changes to be made in the face of changing circumstances. Where possible, proposed changes to Standing Orders will be distributed to Company Members for comment and feedback.

1) MEMBERSHIP

a) Scope of Membership

It is recognised that some Company Members are multi-faceted and have activities that are outside the scope of AALS membership. In such cases, the scope of the AALS is limited to those activities compliant with clause 7 (Objectives) in the Constitution.

b) Annual Membership Renewal Process

- i) Each Company Member shall complete an annual affiliation renewal application, each January. This application shall require:
 - (1) a declaration of the number of members that a Member organisation had at 31st December, where that number:
 - (a) shall include all classes of membership, whether active or inactive in organisation events, and
 - (b) irrespective of the type of equipment they do or do not operate.
 - (2) a statement by both the Competent Person and the executive board of the Company Member, that the Mandatory Activities defined in the Code of Practice have been complied with.
 - (3) certifying that the Company Member has complied and currently complies with the Constitution, Standing Orders, and the Codes of the Australian Association of Live Steamers Limited.
- ii) Failure to satisfactorily complete this application by the relevant date may result in the Company Member being suspended until an application satisfactory to the AALS is received.

c) Fees

i) Membership Fees

- (1) Membership Fees shall be payable by 1st July each year.

ii) Joining Fee

- (1) Organisations affiliating with the Company shall pay an initial joining fee of \$100.00 (One hundred Australian dollars).
- (2) This fee may be paid in one instalment or at such a rate as agreed to by the Board of Directors.
- (3) In the event of payment extension being granted the fee shall be fully paid up within twelve (12) months from the date of acceptance as a Member.

d) Membership Cards

- i) A membership card shall be produced for distribution annually to all individuals who are financial members of the Company's Member.
- ii) Cards will be issued on the receipt of the Member's completed re-affiliation application.
- iii) Where a Member has its own membership card, affiliation with the Company may

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be stated on one face of their card.

2) COMPANY MEETINGS

a) Conduct of Meetings

- i) The Company should, for preference, conduct the Annual General Meeting during the Annual Convention.
- ii) Consideration shall be given to any issues that prevent or restrict Member representatives' ability to attend the meeting in person.
- iii) A meeting room shall be arranged to cater for Member's Representatives that will be attending in person, so that a clearly defined space separates representatives from visitors or observers. In the event of space limitation, Member's Representatives will have priority for seating area.
- iv) If the meeting is being held in conjunction with the Annual Convention, the Member hosting the Convention should be responsible for arranging the meeting room.
- v) Each Member shall notify the National Secretary, in writing by 17:00 hours on the Wednesday preceding the meeting, the names of their appointed Representative and co-Representative.
- vi) The time allowed for the Annual General Meeting shall be three (3) hours.
- vii) The meeting shall run strictly in accordance with the agenda. Motions on the agenda may not be withdrawn nor amended. Only motions dealing with the conduct of the meeting may be accepted from the floor.
- viii) Should additional time be necessary to complete the agenda items, a motion to this effect shall be deemed to be carried if a majority of not less than two thirds of the Members present are in favour.
- ix) Only one Representative from any Member may speak on any one subject on the agenda.
- x) Voting shall be conducted in accordance with the Constitution.

b) Visitors at Meetings

- i) Visitors in one of the following categories may attend the Company meetings, provided seating capacity exists:
 - (1) overseas visitor;
 - (2) lone model engineers who are not members of a Member;
 - (3) members of Members who are not official Representatives.
- ii) Depending on space available, visitors may attend as observers only. They will not be permitted to interrupt the proceedings, and must obey directions of the chairman or face removal from the meeting.
- iii) If time permits, the chairman may call for comments or questions from visitors, but will not accept motions made by them.
- iv) In case of overseas visitors, provision is to be made for seating within the area provided for Representatives. The chairman may, at his discretion, invite overseas visitors to address the meeting.

3) DIRECTORS

a) NOMINATIONS

Nominations for Company Directors shall be made on the Director Nomination Form (available from the Secretary) and be accompanied by a CV of the Nominee's experience & qualifications.

b) ROLES AND DUTIES

i) Treasurer

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The Treasurer shall

- a) open and maintain such bank accounts as shall be approved by the Company Directors from time to time with any authorised deposit institution (ADI).
- b) Ensure all receipts are paid into an authorised bank account and all payments are made from an authorised bank account
- c) Ensure that sufficient documentation for all transactions is maintained to allow a proper audit to be performed.
- d) keep a record of receipts and expenditure and present an audited financial statement to the annual general meeting;
- e) advise Members when affiliation fees are due;
- f) handle the sales and receipts of all Association publications; and
- g) prepare an annual operating budget.

ii) Insurance Officer

The AALS does not hold an Australian Financial Services License and neither it nor any of its officers are qualified or permitted to provide insurance advice.

The Insurance Officer shall:

- a) Provide general assistance and guidance regarding insurance to all Company Members, irrespective of their insurer.
- b) Ensure the minimum insurance requirements are being met by Company Members.
- c) Administer the Company Insurance Scheme established for the benefit of Company Members, including:
 - a. be responsible for handling all insurance matters required by a Group Insurance Scheme, including informing Members when premiums and other payments are due;
 - b. receive and process Incident Reports submitted by Members; and
 - c. represent the Company in all matters relating to claims which have been or may be lodged against Scheme Members.

4) COMMITTEES

The following rules shall apply to all Committees, including Standing Committees.

- a) The Objectives and Duties of the Committee are defined by the Board.
- b) The Chairman & Secretary of the Committee are:
 - i) for other than Standing Committees, appointed by the Board; and
 - ii) for Standing Committees, are Directors of the AALS, as specified in the AALS Constitution.
- c) Jointly, the Chairman and the Secretary are to operate as the Committee's Executive, managing the Committee in a similar form to the AALS Board of Directors.
- d) The Chairman and Secretary should have at least the same qualifications as members of their committee.
- e) Duties of the Committee Executive shall include:
 - iii) Chairman's duties including:
 - (1) convening and chairing meetings of the committee as and when required.
 - (2) Ensuring the timely consideration of the Objectives and Duties assigned to the Committee
 - iv) Secretary's duties including
 - (1) Keeping, for the duration of the Committee:

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- (a) A register of all committee members, including the period for which they were members, and
 - (b) All information provided, including qualifications, with regards to their appointment.
 - (2) making an allotment of time for discussion of each item on a meeting agenda and provide a copy to all Committee members prior to the meeting
 - (3) keeping true and faithful records of Committee meetings
 - (4) circulating meeting minutes to all members of the committee
 - (5) provide meeting minutes to the Directors within 1 month of the meeting
 - (6) deal with any committee related correspondence throughout the year and inform all Members of Association business as necessary
 - v) determining and documenting the qualifications required for members of the committee
 - vi) appointing Committee members
 - vii) submitting written reports/recommendations of its findings to the Directors for presentation to annual general meetings in accordance with Clause 66.2 of the Constitution
 - viii) provide the Company Treasurer with appropriate details to assist in preparation of an annual budget for the allocation of the Company's funds.
 - f) Committee members, including the Executive, are appointed Officers of the AALS. As such, while performing their Committee Duties, they are covered by the AALS' Insurance.
 - g) The AALS Chairman shall be an 'ex-officio' member of all committees and may attend meetings as and when required.
 - h) Committee voting procedures shall follow those for General Meetings of the Company, noting that the AALS Board is to be issued with all notices.
 - i) In the event of a Committee member not being able to be represented in person at a meeting, the member concerned may present a vote or an opinion on technical matters in writing.
 - j) The Board of Directors may appoint specialists to Committees or request individuals to investigate technical matters associated with the aims and objects of the Company. Any appointments so made are to be advised to all Members within three (3) months to permit input by Members.
- 5) AUSTRALIAN LIVE STEAMERS SAFETY COMMITTEE (ALSSC)**
- a) Objectives
 - i) To be a standing technical committee of the Company specialising in safety, training and operating matters that affect members of the Company.
 - b) Duties
 - i) To pursue its objectives by maintaining a close liaison with the relevant State and Territory statutory authorities in Australia, members of the model engineering fraternity and any other organisation or persons who may contribute to this aim.
 - ii) To revise and/or amend the Company's Code of Practice (CoP) as and when required or by direction of the relevant statutory authorities.
 - iii) To receive and consider revisions and amendments to the CoP suggested by AALS Members.
 - iv) To present such revisions, amendments etc. to an annual general meeting or other meeting as may be called to ratify such changes.
 - c) Committee Members – Competent Persons

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The qualification requirements, appointment process and duties of Competent Persons are detailed in the current version of the CoP.

6) AUSTRALIAN MINIATURE BOILER SAFETY COMMITTEE (AMBSC)

a) Objectives

- i) To be a standing technical committee of the Company, specialising in the design, construction, and testing for the safe operation of miniature boilers of Hazard Level E or D as defined in AS4343:2005 under working conditions, within the scope of operations of the Company.
- ii) To revise and/or amend the Australian Miniature Boiler Safety Committee Codes (Codes) as required, or by direction of the relevant statutory authorities, and shall distribute such amendments to interested parties.

b) Duties

- i) To pursue its Objectives by maintaining a close liaison with the relevant State and Territory statutory authorities in Australia, members of the model engineering fraternity, and any other organisation or persons who may contribute to this aim.
- ii) To receive and consider revisions and amendments to the Codes suggested by AALS Members.
- iii) To ensure any technical changes to the Codes shall have an assurance of safety through an independent verification by a suitably qualified person before incorporation into the Codes.
- iv) To ensure that satisfactory standards of safety are available to any person wishing to construct miniature boilers within the scope of the Codes.
- v) To appoint, for any affiliated member of the AALS, from within its own membership, a boiler inspector(s), suitably qualified for the duties required of them.
- vi) To ensure that if a Member has no boiler inspector then that Member's boilers are to be inspected and tested by another Member's boiler inspector, or under other arrangements made with the AMBSC Executive.
- vii) Supervise a system which maintains as far as is possible, local physical boiler records for every AMBSC-registered boiler.
- viii) To provide facilities for, and promote the use of, a centralised electronic backup of all relevant information for each & every AMBSC registered boiler. This is to help ensure that a boiler's record is perpetual and to facilitate access to it over the life of the boiler.

c) Committee Members – Boiler Inspectors

The qualification requirements, appointment process and duties of Boiler Inspectors are detailed in the attached appendices.

7) CONVENTIONS

- a) The Company shall promote an annual convention. This is usually, but not necessarily, held during the annual Easter holiday period.
- b) The convention venue shall be chosen by:
 - (i) the Board based on an offer from a Member, or;
 - (ii) the Board based on an invitation from the Company to a Member, or;
 - (iii) a resolution at the annual general meeting.

In each case the chosen venue must possess the necessary overall facilities to adequately conduct a satisfactory convention in view of the increasing numbers of visitors, road vehicles, and the variety of track gauges required.

- c) The host Member is responsible for notifying Members invited to attend a convention

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- of any special local requirements regarding the safety code.
- d) Invitations should be issued no later than five (5) months prior to a convention. Accommodation lists should be provided no later than the 30th of June each year.
 - e) The host Member's decision on safety matters at the convention is final.
 - f) In the event of minors driving or operating equipment during conventions, the host Member must ensure that Section 5.2.3 of the Code of Practice: Operations of Miniature Railways, Road Vehicles and Plant is observed.
 - g) As far as possible the public is to be excluded from attendance at conventions, but if the host Member is committed to a public event during the convention period, then such public event should be limited to the period between 1300 hours and 1600 hours on one day only (preferably Sunday) and all Members must be notified of this no later than the issue of official invitations.
 - h) Standard colours for identification ribbons at conventions are to be:
 - (i) Red Victoria.
 - (ii) Brown A.C.T.
 - (iii) Green South Australia
 - (iv) Light Blue Tasmania.
 - (v) Yellow New South Wales.
 - (vi) Purple Western Australia.
 - (vii) Orange Queensland.
 - (viii) White Northern Territory.
 - (ix) Black New Zealand.
 - (x) Dark Blue Visitors.
 - i) At the host Member's discretion, trade stands within the scope of the hobby may be permitted at conventions.
 - j) Only the Members are to receive official invitations to attend the annual convention. However, non-members who have applied for membership will be invited to attend the annual convention at the discretion of the host Member. The Company Secretary will supply details of such membership applications to the host Member who shall register them as visitors.
 - k) Members of non-member organisations, or lone model engineers, may attend conventions upon personal application for a registration form from the host Member, such persons to be registered as visitors
 - l) The host club has the right to charge fees to persons attending the Convention.
 - m) No Convention fees shall be payable by directors of the Company.
 - n) The Company flag is to be flown at the masthead senior to the Member's flags during the Company's annual convention. At the conclusion of a convention the flag shall be passed to the next host Member for safe keeping and may be flown at that Member's site during the year.

8) INSURANCE

a) Minimum requirement.

- (i) The minimum cover required is Public Risk Insurance for \$20million, that fully insures that Company Member, its members, guests and the Public, against bodily injury whilst participating in any Company Member approved activity.
- (ii) The coverage shall also include cover for any liability arising from Boiler and Pressure vessel explosion or malfunction.
- (iii) The minimum requirement may be varied by the Board for individual Member Clubs under exceptional circumstances. Such variation must be both requested

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and provided in writing.

- (iv) Each Company member shall be aware of, and comply with, their Insurer's requirements as specified in the Insurer's full policy document and supporting schedules.
- (v) Should the need arise that arbitration on the suitability of any Policy be required then the arbitrator shall be the Insurance Council of Australia or their nominee.

b) Compliance

- (i) Company Members shall supply to the Insurance Officer, within one month of policy renewal, and/or on request:
 - i. certification that they have insurance cover meeting the minimum requirement, and
 - ii. their Insurer's Certificate of Currency for Public Risk Cover.
- (ii) Company Members shall, if requested by the Insurance Officer, and within one month of that request, supply a copy of their current relevant Insurance Policy.

c) Non-Compliance

- (i) A Company Member failing to meet insurance compliance requirements is in breach of Company Membership Requirements (Clause 12.4 of the Constitution) and accordingly, must take steps to immediately rectify this matter.
- (ii) The Board shall set a deadline for resolution of this non-compliance.
- (iii) The Board may, upon the written request of the Company Member, agree to grant an extension of time for the Company Member to resolve its non-compliance, for such period and upon such terms and conditions as the Board may in its discretion deem appropriate in the circumstances.
- (iv) Should no such extension be granted, or the Company Member fail to comply with the terms and conditions of any extension granted, the Board shall commence disciplinary action under Clause 22 of the Constitution.

d) AALS Insurance Scheme

- (v) The AALS may provide a Company Insurance Scheme for the benefit of Company Members.
- (vi) This Scheme shall meet the minimum insurance requirement for Company Members.
- (vii) Company members may apply to join this Scheme, however it is not compulsory.
- (viii) An application to join the Scheme, or renew membership of the Scheme, may be rejected.

e) Incidents

In most jurisdictions, an injured party, if an adult, may make a claim against a Company Member for up to five years after the incident and, if a child, may make a claim against a Company Member at any time until their 21st birthday. It is imperative that each Company Member keep adequate records of all incidents, together with records of all safety inspections etc, to enable Insurers to fully defend the Company Member.

ALL Incidents involving injury to, or damage to the property of, a Club member or member of the public, should be recorded using this procedure.

- (i) DO NOT ADMIT LIABILITY
- (ii) Make the area safe to prevent further incidents
- (iii) Take photos to support your record of the incident
- (iv) Complete the "Incident Notification Form" (available on the AALS Website) as

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- soon as possible. Doing so will help ensure you have all the required information.
- (v) Obtain statements from all club members involved (eg Driver, Guard, Station Master) and any witnesses, including members of the public.
 - (vi) Retain CCTV footage (if any) of the incident.
 - (vii) Send a copy of the Incident Report and applicable supporting documentation to the ALSSC.
 - (viii) The AALS acknowledges that information submitted to the ALSSC about an incident must be treated as confidential, and not disclosed without the written authority of the Company Member.
 - (ix) Follow your Insurer's requirements with regards to notification of incidents. For AALS Insurance Scheme Members, you are required to send the Incident Report and ALL supporting documentation to the AALS Insurance Officer within 7 Days. Note: Failure to comply with your Insurer's requirements may see any resulting Claim rejected.
 - (x) Should you believe the incident requires other parties to be notified, discuss this with your insurer **before** doing so.

9) Reports of Misconduct

If a member of the public, or of a Company Member, considers a breach of safety or other form of misconduct is taking/has taken place at a Company Member, that person may report the matter to the Secretary of the Company or the Board of the Company in the following manner:

- (a) In writing, duly stating: date, time, place, nature etc., of the alleged breach or misconduct.
- (b) The report must be signed by the person making the allegation and at least one witness.
- (c) Anonymous allegations will not be considered or discussed.
- (d) Copies of any correspondence relating to breaches of safety received by the Company will be immediately forwarded to the Secretary of the affected Member for information purposes.
- (e) Following a report from the Company Member and investigation of the matter, the Company should provide the Company Member with a brief report of the outcome, including any further action (if any).

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Appendix 1: AMBSC Boiler Inspector qualifications, appointment processes and duties.

Minimum Qualifications

A tertiary qualification issued by an accredited university, college, or government agency, such qualification being in a field related to the design, testing, and operation of pressure vessels, or;

Proof of competency in model boiler construction, including;

- a. A minimum educational qualification of a NSW Higher School Certificate, or equivalent, or a trade certificate, or higher qualification, and
- b. A minimum of three years membership of an AMBSC registered society, and
- c. The successful construction of at least one miniature boiler, and
- d. A minimum of two year's experience in the practical operation of miniature boilers, and
- e. References from two current boiler inspectors to attest to the satisfactory quality of workmanship of the nominee inspector.

Appointment Process

Boiler inspectors shall be appointed by the Chairman and Secretary (Executive) of the AMBSC.

A member of the AALS, through their Executive, may nominate a member of their club for appointment as a Boiler Inspector. The nominated boiler inspector's name, address, telephone number(s), references and a CV detailing their qualifications and experience, are to be forwarded to the AMBSC Executive for consideration.

A nominee may not act as a Boiler Inspector until both the nominee and their nominating club have been notified in writing of their appointment.

The officers of Australian Miniature Boiler Safety Committee shall have the right to veto the appointment of any boiler inspector.

Duties

A Boiler Inspector:

- Shall inspect & certify boilers for members of his nominating club, and
- May inspect & certify boilers for members of other AALS affiliated clubs when authorised by the AMBSC Executive, and
- May provide guidance to non-members and inspect their boilers but shall not certify them.

A boiler inspector's duties are formalised in section 7 of codes part 1, 2 and 4, plus section 6 of part 3. These cover:

- Design review
- Inspection during and at completion of construction

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- Testing (for initial certification)
- Retesting (for periodic recertification)

Further guidance on Duties may be found in the current edition of the AMBSC Boiler Inspector's Guidebook.

AUSTRALIAN ASSOCIATION OF LIVE STEAMERS LIMITED
ACN 107 882 404

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Version History:

Version	Changes
2020-Dec	Permit the AGM to be held separately from the Annual Convention.
2021-Feb	Enhance the Competent Person requirements to include the detail of those requirements, to comply with current legal & regulatory obligations. Enhance the Insurance Clause to clarify the requirements for recording incidents Correct a grammatical error in 2.1(b)
2021-May	Somewhat belatedly incorporate the change approved at the 2020 AGM: 5.5 (a) the addition of the words “and testing for” Include clause 7(g) to facilitate a process for rectification of non-compliance.
2021-October	Revisions resulting from the adoption of V9.2 of the constitution: <ol style="list-style-type: none">1. Correct all references to constitution clauses2. Remove internal contradictions3. Ensure currency with Constitution V9.24. Rearrange to achieve a more logical grouping.
2021 – December	Revisions from reviews of October revision: <ol style="list-style-type: none">1. Re-introduce BI qualifications, application process & duties until these aspects clarified in the Boiler Code Books themselves.2. Feedback from peer review.