

## Canberra Railway Museum Membership Process

## By-Law 1

### Definitions

CRHR	Capital Region Heritage Rail Limited (ABN 99 625 904 663)
HRH	ACT Heritage Rail Holdings Limited (ABN 91 625 904 627)
CRM	Canberra Railway Museum
Joint Boards	The Board of Directors of both CRHR and HRH considering matters and making decision on items of the mutual interest but acting independently.

### Background

1. Membership of the Canberra Railway Museum is offered to the public and includes membership of both CRHR as the operator of the CRM business and HRH as the owner of the specified Rail Heritage assets maintained, displayed and operated at the Canberra Railway Museum and elsewhere.
2. The membership fees and requirements for CRHR and for HRH are set out in their respective Constitutions.
3. The Board of Directors of CRHR and HRH in office at any given time may alter the membership fees and requirements of their respective company subject to the requirements of the respective company's constitution.
4. The membership year will run from 1 July to 30 June with a pro-rata membership fee charged for applications received after 1 October, 1 January and 1 April respectively.
5. Each of CRHR and HRH Board of Directors must, independently, approve all application for membership in terms of their respective constitutions.
6. Membership applicant's personal information must be treated as required under the CRM Privacy Policy

### Agreement

7. A commercial arrangement exists between CRHR and HRH, evidence by the approval of this document by their respective Board of Directors, that CRHR will act as agent for HRH in the collection and processing of membership applications and membership fees as outlined under procedure.
8. CRHR agrees and acknowledges that any monies received regarding membership of HRH is a debt due to HRH payable against and in terms of a tax invoice issued by HRH.

- Capital region Heritage Rail Limited at clause 62
- ACT Heritage Rail Holdings Limited at clause 63

## **Application Procedure**

9. A Membership Application must be submitted on a form approved by the Joint Boards and accompanied by the appropriate membership fee (and joining fee, surcharge if applicable). They may be submitted by post to PO Box 445, Fyshwick ACT or electronically to [crmmembership@gmail.com](mailto:crmmembership@gmail.com)
10. The Secretary of CRHR will ensure applications are collected and actioned regularly and that any monies received are promptly banked into CRHR general account. This can be delegated to the CRM membership officer who will have access to [crmmembership@gmail.com](mailto:crmmembership@gmail.com)
11. All applications shall be listed in an approved schedule for processing promptly upon receipt. A copy of this schedule shall be sent to:
  - a. Secretary CRHR
  - b. Secretary HRH
  - c. CRM Bookkeeper (accompanied by banking deposit receipts if applicable)
  - d. CRM Membership Officer
12. Original Application shall be retained by the CRM Membership Officer in hard copy in a suitable locked file located at the CRM Kingston site.
13. An electronic copy will be held:
  - a. in the CRM data base system maintained at the CRM Kingston site and
  - b. by the CRM membership officer for his personal use in maintaining the official membership register. These are to be securely and independently held to maintain security of the data.

## **Approval Procedure**

14. The secretaries' of CRHR and HRH shall promptly arrange for details of new membership applications to be considered by their respective Boards and shall inform the CRM Membership officer of the decision.
15. An application declined by either Board is a declined application for membership of the CRM
16. The Secretary of the Board who first declines an application shall inform the applicant of the decision on behalf of the CRM and arrange for CRHR to refund the membership fee
17. The CRM membership officer shall arrange with the Secretary of CRHR for a welcome advice to be sent to approved applicants. This will include appropriate membership information, cards or numbers as necessary.

## **Membership Register**

18. The secretaries of CRHR and HRH must ensure an up to date membership register is maintain as required by:
  - a. the relative constitutions and
  - b. The Corporations Act 2001 and
  - c. The Australian Charities and Not for Profit Commission.

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19. As a minimum the membership register must include:
  - a. full name and current address of member;
  - b. email address of member (if provided);
  - c. date of admission as a Member;
  - d. class of Member;
  - e. the dates and particulars of any other changes that are required by the Constitutions to be entered;
  - f. the amount and date of the last payment of annual subscription by that Member;
  - g. the date upon which he or she ceased to be a Member; plus, any other information as determined by the Joint Boards.
20. The membership register will be held at the principal place of business being the CRM museum site at 2 Geijera Place, Kingston ACT
21. Copies of the membership register are to be provided to each Director and other persons approved by the Joint Boards
22. The Joint Boards can approve access to the membership register after considering the requirements of the Constitutions and the CRM Privacy Policy.

#### **Cessation of Membership**

23. In any case where membership ceases as per the relevant constitution the CRM Membership Officer shall mark that members details as ceased in the membership register.
24. The CRHR Secretary shall ensure the member whose membership has ceased is advised.

#### **Renewal of Membership**

25. The CRM Membership Officer shall send an invitation to renew membership to all current members by the 10<sup>th</sup> June of each year the form of which is to be developed by the Secretary of CRHR and agreed by the boards of both CRHR and HRH beforehand.

#### **Donations Received with Memberships.**

26. This item to be updated when outcome of Deductible Gift Recipient status application is known.
27. Presently, CRM accounting process any donation received to an appropriate line item in the accounts of CRHR. This information is sourced from the approved schedule (item 10 above).

#### **Accounting Procedure**

28. This item to be updated when outcome of Deductible Gift Recipient status application is known.
29. CRM accounting is responsible for the processing of financial transactions based on information received via:
  - a. The approved schedule completed as per item 10
  - b. CRHR bank account records
  - c. Instructions from the secretaries of CRHR and HRH

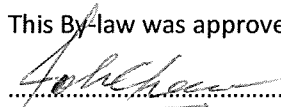

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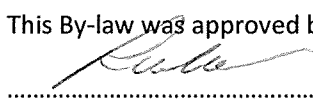
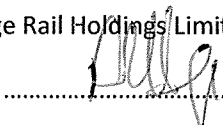
30. Initially all monies received are recorded into the accounts of CRHR under the appropriate line code and are reported in CRHR Business Activity Statement
31. On approval of a membership application by both Boards, the Secretary of HRH will request CRM Accounting to issue a Tax Invoice to CRHR for HRH share of the membership fee due.
32. CRHR will pay the Tax Invoice without delay in terms of its Accounting Policy.

**Confidentiality of Members Private Information**

33. Members personal information is subject to our Privacy Policy. It is not to be shared, sold, rented or disclosed other than as described in our Privacy Policy. Improper use of such data may lead to disciplinary action.
34. Access to members personal data is strictly controlled by the Joint Boards and is only available as outlined in this document or on the express permission of the joint boards.
35. Access to personal data for electioneering or other political purposes will not be approved.

**Approval**

This By-law was approved by Capital Region Heritage Rail Limited on 6 / 10 / 2018  
 .....Chair .....  ..... Secretary

This By-law was approved by ACT Heritage Rail Holdings Limited on 29 09 / 2018  
 .....Chair .....  ..... Secretary

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