



## RULES & PROCEDURES

### Sydney PC User Group Incorporated

Incorporation No: INC9882941

ABN: 63 176 530 563

Trading as: *Sydney PC and Technology User Group*

This document is provided as required by the constitution to communicate the Procedures needed to assist in conducting the orderly and efficient day to day management, operation and activities of the Sydney PC User Group Incorporated.

These rules and procedures may be revised from time to time by the committee and members will be adequately notified of changes. If a conflict occurs between the constitution and these rules and procedures, the constitution shall prevail

### ANNUAL MEMBERSHIP SUBSCRIPTIONS AND ATTENDANCE FEES

Membership is granted on an annual basis, terminating on the last day before the anniversary of the date of joining or renewal. Membership and attendance fees are determined by the committee and are set in accordance with the Constitution. Except for special courses and tutorials, the following schedule of annual membership subscription and attendance fee shall apply commencing 28 March 2017.

MEMBER CLASSIFICATION	ANNUAL SUBSCRIPTION	ATTENDANCE FEE	* COMMENTS
PERSONAL: Individual	\$45.00	Nil	
Senior/Pensioner*	\$40.00	Nil	Proof required
Junior (< 21 yrs) *	\$20.00	Nil	Proof required
FAMILY	Combined Personal rates less 20% *	Nil	Applies only to members living at the same address
COMMITTEE	Applicable Personal	Nil	At all events
LEADER	Applicable Personal	Nil	As event leader
LIFE	Nil	Nil	At all events
HONORARY	Nil	Nil	At all events
INVITED GUESTS & PRESENTERS	Nil	Nil	Welcome
VISITOR	Nil	\$10.00 *	1 <sup>st</sup> visit is free

## **PROCEDURE FOR RECORDING MEMBERSHIP DETAILS**

1. Membership records shall be kept to ensure suitable, traceable data are available to assist in the management of the club and to comply with statutory requirements of the *Associations Incorporation Regulation 2016*.
  2. Data shall include the following:
    - Member's name & Membership number
    - Postal address & phone contact number & name of person to contact in case of emergency
    - Membership renewal month
  3. Additional member data recorded may include but not be limited to email address, membership start date, leader status, first aid certificate status, subs paid date, next due date.
  4. Membership records should be backed up to ensure that data is not lost in the event of mishap or computer malfunction.
  5. Except as required by section 27 of the *Associations Incorporation Regulation 2016* as amended, all personal membership data shall be treated in accordance with the National Privacy Principles (refer to [www.privacy.gov.au](http://www.privacy.gov.au)). Emails should be constructed so that member email addresses are not available to other recipients.
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## **PROCEDURE FOR MAINTAINING AND UPGRADING CLUB DOCUMENTS**

Documents defining the Club's management processes will be subject to the following controls:

1. Each page of the document will include in its header the Club's name, its number of incorporation or ABN and a descriptive title.
2. Each page of the document will include in its footer: the electronic file name of the document in the left hand corner, the status of the document in the middle of the footer, and the number of the page together with the total number of pages that make up the document.

Until the document receives committee approval the word 'DRAFT' is to be placed in front of the status indication in the middle of the footer.

## **RULES FOR REIMBURSING LEADERS AND COMMITTEE MEMBERS**

### **Committee members and SIG leaders**

Expenses incurred by for the management of the Group will be reimbursed on receipt of a claim to the Treasurer. The claim must be in writing listing the details of expenditure, date, amount and category. Receipts for each expense are to be attached.

The committee must ratify any claims in excess of \$50.00 prior to any costs being incurred. Reimbursement will be made as soon as possible but at the latest at the committee Meeting following receipt of the claim.

## **RULES FOR AN APPROVED ACTIVITY**

1. The club shall provide suitable, computer-related activities for the interest, education and enjoyment of members. Each activity must be approved by the committee and may include main 'general' interest meetings, special interest group (SIG) meetings, workshops, tutorials, tours and other types.
2. As a general policy, a continually evolving diversity of approved activities which cater for the changing needs and interests of members should be provided. The committee may approve the trial of new activities if a sufficient number of members indicate the viability of a new group. Such trial activities must demonstrate enough interest during a three month period before being considered for final approved status.
3. Special workshops, courses, tutorials and other activities of short duration may be approved by the committee and conducted as needed.

## PROCEDURE FOR CONDUCTING AN ACTIVITY

Leaders should seek members' support and encourage every member to assist and participate in all procedures and activities.

1. Prior to a scheduled activity the leader should ensure they have completed the following:
  - Provided timely details of the forthcoming activity for inclusion in the weekly *Newsletter*.
  - Confirmed that suitable room(s), access, resources, equipment and guest presenters are available.
  - Planned an agenda or format for the activity to follow.
2. Before commencement of the activity the leader should arrange for:
  - Adequate refreshment needs, tea, coffee, milk, biscuits, cups, etc.
  - Setting up necessary equipment, computer, projector & screen, chairs, table, etc.
3. At the start of the activity the leader should:
  - Introduce themselves and new members.
  - Outline the item, topic or discussion to be covered.
4. At the finish of the activity the leader should arrange for:
  - Refreshment items and rubbish to be cleared away.
  - All equipment including projector screen to be returned and locked in the closet.
  - Lights to be turned off.
5. Advise Secretary of the number of members attending.