

**NEW ZEALAND ASSOCIATION OF MODEL
RAILWAY CLUBS INCORPORATED.
BY-LAW NO.2:
CONVENTION COMMITTEES**

1. Each New Zealand Association of Model Railway Clubs Convention shall be organised and conducted by a committee of this association.
2. The name of each committee shall be NZAMRC Convention Committee {year}, but this shall not preclude the use of a promotional Name
3. The association in general meeting shall determine the dates and locations of each convention.
4. The NZAMRC Executive will convene a meeting to establish the committee for each convention in such manner as it deems fit.
5. Each convention committee shall:
 1. Appoint its own chairman,
 2. Appoint its own secretary,
 3. Appoint its own treasurer,
 4. And may alter the membership of the committee as it sees fit.
 5. The President of the NZAMRC and one other Executive member shall be full members of each convention committee.
6. Committee meetings shall be held with sufficient frequency to adequately deal with the business of the committee, and minutes of each meeting shall be forwarded promptly to the Executive.
7. The offices of each convention committee shall fulfil the duties set down in the NZAMRC Inc constitution, clauses 10 (a) i, 10 (a) iii, 10 (a) iv, 10 (a)vi and 10 (b) i, 10 (b) ii insofar as they are appropriate to the convention committee.
8. Each convention committee shall:
 1. Select and book a venue.
 2. Prepare a budget and set registration fees, with the approval of the executive.
 3. Arrange and conduct a program for the duration of the convention, including such items as: Layout visits, Clinics and Workshops, Convention Dinner, Presentation of awards,
 4. Displays, Competitions, Films, Auction/swap facilities, Trade stands, Local feature tours,
 5. AGM, Special interest meetings and Alternative programme activities.
 6. Promote the event regularly through the Coupler and through other media.
 7. Produce information leaflets, forms, timetables and other printed matter required for the convention.
 8. Engage the co-operation and participation of the model railway trade.
 9. Provide light refreshments and arrange for meals to be available during the period of the convention.
 10. Provide 24 hour security on all models, equipment, displays and trade stands.
 11. Prepare and submit a written report covering the activities of the committee in March of each year to the Association Secretary for presentation at the Annual General Meeting.

- 9.** The executive shall open an NZAMRC cheque account on behalf of the Convention Committee, and will provide an advance to meet early ordinary expenses. The committee should budget for a modest profit, and any profit actually made shall be reserved for the Association Convention Fund. After the convention, all books and vouchers shall be handed to the Association Treasurer for Audit.
- 10.** Before committing any expense for any fund raising or special efforts not part of the regular programme of conventions the approval of the executive must be obtained. Any payments to clubs or individuals other than vouchered reimbursements must first be approved by the Executive.
- 11.** Each Convention Committee shall appoint a person to be the Competition Liaison Officer, whose duties shall include:

 1. Receiving rules and entry forms from the Competitions Committee and distributing them to prospective entrants.
 2. Co-operating with the Competitions Committee to ensure suitable areas and facilities be provided for the competitions.
 3. Ensuring that security of contest models is adequate at all times.
 4. To assist with the receiving of entries and position them for judging, and to arrange for their collection after the convention.
 5. To provide for safe custody of trophies until presentation.
- 12.** The Convention Registration form must contain the following condition: “Junior registrants below the age of 14 years of age, must be accompanied, at all times, by their parent or guardian at all organised convention activities”
- 13.** No raffles are to be conducted or raffle tickets sold at any NZAMRC convention.