

BrisBricks Inc. By-Laws

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1 Versions

| Version | Comment | Author |
|----------------------|--|------------------|
| V1 | Initial version separated from the combined constitution by-law document | Alan Burchill |
| V1.01 | Added Financial Behaviour sections | Alan Burchill |
| V1.2 2018-07-17 | Altered heading levels for logical grouping of content Added improper social media use process Added annual calendar period that membership fees cover Added annual calendar period that membership renewal fees are payable Added formalised process for handling overdue membership fees | Ben Spillane |
| V2.0 2018-08-09 | Added heading level numbering and updated table of contents Added section 6.4 Payment of Membership Fees via PayPal Subscription Added section 7 - Maintaining status as an Ordinary member of BrisBricks Inc. | Ben Spillane |
| V2.1 | Update insurance details Remove Old Club Logo | Alan Burchill |
| V2.3 | Update Conflict of interest section | Alan Burchill |
| V2.3.1 2019-04-18 | Update insurance details | John Worthington |

2 Document Notes

See Constitutional Rule 42 for rules about the process to make exceptions, changes or otherwise for the implementation of By-Laws.

3 Code of Conduct

3.1 Overview

The code of conduct contains the ethics, principles and associated set of values that characterise how BrisBricks operates and conducts its business. It is not the intent to prescribe standards of practice for every possible scenario but to provide examples to guide member behaviour and act as a standard by which member conduct can be measured.

Furthermore, it is the responsibility of every member and all individuals participating in club activities to both uphold the code as well as to identify, and report on conduct that is not consistent with this code.

3.2 BrisBricks General Principles

BrisBricks will:

- Operate according to democratic principles with overall decision making power resting with the membership of BrisBricks committee
- Take all reasonable measures to regularly communicate with members, using a range of media.
- Respect the freedom of speech of club members, as long as it is done constructively, and with respect
- Comply with legal or other administrative requirements, and lawful and reasonable directions given by persons in authority
- Respect the dignity of the public and other members by treating them with courtesy, honesty, and sensitivity to their rights, including privacy and confidentiality
- Treat others fairly and with respect, and not harass, victimise, or discriminate against the public or other members on the ground of sexuality, gender, race, colour, ethnic or religious background, marital status, disability, political conviction, or age
- Follow processes which ensure that the club and members do not and are not seen to have conflicts of interest, including engaging in activities which advance or inhibit personal interests at the expense of the club

3.3 General Behaviour

All members:

- Must support the behavioural standards of BrisBricks
- Recognise that every member has the right to hold different views
- Treat members with courtesy and respect
- Be appropriate in relationships with each other
- Actively participate in discussions, make contributions to the club, and otherwise support the club in its activities, events, and meetings

- Members have a responsibility to take reasonable measures to stay informed of club activities, news and events

Meetings

- Recognise that members have a right to voice their opinion
- Holding separate conversations while a meeting is in session, and speaking over the top of others is not appropriate
- All members will follow reasonable and appropriate directions from the meeting chair
- All members will allow others to have their say, treat other members input with respect and constructively contribute to discussions

3.4 Financial Behaviour

- Private bank accounts must be kept separate from all Brisbricks transactions
- Anyone making a payment to the club via cash should expect to receive a receipt
- All cash received by the club should be deposited directly into the clubs account as soon as reasonable possible
- It is preferred that all re-imbursments requests are submitted via email to the treasurer of the club.
- Wherever possible payments for the club should be made directly by the treasurer, thus avoiding the need for club members to submit re-imbursments requests
- Treasure should approve in advance all club expenses paid for by individuals that need to be reimbursed, if possible.
- Proposed budgets should be submitted with all request for discretionary money to be spent by the club
- All correspondence with the club regarding invoices, receipts and/or contracts must use club methods of communications (e.g email or letters). This is to ensure that all official club communication is accessible by the club committee always and that no agreements or otherwise are undertaken by any member of the club using personal email accounts.

3.5 Email and Online Forums

- Using CAPITALS signifies yelling or shouting and is not usually appropriate
- Care and consideration should be given to the appropriateness and relevancy of any email sent to the membership group list
- Messages and content unrelated to a current topic of discussion should be carefully considered before sending
- Lewd and inappropriate content that could be perceived to be discriminatory, insulting, or denigrating is not appropriate for the email list, or forums

- Please carefully consider any email or posting before it is sent or uploaded as once released it cannot be taken back

3.6 Improper Social Media Use

If a club member is deemed to have breach the club's code of conduct or specific social media rules, that member will receive a written warning from the President of BrisBricks. If the member repeats this offence then they will receive a second warning and will be banned for 30 days from the social media group. If a third offence is noted the member will be banned from BrisBricks social media groups indefinitely and should the member wish to be reinstated they will have to apply in writing to the BrisBricks management committee.

3.7 Official Events and Public Displays

- The public will be treated with respect, courtesy, politeness, and enthusiasm at all times
- Ensure members are fit to participate in activities and events, comply with health and safety directions, and look out for the health and safety of the public
- Communicate in a timely and appropriate manner to the event coordinator if your circumstances have changed and are unable to support or participate in an event that you have committed to, whether this consists of time on the display, resources, administrative support, or simply the use of extraneous items.

3.8 Some examples of unacceptable behaviour

- Aggressive or abusive behaviour such as verbal abuse, threatening gestures, or actual violence and assault
- Abusive or harassing notes, emails, telephone calls, text messages, etc
- Teasing, name calling, or ridicule. or making someone the brunt of pranks or practical jokes, excluding or isolating individuals, or malicious or mischievous gossip or complaint
- Belittling opinions or unreasonable and unconstructive criticism
- Stealing or the misuse of club property or resources, or failure to ensure resources or property are used efficiently, carefully, lawfully and honestly.
- Bullying, harassment, intimidation or stalking
- Soliciting or accepting gifts or benefits or other inducements which could place the club under an obligation
- Systematically and repeatedly failing to comply with the clubs constitution
- Having or be seen to having a conflict of interest
- Unwelcome physical contact including that of sexual, intimate or threatening nature

4 Conflict of Interest

1. Any organisation that conducts similar business to the Group in the same geographical region will be considered a 'competing entity'.
2. Any member who also holds membership with a competing entity will be deemed to be having a conflict of interest and as such will forfeit their right to vote, nominate, attend Business meetings (not including Social gatherings or events) or hold position on a Committee until such time as;
 1. They have resigned from their position in the competing entity
 2. A period no less than that of new member probation has lapsed since they were last a member of a competing entity.

4.1 Relations with Commercial entities

The Group classifies Commercial entities into three categories;

1. Personal: A side LEGO related business run by an individual for minor gain, often channelled back into their hobby. i.e. A member's Bricklink store.
2. Part time: A side LEGO related business run by an individual for significant gain that occupies several hours per week, such as running a market stall or an small to medium size online business.
3. Professional: A full-time LEGO related business run by an individual where this represents their main source of income, such as having a physical store or major online retailer.

Accordingly, the group should conduct it's relations with these bodies as follows;

1. Personal: Members are free to conduct personal business among themselves or the public without need to declare it to the Committee.
2. Part time: Members must declare their business to the committee and abstain from participating in meetings or voting during which discussion concerning relevant retailing is conducted. They can hold any position on the committee but again, must abstain from participating in Business meetings or voting during which discussion concerning relevant retailing is conducted.
3. Professional: Members must declare their business to the committee and abstain from participating in meetings or voting during which discussion concerning relevant retailing is conducted. They can not hold a position on the committee.

At no stage is ANY commercial entity allowed to use or associate itself with the Group or any of its sub-entities without the express written permission of the Committee.

Any commercial relationship or sponsorship held between the Group and any Part time or Professional Commercial entity must be documented in writing, clearly stating the limitations of the agreement and expected gains and losses to both parties.

5 LUGBulk Eligibility

5.1 Program Goals

The purpose of the LUGBulk program is to supply LUG members with discounted Bulk parts to be used for creating public displays that subsequently benefit The LEGO Group in a product promotional manner. Subsequently, participation in this program is limited to LUG Members who will utilise the resources provided in the manner intended.

To be eligible to participate in LUGBulk a member must contribute to the interests and activities of the BrisBricks group in a *significant* way as outlined in the selection criteria below during in that financial year prior to the date of LUGBulk application.

5.2 How do I qualify for LUGBulk?

If you meet Primary Criteria a) – You will be eligible to be considered for LUGBulk

If you meet Primary Criteria b) – You must be able to meet Secondary Criteria to be considered for LUGBulk

If you do not meet either Criteria – you will not be eligible for LUGBulk.

Primary Criteria:

- a) 2 separate events in the year -
Supply MOC's and other LEGO creations for a significant proportion of a display at a BrisBricks Event or Expo

- b) 1 event in the year -
Supply MOC's and other LEGO creations for a significant proportion of a display at a BrisBricks Event or Expo

Secondary Criteria:

- a) Manning a display at an Event for at least half a day
- b) Substantially assisting with a show set-up and/or pack-up of Club assets, materials etc.
- c) Be active within the club on a event and social level

Further to the above criteria's the member must show intent that the resources being purchased will be used for exhibiting works at BrisBricks events. LUGBulk Ordering is not intended to support other organisations that do not qualify for LUGBulk.

LUGBulk invites will be sent to individual members based on criteria at the discretion of management committee after consideration of eligibility criteria.

Appeals of the decision must be directed to the LUGBulk Coordinator.

Junior Members: Will need to meet the criteria as outlined, their Guardian / Parent Member would be the contact point and provide the payment.

6 Membership Fees

- A Membership fee of \$10.00 per annum is due for Probationary and Ordinary Membership type.
- This covers the Club financial year from 1st January to 31st December regardless of when a given member joins the Club.
- There is NO pro-rata rate for Membership Fees.
- Only one membership fee paid in any one financial year period, thus probationary member would not pay a second fee to become an ordinary member in the same period.
- No membership fee for social members

6.1 Annual Period of Membership Fee Coverage

Membership fees paid between January 1st and November 30th are for the current calendar year.

Membership fees paid between December 1st and December 31st are for the next calendar year.

6.2 Annual Period for Payment of Membership Renewal Fees

Membership fees are due annually and membership renewal payments for the next calendar year can be made starting December 1st of the current calendar year. All membership renewal payments are due by January 31st.

6.3 Overdue Membership Fees

Members who are required to pay membership renewal fees are required to do so by January 31st of each calendar year. No earlier than February 1st, all members who have not yet paid their membership fees for the current calendar year will be sent an overdue membership fees reminder. A second overdue membership fees reminder will be sent 14 days following the first reminder, to the members who still have overdue membership renewal fees.

Following the second overdue membership fees reminder, those members who still have overdue fees will have another 7 days to make payment, after which point they will be downgraded to the applicable non-fee paying membership class. Membership class downgrades will be passed by motion at the next scheduled management committee meeting. Members who have been downgraded to a non-fee paying membership class will be required to restart any mandatory probationary periods required to re-qualify for full membership rights.

6.4 Payment of Membership Fees via PayPal Subscription

Members can choose to set up recurring membership fee payments via the BrisBricks Inc. PayPal subscription option. Members holding an active PayPal recurring payment subscription are categorised as paid for the current BrisBricks Inc. financial year regardless of their subscription's anniversary date.

Members on a recurring payment subscription are subject to the standard rules and requirements regarding maintenance of their Ordinary membership status, as outlined in section 7 of these by-laws.

6.4.1 Cancelling a Membership Fee Recurring Payment

A member may cancel a recurring membership fee payment at any time. If a member's recurring payment has been made for the current BrisBricks Inc. financial year then they're considered paid for the remainder of that year.

If a member cancels their recurring payment prior to a payment being made for the current financial year, that member is required to make a manual payment immediately for the current year. If a member does not wish to make immediate payment, they may request to be downgraded to the applicable non-fee paying membership class.

7 Maintaining Status as an Ordinary Member of BrisBricks Inc.

It is mandatory for all Ordinary members of BrisBricks Inc. to meet a minimum set of club participation requirements each year in order to maintain Ordinary member status.

7.1 Annual Participation Period

Participation records are acknowledged from 1 January to 31 December each year. Ordinary members are required to participate in events and meetings in the current year to substantiate their ongoing Ordinary membership status for the following year.

7.2 Official Participation Records

The management committee will maintain member participation records for all valid BrisBricks Inc. events and general meetings.

7.2.1 BrisBricks Inc. Events

BrisBricks events include (but not limited to) those listed on the BrisBricks.org website under [the events page](#). Official event participation records will be established using online registration forms, then substantiated through presence at the event. When a online registration form is not provided for an event, the BrisBricks management committee may use official sign-in/sign-out forms instead.

7.2.2 BrisBricks Inc. General Meetings

General meetings include all official BrisBricks Inc. meetings called by the club Secretary, or called via the official process in the absence of the Secretary. Official meeting participation records are as per the attendance records of the meeting minutes.

Social meetings, club social dinners or any other non-minuted meetings do not carry official participation records and cannot affect a members' membership class.

7.2.3 Acceptance of Participation Records

The BrisBricks event coordinator will provide final registration/attendance records to the Secretary upon the conclusion of each recognised BrisBricks Inc. event. The Secretary will formally document the event attendance records for acceptance at the next general meeting. General meeting attendance records are a formal requirement of all meeting minutes; the acceptance of meeting minutes is via existing formal protocols.

7.3 Participation Requirements

7.3.1 BrisBricks Inc. Events

Ordinary members are able to participate in BrisBricks events as exhibitors, volunteers or in other capacities as deemed valid by the management committee from time to time.

Ordinary members choosing to participate as exhibitors are required to attend a minimum of one major BrisBricks event or two minor events each year. Exhibitors are required to be at an event in person for the majority of its duration.

Ordinary members choosing to participate as volunteers are required to volunteer for a minimum of two full days (or equivalent time) each year, with one volunteer day (or equivalent time) being at a major BrisBricks event.

7.3.2 BrisBricks Inc. General Meetings

Ordinary members are required to participate in a minimum of two general meetings per calendar year. (This may include the annual general meeting)

7.4 Annual Participation Assessment

7.4.1 Assessment Evaluation Date

Participation records will be assessed at the conclusion of the annual membership renewal period, January 31st. A formal participation report will be produced and tabled at the club's annual general meeting that's typically scheduled between February to March, or the next scheduled general meeting following the renewal period.

7.4.2 Payment of Membership Subscription Fees

Regardless of the participation assessment results, members with membership fees in arrears may become ineligible to retain Ordinary member status. The overdue membership fee process will be followed for all overdue fees.

7.4.3 Effect of Participation Report

Ordinary members who have not satisfied the participation requirements for the previous year, as set out in By-Laws section (1) “Maintaining status as an Ordinary member of BrisBricks Inc.”, will be reclassified as Limited Ordinary members for the current year.

7.5 Limited Ordinary Member Participation Requirements

7.5.1 Applicability of Participation Requirements

Limited Ordinary members are not subject to the requirements as set out in By-Laws section (1) “Maintaining status as an Ordinary member of BrisBricks Inc.” unless seeking to upgrade to become full Ordinary members. It is not mandatory for Limited Ordinary members to satisfy the requirements listed in “1.3.2 General Meetings” for the purpose of upgrading membership class.

7.5.2 Upgrading to Ordinary Membership

A Limited Ordinary member may be recognised as an Ordinary member before the annual participation assessment evaluation date if all participation requirements have been met. The member must have held Limited Ordinary status for a minimum of 12 months and fulfilled all other membership eligibility requirements.

7.6 Applying for Special Exemption

Ordinary members may have special circumstances preventing them from reasonably fulfilling the participation requirements as set out in By-Laws section (1) “Maintaining status as an Ordinary member of BrisBricks Inc.”. Where special circumstances may exist, a member should apply in writing to the management committee for a special exemption to the rules. The management committee will maintain the confidentiality of the member and their circumstances. If the management committee grants a special exemption, it will be formally acknowledged in the minutes of the next possible management committee meeting.

The management committee reserves the right to deny without reason, any request for special exemption to the rules set out in By-Laws section (1) “Maintaining status as an Ordinary member of BrisBricks Inc.”.

8 Public Liability Insurance

- BrisBricks Inc. has a public liability insurance policy current 30/04/2020 for \$20,000,000 for any one occurrence, and \$20,000,000 for aggregate in respect to product liability with a \$1000 excess for each claim.