

# **RAAF AMBERLEY**

## **FLYING CLUB**

### **CONSTITUTION**

**D. WATSON  
WGCDR  
OIC RAFC**


**2003**

**S.A. WARDLE  
WGCDR  
BCDR**

**2003**

**RAAF AMBERLEY FLYING CLUB CONSTITUTION**

**AMENDMENT CERTIFICATE**

Amend (a)	Authority (b)	Entered by (c)	Signature (d)	Date (e)
<b>Initial Issue</b>	<b>BCDR 382ECSS</b>	N/A	N/A	Jul 00
1.	BCDR Amberley	Andrew Straume - SECRETARY		Jul 03
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**DISTRIBUTION LIST**

<u>Copy No</u>	<u>Distribution</u>
1	Minutes File
2	CFI
3	Club House
4	Secretary
5	OIC
6-7	Spares (Held in Club Library)

## **RAAF AMBERLEY FLYING CLUB CONSTITUTION**

1. The name of the club is to be “RAAF Amberley Flying Club”, herein to be referred to as The Club.
2. The Club is constituted as a subsidiary of RAAF Amberley Welfare, and the administrative and financial affairs of The Club are to be conducted in accordance with DI (AF) ADMIN 12-1 and 12-13. The Club is a non-profit organisation in that Club operations are not carried out for the profit or gain of the Club’s individual members.

### **AIM**

3. The Club’s aim’s are to:
  - a. Provide flying and flying training at a minimum cost to serving members, their dependents and persons affiliated with the Service on a non-profit basis.
  - b. Enter into competitions with other clubs, or at National and other flying events; and
  - c. Promote the operation of the RAAF Amberley Flying Club.

### **NON-PROFIT BASIS OF THE CLUB**

4. The assets and income of the Club shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

### **DISSOLUTION**

5. In the event of the Club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to RAAF Amberley Welfare Committee.

### **PATRON**

6. The Committee will invite Base Commander to be the Patron of the RAAF Amberley Flying Club.

### **AIRCRAFT AND EQUIPMENT**

7. The Committee shall obtain the use of aircraft, and such other equipment considered necessary for the operation of The Club at minimum cost. In obtaining and operating such equipment, the committee will ensure that the owners of the equipment have appropriate insurance cover to absolve both The Club and the Commonwealth from any claim arising from equipment failure, accident, injury or death to any person.

### **MEMBERSHIP**

8. Membership will be in accordance with DI(AF) ADMIN 12-13. The committee shall ensure that at all times the Club maintains more Full members than Affiliate members. Additionally, the committee shall ensure that Honorary Members are carefully vetted prior to acceptance and that at all times the Club maintains more Full members than Honorary members.

### **OFFICE BEARERS**

9. The minimum set of elected Office Bearers of The Club are:

- a. President,
- b. Vice-President,
- c. Secretary,
- d. Treasurer, and
- e. Fuel Representative.

10. Office Bearers must be elected in accordance with DI(AF) ADMIN 12-13 para 6 with the exception of the Fuel Member who may be an Affiliate Member. These positions are proposed, seconded, and elected at the Annual General Meeting. They will hold office until the next Annual General Meeting, (unless posted in the interim). They will then retire and be eligible for re-election.

11. Ex-Officio members of the Committee will be:

- a. The Officer-In-Charge (OIC) of the RAAF Amberley Flying Club, who is appointed by the BCDR,
- b. The Chief Flying Instructor (CFI), is designated under the provisions of the Queensland Air Training Corps Air Operators Certificate and is recognised by the committee as meeting Civil Aviation Safety Authority (CASA) requirements.
- c. The Senior Flight Instructor (SFI) is appointed by the CFI and is recognised by the committee as meeting Civil Aviation Safety Authority (CASA) requirements.

### **RESPONSIBILITIES OF OFFICE BEARERS**

12. The responsibilities of office bearers are as follows:

- a. a. President who is to:
  - (1) Ensure safe operation of flying activities to the satisfaction of the OIC, CFI and SFI;
  - (2) Preside over all meetings of the club, but a Committee member appointed by the President, may do so in his or her absence;

- (3) Be responsible for the coordination of flying activities and Social events; and
  - (4) Be the representative of the Committee and report as necessary to the OIC.
- b. Vice-President who is to:
- (1) Perform the duties of the President in his or her absence;
  - (2) Be responsible for RAFC publications and purchasing of Aviation supplies for Club Members; and
  - (3) Perform the role of safety representative of The Club. This involves ensuring appropriate safety standards are maintained at all times, reporting to the President all breeches of safety and ensuring club members are aware of current safety issues.
  - (4) Perform the role of Social representative by maintaining the Club's fridges and ensure adequate control and purchase of stock and ensure all moneys are deposited in the relevant account and that there is not more than \$30 in the honesty tin at any one time.
- c. Secretary who is to:
- (1) Be present at all meetings of The Club, but in his or her absence, the President will appoint a member to carry out the duties;
  - (2) Maintain the minutes of each meeting;
  - (3) Record all business transactions;
  - (4) Contact Club members to inform them of upcoming activities;
  - (5) Maintain a current list of all members and their relevant details;
  - (6) Ensure all equipment purchased by the Committee is kept on an equipment register; and
  - (7) Ensure all Club correspondence is processed in an efficient manner.
- d. Treasurer who is to:
- (1) Be present at all meetings of The Club, but in his or her absence, the President will appoint a member to carry out the duties;
  - (2) Ensure all moneys received are properly accounted for, and banked in the relevant Club accounts;
  - (3) Ensure all club accounts and debts are settled by cheque from the relevant Club account within appropriate timeframes;
  - (4) Ensure all moneys received are banked weekly;

(5) Maintain a record of all financial transactions for production at meetings, and provide the Annual General Meeting with a statement for the previous year;

(6) Ensure members are up to date with their flying accounts and report to the President those members who have outstanding debts of greater than \$100.

e. Fuel Representative who is responsible for:

(1) Ensuring there is an adequate quantity of fuel and oil for the weekend's flying. This is to be checked weekly; and

(2) Ensuring the fuel and oil is stored and managed I.A.W. DI (AF) AAP 7002.012-2 SEC 3 CHAP6 FUELS AND LUBRICANTS HANDBOOK INSTRUCTION.

13. In addition to the above Office Bearer responsibilities, the following ex-officio members of the Committee are to have responsibilities as follows:

a. OIC is to carry out or delegate any direction given by the BCDR in relation to the administration or operation of The Club. The OIC is to ensure that:

(1) The Club is conducted I.A.W DI(AF) ADMIN 12-1 and 12-13 and Base Standing Orders; and

(2) All equipment purchased by The Club is bought to account on Flying Club records and distributees adequately safeguard this equipment.

b. Chief Flying Instructor is responsible for:

(1) Supervising the standard of instruction;

(2) Conforming with Civil Aviation Orders (CAO's), Civil Aviation Regulations (CAR's) and Club Standard Operating Procedures; and

(3) General supervision of Club flying operations, in conjunction with Club OIC and President.

c. Senior Flying Instructor is responsible for:

(1) Representing the interests of the Chief flying Instructor in regards to the training school functions, Air Operator Certificate operations and flight safety of The Club; and

(2) Addressing issues raised by The Club on an ongoing basis such as check rides and biannual flight reviews.

## **COMMITTEE**

14. The Committee is to:
  - a. Consist of the Office Bearers and ex-officio members of The Club, and will have the power to appoint sub-committees and nominate replacement Office Bearers when one resigns prematurely;
  - b. Ensure the correct operation of The Club, in particular that the aircraft operations comply with both RAAF Amberley Flying Club SOPs, QAIRTC SOPs and CASA regulations;
  - c. Make decisions on how to use collected revenue for the clubs best interests;
  - d. Set Aircraft Hire and Instructor Rates;
  - e. Organise events to promote The Club; and
  - f. Ensure the Club is advertised to gain maximum exposure.

## **MEETINGS**

15. The Committee is to meet monthly, or when specially required. Meetings shall be in accordance with DI (AF) ADMIN 12-13 paras 8-10. A quorum shall be 40% of the Office Bearers providing that either the President or Vice President is present.
16. Should a committee member resign the Committee is empowered to appoint a replacement until ratified at a general meeting or an election at an AGM. Minutes from these Committee meetings should be made available to members in the Club House.
17. The Annual General Meeting (AGM) is to:

- a. Be held every 12 months and as soon as possible after the end of the financial year, but before the 31AUG;
  - b. Have 14 days notice given of time and place;
  - c. Elect Office Bearers;
  - d. Ratify Committee decisions from the previous year;
  - e. Re-accept Honorary Members;
  - f. Conduct general business as necessary;
  - g. Have a quorum of at least 40% of the total number of full and affiliate members; and
  - h. Have the power to alter any part of this Constitution with the concurrence the BCDR;
18. An Extraordinary General Meeting (EGM) can be convened. A quorum is to consist of 50% of the full members.

#### **FEES**

19. A common joining fee will be levied on all financial members, the amount to be determined by the committee and ratified at a General Meeting.
20. Annual subscriptions for each class of membership will be determined by the Committee and ratified at a General Meeting.
21. All membership fees shall be due and are payable in advance, on the first day of July each year or paid on a prorata basis after 01 July.
22. Unless specifically excused by the committee, flying accounts are to be paid immediately, by cheque, credit card or cash.

#### **AIRCRAFT MAINTENANCE**

23. Aircraft maintenance will be the responsibility of the aircraft owner. Pilots in command of aircraft should notify owners if an unserviceability exists as soon as possible after a flight.

#### **OPERATION**

24. The safe and successful operation of The Club will be the joint responsibility of the committee and the CFI.
25. With the concurrence of the BCDR, The Club will operate primarily from the RAAF Amberley Airfield.

#### **FACILITIES**

26. The Club will operate from an available building, known as the 'Club House', as directed by the BCDR.

27. To reduce the possibility of storm damage the club aircraft should be hangared wherever possible with the permission of the BCDR.

### **RESIGNATION**

28. A member may at any time, by giving notice in writing to the secretary, resign their membership, but will continue to be liable for all arrears due and unpaid at the date of their resignation. Annual fees, or part thereof, are not refundable.