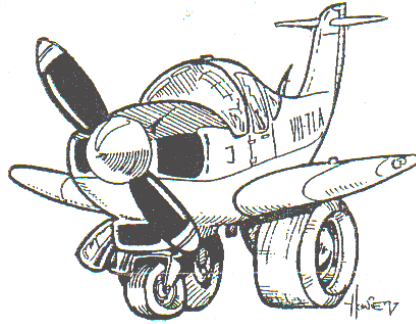


DRAFT (For Review)



RAAF AMBERLEY FLYING CLUB CONSTITUTION

FLTLT
OIC RAFC

Date:

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ABXO

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NAME

1. The name of the club is to be “RAAF Amberley Flying Club”, herein to be referred to as the Club or RAFC.
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 individual Club members.

AIM

3. The Club’s aims are to:
 - a. Provide a relaxed social environment for the benefit of all Club members;
 - b. Provide flying and flying training at a reasonable cost for Club members;
 - c. Encourage an interest in aviation by promoting the Club and flying activities; and
 - d. Host educational and informational aviation programmes for the benefit of Club members.

MEMBERSHIP

Membership types

4. Membership is limited to Full, Affiliate and Honorary members as defined in DI(AF)ADMIN 12-13.
5. The committee shall endeavour to maintain more Full and Affiliate members than Honorary members. Full and Affiliate members are not to be disadvantaged by the membership of Honorary members. The committee is to carefully vet all Affiliate and Honorary members prior to acceptance and every 12 months thereafter. For the purpose of defining Club membership, Australian Defence Force cadets and staff may be accepted as Affiliate members whilst they remain in the cadet forces.

Membership fees

6. Annual subscriptions for each class of membership will be determined by the Committee and detailed in the Club Standard Operating Procedures (SOPs).

Lifetime membership

7. To recognise services to the Club, any member may be nominated and approved as a permanent lifetime member by vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Lifetime members are exempt from membership fees.

COMMITTEE

Officer bearers

8. The elected Office Bearers of the Committee are:
 - a. President,

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- b. Vice-President,
- c. Secretary,
- d. Treasurer,
- e. Fuel Officer;
- f. Maintenance Officer; and
- g. Safety Officer.

9. Office bearers must be Full members IAW DI(AF) ADMIN 12-13 with the exception of the Fuel, Maintenance and Safety Officers who may be Affiliate members. These positions are proposed, seconded, and elected at the Annual General Meeting (AGM). 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.

Ex-officio members

10. By virtue of their position Ex-Officio members of the Committee are:

- a. The Officer-In-Charge (OIC) of the RAAF Amberley Flying Club appointed by the Air Base Executive Officer (ABXO);
- b. The Chief Flying Instructor (CFI) authorised by the Civil Aviation Safety Authority (CASA) and delegated by the Club's Air Operators Certificate holder; and
- c. The Senior Flight Instructor (SFI) appointed by the CFI.

Responsibility of committee

11. The Committee consists of the Office Bearers and ex-officio members of the Club and is responsible for:

- a. carrying out individual duties as detailed in Annex A;
- b. ensuring correct operation of the Club, in particular that aircraft operations comply with the AOC, Operations Manual, RAFC SOPs, and CASA regulations;
- c. nominating replacement Office Bearers when one resigns or is posted prematurely;
- d. appointing sub-committees;
- e. making decisions on how to use collected revenue for the Club's best interests;
- f. setting Aircraft Hire and Instructor Rates; and
- g. organising events to promote the Club.

MEETINGS

Committee meetings

12. The Committee is to meet monthly, or when specially required. A quorum shall be 40% of the Office Bearers providing that either the President or Vice President is present.

13. Committee meetings shall be conducted in accordance with DI (AF) ADMIN 12-13. Minutes of committee meetings are to include action items where required and are to be signed by the Chair, secretary, OIC and ABXO.

14. Decisions which relate to the operation of the Club are to be considered for inclusion in the SOPs.

Annual General Meetings

15. An AGM is to be held once per annum after the end of the financial year wherever possible. All members are to be given at least 14 days notice of an AGM. General business for the AGM is to include:

- a. Tabling of annual reports from each committee member;
- b. Tabling of the Club financial statement;
- c. Review of validity of existing membership;
- d. Review and amendment of the constitution; and
- e. Election of office bearers.

16. A quorum of the AGM shall be at least 40% of the total number of full and affiliate members

Extraordinary General Meetings

17. An EGM may be convened as required by the committee or if requested in writing by at least 25% of the members. All members are to be given at least 28 days notice of an EGM. A quorum of the EGM is to consist of least 40% of the total number of full and affiliate members.

Voting rights

18. At all Committee meetings, AGMs and EGMs, each member shall have one vote. In the event of a tied vote, the President may exercise the casting vote in addition to the President's vote.

Proxy votes

19. Members unable to attend a meeting may appoint another member to exercise their proxy. Proxies are to be communicated in writing to the Secretary no later than 48 hours before the scheduled commencement of the meeting.

Correspondence votes

20. Members unable to attend a meeting may table their vote by correspondence. Correspondence votes are to identify specific agenda items and be communicated in writing to the Secretary no later than 48 hours before the scheduled commencement of the meeting.

Out-of-session decisions

Where the committee is unable to convene, decisions may be actioned out-of-session. All out-of-session decisions are to be ratified at the next committee meeting and included in the minutes.

FACILITIES

21. The Club will operate from an available building, known as the 'Club House', as directed by the Amberley ABXO.

22. With the concurrence of the ABXO, the Club will operate primarily from the RAAF Amberley airfield.

STANDARD OPERATING PROCEDURES

23. The committee at their discretion may issue SOPs which detail the administrative, procedural and operational arrangements adopted by the Club. Amendments to the SOPs are to be tabled and approved at a committee meeting and be approved by the ABXO.

FINANCES

Non-profit basis

24. The assets and income of the Club shall be applied solely in furtherance of its defined aims 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.

Club accounts

25. The Club is to ensure bank accounts are maintained with a financial institution approved by the Committee. All monies received and paid out by the Club are to be accounted for and included in the Club financial records. Payments drawn from the Club accounts are to be signed by at least two members of the committee.

Financial reserves

26. The Club account is to be maintained with appropriate savings to cover foreseeable contingencies.

Financial records

27. The financial records and accounts of the Club are to be regularly reconciled and made available for audit by the committee and members at the AGM or EGM.

AIRCRAFT AND EQUIPMENT

28. The Committee shall obtain the use of aircraft and equipment considered necessary for the operation of The Club.

Aircraft

29. In obtaining aircraft, the committee is to ensure that:

- a. a formal agreement is entered into between the Club and aircraft owner;
- b. the aircraft is airworthy; and
- c. the aircraft owner has appropriate insurance to cover the aircraft and to absolve both the Club and the Commonwealth from any claim arising from equipment failure, accident, injury or death to any person.

Equipment

30. In obtaining equipment, the committee is to ensure that it is managed in accordance with DI(AF) ADMIN 12-13.

RESIGNATION

Committee

31. Should a committee member resign, the Committee is empowered to appoint a replacement until ratified at or elected at an AGM or EGM. In the case of the position of President becoming vacant, the Vice President will automatically assume the position of the President until the next AGM or EGM.

Members

32. 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.

AMENDMENT OF CONSTITUTION

33. The constitution may only be amended through a 60% majority vote at an AGM or EGM and with the approval of the ABXO.

DISSOLUTION

34. 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.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Officer in Charge

1. The OIC is appointed by the ABXO and is responsible for ensuring the Club and committee activities are conducted in accordance with DI(AF) ADMIN 12-1, 12-13 and Base Standing Instructions.

President

2. The Club president is responsible for:
- a. Providing leadership to the Club and committee;
 - b. Ensuring safe and efficient operation of the Club to the satisfaction of the OIC and CFI;
 - c. Chairing AGMs, EGMs and committee meetings;
 - d. Representing the Club and committee; and
 - e. Any other duties as amplified in the SOPs.

Vice president

3. The Club vice-president is responsible for:
- a. Performing the duties of the President in his or her absence;
 - b. Coordinating Club flying activities and social events; and
 - c. Any other duties as amplified in the SOPs.

Secretary

4. The Club secretary is responsible for:
- a. Compiling the minutes of each meeting;
 - b. Maintaining a current list of all members and their relevant details;
 - c. Maintaining files for all correspondence;
 - d. Compiling correspondence for distribution to members; and
 - e. Any other duties as amplified in the SOPs.

Treasurer

5. The Club treasurer is responsible for:
 - a. Managing the Club finances and bank accounts;
 - b. Accounting for all monies paid and received;
 - c. Reconciling income, expenditure and assets against the Club bank accounts;
 - d. Compiling financial reports for Club meetings;
 - e. Providing the committee with details of members with outstanding debts to the Club; and
 - f. Any other duties as amplified in the SOPs.

Fuel Officer

6. The Fuel Officer is responsible for:
 - a. Ensuring adequate quantities of fuel and oil for Club flying operations;
 - b. Receipting delivery of fuel and oil;
 - c. Accounting for fuel and oil usage;
 - d. Ensuring the fuel and oil is stored and managed IAW DEF(AUST) 5693 *Petroleum, Oils and Lubricants Manual*, applicable civilian legislation and Dangerous Goods guidelines;
 - e. Ensuring hazardous substances at the Club are appropriately managed and Material Safety Data Sheets are available; and
 - f. Any other duties as amplified in the SOPs.

Maintenance Officer

7. The Maintenance Officer is responsible for:
 - a. Ensuring all Club equipment is registered, maintained and managed IAW DI(AF) ADMIN 12-17;
 - b. Ensuring a system is in place for recording equipment requiring regular servicing;
 - c. Coordinating aircraft maintenance through the aircraft owners or maintenance agency; and
 - d. Any other duties as amplified in the SOPs.

Safety Officer

8. The Safety Officer is responsible for:
 - a. Managing the Club Safety Management System;
 - b. Ensuring a system is in place for recording all Club aviation incidents;
 - c. Coordinating investigation of all Club aviation incidents;
 - d. Compiling aviation safety reports for Club meetings; and
 - e. Any other duties as amplified in the SOPs.

Chief Flying Instructor

9. The CFI is approved by the Civil Aviation Safety Authority (CASA) to supervise flying training under the Air Operators Certificate (AOC). The CFI is responsible for duties detailed in the Operations Manual and for providing:
 - a. oversight of Club flying operations;
 - b. operational advice and representing Flight Instructors to the committee.

Senior Flying Instructor

10. Senior Flying Instructor is appointed by the CFIs as his representative at the Club and is responsible for providing:
 - a. oversight of Club flying operations; and
 - b. operational advice and representing Flight Instructors to the committee.