

**RULES OF THE SOUTH CANTERBURY AERO CLUB (INCORPORATED)**

- 1 The organisation shall be called the South Canterbury Aero Club (Incorporated), hereinafter referred to as "the Club".
- 2 MISSION STATEMENT

The Club is dedicated to the development, success and promotion of flying in its broadest sense through the provision of flight training, materials, facilities and opportunities to enable members and the public in general to participate in a broad range of flying activities and social events.

**3 OBJECTS**

- 3.1 To promote, foster, encourage and develop safe and skilful flying and the practice, study and research of aviation in all its aspects.
- 3.2 To train pilots and in the course thereof conduct educational and other aviation related studies and courses.
- 3.3 To promote rallies, competitions and trials related to the sport of flying.
- 3.4 To provide opportunities for the public to enjoy the skills, developments and interests of flying.

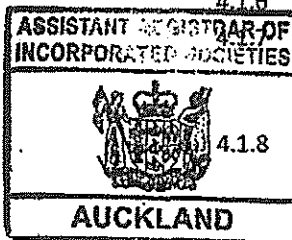
**4 CONTROL AND MANAGEMENT**

4.1 The control and management of the Club shall be in the hands of the Committee as described in Clause 11.1. This Committee shall have the power to:-

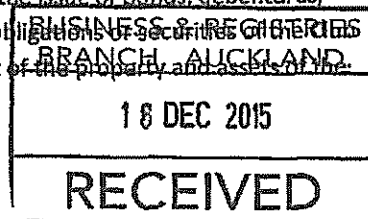
- 4.1.1 Provide or arrange for suitable aerodrome accommodation in such place or places in South Canterbury and its environs as may be deemed necessary for the purposes of the Club and to provide and maintain thereon all such buildings as may be necessary for the purposes of aviation or for the comfort and convenience of members of the Club.
- 4.1.2 Purchase, hire, make, provide and maintain aeroplanes and other flying machines, implements, tools, buildings, hangars, workshops, petrol stations, utensils and other things which may be required or which may be conveniently used in connection with any such aerodrome or aerodromes.
- 4.1.3 Purchase, take on lease, or in exchange or otherwise acquire any such lands, buildings, easements, rights of way or property real or personal which may be used in connection with any of the objects of the Club and to sell, demise, mortgage, give in exchange or dispose of the same.
- 4.1.4 Provide Club rooms for the use of members and to provide for the same all such magazines and periodicals as may be considered advisable.
- 4.1.5 Establish, maintain and control restaurants and bars.
- 4.1.6 Raise money by means of subscription, levy or donations.

4.1.7 Invest and deal with the funds of the Club not immediately required upon such securities and in such a manner as may from time to time be determined by the Committee.

4.1.8 Borrow, raise and give security for money by the issue of bonds, debentures, bills of exchange, promissory notes or other obligations or securities of the Club or by mortgage or charge upon all or any part of the property and assets of the Club.



*[Handwritten signatures]*



4.1.9 Promote the formation in any part of South Canterbury or its environs of branches of the Club and to provide for their affiliation with and representation on the Committee of the Club. The Committee may from time to time fix and determine the boundaries of each such branch.

4.1.9.1 The members of such branches shall consist of those members of the Club normally resident within the boundaries of each such Branch area who elect to become members of that Branch.

4.1.10 Employ and pay such officers and servants and agents as may be required for the proper carrying out of any of the objects of the Club and to enter into, and if necessary terminate contracts with staff (full-time, casual, others), members, sponsors, media and other organisations.

4.1.11 Join or affiliate with any other organisation, society or club, incorporated or unincorporated, having objects in whole or in significant part similar to the objects of the Club.

4.1.12 Make grants and subsidies in favour of deserving aviation related causes whether the same be similar to the objects of the Club or not.

4.1.13 Expel or suspend members in accordance with these rules.

4.1.14 Disseminate private or other information about members with their consent via written declaration and subject to the purpose being in accordance with the objects of the Club.

4.1.15 Organise and control competitions at a local, regional, national or international level.

4.1.16 Make provision for the insurance of all Club property and employees as decided.

4.1.17 Make By-Laws as a separate document appended to this constitution.

4.1.18 Do all such other lawful things as are incidental or conducive to the furtherance or attainment of the foregoing objects.

4.1.19 Determine honorarium for Secretary and/or Treasurer for services to the Club.

## 5 COMMON SEAL

5.1 The seal of the Club shall have legibly engraved upon it the Registered Name of the Club. The seal shall remain in the custody of the Secretary and shall only be used pursuant to a resolution of the Committee and in the presence of two members of the Committee who shall sign their names on every document on which the seal is used.

## 6 MEMBERSHIP

6.1 Members shall be classified as follows:-



- 6.1.1 Pilot members, being individuals 17 years of age or over, who hold, or have held, a valid pilot's license as per Civil Aviation Authority Rules Part 61 of any category and/ or individuals who have completed not less than five(5) hours of flying training, but who do not hold a pilot license and/or persons who are undertaking a course of instruction with the Club for the attainment of a pilot license as per CAR Part 61.
- 6.1.2 Partner membership may be approved on application by the Committee at a subscription rate determined annually at the Annual General Meeting. Partner membership is only available to Pilot members. Partner membership is available to a married couple or any couple in a relationship with the same legal rights as a married couple.
- 6.1.3 Social members, being individuals 17 years of age or older who are not eligible for admission as Pilot members or who wish to join as Social members.
- 6.1.4 Junior members, being individuals under the age of 17 years or who are studying full-time at a secondary school in South Canterbury.
- 6.1.5 Affiliate members, being individuals who are :-
- 6.1.5.1 Current members of any club affiliated to the RNZAC, or
  - 6.1.5.2 Current members of any club affiliated to any overseas equivalent of RNZAC, or
  - 6.1.5.3 Undertaking any specific course of flying and/or ground training with the Club.
- 6.1.6 Honorary Life Members who shall be elected by the Club in general meeting as provided in Rule 6.2.9.
- 6.1.7 Gliding club member, being member of the South Canterbury gliding club using the South Canterbury aero clubrooms for social purposes.

## 6.2 QUALIFICATIONS, ADMISSION PROCEDURES AND ENTITLEMENTS

- 6.2.1 Subject to the provisions of Rule 6.1 no person shall be admitted to the Club except as follows.
- 6.2.2 Pilot, Social and junior members must be nominated by a proposer and seconder, each of whom is either a member or an employee of the Club. Every such nomination must be approved by resolution of the Committee before the applicant is admitted.
- 6.2.3 Affiliate members may, at the discretion of the Chief Flying Instructor, be admitted without payment of any subscription, PROVIDED HOWEVER that upon expiry of a period of three(3) months following admission such affiliate



membership shall lapse. Following such lapse the member may be re-admitted in the same manner as aforesaid for not more than one further period not exceeding three(3) months.

PROVIDED FURTHER that Affiliate members admitted under this clause must have their permanent residence outside South Canterbury or its environs.

- 6.2.4 The Committee shall have power to refuse admission to membership of any person it considers to be unsuitable as a candidate for admission and shall be under no obligation to explain any refusal.
- 6.2.5 In refusing to admit any person to membership the Committee may at its discretion fix a minimum period during which the name of the person so refused admission may not be re-submitted for approval.
- 6.2.6 Any subscription paid to the Club by any person in anticipation of admission to membership shall be refunded in full to that person if the application for membership is refused.
- 6.2.7 All candidates for membership shall require to complete an application for membership on the prescribed form, which form shall become the property of the Club.
- 6.2.8 Notice of the admission or refusal to admit any Pilot, Social or junior member shall be sent to that person by the Secretary by ordinary post.
- 6.2.9 Honorary Life Members
- 6.2.9.1 Any member who has rendered outstanding service to the Club over a period of not less than fifteen(15) years shall be eligible for election as an Honorary Life Member.
- 6.2.9.2 No member shall be nominated as an Honorary Life Member except on the recommendation of the Committee by a three fourths majority of those present.
- 6.2.9.3 The Committee may vote on any recommendation for the election of an Honorary Life Member at the same meeting at which the recommendation is first proposed.
- 6.2.9.4 Every recommendation made in accordance with this Rule shall be placed before the Club in general meeting. Approval shall be by a three fourths majority of those present.
- 6.2.10 Cessation of Membership. Except as provided in Rule 6.2.3, a member shall cease to be a member of the Club
- 6.2.10.1 On acceptance of his/her resignation by the committee as provided in Rule 6.2.11.



6.2.10.2 On his/her death.

6.2.10.3 On forfeiture of his/her membership as provided in Rule 24.2.

6.2.10.4 On his/her expulsion as provided in rule 7.1.

6.2.11 Any member may resign his/her membership by giving written notice to the Secretary provided that the member's subscription has been paid up to date.

6.2.12 Where in accordance with Rule 6.3.4 a member is deemed to have been unfinancial for a period of three(3) months or longer, the Committee may, by resolution, declare that person's membership to have been forfeited but the Committee may at any time re-admit such a person to membership upon receiving a satisfactory explanation and payment of all arrears of subscription then due.

6.2.13 Any member, upon giving to the Secretary or Chief Flying Instructor written or verbal notice of his intention to depart out of New Zealand for a period of three(3) months or longer, may have his/her name placed on the list of members overseas, free of subscription until his return.

6.2.14 Pilot members, and Honorary Life Members shall have the right to

(a) Vote at Annual General Meetings and General Meetings of the Club.

(b) Receive a copy of the Club's Annual Report and Statement of Accounts.

(c) Be elected onto the Committee of the Club.

6.2.15 Social members, Affiliate members and junior members shall have no voting rights and may not be elected to office.

### 6.3 SUBSCRIPTIONS

6.3.1 The annual subscriptions of Pilot, Social, junior, partner and gliding club members shall be determined at each Annual General Meeting and these shall be payable as from the date of the Annual General Meeting.

6.3.2 The Committee may vary the amount of subscription paid by any person who joins the Club less than six(6) months prior to the Annual General Meeting.

6.3.3 The Committee may waive the subscription of persons who join through special promotional activities.

6.3.4 Should any member fail to pay his/her annual subscription within three(3) months of the date when the same became due he shall be deemed thereafter to be unfinancial.



6.4 REGISTER OF MEMBERS

6.4.1 The Club shall keep a register of members and this register will record the full name, address, occupation and category of membership of each member, the date of membership and all subsequent changes.

6.4.2 Forms for collecting information on members will conform with the Privacy Act.

6.4.3 Disclosure of information on the register will be by consent or a signed declaration in accordance with Clause 4.1.14 of these rules.

7 SUSPENSION AND EXPULSION

7.1 If any member shall be charged with conduct which in the opinion of the Committee renders it desirable that he/she should cease to be a member of the Club, such member shall be invited to attend a meeting of the Committee at which an enquiry into such charge shall be held. If after enquiry three fourths of the Committee find the charge sustained, the member charged may be cautioned, suspended, required to resign his/her membership of the Club, or be expelled as the Committee think fit.

7.2 The Committee may appoint a qualified solicitor or barrister as legal advisor who may be present at the hearing or enquiry into any complaint and may then or at any time previously or subsequently advise the Committee or its Chairman on matters of law, procedure, and evidence relating thereto.

8 BANKRUPTCY OF MEMBERS

8.1 If any member be adjudged a bankrupt or shall make any composition or arrangement with his/her creditors or shall be declared a defaulter on the Turf, he shall ipso facto cease to be a member of the Club and shall forfeit all right in and claim upon the Club and its property, but upon application being made by such member to the Committee stating the cause of such adjudication making of any composition or arrangement or default as the case may be, such member may be re-admitted and restored to former rights by the Committee.

9 RIGHT OF APPEAL

9.1 A member suspended or discharged under Clause 8.1 shall have the right of appeal under conditions laid down in the Club By-Laws.

10 EFFECT OF CEASING TO BE A MEMBER

10.1 Any person on ceasing to be a member of the Club shall forfeit all right to and claim upon the Club, its property and funds.

11 MANAGEMENT COMMITTEE

11.1 The entire management of the Club (except as otherwise provided by these rules) shall be deputed to a committee (hereinafter referred to as "the Committee") consisting of:-



OFFICERS

President

Vice-president

Immediate Past President (as provided in Clause 11.2)

Secretary

Treasurer

Club Captain

General committee of six members

One representative from each branch of the Club

PROVIDED that the officers and Branch representatives shall hold office for one year and thereafter be eligible for re-election, and

PROVIDED FURTHER that, for the purpose of continuity, three (3) General Committee members shall be elected in each year to hold office for two years and thereafter be eligible for re-election, and

PROVIDED FURTHER that Branch representatives shall have no voting rights on the Committee.

- 11.2 The immediate Past President may elect to serve on the Committee for a period of one year in that year immediately following his/her term as president.

12 ELECTION OF MEMBERS TO THE GENERAL COMMITTEE

- 12.1 At the Annual General Meeting the three members of the General Committee who have completed their two year term shall retire but shall be eligible for re-election. Any two Pilot or Honorary Life Members may propose any other candidate or candidates by notice in writing up to the time of commencement of the Annual General Meeting. Such notices must be signed by the candidate(s), proposer and seconder. Voting shall be by ballot and every qualifying member present shall be entitled to vote for as many candidates as there are vacancies to be filled. The candidates up to the number of vacancies who shall receive most votes shall be declared elected and in the case of two or more candidates receiving an equal number of votes the chairperson shall have a second or casting vote.

PROVIDED FURTHER that candidates, proposers and seconders in respect of this clause must be financial Pilot or Honorary Life Members of the Club.

- 12.2 Should insufficient nominations be received at the point at which written nominations close, nominations from the floor shall be accepted.



12.3 No person who is in receipt of payment by way of wages or salary in any form for services rendered to the Club shall be eligible for nomination to any office but this shall not exclude any member who is paid an honorarium in consideration of services rendered to the Club in an honorary capacity.

13 VACANCIES ON THE COMMITTEE

13.1 The office of any member of the Committee shall become vacant, and the vacancy shall be deemed to be an extraordinary vacancy, if the member

13.1.1 Dies, or

13.1.2 Resigns his/her office, or

13.1.3 Accepts full-time employment with the Club, or

13.1.4 Is absent without leave from three (3) consecutive meetings of the Committee, or

13.1.5 Becomes a mentally disordered person within the meaning of the Mental Health Act 1969, or

13.1.6 Is adjudged bankrupt, or

13.1.7 Is convicted of any offence under the Rules of the Civil Aviation Authority, or

13.1.8 Has any penalty imposed upon him/her consequent upon a charge preferred against him/her pursuant to Rule 7.1 being sustained, or

13.1.9 Is convicted of any offence punishable by imprisonment.

13.2 In any case where Clause 13.1 is applied, the Committee shall have power to reinstate the member consequent upon a hearing establishing that dismissal was inappropriate.

13.3 In the event of a vacancy on the Committee the Committee shall have power to co-opt any member of the Club to fill such vacancy, but the proceedings of the Committee shall not be invalidated in consequence of there being less than the prescribed number.

14 COMMITTEE MEETINGS

14.1 The Committee shall meet at least once a month with the exception of January to examine the accounts and arrange the affairs of the Club, notices of meetings shall be sent to each member. A quorum shall consist of six members. Minutes shall be taken of all proceedings of the Committee and shall be open to the inspection of any member of the Club applying to the Secretary.

15 SUB-COMMITTEES

15.1 The Committee may from time to time appoint from amongst their number such sub-committees as they may deem necessary or expedient, and may depute or refer





to them such of the powers and duties of the Committee as the Committee may determine. Such sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.

- 15.2 The Committee may from time to time co-opt individuals who are Pilot or Social members of the Club. These co-opted persons shall not have voting rights on matters concerning the activities of the Committee.

16 ANNUAL GENERAL MEETING

- 16.1 The Annual General Meeting of the Club shall be held in the month of July each year upon a date and at a time to be fixed by the Committee for the following purposes:-

16.1.1 to receive from the Committee and adopt a report, statement of financial performance and statement of financial position prepared in accordance with accepted practise as determined from time to time by the Institute of Chartered Accountants New Zealand.

16.1.2 to elect the Officers and General Committee as described in 11.1.

16.1.3 to elect a Patron(s) and five (5) Honorary Vice-presidents.

16.1.4 to set annual subscription rates for the following year.

16.1.5 to decide on any resolution which may be duly submitted to the meeting

16.1.6 Any resolutions to be considered shall be sent to members at least fourteen days before the Annual General Meeting.

- 16.2 Not less than thirty-one (31) clear days before each Annual General Meeting notice of the convening of such Annual General Meeting shall be given by the Secretary by Email, or electronic means, all members of the South Canterbury aero club a notice which shall include in clear and unambiguous language, the following information, viz

Where a member does not have an Email address the same notice of meeting shall be sent by post.

16.2.1 The date and time and venue of the Annual General Meeting (which date, time and venue shall have been fixed by the Committee).

16.2.2 The latest time and date for the receipt by him/her of any notices of motion to be put to the Annual General Meeting.

- 16.3 A similar notice shall, at the same time, be posted on the notice board in the Clubhouse and on the Club website.

16.4 NOTICES OF MOTION



16.4.1 Any member desirous of moving any resolution at the Annual General Meeting shall give notice in writing to the Secretary not less than three weeks before the date of such meeting.

16.5 SPECIAL GENERAL MEETING

16.5.1 The Committee may at any time for any special purpose call a special general meeting.

16.5.2 Upon receiving a requisition in writing signed by not less than twelve members the Secretary shall convene a Special General Meeting of the Club to be held not later than 31 clear days from the date of the receipt by him/her of the requisition.

16.5.3 The requisition and the notice convening the meeting shall specify the subject or subjects which the meeting is called to consider and no other subject or subjects shall be dealt with by the meeting save with the consent of the Chairman and a three fourths majority of the members present at the meeting.

16.5.4 Not less than thirty-one (31) clear days before Special General Meeting notice of the convening of such Special General Meeting shall be given by the Secretary by Email, or electronic means, all members of the Club a notice, which shall include in clear unambiguous language, the following information, viz:

Where a member does not have an Email address the same notice shall be sent by post.

16.5.4.1 The date and time and venue of the Special General Meeting (which date, time and venue shall have been fixed by the Committee).

16.5.5 A similar notice shall, at the same time, be placed on the Clubhouse notice board and website.

16.6 CHAIR AND VOTING

16.6.1 At all general meetings of the Club the president, and in his/her absence a member selected by the meeting, shall take the chair. Every financial member present shall be entitled to vote in accordance with 6.2.14 and shall have one vote upon every motion and in the case of equality of votes the chairperson shall have a second or casting vote.

16.6.2 Except in the case of a vote on the changing of the Club's rules, a simple majority shall be considered as conclusive in determining the result of voting.



16.6.3 Voting shall be by voice, show of hands or secret ballot if decided by those present.

16.7 QUORUM

16.7.1 The quorum at general meetings shall be fifteen members personally present at the beginning of and throughout the meeting.

16.8 FINANCIAL YEAR

16.8.1 The financial year of the Club shall end on the last day of April in each year to which day the accounts of the Club shall be balanced.

17 VISITORS

17.1 Every member shall be allowed to introduce visitors subject to such regulations or By-Laws as shall be made from time to time by the Committee and every visitor shall be the guest of and be accompanied by the member introducing him/her. Should the visitor and member be present during the hours the Club bar is open, both shall sign the visitors' book immediately on entering the Club premises.

18 GAMBLING

18.1 The Committee shall have power to prohibit any games which in their opinion are unlawful games or the playing of which would be injurious to the interests of the Club.

19 ALTERATION OF RULES

19.1 These rules may be added to, repealed or amended by resolution at any annual or special general meeting provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the members voting.

20 REGULATIONS AND BY-LAWS

20.1 The Committee shall from time to time make, repeal, and amend all such By-Laws and regulations (not in consistent with these rules) as they shall think expedient for the internal management, use of the Club's facilities and well-being of the Club. All such By-Laws and regulations shall be binding upon the members until repealed by the Committee or set aside by a resolution of a general meeting of the Club.

20.2 Without limiting the general power conferred on the Committee by Rule 21.1, it is hereby declared that By-Laws may be made concerning all or any of the following matters.

20.2.1 The safe and efficient operation of the Club's aircraft fleet.

20.2.2 The conduct of competitions, trials, demonstrations, "fly-aways" and activities of a like nature.



- 20.2.3 The conduct of Club and Club-sponsored activities of whatever nature or kind within and/or without the Clubhouse.
- 20.2.4 The operation and enforcement of the laws relating to the sale of liquor pursuant to any license held by the Club from time to time.
- 20.2.5 The engagement, employment, control, discipline and dismissal of staff, both paid and voluntary.
- 20.2.6 The control of the activities of Branches (if any) of the Club.
- 20.2.7 The regulation and control of the Club's financial affairs and activities, including the investment of funds, accounting, banking and like matters.
- 20.2.8 The enforcement of discipline amongst members and the imposition of sanctions, fines and other penalties which may be imposed for breaches of these Rules and By-Laws and/or Regulations made hereunder.
- 20.3 Copies of any By-Laws and/or Regulations made in accordance with this Rule shall, as far as may be convenient and practicable, be published for the benefit of members along with these Rules and be made readily available for their perusal.
- 20.4 Upon joining the Club each member shall be given access to a copy of these Rules.
- 20.5 The members and each and all of them shall be held to have consented to and to have agreed to be bound by the Rules, By-Laws and Regulations of the Club.

## 21 FUNDS

- 21.1 The Committee shall keep, or shall cause to be kept, a proper account of the income and expenditure of the Club. The Committee may invest in such securities and upon such terms as it thinks fit the whole or any part of the funds of the Club which are not required for the immediate business of the Club.

## 22 BORROWING

- 22.1 If at any time the Club in general meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the trustees shall at the direction of the Committee make all such dispositions of the Club property or any part of it and enter into such agreements in relation to it as the Committee may deem proper for giving security for such loans and interest. All members of the Club whether voting on such resolution or not shall be deemed to have assented to the same as if they had voted in favour of such resolution.

## 23 DISSOLUTION



23.1 If at any general meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and such resolution shall at a subsequent general meeting held not less than one month thereafter be confirmed by a resolution passed by a majority of the members voting, the Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realise the property of the Club. If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other charitable organisation or body having objects of the Club or some charitable purpose within New Zealand.

## 24 GENERAL

### 24.1 Pecuniary Gain

24.1.1 No member shall, except to the extent that he may be remunerated by the Club for services rendered to the Club as a full or part-time employee, or as otherwise specifically provided by these Rules, derive any pecuniary gain from any of the Club's property or activities. For the purposes of this Rule, "pecuniary gain" does not include subsidies, honoraria or the winning of prizes or trophies other than money prizes.

### 24.2 CONFLICT OF INTEREST

24.2.1 No person shall be admitted as a member or, if already a member, be entitled to remain a member where such admission or continued membership would result in a conflict of interest as between the member and the Club.

24.2.2 For the purposes of this Rule a conflict of interest would arise or exist where

24.2.2.1 A person, being an applicant for membership or a member, or a close relative of that applicant or member holds, either in his/her own name or by or through any agent or nominee, any interest or share in any enterprise a principal activity of which is the provision of either theory or flight training for fixed wing aircraft, where such training is offered to the public at large from a base located within a radius of thirty (30) nautical miles of the Timaru Airport or any sub-base operated by the Club, or

24.2.2.2 A person, being an applicant for membership or a member, is employed by an enterprise which conducts training of the type described and within the area described in paragraph 24.2.2.1

24.2.2.3 In any case of doubt whether a conflict of interest would arise or may exist, an applicant for membership or a member may apply to the Committee for a ruling as to



whether any such conflict may arise or does exist and the decision of the Committee shall be final and binding.

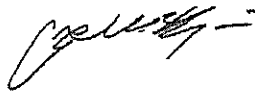
24.2.2.4 Where, on application, a decision has been made by the Committee under Rule 6.2.5, no application for reconsideration of that decision may be made to the Committee until the expiry of one year from the date of such decision.

24.2.3 CLUB ADDRESS

24.2.3.1 No member shall use or cite, or allow to be used or cited, the name of the Club or of his/her connection with the Club, in any notice or advertisement intended to promote, or designed to promote, or having the effect of promoting, the business interests of the member.

24.2.3.2 No member shall give to any person, firm or corporate body, as his/her address for service in any legal proceeding, or for the purpose of receiving correspondence, the physical or postal address of the Club.

Grant McKenzie



DAVID THOMSON



Andrew Ritchie

