

# CLUB RULES

## PIAKO GLIDING CLUB INCORPORATED

### 1. NAME OF THE SOCIETY

The name of the Club shall be “Piako Gliding Club Incorporated”, hereinafter referred to as the “Club”.

The registered office of the Club shall be the Matamata Airfield, State Highway 27, Matamata.

### 2. OBJECTS OF THE CLUB

The objects for which the Club is established are:

- a) to promote and encourage gliding in all its forms: (for the purpose of these rules “glider” means any soaring sail plane and includes self launching sail planes);
- b) to do all such things as are incidental to or conducive to the attainment of the above object.

### 3. MEMBERSHIP

#### 3.1 Classes of Membership

The Club shall consist of four classes of members - Pilot, Life, Associate and Temporary.

#### **A Pilot member shall**

- have full rights and/or privileges in respect of the club’s equipment and property (in common with each other) but subject to bylaws as the Committee may from time to time make and subject to the Committee’s powers hereunder;
- have full voting rights at any Club General Meeting;
- be eligible to hold office in the Club;
- pay an annual subscription;
- be elected to the Club by the Committee after application and nomination by two current members of the Club.

#### **A Life Member shall**

- have full rights and/or privileges in respect of the Club’s equipment and

property (in common with each other) but subject to bylaws as the Committee may from time to time make and subject to the Committee's powers hereunder;

- once made a Life member, retain permanent membership as a Life member;
- have full voting rights at any Club General Meeting;
- be eligible to hold office in the Club;
- pay annually any flying related fees set by the Annual General Meeting each year;
- be elected by recommendation from the Committee and with a majority vote at the Annual General Meeting.

Life membership is awarded in recognition of meritorious service to the Club and may be conferred whether or not a person is already a member of the Club.

**An Associate member shall**

- have full rights and/or privileges in respect of the Club's equipment and property (in common with each other) but subject to bylaws as the Committee may from time to time make and subject to the Committee's powers hereunder; with the exception of flying an aircraft solo (unless otherwise approved to fly solo by a confirmed written resolution of the Committee), voting and eligibility for office.
- apply to the Club as an Associate member;
- pay an annual subscription.

**A Temporary Member shall, prior to seeking to join the Club as a pilot member,**

- have full rights and/or privileges in respect of the Club's equipment and property (in common with each other) but subject to bylaws as the Committee may from time to time make and subject to the Committee's powers hereunder, with the exception of, voting and eligibility for office;
- apply to the Club as temporary member;
- Pay a pro rata annual subscription for the relevant length of time as determined by the Committee.
- Be elected to the Club by the Committee as a temporary member after application and nomination by two current members of the club.
- Automatically become a Pilot Member either (i) at the end of the relevant length of time as determined by the committee as above; or (ii) at the beginning of the next financial year.

### **3.2 Application to Become a Member**

An application to become a pilot, associate, or temporary member shall be made in writing on an application form approved by the Committee, which form may contain such information, undertakings and acknowledgements and any other matter whatsoever as the Committee shall see fit to require. The application form shall be signed by the applicant and by two nominating members. The signature of the applicant

shall constitute (inter alia) a warranty by the applicant of the correctness and accuracy of all the matters stated in the application form. The signature of the applicant shall also constitute agreement by the applicant to be bound by the Club rules. Every member shall be deemed to have notice of the said rules, together with the bylaws and a copy of the rules and bylaws shall be made available to members.

The application form shall be accompanied by the appropriate subscription fee.

The election of an applicant to the Club shall be by majority vote and shall take place at a Committee meeting, held within three months following receipt of the nomination. No reasons need be given, if a person is not accepted as a member of the Club.

Immediately upon the signing of the application form by the applicant, and submission of it to a member of the Committee, the said applicant shall become a temporary member of the Club and shall retain such membership until his/her application has been dealt with by the Committee. In the event of the application being rejected by the Committee or being withdrawn by the member, the Committee may refund to the applicant any portion of the subscription already paid by the applicant.

### **3.3 Resignations**

Any member may resign their membership by giving written notice to the Secretary. Such resignation shall be effective as from the time of receipt thereof by the Secretary. Unless by specific arrangements with the Committee, any member not financial by 31st day of July in any year, is deemed to have resigned from the Club, but without releasing that member for any debts owing to the Club.

### **3.4 Suspension of Membership**

If any member commits a breach of the provisions of the Manual of Approved Procedures, or willfully refuses or neglects to comply with these rules or acts in a manner prejudicial to the interests of the Club, then the matter shall be referred to the Chief Flying Instructor or the Chief Tow Pilot or the President, as appropriate to the nature of the case.

The Chief Flying Instructor or the Chief Tow Pilot or the President, as the case may be, on the matter referred to them, may in his/her discretion; temporarily suspend such member from membership rights and/or privileges, for a period not exceeding fourteen days. The Chief Flying Instructor or the Chief Tow Pilot or the President may refer the matter to the Committee for further action, not later than seven days after the matter has first come to their notice. The member affected by any such decision may also refer the matter to the Committee, by way of appeal against the decision given, by giving such reference to the Secretary in writing, not later than seven days after such a decision has been given.

A Committee meeting to consider such a matter shall be called as soon as possible, but not later than fourteen days after reference of such a matter to the Secretary or the Committee. The member shall be entitled to be heard and, if he/she so wishes, to be represented at such Committee meeting by counsel, or other support. The member shall be given forty-eight hours written notice of the date, time and place of the meeting, and of the matter which is to be determined thereat concerning him/her. At the meeting the member shall be informed of all matters which the Committee shall take into consideration in determining the matter. The Committee may also require any other member to attend the meeting to give information concerning the matter, and if necessary, may adjourn their meeting for any period, and from time to time, to enable further information to be obtained. In such a case the offending member shall have the same rights at such an adjourned meeting, as for the original meeting. After hearing the matter the Committee shall determine what action it shall take in respect of the offending member, and the member shall not be entitled to be present at such determination.

The Committee may resolve:

- a) to take no further action
- b) to reprimand the member
- c) to extend, limit, qualify or revoke any period or extent of suspension of rights and/or privileges imposed by the Chief Flying Instructor, or the Chief Tow Pilot, or the President
- d) to impose any period of total or qualified suspension of rights and/or privileges
- e) to expel the member, but such resolution shall require a two-thirds majority of those voting
- f) to publish or otherwise notify members of the matter and its decision in whatever manner it thinks fit
- g) to impose a fine, not exceeding \$500 in respect of any offence involving damage to Club property, and \$100 in respect of any other offence.

Notice in writing of the decision of the Committee shall be given to the offending member within seven days of the making of such a decision, and the decision of the Committee shall be final. Any action taken by the Club against a member under this clause shall be without prejudice to its rights and remedies, if any, to recover from the member at law any loss caused by the member. In the event of the Committee deciding to expel such a member the member shall not be entitled to any refund of subscriptions and shall remain liable for any arrears of subscription up to the end of the then financial year.

### **3.5 Damages**

No member shall institute any claim for damages or any other claim against the Club, or any or all members of the Club, arising from loss or injury sustained as a result of the action of any member or members of the Club, acting under the jurisdiction of the Club

and while acting in the course of Club activities.

#### **4. SUBSCRIPTIONS**

The Club's financial year shall begin on the 1st day of April in each year and end on the following 31<sup>st</sup> day of March.

The Club subscription for members shall be fixed annually at the Annual General Meeting of the Club. The Committee shall recommend to the Annual General Meeting a subscription for the forthcoming year and a majority vote of that Meeting shall be required for those subscriptions to be adopted. The subscription shall be due within one month of the date of the Annual General Meeting at which the subscriptions for that financial year were set.

Only financial members of the Club shall have any rights and privileges of membership.

The Committee has the power to postpone or remit a portion or the whole of any subscription or fee due by any member of the Club. The Committee shall have the power to suspend from membership any member whose subscription or any other debt to the Club is overdue. This power may be exercised without prior notice being given to any such member.

The Committee shall have power to impose fees for administration, national subscriptions or other such national payments, flying and such other fees as they may from time to time consider reasonable.

The subscription for new members may be an annual subscription pro rata, on a monthly basis, as agreed by resolution of the Committee, either to a specified date or to the end of the financial year.

#### **5. GOVERNMENT OF THE CLUB**

##### **5.1 Election of a Committee**

The government of the Club shall be vested in a Committee of members comprising the following elected officers: President, Vice-President, Club Captain, Honorary Treasurer, Honorary Secretary and four Committee members. The Immediate-Past President and Chief Flying Instructor shall be automatically appointed as members of the Committee and shall be entitled to exercise all such rights, privileges and powers as exercised by the elected members of the Committee.

The officers of the Club shall be elected annually at the Annual General Meeting of the Club. Nominations shall be made in writing, signed by two members, and passed to the Secretary prior to the commencement of the meeting. Election shall be by show of

hands or ballot if requested by the members.

The Committee has the power to co-opt other members to assist with the work of the Committee. Such members shall not have voting rights on the Committee.

## **5.2 Powers of the Committee**

The Committee shall conduct the general business of the Club, and make, alter or rescind from time to time bylaws incidental to the objects of the Club, so long as they are not inconsistent with the rules in this document. The Committee shall have full powers to decide on all matters not otherwise covered by the rules in this document, which are in the interests of the objects of the Club. The Committee may make, revoke or suspend appointments of the Chief Flying Instructor and the Chief Tow Pilot as considered necessary. In the case of revocation or suspension of the Chief Flying Instructor or Chief Tow Pilot, this power will only be exercised after due consideration and upon a two-thirds majority of those voting.

In particular and without limiting the generality of the forgoing powers, the Committee shall have power to compromise any claims of the Club.

The Committee may at any time, declare the membership of the one or all of the classes of membership closed for the time being.

## **5.3 Financial Powers of the Committee**

The Committee shall decide all matters relating to and fix all charges for the use of the Club's property by members, casual visitors and non-members.

The control and investment of the funds of the Club shall be vested in the Committee, who shall have the power to authorise such expenditure and invest a fund in such a manner and for such purposes, as the Committee may deem to be in the best interests of the Club.

The Club may from time to time raise or borrow money or secure the repayment of any sum or sums of money, for the furtherance of its objects, in such manner and upon such terms and conditions as the Committee deems expedient. Any money borrowed may be secured by mortgage or debentures over the Club's property.

## **5.4 Committee Meetings**

The President shall chair the Committee, or in his/her absence, the Vice-President shall be the Chair, or in his/her absence, the Committee members shall elect a Chair from amongst those Committee members present.

The Committee shall meet any time it is deemed necessary by the President or upon the written requisition of any two Committee members given to the President or the

Secretary. Committee meetings may be convened by notice (verbal or written) given or sent to each member of the Committee by the Secretary at least three days before the time fixed for the meeting.

At all meetings of the Committee, six shall form a quorum. The Chair shall have a casting vote as well as a deliberative vote. At all meetings of the Committee, the mode of voting shall be by show of hands, or ballot if demanded by a majority of members present. Proxy votes shall not be allowed.

Any elected member of the Committee failing to attend three consecutive meetings without reasonable excuse, may be suspended from office until the Committee decides either to reinstate him/her or declare his/her office vacant.

Any elected officer may voluntarily resign office at any time, on having given to the President or Secretary, written notice of his/her resignation stating the date at which the resignation shall come into effect. Such officers may obtain leave of absence for a period not exceeding four months, on giving to the President or Secretary, two weeks written notice of his/her intention to do so. Where a casual vacancy occurs on the Committee for whatever reason, the Committee may appoint a replacement member for a specified time or for the remainder of the financial year, either from within the Committee members or from the Club members. Such an appointment shall not extend beyond the next Annual General Meeting of the Club.

## **5.5 Annual General Meetings**

The Annual General Meeting of the Club shall be held annually, not later than the 31st day of May in each year. Annual General Meetings of the Club shall be convened by giving fourteen days notice in writing by post or email to the members.

Twelve members present shall form a quorum at an Annual General Meeting. The President shall chair all such meetings of members of the Club. In his/her absence the Vice-President shall be appointed Chair, and in his/her absence, the Committee members shall appoint or elect a Chair from among their numbers.

At all such meetings, the mode of voting shall be by show of hands, or ballot if demanded by a majority of members present. The Chair shall in all cases have an ordinary and in the cases of equality a casting vote. Proxy votes shall not be allowed. Non-financial members shall have no voting rights.

## **5.6 Special General Meetings**

The Committee may at any time call a Special General Meeting of the Club, on giving seven days notice in writing by post or email to the members. At such a meeting, no business shall be transacted other than that which was mentioned in the notice. The Committee shall also, in like manner, call a Special General Meeting, upon receiving a

written requisition from not less than twelve financial flying members.

Twelve members, or two-thirds of the total membership, whichever is the lesser, shall form a quorum at all Special General Meetings. The President shall chair all such meetings, and in his/her absence the Vice-President shall be appointed Chair, and in his/her absence, the Committee members shall appoint or elect a Chair from among their numbers.

At all Special General Meetings of the Club the mode of voting shall be by show of hands, or ballot if demanded by a majority of members present. The Chairperson shall in all cases have an ordinary and in the cases of equality a casting vote. Proxy votes shall not be allowed. Non-financial members shall have no voting rights.

### **5.7 Auditor and Honorary Solicitor**

An Auditor (qualified to ACA standard) and Honorary Solicitor shall be appointed annually at the Annual General Meeting.

### **5.8 Common Seal of the Club**

The Common Seal of the Club shall be kept in the custody of the Honorary Solicitor. The Seal shall be affixed to a document requiring execution by the Club only after resolution of the Committee and in the presence of three Committee members, who shall affix their signature to every document so sealed.

### **5.9 Responsibilities of the Secretary and the Treasurer**

#### **The Secretary of the Club shall:**

- keep a faithful record of the business transacted at all Committee meetings, and at any Annual General or Special General Meetings of members
- keep a record of the bylaws of the Club
- call all meetings in accordance with the rules in this document
- receive all correspondence of the Club
- conduct the correspondence of the Committee
- in general act as clerk and keep such records that the Committee may require; and
- keep a register of the Club's members, including the names, addresses and telephone numbers of those members.

In any case where written notice is to be given to a member, it shall be deemed sufficient if such notice is sent by ordinary post to the postal address of the member, as last known to the Secretary, and shall be deemed to be delivered two days after posting.

#### **The Treasurer of the Club shall:**

- be responsible for the receipt of all moneys on behalf of the Club

- forthwith lodge such moneys in such accounts as the Committee shall decide from time to time
- keep the financial records of the Club together with any other records that may be found necessary to fully and correctly show the Club's affairs
- be responsible for the furnishing of GST returns
- furnish a monthly statement of accounts to the Committee
- disburse all moneys of the Club under the authority of the Committee
- prepare or cause the balance sheet of the Club to be prepared, certified and available to the Annual General Meeting
- submit a report for the financial position of the Club as at the 31st day of March in each year at the Annual General Meeting
- not hold any other office in the Club at the same time as being Treasurer.

No moneys shall be paid out except those authorised by minute of the Committee. Such payments shall be made by cheque, automatic payment, direct debit or other electronic means signed or authorised by any two of three Committee members, who shall be authorised by the Committee from time to time, and registered at the Club's bank as cheque signatories.

## **6. ALTERATION OF RULES**

Any rules may be rescinded, altered, repealed or added to by a two-thirds majority of those voting at the Annual General Meeting, or at a Special Meeting called for the purpose of altering the rules. Any such meeting shall be run in accordance with the rules set out in this document for a Special Meeting or Annual General Meeting.

## **7. WINDING UP AND DISPOSITION OF PROPERTY**

In the event that the Committee considers the Club should be wound up and cease to operate, a Special General Meeting shall be called, to consider a resolution to wind up the Club. Such a resolution shall only have effect if it is passed with a majority vote of at least 75% of those present at the meeting and where at least 75% of the financial members of the Club are present at such a meeting.

In the event of the winding up of the Club so much of the property real and personal of the Club shall be realised, as is needed to meet the debts and liabilities of the Club. Any surplus property shall pass to Gliding New Zealand Incorporated (or its successor as the controlling body of the gliding sport in New Zealand) to be held in trust, until such time as another gliding club may be set up in the area, then passed to such a club, to be used to further the objects of gliding.

## **8. GENERAL**

### **8.1 Bylaws**

The bylaws of the Club shall be confirmed at each Annual General meeting. The bylaws of the Club shall be available to members at all times and shall be displayed in a prominent position in the Club house. The bylaws include but are not limited to the “How we do things” publication (or its successor document).

**8.2 Powers**

The Committee shall have full powers to decide on all matters not otherwise covered by the rules in this document, which are in the interests of the objects of the Club.

**8.3 Pecuniary Gain**

No member shall receive any pecuniary gain from work undertaken for or on behalf of the Club, other than honorarium as agreed at each Annual General Meeting.

**8.4 Media Contact**

No member or group of members shall make a public or press statement without the prior knowledge and approval of the President.

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These rules are hereby adopted as the rules of the Club and all previous rules are repealed.