

# RULES OF THE OMARAMA GLIDING CLUB

Effective 28<sup>th</sup> December 2011

## NAME

1. The name of the Club shall be "Omarama Gliding Club Incorporated"

## OBJECTS

2. The objects for which Omarama Gliding Club Incorporated (here in after called the "Club") is established are:
  - a. To provide safe gliding opportunities within New Zealand, primarily at Omarama.
  - b. To promote an interest in glider flying and soaring among the general public.

## MEMBERSHIP

3. Membership shall be divided into the following categories:
  - a. Full
  - b. Junior
  - c. Family
  - d. Social
  - e. Honorary
  - f. Honorary Life
  - g. Associate
  - h. Temporary
  - i. Day
4. Membership Privileges
  - a. Full, Junior, Family, Honorary, Honorary Life, Associate Temporary, and Day Members: Shall have full privileges and obligations in respect of the Club's equipment and property.
  - b. Social Members: Shall have all the privileges and obligations of a Full Member, except for flying.
  - c. Temporary and Day Members: Have no voting rights at any club meetings.

## ACCEPTANCE OF MEMBERS

5. Other than Day members, all those eligible to apply for membership shall automatically become Temporary Members for up to 3 months from the date of application. Membership in another category may be confirmed upon satisfactory completion of the probationary period, acceptance of the membership application by the Committee and payment of the annual subscription.

Prior consent of parents or guardians must be obtained before membership is extended to persons under the age of 18 years.

Day members will have membership of the Club for the calendar day they join for the purpose of having a Trial Instructional Flight with the Club.

The Committee may decline an application for membership without being obliged to state any reason.

6. Honorary Life members and Honorary members shall be elected by majority vote of members present and voting at a General Meeting.

## SUBSCRIPTIONS

7. The Club's financial year shall begin on 1st July and end on 30<sup>th</sup> June following.
8. The annual subscription for members shall be as approved at a General Meeting, (usually the Annual General Meeting of the Club). All subscriptions shall be payable on 1st July each

year.

Any member whose yearly subscriptions remains unpaid by 31st August may, at the discretion of the Committee, be deemed to have resigned.

9. Members accepted during the first half of the financial year shall be liable to a full year's subscription and those accepted during the second half of the financial year shall be liable to half year's subscription.

#### RESIGNATION

10. Any member wishing to resign from membership of the Club shall give notice in writing to the Secretary to that effect and pay all subscriptions and dues, including any arrears, up to the date of acceptance by the Committee of their resignation.

#### CESSATION OF MEMBERSHIP

11. Any member who transgresses any rules of the Club or acts in a manner prejudicial to the interest of the Club shall be reported to a Committee member who shall have power of temporary suspension of membership privileges. Such a case shall be immediately reported to the Committee which shall deal with the matter at the Committee meeting immediately following the offence. The Committee shall have power to limit the suspension, or expel the said member of the Club. The temporarily suspended member shall be invited to attend the committee meeting and shall be permitted to make a statement. In the event of the committee deciding to expel a member, the member shall not be eligible for any refund of subscription and shall remain liable for any arrears of dues and subscriptions to the end of the financial year. The decision of the Committee shall be final.

#### GOVERNMENT OF THE CLUB

12. The government of the Club shall be vested in a Committee comprising a President, Vice President, Secretary and Treasurer. In addition there shall be not less than four Committee members all of whom shall be elected at the Annual General Meeting. The Committee may, (within the limits imposed by para 23) co-opt additional Committee members for services for a period not exceeding the current term of office of the Committee.
13. It shall be decided at the AGM if an Auditor is to be appointed or not. If appointed, his duties will include the audit of the Club's accounts before they are presented to the next Annual General Meeting.
14. The Committee shall conduct the general business of the Club, make, alter or rescind by-laws incidental to the objects of the Club, so long as they are consistent with the provisions of this Constitution, fill any casual vacancy which may occur on the Committee and make appointments of instructors and grounds staff.
15. The Committee shall be responsible for the government and management of the Club, the control of its property and the expending, borrowing or investment of funds as it may seem to be in the best interests of the club.
16. The Committee shall require the Treasurer to open an account in the Club's name with a local trading bank and shall appoint the Treasurer and two other Committee members to operate the bank account, any two of whom shall be empowered to sign cheques **or jointly authorise an electronic payment** and make payments on behalf of the Committee after such accounts have been approved for payment at a meeting of the Committee or **via email**.
17. The Committee shall promulgate rules for the conduct of Club activities. All members who desire to participate in Club activities shall be required to read and sign the rules at a specified time.
18. The abovementioned rules shall specify that the Club activities are to be conducted in accordance with the requirements of:

1. Current Civil Aviation Rules pertaining to Gliding
  2. Current Gliding New Zealand Rules and Procedures
  3. Any other statutory requirements governing the Club's activities.
19. The Committee shall have power to determine the fees payable in respect of all Club activities, including flying. The Committee shall also have power to decide on matters relating to the use of the Club's property by non-members.
20. The Committee shall meet at any time that a meeting is deemed necessary by the President or any two other Committee members. Meetings may be conducted via telephone or email in addition to actual physical meetings. The latter will be known as E-Meetings and can be conducted via email with the business of the meeting being circulated via email for discussion and voting on motions as appropriate. The secretary shall record the business of the meeting and circulate such minutes for confirmation of them being a true and accurate record of discussion and actions taken. There **shall be no less than one physical meeting each year**, nominally at the start of the soaring season in November. At all meetings of the Committee **four** members shall form a quorum. Each member present shall be entitled to one vote. In the event of a tie in vote the Chairman shall, in addition to their ordinary vote, be entitled to a casting vote. Voting shall be by show of hands or by secret ballot if requested by a majority of those attending.
21. Deleted
22. The Committee shall have power to appoint sub-committees and for this purpose may co-opt any member of the Club. The President shall be an ex-officio member of every sub-committee.

#### MEETINGS OF THE CLUB

23. The Annual General Meeting shall be held before **31st December** each year on a day to be determined by the Committee. The business of the meeting shall be the election of a President, Vice President, Secretary, Treasurer and not less than four and not more than ten Committee members, the acceptance of the balance sheet and any other business which the Committee desire to put before the Annual General Meeting or of which in writing has been given by a member to the Secretary not less than fourteen days before such meeting. Written notice of the date and business of the Annual General Meeting shall be sent to each member at least twenty one days before the said meeting.
24. All nominations for office-bearers shall be in writing signed by the respective proposers, seconders and nominees. Such nominations shall be received by the Secretary of the Club and they shall be posted in a conspicuous position at least seven days before the Annual General Meeting. If the nominations so received do not exceed the number required, those candidates nominated shall be declared elected by the Chairman at the Annual General Meeting. If the nominations so received do not equal the number required, nominations may be received at Annual General Meeting for the purpose of filling vacancies. If the number of nominations exceeds the number of vacancies a ballot shall be conducted.
25. The Committee may at any time call a Special General Meeting of the Club on giving seven days written notice to members. At such meetings no business may be transacted other than that detailed in the notice. The Committee shall also in like manner call a Special General Meeting upon receiving a written request from not less than ten or one-third of the financial members of the Club. For the purposes of this rule notice, written notice shall be deemed to be given when such a notice has been mailed to a member's last known address.
26. **8 members** shall form a Quorum at the Annual General Meeting. The President for the time being shall be Chairman of all such meetings and of meetings of the Committee. **In the**

**absence of the Chairperson**, the Vice President shall be appointed Chairman and in the absence of the Vice president, the members present shall appoint a Chairman from among their number.

27. At General Meetings of the Club, voting shall normally be by show of hands. Voting may however, be by secret ballot if this is requested by four or more of the members present. Each member present shall be entitled to one vote. In the event of a tie in vote the Chairman shall, in addition to their ordinary vote, be entitled to a casting vote. Proxies shall not be allowed.

#### SECRETARY

28. The Secretary shall call meetings in accordance with the provisions of the Rules of the Omarama Gliding Club (Constitution), keep minutes of all resolutions and proceedings at both General and Committee meetings. They shall conduct the correspondence of the Committee and in general act in a clerical capacity, keeping such records as the Committee may require. These records shall include the following:
- a. A register of the Club's members which shall contain details of their names, addresses, and the date on which they became members.
  - b. The Club's Rules and Standard Operating Procedures.

#### TREASURER

29. The Treasurer of the Club shall receive all monies on behalf of the Club, and shall without delay, lodge same in the Club's bank account. They shall keep such books of account as the Committee may consider necessary for fully and correctly recording the Club's financial affairs. They shall present an up to date financial statement at each Committee meeting of the Club.
30. The Treasurer shall disburse all monies of the Club under the authority of the Committee, submit a report on the financial position of the Club as at **30th June** each year at the Annual General Meeting and furnish other statements as the Committee shall require. No monies shall be paid out except those **authorised by an Agreed Motion of the Committee**. All payments except small petty cash transactions are to be made by cheque **or a jointly authorised electronic payment**. An official receipt is to be issued for all monies received.

#### COMMON SEAL

31. The Common Seal of the Club shall be kept in the custody of the Secretary. The Common Seal shall be affixed to a document requiring execution by the Club only by the authority of the Committee. This can be done by the President, Treasurer or Secretary separately or by one of these plus two members of the committee (if required) when authorised to do so on behalf of the committee.

#### ALTERATION OF RULE OF THE OMARAMA GLIDING CLUB (CONSTITUTION)

32. A majority vote of members present at a General Meeting, specially called for the purpose in accordance with the Rules of the Omarama Gliding Club (Constitution), or at the Annual General Meeting may recommend an alteration to the Rules of the Omarama Gliding Club.
33. a. The Club shall not be dissolved except by special resolution passed in accordance with the Incorporated Societies Act 1908.
- b. Upon dissolution of the Club all assets shall be sold.
- c. Should there remain, after sale of all assets, and satisfaction of all debts and liabilities, any property whatsoever, this shall be given or transferred to the NZ Gliding Association

where they can be held in trust for the formation of another South Island based gliding club.

GENERAL

34. The application of any person for membership of the Club shall imply that person's acquiescence to the Rules and Standard Operating Procedures of the Club. Every member shall be deemed to have notice of and be bound by such Rules and Standard Operating Procedures.

DAMAGES

35. (Deleted)

36. No member, or any dependent of a member shall institute a claim for damages or any other claim, against any member of the Club arising from loss or death sustained while acting under the jurisdiction of the Club or as a result of negligence of any member of the Club.

NORTH OTAGO GLIDING CLUB AMALGAMATION 2003/2004.

37 The North Otago Gliding Club Inc. (NOGC) amalgamated with the Omarama Gliding Club on 31 March 2004. Upon Amalgamation the total dollar value of assets/cash less liabilities contributed by NOGC was agreed to be NZ\$112,000. (One Hundred and Twelve Thousand NZ Dollars) This Contributed value will not be subject to Para 33c of this Constitution. In the event of dissolution iaw. Paras 33 a and b, the "Contributed Value" is to be given/ transferred to a Waitaki based Gliding Club.

PREVIOUS CONSTITUTION

38. These Rules of the Omarama Gliding Club (previously known as the Constitution) replaces the previous Constitution of the Club registered on June 2008.

Signed.....

Signed.....

Signed.....