



Canterbury Recreational
Aircraft Club Incorporated
Club Rules

26 APRIL 2023

These rules were last altered in accordance with the rules of the society at the Annual General Meeting held at the Canterbury Recreational Aircraft Club Club rooms, Rangiora Airfield, on 26 April 2003.

This copy of the rules is certified as correct by the following members of the society.

Name: *John Phelps*
Signature: 
President

Name: *SAMUEL ALEXANDER MILLER*
Signature:  12-07-23
Secretary


Name: *Mike Sheffield*
Signature: 
Patron

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1. NAME OF CLUB

- (a) The name of the Club is: Canterbury Recreational Aircraft Club Incorporated

2. DEFINITIONS

- (a) Recreational Aircraft means,

- (i) A Microlight Class 1, as defined by the Civil Aviation Authority, or;
- (ii) A Microlight Class 2, as defined by the Civil Aviation Authority, or;
- (iii) A Special Category Light Sport Aircraft (LSA), as defined by the Civil Aviation Authority, or;
- (iv) An aircraft which is not yet registered, but otherwise meets the specifications of one of the above types.

The definition above is intended to provide a basis for the types of aircraft the Club predominantly is involved with. Aircraft types are inherently varied and official designations contain significant overlap. It is not the purpose of this definition to exclude any type of aircraft from the club which, while they may not specifically fit the types mentioned, are for all intents and purposes light weight aircraft intended for recreational usage.

- (b) Recreational Aviation means the sport of flying, constructing, maintaining and generally involving Recreational Aircraft.

- (c) Part 149 Organisation means,

- (i) An organisation which has been granted and retains Part 149 Aviation Recreation Organisation status by the Civil Aviation Authority.

3. OBJECTS AND AIMS

- (a) To promote safe flying and high standards of airmanship.
- (b) To encourage and mentor new pilots, foster friendship and camaraderie amongst members and promote goodwill within the sport aviation fraternity.
- (c) To collect and supply all relevant information and advice to the sport of Recreational Aviation generally.
- (d) To promote and hold flying meetings, gymkhanas, carnivals, competitions, matches, exhibitions, or trials and accept, offer, give or contribute towards prizes, medals and awards to participants or others.
- (e) To promote and hold social events or entertainment for the purpose of promotion or assisting any of the Objects of the Club.
- (f) To raise money by subscriptions and grant any rights and privileges to subscribers.
- (g) To buy, sell, lease, hire, mortgage, charge, exchange or otherwise deal with any real or personal property.
- (h) To take any gift of property, whether subject to any special trust or not, for any one or more of the Objects of the Club.
- (i) To take any lawful steps for the purpose of procuring contributions to the funds of the Club.

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- (j) From time to time subscribe or contribute to any patriotic or charitable, benevolent or useful object of a public character.
- (k) To delegate a portion of the work of the Club and pay a portion of its funds to any organisations formed for the advancement of any branch of aeronautics and appoint representatives on any such bodies.
- (l) Provide an affiliation with any organisation deemed to be of benefit to the club's objects and aims.
- (m) To join or affiliate as members of any Club, association or society whether incorporated under 'The Incorporated Societies Act, 1908' or not and having as one of its objects the advancement of government of aeronautics.
- (n) To enter into any arrangement with a government or local authority or any Club, company or persons which may be seen to be conducive to the objects of the Club and to acquire or obtain from any such government, local authority, association, company or persons, any charters, contracts, decrees, rights, privileges and concessions which may be conducive to any such objects, and accept, and make payments under, carry out, exercise and comply with any such arrangements, charters, contracts, decrees, rights, privileges and concessions.
- (o) To enter into any contracts, agreements, leases, or arrangements with any person, firm, syndicate, corporation or company that may seem conducive to the objects of the Club or any of them, and to surrender and accept surrenders of lease.
- (p) To borrow, raise or secure the payment of money in such manner as the Club shall think fit and in particular by mortgages, debentures or debenture stock, perpetual or otherwise, charges upon all or any of the Club's undertakings, goodwill, property and assets (both present and future) including its future acquired property, and to purchase, redeem or pay off such securities.
- (q) To draw, make, accept, endorse, discount, execute, issue and negotiate promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.
- (r) To invest, lend and deal with the monies of the Club upon such security and in such manner as may from time to time be determined upon.
- (s) To appoint, remove or suspend any secretaries, treasurers, officers, clerks, agents, or servants and to direct and control them and fix and pay their remuneration.
- (t) The Club shall provide such written or oral information concerning the Club's activities and operations as from time to time may be requested by any officer of the CAA and any association or society with which the Club is associated.
- (u) To do all or any of the things hereby authorised alone or in conjunction with another or others.
- (v) To do all such things as are incidental to or conducive to the attainment of the above objects.
- (w) The organisation does not have the purpose of making a profit for a proprietor, member, or shareholder and prohibits a distribution of property in any form to a member proprietor or shareholder; and has a constitution that prohibits a distribution of property in any form to a member, proprietor, or shareholder.

PROVIDED HOWEVER These Rules are read subject to the applicable Civil Aviation Rules as published by the Civil Aviation Authority, and where any inconsistency occurs the Civil Aviation Rules will prevail.

PROVIDED HOWEVER That the foregoing objects shall in no way limit the rights and powers conferred upon Societies incorporated under 'The Incorporated Societies Act, 1908' or amendments thereof.

4. MANAGEMENT

- (a) The affairs of the Club shall be conducted by a Management Committee (hereinafter referred to as the 'Committee') consisting of:
 - (i) Patron
 - (ii) President
 - (iii) Honorary Secretary
 - (iv) Honorary Treasurer or Honorary Secretary/Treasurer
 - (v) Club Captain
 - (vi) A minimum of 2 Committee Members
- (b) In addition to the above Officers the Committee are required to appoint:
 - (i) A Club Safety Officer
 - (ii) A Chief Flying Instructor
 - (iii) Club Flying Instructors as recommended to the committee by the Chief Flying Instructor.
- (c) The election of the Committee will take place at the Annual General Meeting of the Club. All members elected or appointed in 4.(a) and 4.(b)(i) through 4(b)(iii) shall be Flying Members of the Club or Patron or Life Members.
- (d) Each member of the Committee named in 4.(a) and 4(b)(i) and (b)(ii) above will have one vote at the Committee Meetings and the Chairman presiding at any meeting will hold a casting vote in addition to his deliberative vote in all cases of equal division.
- (e) Any members of the Committee, with the exception of the President or Secretary, failing to attend three (3) consecutive Committee Meetings shall automatically cease to hold membership on the Committee except in the case of such member having been granted leave of absence by the Committee. Such a vacancy shall be termed a casual vacancy.
- (f) Any casual vacancy occurring in any of the appointed Offices or in the Committee between the Annual General Meetings may be filled by the Committee or may be filled by an appointment made by the Committee. The appointee will hold office until the next Annual General Meeting. A vacancy caused by expulsion shall be deemed a casual vacancy.
- (g) The quorum for a Committee meeting is at least six (6) members as named in 4.(a) and 4.(b)(i) and (b)(ii) above.
- (h) At each Annual General Meeting all members named in 4(a) through 4(b) above shall retire but are eligible for re-election or re-appointment.
- (i) The Committee may at any time by resolution passed by two-thirds majority remove from office any officer or member of the Committee if the removal of the person is deemed to be in the best interest of the objects and aims of the club.
- (j) Any person serving on the Committee must have been a financial member of the Club for a minimum of six (6) consecutive months immediately prior to their election or appointment.

- (k) The Committee may establish sub committees for the purpose of inquiring into any matters and each sub-committee shall consist of a chairperson appointed by the Committee from Full Flying Members including the Patron and Life Members. The Chairpersons may co-opt any person from within or outside the club who the chairperson deems to have significant input into the sub committee's purpose for which it was formed. Persons so co-opted shall have no vote on management committee matters. Sub Committee members may attend full committee meetings and, if invited address the committee. All sub committees shall report to the full committee.
- (l) The club will have a Flight Safety Committee charged with dealing with any incidents relating to flight safety. This committee will consist of: the Safety Officer, the Chief Flying Instructor and the President.
- (m) The committee shall set limits of a delegated spending authority of selected committee positions at the first meeting of a new term. Exceeding these limits must be authorised by the full committee.

5. DUTIES OF OFFICERS

- a. Patron - the Patron shall officiate in any manner at the request of the Committee.
- b. President - The President will preside at all meetings and in his absence the committee shall appoint a committee member present to act in the Presidents behalf.
- c. Secretary - shall:
 - i. Conduct all the Club's correspondence and convene all meetings.
 - ii. Keep accurate minutes of all meetings.
 - iii. Keep a register of all members and the classification of each member.
 - iv. Act as custodian of the Common Seal and all books, aircraft registers, papers of the Club, and produce same to the Committee whenever called upon to do so.
 - v. Notify each applicant for membership of the Committee's decision.
 - vi. In case of inability to attend meetings causes the necessary books and papers to be conveyed to the place of the meeting and handed to the Chairman of the Meeting.
- d. Treasurer - shall:
 - i. Collect and receive all monies due the Club.
 - ii. Pay all debts owing as soon as payment thereof is authorised by the Committee.
 - iii. Keep a correct account of all receipts and payments and an account of all assets of the Club.
 - iv. Have custody of the funds of the Club.
 - v. Produce financial statements from time to time as may be required by the Committee.
 - vi. To prepare for each Annual General Meeting of the Club a proper statement of receipts and payments and a Balance Sheet showing the Club's Assets and Liabilities made up to the 31st March preceding each Annual General Meeting and have such financial statements and supporting documents duly perused by a Chartered Accountant who shall provide a brief report to the members of the society.

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- vii. To pay all monies received into the account of the Club with Club's bankers.
- viii. Notify the Committee after each Annual General Meeting of all members liable for continuing membership.
- e. Committee Members - shall:
 - i. Organise and control, with the assistance from the Club Captain, Club Safety Officer and Chief Flying Instructor, all activities flying or social, in their area divisions.
 - ii. Report area division activities to the Committee during Committee meetings.
- f. Club Captain - shall:
 - i. Arrange and promote all Club fly-ins and act as Club Coordinator for other organisations fly-ins.
 - ii. Promote and organise Club activities and socials.
- g. Club Safety Officer - shall:
 - i. Oversee all aspects of the safety of the operations of the Club and its members, both flying and air worthiness matters.
 - ii. Judge the suitability of the weather, ground and flying conditions at venues used by club organized flying activities and deny operation of club and members owned or operated aircraft at that venue if conditions are deemed unsuitable. In the absence of the Safety Officer, a suitable club member shall be appointed to act in his stead for the duration of the event.
 - iii. To report in writing to the Flight Safety Committee any known 'incidents' relating to flight matters giving all information gained from his investigations. Be empowered to ask any Club Member for a statement and request information from any witness to incidents; whether a Club Member or not.
 - iv. On behalf of the club be empowered to call on the Police Department in the event of any unlawful or dangerous acts being perpetrated at Club flying meetings either by Club Members, other pilots or the general public.
 - v. On behalf of the club be empowered to liaise with any Civil Aviation Authority Officer for safety or operational reasons, especially Air Traffic Control Officers on a controlled airfield where flying is undertaken.
 - vi. Ensure the club and it's members are made fully aware to all relevant rules, regulations, policies and procedures as they apply to the operation of the members and club owned or operated aircraft.
 - vii. To ground any club owned or operated aircraft considered to be unserviceable.
 - viii. To interview and recommend remedial instruction where a pilots transgressions are deemed minor. If the pilot's actions are serious enough to be considered dangerous, his/her club membership would be suspended and the matter referred to the Flight Safety Committee without delay. Where a club membership has been suspended a report needs to be sent to the CAA (005).
 - viv. If the pilot refuses to accept the decision of the SO/Flight Safety Committee, then the pilot will be referred to the full committee under Rule 10 as participating in conduct prejudicial to the sport.
 - x. All incidents investigated by the SO shall be noted in writing to the full committee.

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- xi. 'Brief' all pilots participating at a club organised flying event at a pilots meeting prior to commencement of flying activities.
 - xii. Delegate his/her responsibilities to a suitably qualified Committee Member in the event that he/she is not able to attend any flying function organised by the Club.
- h. Chief Flying Instructor - shall:
- i. To oversee all aspects of flight training.
 - ii. Hold a valid RAANZ flight instructors certificate.
 - iii. Ensure pilot qualifications are correctly endorsed in pilots log books and that this action is delegated as required.
 - iv. To ground any club owned or operated aircraft considered to be unserviceable.
 - v. To interview and recommend remedial instruction where a pilots transgressions are deemed minor. If the pilot's actions are serious enough to be considered dangerous, his/her club membership would be suspended and the matter referred to the Flight Safety Committee without delay. Where a club membership has been suspended and the suspension upheld by the Flight Safety Committee, a report will be sent to the CAA (005).
 - vi. If the pilot refuses to accept the decision of the CFI/Flight Safety Committee, then the pilot will be referred to the full committee under Rule 10 as participating in conduct prejudicial to the sport.
 - vii. All incidents investigated by the CFI shall be noted in writing to the full committee.
 - viii. Recommend to the committee the appointment of suitably qualified members to the positions of Flying Instructor.
 - vix. To delegate his/her responsibilities – in their absence - to a suitably qualified instructor.
 - x. Set the privileges, duties and limitations of Flying Instructors.
 - xi. To oversee and coordinate the training required to ensure there are sufficient flying instructors to meet the training demands.

6. MEMBERSHIP

(a) The members of the Club shall be of the following classes:

- (i) Life Members - may be appointed at any Annual General Meeting of the Club by the assembled members passing a resolution and Life Membership shall be confined to persons that have rendered meritorious service to the sport in general and to this Club in particular. Life members do not pay a yearly subscription.

Nominations for Life Membership must be in writing and must be approved by the Committee before being proposed at a Special or Annual General Meeting of the Club.

- (ii) Honorary Members - may be appointed by the Committee for a period not exceeding twelve (12) months and in all cases terminating at the next Annual General Meeting.
- (iii) Flying Members - are any person who in the opinion of the Committee are actively engaged in the practice and/or promotion of the sport and are a current financial member of a Part 149 Organisation.
- (iv) Social Members - are any person who, in the opinion of the Committee, is not yet actively engaged in the practice and/or promotion of the sport, but wishes to join the Club for the purpose of enjoying the camaraderie inherent within a club structure.
- (v) Junior Members - are persons under the age of 16 years who wish to join the Club for the purpose of acquiring further information on the sport of Recreational Aviation and participation in club social events but who are not eligible for a pilot certificate issued by a Part 149 Organisation due to age.
- (b) In considering application for membership under types (a.iii), (a.iv), (a.v) and (a.vi) of this Rule, the Committee shall have full power to accept or decline any such application and should such application be declined can in no way be compelled to give reason for doing so.
- (c) Applicants for membership shall submit applications for membership on the Club's Official Form and be duly nominated and seconded by two members of the Club. This provision does not apply to Introductory Members. These two members should, if called upon be prepared to appear before the Committee to answer any questions pertaining to such applications as the Committee should feel called upon to ask.
- (d) The Club Secretary shall notify such applicants of the Committee's decision. -
- (e) Membership dues are payable as from the date of the application for membership and such applicant will not be able to partake of any Club activity as a fully accredited member until such dues are paid.
- (f) Provided always that Flying Members transferring from another club with similar aims and objects shall be admitted as Flying or Social Members immediately upon verification of leaving their last club in good standing.
- (h) All Members - of the Club shall have full access to all Club Assets with the exception that only suitably qualified financial Flying Members who have been authorised to do so by a Club Flying Instructor or the Chief Flying Instructor shall be permitted to act as Pilot - In - Command of any club owned or operated aircraft.

7. SUBSCRIPTIONS

- (a) Subscriptions for membership shall be fixed at the Annual General Meeting and shall be immediately payable for the ensuing year. Members whose fees are over-due by three (3) months after the date of the meeting shall be deemed to be un-financial and shall be notified that their membership shall cease after six (6) months unless all debts are cleared.
- (b) Subscriptions fixed at any Annual General Meeting will normally remain until the next Annual General Meeting. A Special General Meeting may be called to amend the subscriptions following a Notice of Motion being given.

8. REMUNERATION

- (a) No member or person associated with a member of the organisation shall derive any income, benefit or financial advantage from the organisation where they can materially influence the payment of the income, benefit or advantage.

Except where that income, benefit or advantage is derived from:

- (i) Professional services to the organisation rendered in the course of business charged at no greater rate than current market rates; or
- (ii) Interest on money lent at no greater rate than current market rates.

9. RESIGNATIONS

- (a) Any member may resign at any time by giving notice in writing to the Secretary and Club dues will cease as from the date or which such resignation is lodged with the Secretary but no refund of current subscription will be made and any debts owed the club may be recovered by any means available to the club..

10. SUSPENSIONS AND EXPULSIONS OF MEMBERS

- a. The Committee may suspend or expel any member if in the opinion of the Committee, after due and proper inquiry, during which the offending member shall have been heard in his own defence, such member has been guilty of violating the rules, by-laws, regulations, or policies of the Club, Civil Aviation Authority and any Part 149 Organisation applicable to the member, or has participated in any conduct prejudicial to the interests of the Sport or has brought the Club into disrepute. Each case must be dealt with within one (1) month of an alleged offence.
- (b) When notified of a flying incident involving a club member, the Chief Flying Instructor or Safety Officer will investigate the circumstances of the incident and deal with the matter as they see fit and in a timely manner. If, in the opinion of the CFI or SO the incident is serious enough, the full Flight Safety Committee will investigate and deal with the incident as they see fit. A report will be made to the full committee within seventy two (72) hours of any incident involving a suspension of flight privileges detailing the full circumstances of the incident and attach witness statements, the pilots statement and any other supporting material along with any action taken.
- (c) The full committee will be empowered at it's sole discretion to provide notification of suspension or expulsion of any member to the Civil Aviation Authority, and relevant Part 149 Organisations.
- (d) Any member expelled or suspended has a right to appeal to the full Committee at the next regularly scheduled committee meeting immediately following suspension or expulsion.

11. REPORTING OF ACCIDENTS OR INCIDENTS

- (a) Every Flying Member or flying instructor shall report, at least verbally, to the Safety Officer or his/her delegated representative, the occurrence of any accident in which the Recreational Aircraft was damaged to any degree, or incident involving a Recreational Aircraft, of which he/she was the Pilot-In-Command. The Safety Officer shall also be notified by the aircraft owner or the Pilot-In-Command for the intended flight of any defect found on that aircraft during any inspection. This Rule shall in no way what-so-ever abolish or diminish the responsibilities of the Pilot-In-Command for reporting accidents or incidents to legally required authorities outside the Club. This Rule places no restrictions on the actions of the individual, owner or Pilot-In-Command of the aircraft as a result of an accident.

12. DECLARATION OF INDEMNITY

- (a) Every member joining the Club and taking part in Club activities shall do so entirely at his/her own risk and no member shall make any claim against the Club, or any Officer, Member, Servant or Authorised Agent thereof for any injury or loss suffered by an such member through his/her participation in the activities of the Club notwithstanding that such injury or loss may have been caused by the negligence of the Club, or any Officer, Member, Servant or Authorised Agent.

13. NOTICES OF GENERAL MEETINGS

- (a) Notices of General Meetings shall be given to members by written or printed memorandum dispatched by ordinary post to the members last known place of abode or by electronic mail to the members last known electronic mail address . Unless a longer notice is provided to be given for a General Meeting, fourteen (14) days notice shall be given. Notice shall be deemed to be given on the date upon which they could be delivered in the ordinary course of post. The accidental omission of any member in being given notice shall not invalidate any proceedings at any meeting.

14. THE ANNUAL GENERAL MEETING

- (a) The time and place of such meeting shall be decided by the Committee not earlier than six (6) months and not later than six (6) weeks prior to each Annual General Meeting.
- (b) The President of the Club for the time being shall preside at all meetings or failing his being able to attend, the President shall appoint a committee member to act on his behalf.
- (c) The Quorum for an Annual General Meeting shall be at least ten (10) members. The business of each Annual General Meeting shall be:
 - (i) Confirmation of any previous Annual General Meeting's Minutes
 - (ii) The adoption of the Chairman's and Treasurer's Report and the Treasurer's Annual Statement of Accounts.
 - (iii) The Adoption of the Club Safety' Officer's and Chief Flying Instructor's Reports.
 - (iv) The Adoption of the Club Secretary's Report
 - (v) The election of Officers for the ensuing year.
 - (vi) Such other business of which notice shall have been duly given in terms of these Rules.
- (d) Only the Patron, Life and financial Flying Members are entitled to vote.

15. SPECIAL GENERAL MEETINGS

- (a) Special General Meetings of the Club may be called at any time by order of the Committee or on requisition of 10% of the membership, excluding Social Members. Such request shall specify the business to be placed before the Special General Meeting and at least fourteen (14) days notice shall be given of all Special General Meetings.
- (b) The Committee shall allot the venue of such meetings. In the event of the Committee failing to convene the meeting requested, the requesters themselves may do so and allot the venue of the meeting.
- (c) Only the Patron, Life and financial Flying Members are entitled to vote.

16. ALTERATIONS OF THE RULES

- (a) The Rules of the Club may be altered at any Annual General Meeting, or Special General Meeting of the Club by the enactment of any further Rules or by rescission or amendments of existing Rules. This provides however, that one (1) months notice in writing of the resolution embodying the proposed addition, remissions or amendments shall have been given to all members prior to the meeting at which the resolution is to be voted on. Such a resolution shall be passed only by a majority of at least three-quarter (75%) of all members voting.
- (b) No addition to or alteration of the objects, personal benefit clause or the winding up clause shall be made which affect the not-for-profit status. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

17. VOTING

- (a) When voting at each General or Special General Meeting, each financial Flying member or Patron or Life Member shall be entitled to one (1) vote. There shall be NO PROXY voting. Voting may be by show of hands or secret ballot. Any two (2) members shall be entitled to demand that any particular vote be taken by secret ballot.
- (b) All matters voted upon shall be decided by a simple majority except where otherwise stated in these Rules and By-Laws of the Club.
- (c) Save as hereinafter set forth, each member shall be entitled to one (1) vote. The Chairman shall have a casting vote in addition to his deliberate vote in all matters of equal division.
- (d) Scrutineers shall be appointed by the Committee but each or any appointment may be challenged by the members present. A vote by show of hands will be taken if required upon each or any challenge.

18. BY-LAWS or REGULATIONS

- (a) In order to make club operations and management more efficient, effective and easily understood by members, the Committee from time to time may make, alter or revoke By-Laws or Regulations. These By-Laws or Regulations are intended to provide structure to the proper operation of, but not limited to, all club assets; committee and sub committee responsibilities; training programs; instructors qualifications; competitions etc. These By-Laws or Regulations shall not be in conflict with any other Rule.
- (b) The Committee shall notify all members by electronic means, and if necessary, by post of any By-Laws or Regulations that the Committee shall make, alter or revoke. The effective date of any such By-Laws or Regulations shall not be earlier than 30 days following notification to members.

- (c) If any member objects to any By-Law they may attend a Committee meeting to present their objection for the Committee to consider. If the issue is not resolved to the members satisfaction, the member may initiate a Special General Meeting as per Rule 15 of these Rules or present a remit at an Annual General Meeting.
- (d) A copy of all By-Laws or Regulations shall be kept in the Clubhouse for members viewing.

19. EXECUTION OF DOCUMENTS AND COMMON SEAL

- (a) All documents intended to bind the Club shall be executed under the Common Seal of the Club and such execution shall be attested to by the President, the Secretary and the Patron.

20. THE REGISTERED OFFICE

- (a) The Registered Office of the Club shall be decided upon from time to time by the Committee.

21. BANK ACCOUNTS

- (a) The Club may open accounts with any recognised banking institution and the accounts shall be operated by three members of the Committee appointed by the Committee. Any two signatories to withdraw monies and any one to endorse cheques and negotiable documents shall be required for the purpose of making deposits.

22. WINDING UP

- (a) Upon the winding up of the Club, the funds if any remaining after paying all liabilities and the expenses of winding up shall be handed to any sporting body which the Committee or the Liquidator or other persons conducting the winding up may nominate and failing any such nomination shall be paid over to some sporting body nominated by the Registrar of Incorporated Societies.