

RULES OF THE PAKURA MANUKAU AEROMODELLERS CLUB (INC)

(as amended by SGM 16<sup>th</sup> Sept 2015)

I. NAME: The name of the club shall be the Papakura Manukau Aeromodellers Club Incorporated.

2. OBJECTS:

(a) To act as a controlling body for persons engaged in the sport or pastime of building and flying model aircraft in the Auckland region. (hereinafter referred to as 'the said sport').

(b) To encourage and foster the said sport in all its phases in the South Auckland district and elsewhere.

(c) To promote and encourage Family and Junior participation in all phases of the said sport.

(d) To collect and supply information and advice on any matter pertaining to the said sport or model aeronautics generally.

(e) To promote and hold either alone or jointly with any other body, model aeronautical meetings, contests, exhibitions, or similar activities and to offer, accept, or contribute towards prizes, medals and awards to participants or others.

(f) To promote and hold social activities for the purpose of promoting or assisting any of the objects of the club.

(g) To raise money by subscriptions and grant any rights or privileges to subscribers.

(h) To buy, sell, lease, hire, mortgage, charge, exchange or otherwise deal with any real or personal property.

(i) 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.

(j) To take any lawful steps for the purpose of procuring contributions to the funds of the club.

(k) To delegate a portion of the work of the club and pay a portion of its funds to any organization formed for the advancement of any branch of aeronautics and appoint representatives on any such bodies.

(l) To enter into any arrangement with a body or individual which may seem to be conducive to the objects of the club and to obtain from such source any charters, contracts, rights, privileges and concessions conducive to such objects and accept, make payments under, exercise and comply with any such arrangements.

(m) 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 and to surrender and accept surrenders of leases.

(n) To do all such other things as are incidental to or conducive to the attainment of the above objects.

Provided however that the foregoing objects shall in no way limit the rights and powers conferred upon societies incorporated under 'The Incorporated Societies Act', or any amendment thereof.

### 3. MEMBERSHIP.

(a) Membership of the club shall be open to all persons of good character having an interest in any of the objects of the club.

(b) The members of the club shall be the following classes:

(i) Life members who 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 those persons who have rendered meritorious service to the said sport generally or to this club in particular. Life Members shall be entitled to all rights and privileges of club membership without the payment of the club membership fee.

(ii) Ordinary Members are persons who are actively engaged in the practice and/or promotion of the said and who may apply for membership. Ordinary membership is divided into Senior, Associate, Social, Family and Junior categories. The Management Committee shall have full power to accept or decline such application and if declined can in no way be compelled to give reasons for so doing. All flying members shall be required to be members of the New Zealand Model Aeronautical Association (NZMAA)

(iii) Associate Members must be members of another club and affiliate to MFNZ via said club and may apply for associate membership to enable them to use the facilities of PMAC. Associate members do not have voting rights and will pay a fee as set by a general meeting.

The Management Committee shall have full power to accept or decline such application and if declined can in no way be compelled to give reasons for so doing. All flying members shall be required to be members of the New Zealand Model Aeronautical Association (NZMAA)

(iiii) Social Members are persons who do not fly and have no voting rights but are entitled to receive the newsletter and participate in social functions organised by the club and pay a reduced annual subscription as set by an AGM.

(c) Applications for membership shall be made on the form prescribed from time to time by the committee and forwarded to the secretary.

(d) Membership dues are payable from the date of full membership and such applicant will be excluded club privileges until such dues are paid. Any person whose subscription is three months in arrears shall be deemed unfinancial and shall not be entitled to vote or enjoy any other privilege of membership.

(e) Members transferring from another club with similar aims and objects shall be admitted to full, membership immediately on production of evidence of leaving their last club in good standing, subject to Rule 3b (ii) second sentence.

(f) Any member may also belong to any other club or association with similar aims, and if eligible for interclub, national, or international competitions shall have the option to decide which club to represent.

(g) (i) Senior members shall be those over the age of eighteen years, and, any member who has not attained the age of eighteen years at the end of March, shall be a Junior Member. Junior members do not have voting rights.

(ii) Family membership shall include immediate family members with one master member. Only Family members over the age of 18 will have voting rights.

(h) All members wishing to compete in any club, interclub, national or international competition must be affiliated to NZMAA or produce other evidence of having a suitable third party insurance cover.

(i) The club shall accept fees for the New Zealand Model Aeronautical Association (NZMAA) membership and forward such fees to NZMAA

(j) An unfinancial member may be deleted from the Register of Members upon Resolution of the Committee provided that the committee has given fourteen days notice of intention to do so by ordinary pre-paid post to the members last known address and the unpaid subscription shall not have been paid within that time.

#### 4. CESSATION OF MEMBERSHIP

(a) Any member may resign by giving notice of such desire in writing to the Secretary and club dues shall cease as from that date but no refund of current subscription will be made.

(b) Misconduct: The committee may issue a warning or a suspension of up to three months or, in extreme cases may expel a member who has been found guilty of conduct prejudicial to the interests of the club. Before deliberation the committee shall hold a full and proper enquiry during which the offending member may be present and his evidence taken into account. Should he consider the decision of the committee unjust and have the support of other members of the club he may call a Special General Meeting with the purpose of reviewing the committee's verdict. Ref. 7(c).

(c) Cessation of membership shall not relieve any person from any prior liability, whether fees or otherwise.

#### 5. MANAGEMENT COMMITTEE

(a) The affairs of the club shall be conducted by a Management Committee (hereinafter referred to as the 'Committee') consisting of a minimum of eight persons comprising the President, Vice President, Club Captain, Secretary, Treasurer and three other members, with provision that the offices of Secretary and Treasurer may be combined, and if combined the committee shall consist of a minimum of seven persons. One member of the Committee may be appointed Recording Officer.

(b) The election of Committee will take place at each Annual General Meeting. All candidates for election shall be current financial members of the club.

(c) The Committee should meet every month. Three clear days notice shall be given of any such meeting, provided that when an ordinary monthly meeting is held in the usual way, no prior notice need be given.

- (d) The quorum for Committee meetings is five (or four when only seven on Committee).
- (e) The Committee may exercise all powers and do all acts which they deem necessary or desirable to achieve the objects of the club, provided these acts are not expressly required to be decided at an Annual or Special General Meeting.
- (f) The Committee shall not dispose of property in excess of \$3,000 or incur expenditure in excess of 20% (whichever amount is lower) of the clubs funds without approval from a General meeting.
- (g) Each member of committee shall have one vote only per motion. The chairman shall in all cases have a deliberative vote, and in cases of equality of voting, a casting vote.
- (h) Any member of Committee may resign from Committee by giving notice in writing to the Secretary. Any member of Committee failing to attend three consecutive committee meetings without reasonable cause accepted by the remaining Committee shall automatically cease position on Committee. Such a vacancy shall be termed a casual vacancy. Any casual vacancy occurring between Annual General Meetings may be filled by Committee, and any financial member so appointed shall hold office until the next Annual General Meeting. A vacancy caused by expulsion termed a casual vacancy.
- (i) Any member of the club may be present at Committee meeting but shall have no right to vote thereat and may take part in discussion only at the invitation of the Chairman of the meeting.

## 6. OFFICERS

The officers of the club shall be the Committee and Auditor. Their duties shall be:

President shall be Chairman at all meetings.

Vice President shall act as the President's deputy in any manner when so requested by the President.

Club Captain shall be in charge of all flying meetings and act in any manner the Committee shall direct.

Treasurer shall receive all monies due, pay debts owing as soon as authorised by Committee, shall keep proper books of account, keep an accurate register of membership, prepare for each Annual General Meeting a proper statement of Receipts and Payments and a balance Sheet showing the club's assets and liabilities as at the end of March preceding each Annual General Meeting, and to have such statement and balance Sheet audited and certified by the club's auditor for presentation to each Annual General Meeting.

Secretary shall convene all meetings, keep an accurate record of minutes and correspondence, act as custodian of the common seal, forward to the Registrar of Incorporated Societies each year the annual statements required by him. In the case of inability to attend any meeting, shall see that the necessary books and papers are conveyed to the meeting place and handed to the Chairman.

Auditor shall examine all accounts and vouchers of the club and certify the annual accounts presented by the Treasurer.

Sub-Committees may be appointed by the Committee to enquire into any matters and shall consist of such member or members of Committee and/or ordinary members as may be appointed thereto. The members so appointed shall have power to co-opt any member of the club or NZMAA for advisory purposes and any members so co-opted may attend Committee meetings at which their advice may be presented, but shall have no vote on the Committee. All such sub-committees shall report back to the Management Committee.

## 7. MEETINGS

(a) General Meetings shall be held at least five times per year at a time and place fixed by Committee. Notice of General meetings shall be given by memoranda to the member or posted to the member's last known address. Provided that when a General Meeting is held on a set date and venue, and has no special business to attend to, no prior notice need be given. Failure to give notice of meeting to any members caused by inadvertence shall not invalidate the proceedings of any meeting.

(b) The Annual General Meeting shall be held in May each year or as soon after as practicable, at a time and place fixed by committee and advised to members not earlier than six months and no later than six weeks beforehand, for the purposes of adopting the Annual Balance Sheet and Statement of Receipts and Payments, for election of officers, and for transacting such other business as shall be specified in the notice convening the meeting. Any member desiring to bring business before the Annual General Meeting shall give notice to the secretary in writing at least fourteen days preceding the Annual General Meeting.

(c) Special General Meeting of the club may be called at any time by order of Committee, or on receipt of a written request signed by at least three members qualified to vote at such meetings. The Secretary shall within thirty days of notification convene the Special General Meeting for the purpose as specified in the notice requesting the meeting. No matter may be dealt with at a Special General Meeting unless prior notice in accordance with the rules has been given.

(d) Notice of an Annual or Special General Meeting shall be given by memoranda to the member or posted to the member's last known address, not less than seven days before the date appointed for the meeting.

(e) A quorum at any General meeting shall comprise ten financial members.

(f) At any General meeting each financial member shall have one vote which must be given personally. Voting may be decided by a show of hands. A ballot shall be held only if demanded by not less than five members qualified to vote, and if held, a scrutineer shall be appointed at the meeting.

(g) Any resolution passed at a duly constituted General meeting held in accordance with these rules shall be conclusive and immediately binding on all members once notified.

## 8. SUBSCRIPTIONS AND FEES

- (a) The annual subscriptions for membership are due on the 1<sup>st</sup> April each year. The annual subscription payable by members shall be fixed at the previous Annual General Meeting. Amendment to annual fees may only be made at a Special General Meeting.
- (b) A new member joining through the financial year shall pay the full fee up to the November 1<sup>st</sup> thereafter half fee for the remaining financial year.
- (c) Any member whose fees are unpaid as at the 1<sup>st</sup> July will be deemed to be unfinancial. Such members may be reinstated provided that they pay in full the outstanding fees plus any late payment fee for that financial year.
- (d) A joining fee is required to be paid by new applicants to enable their contribution to the accumulated assets of the club. The amount of the joining fee will be set by an AGM. Any financial member, of good standing, who resigns from the club, by giving written notice of so doing, shall be readmitted to the club without the payment of the joining fee.

## 9. REGISTER OF MEMBERS

A register of members shall be kept by the Treasurer in which shall be entered the name, address, phone number, email address, NZMAA membership number and date of birth of each member.

## 10. REGISTERED OFFICE

The registered office of the club shall be at such place as the Committee may from time to time decide.

## 11. BANK ACCOUNT.

- (a) The club may open an account with any recognised banking institution and those accounts shall be operated by three members of the committee, appointed by the committee. Any two signatories to withdraw monies and any one signatory to endorse cheques and negotiate documents for the purpose of making deposits.
- (b) No monies owing by the club shall be paid out or other payments made except with the authority of a resolution of the Committee.

## 12. BORROWING POWER

The club may with the authority of a resolution of a Special General Meeting may borrow money for the purpose of the club and may secure the repayment thereof on all or any of the assets of the club specified in such resolution by way of mortgage or charge thereon or otherwise howsoever or upon no security.

13. FINANCIAL YEAR

The financial year shall commence on the first day of April In each year, and shall end on the last day of March in each year. Within one month after the close of the Financial Year the accounts shall be balanced and duly audited to enable the Annual Report and Balance Sheet to be prepared for submission to the Annual General Meeting.

14. BINDING DOCUMENTS

All documents intended to bind the club shall be attested in the presence of the Secretary and any two members of Committee.

15. ALTERATION TO RULES

No addition to, rescission or alteration of the rules shall be made except by a three-fifths majority of those members entitled to vote and at an Annual or Special General Meeting called for the purpose, the notice of which shall contain particulars of the addition, rescission or alteration to be proposed.

16. DISSOLUTION

The club may be wound up by resolution of a Special General Meeting called together for that purpose of which prior notice has been given at a General Meeting held not later than thirty days prior to the date of the Special General Meeting. At such Special General Meeting specially convened for the purpose of considering the dissolution of the club and the disposal of the assets thereof a resolution requiring the club to be wound up must be passed by a simple majority. At this Special General Meeting the Committee shall be empowered to prescribe the method of disposition of the funds and property of the club provided that the assets of the club shall not on winding up be paid or distributed amongst the members of the club but shall be given or transferred to such other charitable institution or intuitions with objects similar to those of the Club.

17. CASES NOT PROVIDED FOR

In the event of any matter arising for which no provision is made in this Constitution or in the event of any question arising being a matter of interpretation of this Constitution the same shall (subject to the decision of any Court of competent jurisdiction) be decided by the Committee.

18. MISCELLANEOUS

- (a) The rules of the club shall be available for inspection at all General meetings.
- (b) Every member joining the club and taking part in Club activities shall do so entirely at his or her 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 any member through his or her participation in the activities of the Club notwithstanding such injury or loss may have been caused by negligence of the Club or any officer, member, servant, or authorised agent thereof.