

# **Constitution of Riverland Sport Aviation Incorporated**

**Adopted 25th day of October 2021**

## 1 Name

The name of the incorporated association is Riverland Sport Aviation, referred to herein as the association.

## 2 Definitions

The following terms shall have the meaning assigned to them.

- **Committee** means the committee of management of the association.
- **General meeting** means a general meeting of members of the association convened in accordance with these rules.
- **Member** means a member of the association
- **The Act** means the Associations Incorporation Act 1985
- **Special resolution** means a special resolution as defined in the Act.
- **Month** shall mean a calendar month.

## 3 Objects of the association

The purposes of the association are the following:-

- a) To undertake activities to associate together members and all persons who are interested in aviation.
- b) To provide, and promote the development of training and education in aviation.
- c) To acquire and maintain aircraft, and other equipment and infrastructure necessary to provide aircraft that are available for hire by members.
- d) To create and foster an interest in aviation in members of the public.
- e) To promote the development of aviation.

## 4 Powers of the association

The association shall have all the powers conferred by section 25 of the Act. For the purpose of carrying out its objects, the association may -

- a) acquire, hold, deal with, and dispose of, any real or personal property; and
- b) administer any property on trust; and
- c) open and operate ADI accounts; and
- d) invest its moneys—
  - i. in any security in which trust moneys may, by Act of Parliament, be invested; or
  - ii. in any other manner authorised by the rules of the association; and
- e) borrow money upon such terms and conditions as the association thinks fit; and
- f) give such security for the discharge of liabilities incurred by the association as the association thinks fit; and
- g) appoint agents to transact any business of the association on its behalf; and
- h) enter into any other contract it considers necessary or desirable.

## 5 Membership

### 5.1 Types of membership

The membership shall comprise the following classes:

**a) Ordinary Member**

An ordinary member shall be entitled to full privileges of the association.

A person between the ages of 15 and 18 years may be admitted as an Ordinary Member provided that an undertaking on the form, as prescribed from time to time by the Committee, is given by that person's parent or guardian.

**b) Associate Member**

An Associate Member shall have all the rights and privileges of the Club, but shall not have the right to vote, hold office or pilot association aircraft.

**c) Visiting Member**

A visiting member of the association shall be entitled to such privileges as the Committee from time to time prescribe but shall not have the right to vote or hold office.

**d) Life Member**

The association in General Meeting, or the Committee, shall have the power to reward any person for special services to the association by election to Life Membership.

A Life Member shall have all the rights and privileges of an ordinary member of the association, but shall not be liable for any subscription.

Any person who, supports the objects of the association and agrees to be bound by its rules and who applies for membership of the association shall be proposed by one member and seconded by another member. The application for membership shall be made by completing the "Application for Membership" form as prescribed by the committee. Upon the acceptance of the application by the committee and upon payment of the first annual subscription, the applicant shall be a member of the association.

**5.2 Subscriptions**

- a) Full and social subscriptions shall be payable at a quarterly pro rata rate on joining the association. Temporary member subscriptions are payable prior to the use of facilities.
- b) The subscription fees for each membership type shall be as the committee determine from time to time.
- c) The subscription fees shall be payable annually on 1 July or at a time that the committee determines.
- d) Any member whose subscription is outstanding for more than two months after the due date for payment shall not be entitled to exercise any of the privileges of membership. The secretary shall notify the member in writing of the amount overdue and that if such amount is not paid within twenty eight days from the date of the notice the committee may terminate the membership, provided always that the committee may reinstate such a person's membership on such terms as it thinks fit.

**5.3 Resignations**

A member may resign from membership of the association by giving written notice to the secretary of the association. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

## 5.4 Expulsion of a member

- a) Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.
- b) Particulars of the charge shall be communicated to the member at least 7 days before the meeting of the committee at which the matter will be determined.
- c) The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 5.4d below), cease to be a member 14 days after the committee has communicated its determination to the member.
- d) It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the secretary of the association within 14 days after the determination of the committee has been communicated to the member.
- e) In the event of an appeal under 5.4d above, the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in general meeting after the appellant has been heard by the members of the association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld.

## 5.5 Register of members

A register of members must be kept and contain:

- i. The name and address of each member
- ii. The date on which each member was admitted to the association, and
- iii. If applicable, the date of and reason(s) for termination of membership.

## 5.6 Association and Member Liability

The association shall not be responsible for:-

- a) Injury or damage sustained by any member using or hiring association aircraft;
- b) Injury or damage to members or their property while on any flying field;
- c) Injury or damage to third parties;
- d) Injury or damage to the person or property of any person flying in association aircraft or on the premises of the association or flying field.

Any member causing loss or damage to the association or its equipment or property through failure to observe and comply with these rules or Civil Aviation Orders or the association operations manuals or the directions or orders of the committee or any flying instructor shall be fully liable therefore.

## 6 The committee

### 6.1 Powers and duties

- a) The affairs of the association shall be managed and controlled by a committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting.
- b) The committee has the management and control of the funds and other property of the association.
- c) The committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.
- d) The committee shall appoint a public officer as required by the Act.

- e) The committee shall have authority to appoint sub-committees and delegate to them such power as thought fit in the terms of reference.
  - i. sub-committees shall report to the committee and their decisions shall be subject to confirmation except when given power to act;
  - ii. a sub-committee chairperson shall be appointed by the committee and shall be an ordinary member;
  - iii. the committee may appoint additional members or fill vacancies on any sub-committee which appointees may include persons who are not members of the committee of the association;
  - iv. The President shall be an ex officio member of all sub-committees.

## **6.2 Appointment**

- a) The committee shall be comprised of a president, secretary, treasurer and up to five committee members.
- b) A committee member shall be a natural person.
- c) Committee members shall be elected at the annual general meeting and shall hold office for a two year term.
- d) At the first committee meeting following the annual general meeting, the committee shall elect the president, secretary, treasurer.
- e) A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the association has nominated that person at least 14 days before the meeting by delivering the nomination of that person to the secretary of the association. The nomination shall be signed by the proposer, seconder and by the nominee.
- f) Notice of all persons seeking election to the committee shall be given to all members of the association with the notice calling the meeting at which the election is to take place.
- g) The committee may appoint a person to fill a casual vacancy, and such a committee member shall hold office until the next annual general meeting of the association and shall be eligible for election to the committee without nomination.

## **6.3 Proceedings of committee**

- a) The committee shall meet together for the dispatch of business at least bimonthly.
- b) The president shall preside as chairperson for the proceedings. In the absence of the president, the members may choose a committee one of their own number to be the chairperson of that meeting
- c) Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.
- d) A quorum for a meeting of the committee shall be one half (rounded upwards) of the members of the committee.
- e) A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

## **6.4 Disqualification of committee members**

The office of a committee member shall become vacant if a committee member is:

- Disqualified from being a committee member by the Act

- Expelled as a member under these rules
- Permanently incapacitated by ill health
- Absent without apology from more than four meetings in a financial year
- No longer the duly appointed representative of a corporate member
- Disqualified by special resolution

## **7 The seal**

The association shall have a common seal upon which its corporate name shall appear in legible characters.

The seal shall not be used without the express authorisation of the committee, and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by witness e.g. the chairperson and the secretary.

## **8 General meetings**

### **8.1 Annual general meetings**

- a) The committee shall call an annual general meeting in accordance with the Act and these rules.
- b) The annual general meeting shall be held within five months after the end of its financial year.
- c) The order of the business at the meeting shall be:
  - i. The confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting
  - ii. The consideration of the accounts and reports of the committee and the auditor's report (if auditor's report is required)
  - iii. The election of committee members
  - iv. The appointment of auditors (if required)
  - v. Any other business requiring consideration by the association in general meeting.

### **8.2 Special general meeting**

- a) The committee may call a special general meeting of the association at any time.
- b) Upon a requisition in writing of not less than 5 full members of the association, the committee shall, within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.
- c) Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- d) If a special general meeting is not convened within one month, as required by 8.2b above, the requisitionists may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the association.

### **8.3 Notice of general meetings**

- a) Subject to 8.3b, at least 14 days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.

- c) A notice may be given by the association to any member by serving the member with the notice personally, or by sending it by post to the address appearing in the register of members, or by sending it by the member's preferred method (eg email).
- d) Where a notice is sent by post:
  - i. The service is effected by properly addressing, prepaying and posting a letter or packet containing the
  - ii. notice, and
  - iii. Unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

#### **8.4 Proceedings at general meetings**

- a) One third of the full members (rounded upwards) present personally shall constitute a quorum for the transaction of business at any general meeting.
- b) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
- c) Subject to 8.4d, the chairperson shall preside as chairperson at a general meeting of the association.
- d) If the chairperson is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the members may choose a committee member or one of their own number to be the chairperson of that meeting.

#### **8.5 Voting at general meetings**

- a) Subject to these rules, every full member of the association present personally has only one vote at a meeting of the association.
- b) Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person at that meeting.
- c) Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.
- d) A member being a body corporate shall be entitled to appoint one person, who shall not be a member of the association, to represent it at a particular general meeting or at all general meetings of the association. That person shall be appointed by the corporate member by a resolution of its board, which may be authenticated under its seal. Such a person shall be deemed to be a member of the association for all purposes until the authority to represent the corporate member is revoked.

#### **8.6 Poll at general meetings**

- a) If a poll is demanded, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- b) A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

#### **8.7 Special and ordinary resolutions**

- a) A special resolution is required for members to consider:
  - amalgamation with one or more other incorporated associations
  - alteration of these rules
  - winding up of the association

### Special resolutions require

- i. that at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the association; and
  - ii. a majority of not less than three-quarters of such members of the association as, being entitled to do so, vote in person at that meeting
- b) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

## 8.8 Proxies

Voting by post or proxy is not allowed.

## 9 Minutes

- a) Proper minutes of all proceedings of general meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- b) The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee (as relevant) at a subsequent meeting.
- c) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- d) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

## 10 Dispute resolution

- a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between -
  - i. A member and another member
  - ii. a member and the association.
- b) The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- c) If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.
- d) In this rule 'member' includes any person who was a member not more than six months before the dispute occurred.

## 11 Financial reporting

### 11.1 Financial year

The financial year of the association shall be a period of 12 months commencing on 1 July and ending on 30 June of each year.

### 11.2 Accounts to be kept

The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.

### **11.3 Accounts and reports to be laid before members**

The accounts, together with the auditor's report on the accounts, the committee's statement and the committee's report, shall be laid before members at the annual general meeting.

### **11.4 Annual returns**

This rule only applies to a prescribed association.

### **11.5 Appointment of auditor**

- a) At each annual general meeting, the members shall appoint a person to be auditor of the association.
- b) The auditor shall hold office until the next annual general meeting and is eligible for re-appointment.
- c) If an appointment is not made at an annual general meeting, the committee shall appoint an auditor for the current financial year.

## **12 Prohibition against securing profits for members**

The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

## **13 Winding up**

The association may be wound up voluntarily through a special resolution or in another manner provided for in the Act.

## **14 Application of surplus assets**

- a) If after the winding up of the association there remains 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- b) Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.

## **15 Rules**

These rules may be altered (including an alteration to the association's name) by special resolution of the members of the association. This includes recession or replacement by substitute rules.

The alteration shall be registered with Consumer and Business Services, Corporate Affairs Commission, as required by the Act.

The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.