

**RULES OF SUNSHINE COAST GLIDING CLUB INC. (2020)**  
**AN INCORPORATED ASSOCIATION UNDER**  
**THE ASSOCIATIONS INCORPORATION ACT 1981**

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## **RULES OF SUNSHINE COAST GLIDING CLUB INC.**

### **PREAMBLE**

#### **Interpretation**

1. In these rules:
  - 1.1. “Act” means the Associations Incorporation Act 1981.
  - 1.2. “Present” means:
    - 1.2.1. at a Management Committee meeting, see **rule 117.**; or
    - 1.2.2. at a general meeting, see **rule 202.**
  - 1.3. “Club” means Sunshine Coast Gliding Club Inc.
  - 1.4. “Member” means a member of the club.
  - 1.5. “Management Committee” or “committee” means the President, Secretary, Treasurer, Chief Flying Instructor and Projects Officer, and a number of ordinary members relating to the total membership of the club as provided for in **rule 83. to rule 85.**
  - 1.6. “General Meeting” means an annual general meeting or special general meeting of the members of the club.
  - 1.7. “Officer” means a person as provided for in **rule 170. and rule 170.**
  - 1.8. “Chief Flying Instructor” means the Chief Flying Instructor appointed pursuant to **rule 97.**
  - 1.9. “GFA” means the Gliding Federation of Australia Inc.
  - 1.10. “Glider” means a heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose flight does not depend principally on an engine.
  - 1.11. “Gliding” means flight by means of a glider without thrust from any means of propulsion fitted to the glider.
  - 1.12. “Gliding operations” means any activity or thing done in connection with gliding flight and includes:
    - 1.12.1. launching, flight, landing, recovery and ground handling of gliders; and
    - 1.12.2. take-off, landing, taxiing, ground handling and preparation for glider towing by a tow aircraft.
  - 1.13. “Club aviation facility” means any aircraft, airfield, hangar, launching device, signalling device (including a radio), tool, workshop or other thing directly or indirectly related to the operation, possession, ownership or use of an aircraft by the club or by any member.
  - 1.14. “Grounded” or “Grounding” means the temporary or permanent removal or restriction of the use of a member of any club aviation facility, or to participate in club gliding operations.

- 1.15. “*Special Resolution*” means a Special Resolution defined in the Act.
- 1.16. “*Month*” means a calendar month.
- 1.17. “*Natural justice*” means that a person whose interests might be adversely affected by a decision be provided with an opportunity to present their case to the relevant decision-maker (the right to be heard), to be notified in advance that a decision is to be made and be given an opportunity to respond (procedural fairness), and have the matter determined by an unbiased decision-maker (an absence of bias).
- 1.18. A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

## **THE CLUB AND ITS RULES**

### **Name**

2. The name of the club is “Sunshine Coast Gliding Club Inc.”

### **Objects**

3. The objects of the club are to:
  - 3.1. Conduct gliding operations and provide opportunities for members of the club and non-members to experience gliding as a sport and recreation.
  - 3.2. Establish and promote high standards of safety in all aspects of club operations.
  - 3.3. Provide fellowship and shared enjoyment of gliding.
  - 3.4. Assist members to constantly improve their gliding skills and knowledge.
  - 3.5. Deliver safe, structured and encouraging training for all members.
  - 3.6. Provide a positive and friendly environment for all members and visitors.
  - 3.7. Encourage and assist members to realise their potential, up to the level of cross country and competition flying.
  - 3.8. Maintain and improve the club’s aircraft fleet, facilities, equipment and vehicles.
  - 3.9. Encourage and promote private glider ownership.
  - 3.10. Engage with other gliding clubs and the aviation community.
  - 3.11. Actively encourage new membership through engagement with other gliding clubs, general aviation clubs, flight training institutions, secondary schools, and the wider community.
  - 3.12. Purchase or hire aircraft, associated equipment, machinery, and all other things reasonably required to achieve the objectives of the association, and to sell, mortgage, exchange, or dispose of the same.
  - 3.13. Operate as a ‘not for profit’ organisation.

### **Powers**

4. The club has the powers of an individual.
5. The club may, for example:
  - 5.1. enter into contracts; and
  - 5.2. acquire, hold, deal with and dispose of property; and
  - 5.3. make charges for services and facilities it supplies; and
  - 5.4. do other things necessary or convenient to be done in carrying out its affairs.
  - 5.5. The club may also issue secured and unsecured notes, debentures and debenture stock for the club.

### **Application of income and assets of the club**

6. The income and property of the club however derived, will be applied solely towards the promotion of the objects of the club as set forth in these rules; and no portion thereof will be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise, to any member of the club.
7. Despite **rule 6.** nothing herein will prevent the payment, in good faith of remuneration or compensation to any member of the club in return for:
  - 7.1. goods supplied in the ordinary and usual way of business, or
  - 7.2. expenses incurred on behalf of the club, or
  - 7.3. services actually rendered to the club, or
  - 7.4. payment of interest at a rate not exceeding the rate for the time being fixed for the purpose of this subsection by the Management Committee on money borrowed from any members of the club in furthering the objects of the club.

### **Members bound by these rules**

8. These rules bind the club and every member to the same extent as if they had respectively signed and sealed it and agreed to be bound by all of its provisions.

### **By-laws**

9. The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the club.
10. A by-law may be set aside by a vote of members at a general meeting of the club.

### **Alteration of rules**

11. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
12. However, an amendment, repeal or addition is valid only if it is registered by the

Chief Executive of the Office of Fair Trading (Queensland).

## **MEMBERSHIP**

### **Classes of member**

13. The membership of the club consists of the following classes of members:
  - 13.1. Ordinary members, who:
    - 13.1.1. must be over 18 years of age, and
    - 13.1.2. have full voting rights.
  - 13.2. Student members, who:
    - 13.2.1. must be over 18 years of age and under 25 years of age,
    - 13.2.2. must be in full-time or part time education, and
    - 13.2.3. have full voting rights.
  - 13.3. Family members, who:
    - 13.3.1. must be an immediate family member of an ordinary member,
    - 13.3.2. must be over 18 years of age, and
    - 13.3.3. have full voting rights.
  - 13.4. Junior members, who:
    - 13.4.1. under 18 years of age, and
    - 13.4.2. have no voting rights.
  - 13.5. Associate members, who:
    - 13.5.1. are social members, tow-plane pilots and others who participate in club activities other than flying gliders, and
    - 13.5.2. have no voting rights.
  - 13.6. Life members, who:
    - 13.6.1. are nominated by the Management Committee and elected by a general meeting as a life member in recognition of at least ten years outstanding service to the club,
    - 13.6.2. may be a member of the Management Committee or an officer of the club, and
    - 13.6.3. have full voting rights.
14. The number of members in all classes is unlimited.

### **Membership rights for each class**

15. The Management Committee will determine the rights of each class of membership, being rights not inconsistent with these Rules or the Act.
16. In particular, the Management Committee may restrict, or impose conditions upon,

the right of a class of members to use all or part of the club's aviation assets and facilities.

17. The Chief Flying Instructor, or the Instructor Panel, or the Instructor of the Day may restrict a member's right to use club aircraft on safety grounds, until such time as the matter of concern is corrected and the member is cleared for unrestricted operation of club aviation facilities in accordance with their qualifications.
18. Associate members with appropriate qualifications may be granted approval by the instructor of the day from time to time to fly a club glider as pilot in command, as a trainee, or as a passenger.

### **Current members**

19. A person who has paid a membership fee equivalent to the classes listed in **rule 13.** at the time of adoption of these Rules (and who has not ceased to be a member) will continue to be a member of the equivalent class of membership.
20. A member seeking to change from one class of membership to another must make application to the Management Committee using a membership application form.

### **New membership**

21. An applicant for membership of the club must be proposed by one member of the club (the **proposer**) and seconded by another member (the **seconder**).
22. An application for membership must be:
  - 22.1. in writing, and
  - 22.2. signed by the applicant and the applicant's proposer and seconder, and
  - 22.3. in the form decided by the Management Committee, and
  - 22.4. lodged with the Secretary of the club.

### **Membership fees**

23. The fee for ordinary membership and for other classes of membership:
  - 23.1. is the amount decided by the members from time to time at a General Meeting; and
  - 23.2. is payable annually on 30th April or at such other time, and in the way, as the Management Committee decides.

### **Payment of fees and charges**

24. Membership fees, or other fees and charges, must be paid within one month of the due date for payment.
25. Any member whose membership fees, or other fees and charges, are outstanding for **more than two months** after the due date for payment will cease to be a member and is deemed to have resigned from the club.
26. The Management Committee may reinstate such a person's membership on terms



determined by Management Committee.

27. Reinstatement of membership after being in arrears for one month is not automatic on payment of outstanding fees or charges, and the person must reapply for membership of the club.

### **Admission and rejection of members**

28. The Management Committee must consider an application for membership at the next committee meeting held after it receives:
  - 28.1. the application for membership, and
  - 28.2. the appropriate membership fee for the application.
29. The Management Committee must ensure that, as soon as possible after the person applies to become a member of the club, and before the Management Committee considers the persons application, the person is advised:
  - 29.1. whether or not the club has public liability insurance, and
  - 29.2. if the club has public liability insurance, the amount of the insurance.
30. The Management Committee must decide at the meeting whether to accept or reject the application.
31. If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
32. The Secretary of the club must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

### **When membership ends**

33. A member may resign from the club by giving a written notice of resignation to the Secretary.
34. The resignation takes effect at:
  - 34.1. the time the notice is received by the Secretary; or
  - 34.2. if a later time is stated in the notice, the later time.
35. The Management Committee may terminate a member's membership if the person:
  - 35.1. is convicted of an indictable offence; or
  - 35.2. does not comply with any of the provisions of these rules; or
  - 35.3. has membership fees in arrears for **more than two months**; or
  - 35.4. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the club; or
  - 35.5. declines to participate in a dispute mediation process or other relevant activity designed to address a dispute between members; or

- 35.6. participating in a dispute mediation process is unable to resolve the dispute within 14 days of the commencement of the mediation process.
36. Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
37. If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary must give the member a written notice of the decision.

### **Appeal against rejection or termination of membership**

38. A person whose membership application has been rejected by the Management Committee may not appeal.
39. A person whose membership has been terminated may give the Secretary written notice of the person's intention to appeal against the decision.
40. A notice of intention to appeal must be given to the Secretary within 14 days after the person receives written notice of the decision.
41. If the Secretary receives a notice of intention to appeal, the Secretary must, within one month after receiving the notice, call a general meeting to decide the appeal.
42. In the event of an appeal against termination of membership, the appellant's membership of the club will continue until the matter is decided by a general meeting.

### **General meeting to decide appeal**

43. The general meeting to decide an appeal must be held within three months after the Secretary receives the notice of intention to appeal against rejection of an application for membership or decision to terminate a membership.
44. At the general meeting the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
45. Also, the Management Committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
46. An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
47. If the decision to reject an application for membership is not upheld by the General Meeting, the application is deemed to have been accepted on the date it was first considered by the Management Committee.
48. If a person whose application for membership has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

49. If the decision to terminate a membership is upheld by the General Meeting, the appellant's membership will cease on the date of the general meeting.

### **Register of members**

50. The Management Committee must keep a register of members of the club.
51. The register must include the following particulars for each member:
- 51.1. the full name of the member;
  - 51.2. the postal or residential address of the member;
  - 51.3. at least one telephone number of the member;
  - 51.4. the date of admission as a member;
  - 51.5. the date of death or time of resignation of the member;
  - 51.6. details about the termination or reinstatement of membership;
  - 51.7. any other particulars the Management Committee or the members at a general meeting decide.
52. The register must be available for inspection by members (but only of their own recorded details) at all reasonable times.
53. A member must contact the Secretary to arrange an inspection of the register.
54. If the register is kept wholly or partly in electronic form, subrule 43 is taken to be complied with, so far as the register is kept in that way, by giving a member access to a computer terminal that they can use to inspect the register, either by viewing a screen display or by obtaining a computer print-out.

### **Prohibition on use of information on register of members**

55. A member of the club must not:
- 55.1. use information obtained from the register of members of the club to contact, or send material to, another member of the club for the purpose of advertising for political, religious, charitable or commercial purposes; or
  - 55.2. disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the club for the purpose of advertising for political, religious, charitable or commercial purposes.

## **DISPUTE RESOLUTION**

### **Dispute resolution for members other than termination of membership**

56. The dispute resolution procedure described in these rules applies to disputes between two or more club members.
57. Members involved in a dispute must attempt to resolve it between themselves within 14 days of the dispute arising.
58. If those involved in the dispute are unable to resolve it between themselves, they

must, within 14 days, advise the Management Committee of the dispute in writing.

59. Following notification of the Management Committee of the dispute, the members involved must:
  - 59.1. agree or request that a mediator be appointed;
  - 59.2. participate, in good faith, in a mediation process; and
  - 59.3. take no action that might aggravate the dispute until the mediation process is concluded.
60. A member may not request a dispute resolution procedure in relation to:
  - 60.1. notification of the intent to terminate the person's membership of the club under the provisions of these rules;
  - 60.2. notification of the intent to terminate the person's membership the Management Committee under the provisions of these rules; or
  - 60.3. any direction or decision of the Training Panel.
61. Once an agreed or appointed mediator begins the mediation process, the parties involved have 14 days in which to resolve the matter.

#### **Selection of a dispute mediator**

62. A dispute mediator may be chosen by agreement of those involved or, where those involved do not agree, will be chosen by the Management Committee or by committee members not involved in the dispute.
63. The person selected to conduct the mediation:
  - 63.1. must not have a personal interest in the dispute; and
  - 63.2. may be any person judged by the Management Committee to be of suitable character, experience and standing.
64. If one or more of the persons involved in the dispute objects to the selected mediator:
  - 64.1. they must notify the Management Committee within seven days in writing, stating the reasons for their objection; and
  - 64.2. within seven days of such a notification, the Management Committee, at its discretion, may appoint a different mediator or direct that and the mediation process must continue.
65. If a second mediator is selected by the Management Committee under **rule 62.**, the persons involved in the dispute may not object to that appointment and the mediation process must continue.

#### **Conduct of a mediation process**

66. The mediation must be conducted confidentially and without prejudice.
67. The persons involved in the dispute must be:
  - 67.1. provided an uninterrupted opportunity to describe the dispute from their perspective;
  - 67.2. be allowed to review any written statements;
  - 67.3. respond to the other person or persons respectfully; and

- 67.4. be given natural justice.
68. The mediator must:
  - 68.1. assist the parties reach an agreement on how to resolve the issues between them; and
  - 68.2. not make a decision on the dispute.
69. All parties involved in the dispute are entitled to support from their chosen support person (who is not empowered to speak on their behalf).
70. Lawyers may not be involved in a mediation process.
71. If, after 14 days or sooner if the persons involved are unable or unwilling to continue mediation, the dispute cannot be resolved by those involved, the mediator must advise the Management Committee of the outcome in writing, in which case the Management Committee may terminate the membership of one or all of those involved.
72. If the Management Committee decides to terminate the membership of one or all of those involved in the dispute, the notification and appeal process described in these rules will be followed.

## **MANAGEMENT COMMITTEE, TRAINING PANEL AND OFFICERS**

### **Appointment or election of Secretary**

73. The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:
  - 73.1. a member of the club elected by the club as Secretary; or
  - 73.2. any of the following persons appointed by the Management Committee as Secretary:
    - 73.2.1. a member of the Management Committee;
    - 73.2.2. another member of the club;
    - 73.2.3. another person.
74. If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the club within one month after the vacancy happens.
75. If the Management Committee appoints a person mentioned in **subrule 73.2.2.** as Secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a member of the Management Committee.
76. However, if the Management Committee appoints a person mentioned in **subrule 73.2.2.** as Secretary to fill a casual vacancy on the Management Committee, the person becomes a member of the Management Committee.
77. If the Management Committee appoints a person mentioned in **subrule 73.2.3.** as Secretary, the person does not become a member of the Management Committee.
78. In this rule casual vacancy on a Management Committee means a vacancy that happens when an elected member of the Management Committee resigns, dies or

otherwise stops holding office.

### **Removal of Secretary**

79. The Management Committee of the club may at any time remove a person appointed by the committee as the Secretary.
80. If the Management Committee removes a Secretary who is a person mentioned in **subrule 73.2.1.**, the person remains a member of the Management Committee.
81. If the Management Committee removes a Secretary who is a person mentioned in **rule 73.2.2.** and who has been appointed to a casual vacancy on the Management Committee under **rule 76.**, the person remains a member of the Management Committee.

### **Functions of Secretary**

82. The Secretary's functions include, but are not limited to:
  - 82.1. calling meetings of the club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President;
  - 82.2. keeping minutes of each meeting;
  - 82.3. keeping copies of all correspondence and other documents relating to the club; and
  - 82.4. maintaining the register of members of the club.

### **Membership of Management Committee**

83. For a club membership up to 40 members of all classes the Management Committee will consist of a President, Secretary, Treasurer, Chief Flying Instructor and Projects Officer.
84. For a club membership of more than 40 members of all classes the Management Committee will consist of a President, Secretary, Treasurer, Chief Flying Instructor and Projects Officer, and one ordinary member for each 10 members or part thereof.
85. If membership of the Management Committee has been determined by application of **rule 83.**, and club membership grows to exceed 40 members of all classes, the addition of an ordinary member to the Committee will be treated as a casual vacancy and dealt with under the provisions of **rule 106.**
86. The Chief Flying Instructor may also hold the position of President, Secretary or Treasurer provided there is a minimum of four committee members who have one vote each on matters before the Management Committee.
87. A member of the Management Committee, other than the Secretary appointed by the Management Committee under **subrule 73.2.3.**, must be an Ordinary member or Life member of the club.
88. At each annual general meeting of the club, the members of the Management Committee must retire from office but are eligible, on nomination, for re-

election.

89. A member of the club may be appointed to a casual vacancy on the Management Committee under **rule 106. to rule 108.**

### **Electing the Management Committee**

90. A member of the Management Committee may only be elected as follows:
- 90.1. any two members of the club may nominate another member (the ***candidate***) to serve as a member of the Management Committee;
  - 90.2. the nomination must be:
    - 90.2.1. in writing, and
    - 90.2.2. signed by the candidate and the members who nominated him or her, and
    - 90.2.3. given to the Secretary at least 14 days before the annual general meeting at which the election is to be held;
  - 90.3. each member of the club present and eligible to vote at an annual general meeting may vote for one candidate for each vacant position on the Management Committee; and
  - 90.4. if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
91. A person may be a candidate only if the person:
- 91.1. is an adult, and
  - 91.2. is not ineligible to be elected as a member under section 61A of the Act.
92. A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the usual place of meeting of the club for at least seven days immediately preceding the annual general meeting.
93. If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
94. The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:
- 94.1. whether or not the club has public liability insurance; and
  - 94.2. if the club has public liability insurance, the amount of the insurance.

### **Chief Flying Instructor**

95. A person elected as Chief Flying Instructor under these rules is a Chief Flying Instructor for the club under GFA regulations when the person's election as Chief Flying Instructor is ratified pursuant to GFA Manual of Standard Operations, Part 2.
96. A person elected as Chief Flying Instructor and ratified as the Chief Flying Instructor for the club pursuant to GFA regulations has the responsibilities, functions and powers set out in GFA Manual of Standard Operations, Part 2.



### **Election of The Chief Flying Instructor**

97. At least seven days before the annual general meeting at which the election of the other members of the Management Committee is to take place, the Training Panel must meet to nominate a person as the Chief Flying Instructor.
98. The Training Panel must ensure that the person nominated as Chief Flying Instructor satisfies the following criteria:
  - 98.1. is an ordinary or life member of the association;
  - 98.2. has the qualifications and experience necessary to meet the requirements for a Chief Flying Instructor within the meaning of GFA regulations; and
  - 98.3. can be reasonably expected to have that person's election as Chief Flying Instructor ratified under GFA regulations.

### **Resignation, removal or vacation of office of Management Committee member**

99. A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
100. The resignation takes effect at:
  - 100.1. the time the notice is received by the Secretary; or
  - 100.2. if a later time is stated in the notice, the later time.
101. A member may be removed from office at a general meeting of the club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
102. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
103. A member has no right of appeal against the member's removal from office under **rule 101.**
104. The office of a Management Committee member must become vacant:
  - 104.1. in the circumstances mentioned in section 64(2) of the Act;
  - 104.2. if the person's membership of the club is terminated;
  - 104.3. if the person is permanently incapacitated by ill-health; or
  - 104.4. if the person is absent from more than two meetings in a financial year.
105. If the Management Committee decides to terminate a person's membership of the Committee, the Secretary must give the member a written notice of the decision.

### **Vacancies on Management Committee**

106. If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the club to fill the vacancy until the next annual general meeting.
107. The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.

108. However, if the number of committee members is less than the number fixed under **rule 123.** as a quorum of the Management Committee, the continuing members may act only to:
- 108.1. increase the number of Management Committee members to the number required for a quorum, or
  - 108.2. call a general meeting of the club.

### **Functions of Management Committee**

109. Subject to these rules or a resolution of the members of the club carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the club.
110. The Management Committee has authority to interpret the meaning of these rules and any matter relating to the club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

*Note: The Act prevails if the club's rules are inconsistent with the Act; see section 1B of the Act.*

111. The Management Committee may exercise the powers of the club:
- 111.1. to borrow, raise or secure the payment of amounts in a way the members of the club decide; and
  - 111.2. set such fees, including airfield levies, flying fees, insurance levies, affiliation fees, and launch fees, as it may determine and members must pay the same.
  - 111.3. to secure the amounts mentioned in **subrule 111.2.** or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the club's property, both present and future; and
  - 111.4. to purchase, redeem or pay off any securities issued; and
  - 111.5. to borrow amounts from members and pay interest on the amounts borrowed; and
  - 111.6. to mortgage or charge the whole or part of its property; and
  - 111.7. to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the club; and
  - 111.8. to provide and pay off any securities issued; and
  - 111.9. to invest in a way the members of the club may from time to time decide.
112. For **subrule 111.5.** the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
- 112.1. the financial institution for the club; or
  - 112.2. if there is more than one financial institution for the club, the financial institution nominated by the Management Committee.

### **Meetings of the Management Committee**

113. Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
114. The Management Committee must meet at least once every **four** months to exercise its functions.
115. The Management Committee must decide how a meeting is to be called.
116. Notice of a meeting is to be given in the way decided by the Management Committee.
117. The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
118. A committee member who participates in the meeting as mentioned in **rule 117.** is taken to be present at the meeting.
119. A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
120. A member of the Management Committee must not vote on a question about a contract or proposed contract with the club if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
121. The President is to preside as chairperson at a Management Committee meeting.
122. If there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose one of their number to preside as chairperson at the meeting.

### **Quorum for, and adjournment of, Management Committee meeting**

123. At a Management Committee meeting, 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
124. If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
125. If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the committee:
  - 125.1. the meeting is to be adjourned for at least one day; and
  - 125.2. the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
126. If, at an adjourned meeting mentioned in **rule 125.**, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

### **Special meeting of Management Committee**

127. If the Secretary receives a written request signed by a majority of the members of the Management Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.
128. If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
129. A request for a special meeting must state:
  - 129.1. why the special meeting is called; and
  - 129.2. the business to be conducted at the meeting.
130. A notice of a special meeting must state:
  - 130.1. the day, time and place of the meeting; and
  - 130.2. the business to be conducted at the meeting.
131. A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee.

#### **Minutes of Management Committee meetings**

132. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
133. To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.

#### **Appointment of subcommittees**

134. The Management Committee may appoint a subcommittee consisting of members of the club considered appropriate by the committee to help with the conduct of the club's operations.
135. A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
136. A subcommittee may elect a chairperson of its meetings.
137. If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
138. A subcommittee may meet and adjourn as it considers appropriate.
139. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

#### **Training Panel**

140. The Management Committee delegates to a subcommittee called the Training Panel, each of its functions, responsibilities and powers that relate to the conduct

of gliding operations, operational standards and safety, pilot training, instructor training, pilot privileges, investigation of accidents and incidents and implementation of GFA requirements.

141. The Training Panel consists of:
  - 141.1. the Chief Flying Instructor;
  - 141.2. the Tow Master; and
  - 141.3. any Ordinary member or Life member that holds a GFA instructor rating and who accepts an invitation to join the Training Panel from the Chief Flying Instructor.
142. The Chief Flying Instructor may not invite a flying member or life member to join the Training Panel unless the Training Panel at an earlier meeting has resolved that the flying member or life member concerned should be invited to join the Training Panel.
143. Flying or life members undergoing instructor training may attend and observe at Training Panel meetings at the invitation of the Chief Flying Instructor.
144. The Chief Flying Instructor or delegate must chair meetings of the Training Panel.
145. The Training Panel may meet and adjourn as the Chief Flying Instructor considers appropriate.
146. Despite **rule 145.** the Chief Flying Instructor must ensure that the Training Panel meets regularly enough to effectively monitor training and flying safety within the club.
147. A question arising at a Training Panel meeting is to be decided by a majority vote of the members of the Training Panel present at the meeting. In the event of there being no majority, the Chief Flying Instructor has the deciding vote.

### **Functions of the Training Panel**

148. In this section:
  - 148.1. **“regulation”** means any written direction, by whatever name called, decided by the Training Panel and signed by the Chief Flying Instructor.
  - 148.2. **“enforce”** includes the authority to temporarily or permanently withdraw club member’s privileges for any reason including as a penalty.
149. The Training Panel may make and enforce regulations relating to the safety and conduct of all club gliding operations and the use of any club aviation facility, including but not limited to grounding a member.
150. The Training Panel may inquire into any matter relating to training and flying safety within the club.
151. When the Training Panel is engaged in an inquiry pursuant to **rule 150.**, a member of the club involved in the inquiry must truthfully and comprehensively answer any questions put to them and must cooperate fully with the Training Panel.
152. When determining whether to impose a Grounding, the Training Panel will consider the need to protect the safety of people and property to be of paramount

importance.

153. If the Training Panel imposes grounding on a member, the period of grounding will not exceed three months, but this period may be renewed for successive periods of up to three months each with the approval of the Management Committee.
154. When grounding a member, the Training Panel may specify certain aspects of club gliding operations and club aviation facility that the member may continue to use (for example, a member may be permitted to continue to assist with ground operations but may not be permitted to fly a glider as pilot in command).
155. A member who is subject to a period of grounding:
  - 155.1. is to be informed in writing by the Chief Flying Instructor, with the reasons for the decision and the length of the grounding; and
  - 155.2. may appeal to the Training Panel in writing within 14 days to overturn or modify the decision, in which case such appeal must be heard within 14 days of notice of such appeal being received; and
  - 155.3. may not participate in club gliding operations or use a club aviation facility as specified in the written notice of the grounding, from the day they are notified until the grounding lapses or until the day an appeal is upheld; and
  - 155.4. may have their membership terminated if they refuse to comply with a grounding or breach the conditions of a grounding.
156. The Training Panel may rescind the decision to ground a member at the panel's discretion, in which case the member is to be informed in writing.
157. None of these rules restrict the right of a Duty Instructor (Level 2 or higher) on a day when the club is conducting gliding operations, to immediately suspend a member from participating in club gliding operations or using a club aviation facility, if the Duty Instructor decides that it would be unsafe for the member to continue to do so on that day.
158. If a Duty Instructor imposes a restriction as described in **rule 157.**, the instructor is to inform the Chief Flying Instructor as soon as possible and explain the decision.
159. If a Duty Instructor informs the Chief Flying Instructor that the instructor has suspended a member from certain privileges under **rule 157.**, the Chief Flying Instructor must, within seven days, investigate the circumstances of the Duty Instructor's decision and determine whether the matter should be considered by the Training Panel.
160. A member whose privileges are suspended by a Duty Instructor as described in **rule 157.** may not resume participation in club gliding operations or use a club aviation facility until expressly informed otherwise by the Chief Flying Instructor.

### **Appeal against a decision or direction of the Training Panel**

161. A member may appeal to the Management Committee in relation to a decision by the Training Panel.
162. A notice of intention to appeal must be given to the Secretary within one month after the Training Panel makes its direction or decision.
163. If the Secretary receives a notice of intention to appeal, the Secretary must, within two weeks from the day of receipt, call a meeting of the Management Committee to decide the appeal.
164. At the meeting, the applicant must be given a full and fair opportunity to show why the Training Panel direction or decision should not be implemented.
165. Also, the Chief Flying Instructor must be given an opportunity to show why the appeal should be dismissed in the presence of the aggrieved member.
166. An appeal must be decided by a vote of the members of the Management Committee present at the meeting.
167. Despite **rule 166.** or anything else in these rules, the Chief Flying Instructor must not take part in the Management Committee's deliberations or decision on the appeal by voting or in any other way.
168. Despite **rule 166.** or anything else in these rules, the Management Committee may not replace a regulation, direction or decision of the Training Panel with its own regulation, direction or decision for a matter relating to functions, powers or responsibilities delegated to the Training Panel but the Management Committee may direct the Training Panel to review its original regulation, direction or decision.

### **Officers of the club**

169. Airworthiness Administration Officer:
  - 169.1. The Management Committee must appoint an Airworthiness Administration Officer in accordance with GFA Manual of Standard Procedures, Part 3 – Airworthiness, section 1.10.
  - 169.2. The tasks and duties of the Airworthiness Administration Officer are described in GFA Manual of Standard Procedures, Part 3 – Airworthiness, subsection 1.10.3.
  - 169.3. The Management Committee may direct the Airworthiness Administration Officer to undertake additional duties consistent with the maintenance of airworthiness within the club.
170. The Management Committee may appoint other Officers to assist in the management and running of the club, including but limited to:
  - 170.1. a club Safety Officer, responsible to the Management Committee for the development and implementation of the club's Risk Management Plan; and

- 170.2. a Sports Coach, responsible for the promotion of cross-country gliding by club members, and attendance by them at local and national gliding seminars, competitions, regattas and similar activities.
- 171. An Officer must be an Ordinary or Life member of the club.
- 172. An Officer may resign by providing written notice to the Secretary.

### **Resolutions of Management Committee without meeting**

- 173. A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 174. A resolution mentioned in **rule 173.** may consist of several documents in like form, each signed by one or more members of the committee.
- 175. A resolution may also be moved, debated and carried or rejected in electronic form without a Management Committee meeting being called.
- 176. If a resolution as described in **rule 173.** is moved and seconded in electronic form, the President must allow seven days after the resolution has been seconded for other Committee members to respond to the motion.
- 177. If a member of the Management Committee does not respond within seven days of being notified of a resolution in electronic form, each member of the Management Committee who has not responded must be deemed to be absent, and **rule 123.** dealing with a quorum of the Management Committee applies.

### **Acts not affected by defects or disqualifications**

- 178. An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.
- 179. **Rule 178.** applies even if the act was performed when:
  - 179.1. there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or
  - 179.2. a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

### **Common seal**

- 180. The Management Committee must ensure the club has a common seal.
- 181. The common seal must be:
  - 181.1. kept securely by the Management Committee; and
  - 181.2. used only under the authority of the Management Committee.



182. Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by:
- 182.1. the Secretary; or
  - 182.2. another member of the Management Committee; or
  - 182.3. someone authorised by the Management Committee.

### **Documents**

183. The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the club.

## **MEETINGS**

### **Annual general meetings**

184. An annual general meeting must be held:
- 184.1. at least once each year, and
  - 184.2. within six months after the end date of the club's reportable financial year.

### **Business to be conducted at annual general meeting**

185. Being a club that is a Level 2 Incorporated Association to which section 59 of the Act applies, the following business must be conducted at each annual general meeting of the club:
- 185.1. receiving the club's financial statement, and audit report, for the last reportable financial year;
  - 185.2. presenting the financial statement and audit report to the meeting for adoption;
  - 185.3. electing members of the Management Committee;
  - 185.4. appointing an auditor, an accountant or an approved person for the present financial year.

### **Notice of general meeting**

186. The Secretary may call a general meeting of the club.
187. The Secretary must give at least 14 days notice of the meeting to each member of the club.
188. If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
189. The Management Committee may decide the way in which the notice must be given.

190. However, notice of the following meetings must be given in writing:
  - 190.1. a meeting called to hear and decide the appeal of a person against the Management Committee's decision:
    - 190.1.1. to reject the person's application for membership of the club; or
    - 190.1.2. to terminate the person's membership of the club;
  - 190.2. a meeting called to hear and decide a proposed special resolution of the club.
191. A notice of a general meeting must state the business to be conducted at the meeting.

### **Quorum for, and adjournment of, general meeting**

192. The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee at the close of the club's last general meeting plus one.
193. However, if all members of the club are members of the Management Committee, the quorum is the total number of members less one.
194. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
195. If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the club, the meeting lapses.
196. If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the club:
  - 196.1. the meeting is to be adjourned for at least seven days; and
  - 196.2. the Management Committee is to decide the day, time and place of the adjourned meeting.
197. The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
198. If a meeting is adjourned under **rule 197.**, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
199. The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
200. If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

### **Procedure at general meeting**

201. A member may take part and vote in a general meeting in person, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
202. A member who participates in a meeting as mentioned in **rule 201.** is taken to be present at the meeting.
203. At each general meeting:
  - 203.1. the President is to preside as chairperson; and
  - 203.2. if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one of their number to be chairperson of the meeting; and
  - 203.3. the chairperson must conduct the meeting in a proper and orderly way.

### **Voting at general meeting**

204. At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
205. Each member present and eligible to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
206. A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
207. The method of voting is to be decided by the Management Committee.
208. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
209. If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.
210. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

### **Special general meeting**

211. The Secretary must call a special general meeting by giving each member of the club notice of the meeting within 14 days after:
  - 211.1. being directed to call the meeting by the Management Committee; or
  - 211.2. being given a written request signed by:
    - 211.2.1. the majority of the Management Committee when the request is signed; or
    - 211.2.2. at least the number of ordinary members of the club equal to double the number of members of the club on the Management Committee when the request is signed, plus one; or

- 211.3. being given a written notice of an intention to appeal against the decision of the Management Committee:
  - 211.3.1. to reject an application for membership; or
  - 211.3.2. to terminate a person's membership.
- 212. A request mentioned in **subrule 211.2.** must state:
  - 212.1. why the special general meeting is being called; and
  - 212.2. the business to be conducted at the meeting.
- 213. A special general meeting must be held within three months after the Secretary:
  - 213.1. is directed to call the meeting by the Management Committee; or
  - 213.2. is given the written request mentioned in **subrule 211.2.;** or
  - 213.3. is given the written notice of an intention to appeal mentioned in **subrule 211.2..**
- 214. If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

### **Proxies**

- 215. A club member may appoint a proxy to vote on their behalf at a meeting. An instrument appointing a proxy must be in writing and be in the form provided at Appendix 1 to these rules.
- 216. The instrument appointing a proxy must:
  - 216.1. if the appointor is an individual, be signed by the appointor or the appointor's attorney properly authorised in writing; or
  - 216.2. if the appointor is a corporation:
    - 216.2.1. be under seal; or
    - 216.2.2. be signed by a properly authorised officer or attorney of the corporation.
- 217. A proxy may be a member of the club or another person.
- 218. Members eligible to vote at a general meeting may only hold one proxy vote each.
- 219. The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 220. Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 221. Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- 222. If a member wants a proxy to vote for or against one or more specific resolutions at a meeting, the instrument appointing the proxy must be in writing and be in the form provided at Appendix 2 to these rules.

### **Minutes of general meetings**

223. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
224. To ensure the accuracy of the minutes:
- 224.1. the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
  - 224.2. the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the club that is a general meeting or annual general meeting, verifying their accuracy.
225. If asked by a member of the club, the Secretary must, within 28 days after the request is made:
- 225.1. make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
  - 225.2. give the member copies of the minutes of the meeting.
226. The club may require the member to pay the reasonable costs of providing copies of the minutes.

## **FINANCIAL MATTERS**

### **Funds and accounts**

227. The funds of the club must be kept in an account in the name of the club in a financial institution decided by the Management Committee.
228. A minimum of two members of the Management Committee specifically appointed by the Management Committee for the purpose must jointly sign any documents relating to the banking accounts of the club.
229. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the club.
230. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
231. The club does not allow the use of cheques for any financial transactions.
232. A payment by the club of \$100 or more must be made by electronic funds transfer.
233. A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
234. All expenditure must be approved or ratified at a Management Committee meeting.

### **Electronic banking**

235. The Management Committee may operate an electronic banking account where funds are transferred out of the account named "Withdrawals" by means of a username, password, personal identification number or similar.
236. Electronic banking on behalf of the club may only be carried out by:
  - 236.1. a member of the Management Committee making an expenditure approved by the Committee; or
  - 236.2. a club member authorised by the Management Committee as described in **rules 237. and 238..**
237. With the approval of the Management Committee, a debit card linked to the bank account of the club may be temporarily provided to a member so that the member may pay invoices or make purchases on behalf of the club.
238. The Management Committee must only approve a member to operate a debit card linked to the bank account of the club as mentioned in **rule 237.** if the member is:
  - 238.1. a member of the Training Panel; or
  - 238.2. a member with at least two years of continuous membership of the club.
239. When a member is authorised as mentioned in **rule 237.**, they must only expend club funds:
  - 239.1. to a value not exceeding the amount of the invoice; or
  - 239.2. to a value not exceeding the cost of purchased goods or services; or
  - 239.3. to a value less than or equal to a monthly limit approved by the Management Committee.
240. When a member who is authorised as mentioned in **rule 237.** makes purchases or pays for services on behalf of the club, a valid receipt for the transaction must be obtained and provided to the Management Committee.
241. The Management Committee must ensure that the financial institution providing electronic banking services provides controls on the electronic banking account to limit the possibility of unauthorised transactions.

### **Securing profits for members**

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

### **General financial matters**

243. On behalf of the Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
244. The income and property of the club must be used solely in promoting the club's objects and exercising the club's powers.

### **Financial year**

245. The end date of the club's financial year is 30 April each year.

## **NOTICES TO MEMBERS**

### **Notices**

246. Any notice required to be given by the club to any member may be given by serving the member with the notice by:
- 246.1. sending the notice by post to the address of the member appearing in the register of members; or
  - 246.2. by email to the email address of the member appearing in the register of members; or
  - 246.3. by electronic text message to the mobile telephone number of the member appearing in the register of members; or
  - 246.4. by a combination of the methods mentioned in **rule 246..**
247. Where a notice is sent by post:
- 247.1. the notification is carried out by properly addressing, prepaying and posting a letter or packet containing the notice; and
  - 247.2. notification will be taken to have been carried out at the time at which the letter or packet would be delivered in the ordinary course of the post.
248. Where a notice is sent electronically the notification will be taken to have been carried out at the time that the email is received by the member's email server or mobile service provider.

## **SURPLUS ASSETS**

### **Distribution of surplus assets to another entity**

249. This rule applies if the club:
- 249.1. is wound-up under part 10 of the Act; and
  - 249.2. has surplus assets.
250. The surplus assets must not be distributed among the members of the club, nor sold at a discounted price to members of the club.
251. The surplus assets must be offered for sale to the club members via a tender process conducted by an independent person who is not a member of the club.
252. Members are to receive 14 days notice in writing or electronic notification of the opportunity to tender on surplus assets.
253. Members who tender for such assets must not participate in deliberations regarding the sale price or vote on the sale of assets for which they are tendering.
254. If surplus assets are sold to members of the club, the independent person conducting the sale must ensure that each asset is sold at a price that represents not less than 90% of the average sale price for a similar second-hand item in relevant magazines, newspapers, circulars, on-line auctions or other media.

255. Remaining surplus assets must be given to Gliding Queensland for distribution to other Queensland gliding clubs, provided those clubs have rules which prohibit the distribution of the club's assets to its members.
256. All surplus funds are to be given to Gliding Queensland for distribution to other Queensland gliding clubs, provided those clubs have rules which prohibit the distribution of the club's funds to its members.
257. In this rule, **surplus assets** see section 92(3) of the Act.

## **APPENDICES**

### **Appendices:**

1. Proxy Form – General voting at a meeting.
2. Proxy Form – Voting on one or more specific resolutions at a meeting.



**Appendix 1 – Proxy Form for general voting at a meeting**

Sunshine Coast Gliding Club Inc.

I \_\_\_\_\_ [Name],  
of \_\_\_\_\_ [Address],

being a member of the club, appoint

\_\_\_\_\_ [Name],  
of \_\_\_\_\_ [Address],

as my proxy to vote for me on my behalf at the (annual) general meeting of the club, to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
Signature \_\_\_\_\_.

**Appendix 2 – Proxy Form for voting on specific resolutions at a meeting**

Sunshine Coast Gliding Club Inc.

I \_\_\_\_\_ [Name],  
of \_\_\_\_\_ [Address],

being a member of the club, appoint

\_\_\_\_\_ [Name],  
of \_\_\_\_\_ [Address],

as my proxy to vote for me on my behalf at the (annual) general meeting of the club, to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
Signature \_\_\_\_\_.

This form is to be used in favour of/against [strike out whichever is not applicable] the following resolutions:

[List relevant resolutions]