

*The Amended Constitution,  
Regulations and Ordinances of*  
AUCKLAND REGIONAL  
MICROLIGHT AIRCRAFT CLUB (Inc.)

# ARMAC

*Established 1982*

*Revised 1990*

*Amended 1997, 2006*

*Most recent amendments underlined*

*This copy belongs to*

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THE AMENDED CONSTITUTION "C" OF  
"AUCKLAND REGIONAL MICROLIGHT AIRCRAFT CLUB  
INCORPORATED"

NAME

Shall be AUCKLAND REGIONAL MICROLIGHT AIRCRAFT CLUB  
INCORPORATED hereinafter referred to as "ARMAC" or the "CLUB"

AIMS AND OBJECTS

C1. To act as a democratic governing vehicle for enthusiasts engaged in the design, construction and flying of "MICROLIGHT" aircraft, as a recreational sport, in and around the city of Auckland. (Hereinafter referred to as the 'sport\*')

C2. To encourage and assist the sport in all its phases by any means. Provided however that such assistance, if monitory, does not exceed 10% of the Club's Liquid assets unless authorised by means of a Notice of Motion to a General Meeting of the Club, duly passed.

COMMERCE

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

C4. To accept any gift of property, whether subject to any special trust or not, for any one or more of the objects of the Club.

C5. To take any lawful steps for the purpose of procuring contributions to the funds of the Club and grant any rights and privileges to subscribers.

C6. To enter into any arrangement which may seem to be conducive to the objects of the Club, with any organisation of any kind, or any person or persons. To acquire or obtain from any such organisation, person or persons, any charters contracts, decrees, rights, privileges and concessions which may be conducive to any such objects. To accept, make payments under, carry out, exercise and comply with any such arrangements.

C7. To enter into any contracts, agreements, leases, or arrangements that may seem conducive to the objects of the Club with any organisations of any kind or any person or persons and to surrender and accept surrenders of leases.

C8. To borrow, raise, or secure the payment of money in such manner as the Club shall think fit and in particular by mortgages, debentures or debenture stock, perpetual or otherwise.

Including charges upon all or any of the Club's undertakings, goodwill, property and assets (both present and future), including its future acquired property, and to purchase, redeem or pay off such securities.

C9. To draw, make, accept, endorse, discount, execute, issue and negotiate promissory notes, bills of exchange bills of lading, warrants, debentures and other negotiable or transferable instruments.

C10. To invest, lend and deal with the monies of the Club upon such security and in such manner as may from time to time be determined upon.

C11. To appoint, remove or suspend any secretaries, treasurers, officers, clerks, agents or servants and to direct and control them and fix and pay their remuneration where appropriate.

#### **INTERACTIVE PHILOSOPHY**

C12. From time to time to subscribe or contribute to any patriotic or charitable, benevolent or useful object of a public character. Provided however that such contribution does not exceed 10% of the Club's liquid assets unless authorised by means of a Notice of Motion to a General Meeting of the Club, duly passed.

C13. To be an affiliated or associated club of any or all CAA Approved Organisations.

C14. To join or affiliate as members of any club, association or society whether incorporated under "the Incorporated Societies Act, 1908" or not and having as one of its objects the advancement or government of aeronautics.

C15. To do all such things as are incidental to or conducive to 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 1908" or amendments thereof. Also provided however that the foregoing objects shall in no way limit the rights and powers conferred upon the Club affiliated under the Rules, Regulations and By-laws of any CAA Approved Organisation.

**AMENDED REGULATIONS "R"**

**R1. -MEMBERSHIP**

R1.1. Applications for membership shall be made on the Club's Official Form. The Applicant, should, if called upon, be prepared to appear before the management Committee to answer any questions pertaining to such application refer p10 01.1.1 &.2

R1.2. Club Membership shall be classified as follows:-

.1 **ORDINARY** Members are any persons who in the opinion of the Management Committee are actively engaged in the practice and/or promotion of the sport.

.2 **PROVISIONAL** Members await Committee endorsement and have no voting rights until so endorsed. Refer p10 - 01.2.2

.3 **ASSOCIATE** Members may be any persons fulfilling the conditions as laid down for ordinary Members, except that Associate Members may not also be a currently certificated pilot. He or she however may at any time apply for Ordinary Membership.

.4 **JUNIOR** Members-refer p10 01.2.4

.5 **CASUAL** Members shall be persons wishing to use Club sponsored facilities for short periods of time only. - refer p10 01.2.5

.6 **HONORARY** Members are courtesy members of the Club. They do not have voting or speaking rights at meetings but in all other respects their status is the same as Ordinary members- refer p10 01.2.6

.7 **LIFE** Members are special members only four of which can be appointed at any one time. A Life Member enjoys Ordinary Membership status in every respect but does not pay Club subscription fees - refer p11 01 2.7

R1.3. **Resignations:** - Any member may resign at any time by giving notice in writing to the Secretary and Club dues will cease from that date. No refund of current subscriptions will be made.

#### **R1.4. Suspensions and Expulsions:-**

.1 After due and proper inquiry the Committee may suspend or expel any Member if in its opinion such Member has been guilty of violating the Regulations, Ordinances or By-Laws, or of any conduct prejudicial to the interests of the Sport. Actioning of the case must commence within one week of detection and the accused Member, either alone or accompanied and/or assisted by another Member, must be invited to be heard in his/her own defence. If a resignation is offered, the Committee must accept it.

R1.4.2.1 Any member expelled or suspended by the Committee has a right of appeal to his or her own Club members through a SGM that must be called within 28 days of the effective date of the suspension or expulsion.

2.2 Any member failing to meet the requirements of R1.4.2.1 forfeits all rights to instigate any further action against the Club or its members.

2.3 CAA Approved Organisations must be notified immediately of any suspensions or expulsions.

2.4 When a Club Officer finds it necessary to discipline by 'grounding', this Club requires that the President and the Flying Instructors be informed of the nature of the alleged offence within 24 hours of such grounding. From that point on, the Committee, through the President, assumes responsibility.

#### **R1.5. Subscriptions:-**

.1 The subscriptions for each class of membership, excepting Casual Members, shall be fixed at the A.G.M. and shall be immediately payable for the ensuing year. Members whose fees are overdue by one month shall be deemed to be Un-financial. Members Un-financial for one month shall cease to be Club members - refer p11 01.5.1

.2 Subscriptions fixed at an Annual General Meeting (A.G.M.) will normally remain till the next A.G.M. A Special General Meeting (S.G.M.) may be called to amend the subscriptions or fix special levies, following a Notice of Motion duly executed under these Regulations and Ordinances.

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## **R2. - MANAGEMENT**

R2.1 The affairs of the Club shall be conducted by a Management Committee (hereinafter referred to as the "Committee") consisting of the following elected persons:-

**President**

**Vice President**

**Secretary:**

**Treasurer: or Secretary/Treasurer**

**Committee Members Refer p11 02.1.**

R2.2 In addition to the elected Officers, the Committee are required to appoint: - Refer P11 02.2.1& .2& .3& .4& .5& .6

.3 The election of the Committee will take place at the A.G.M. of the Club, and its term of office will extend to the next A.G.M., when all Committee Members shall retire and if available, are eligible for re-election.

.4 Each elected Committee Member will have one non-secret vote at Committee meetings. The presiding Chairperson at any meeting will hold a casting vote in addition to his/her deliberate vote in all cases of equal division. The quorum for a Committee meeting shall be four voting Members.

.5 The CFI, CSO and the Operations Manager will be ex-officio Committee members and unless they also happen to be an elected Committee Members, shall have debating rights only, at Committee meetings. The Club Newsletter Editor shall have observer status at all Committee meetings and reporting rights on all discussions not taken in camera.

.6 Each Committee Member, including the Chair is required to declare personal monetary interest, when discussing Club business. He/she may listen to, but not direct, speak to, or vote on the result of, any debate involving such pecuniary interest.

.7 Any Member failing to attend two consecutive Committee meetings, without having been first granted leave of absence by the Committee, shall automatically cease to be a Member of that Committee. Such vacancies shall be termed "casual vacancies".

.8.1 Any casual vacancy occurring in any of the appointed or elected offices between A.G.M's may be filled by the Committee from its own Members or by appointment of a Club Member. The appointee will hold office until the next A.G.M. A vacancy caused by expulsion shall be deemed a casual vacancy.

R2.8.2 Should any elected Committee member seek leave of absence for more than 14 days the Committee is empowered to appoint another Club member to stand in. While acting in this temporary capacity, this person shall have full elected Committee Member status until the absent member is able to resume his/her duties.

.9 The Committee may at any time by resolution passed by simple majority, recommend to a S.G.M., through Notice of Motion the removal from office of any elected Officer or Committee Member. The Committee may also at any time by resolution passed by two thirds majority of Committee Members, remove from office any appointed Officer if removal of that person be deemed to be in the best interests of the said sport. At no time will such person in either case be denied the right to be heard in his or her own defence before any vote is taken on the matter.

.10 Subcommittees may be appointed by the Committee to carry out specific tasks and be disbanded on completion of those tasks. All such Subcommittees shall report back to the Management Committee. Refer p11 02.10.

.11 The OFFICERS of the Club shall be:-

President

Vice President

Secretary (or Secretary/Treasurer,) Treasurer

Operations Manager

Auditor (not necessarily a Member of the Management Committee and has no "grounding" rights)

.12. The Officer's DUTIES shall be:-

.12.1. Auditor shall:-

.12.1.1 Be appointed for one financial year, by and be directly responsible to the A.G.M of the Club.

.1.2 Examine all accounts, vouchers and minutes of the Club.

.1.3 Certify the annual accounts presented by the Treasurer and report thereon to each A.G.M

.12.2 President shall: - Preside at all meetings. Refer p11 - 01.5.1 p12 - 02.12.2.1 & 2

.12.3 Vice President shall: - Act as the President's deputy on any matter or in any capacity when the President is unable to attend at meetings or to Club business.

.12.4 All other Officers refer p12,13,14 - 02.12.2 & .3 & .4 & .5 & .6 & .7 & .8

R2.13 Execution of Documents and The Common Seal: - All documents intended to bind the Club shall be executed under the Common Seal of the Club and such execution shall be attested by the President, or Vice- President, Secretary and at least one other of the Committee.

.14 Registered Office: - The location of the Registered Office of the Club will be decided upon from time to time by the Committee and made known to Members through the Club News Letter or by special memoranda.

.15 Bank Accounts: - The Club may open accounts with any recognised banking institution and the account or accounts shall be operated by three Members of the Committee appointed by the Committee. Any two signatories to withdraw monies and any one to endorse cheques and negotiable documents for the purpose of making deposits.

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

.17 Winding Up: - Upon the winding up of the Club any remaining funds after paying all debts and the expenses of winding up, shall be handed to an organisation approved by CAA under part 103 - refer p9a - R4.2 p14 - 02.17

### R3. - MEETINGS

R3.1. The Annual General Meeting:-

.1 The ANNUAL GENERAL MEETING date, time and place to be a Committee decision made not more than six months or less than 6 weeks prior to the chosen date - refer p15 03.1.

.2 - Redundant

R3.1.3 The Club President shall preside at all meetings or, in his/her absence the Club Vice President shall preside. The Vice President shall act as the President's deputy on any matter when the President is unable to attend to Club business.

.4 The quorum for an A.G.M. shall be 25% of registered voting members

.5 The business of each A.G.M. shall be:-

refer p15 03.1.3.1 &.2 &.3 &.4 &.5 &.6 &.7 &.8

### **R3.2. Special General Meetings (S.G.M's)**

.1 May be called at any time by order of the Committee or on requisition by 10 % of the voting Members. Such request shall specify the business to be placed before the S.G.M.

.2 The quorum for a S.G.M. shall be 20% of registered voting members.

.3 The Committee shall allot the venue for such meetings but in the event of its failure to do so within 14 days, the requisitionists themselves may allot the venue, also within 14 days and should the Club officers not be present, elect from voting Members present a Chairperson and Recorder to transact the business of that meeting only. All records of such meetings are Official Club Documents and must be held and processed as such by the Club Secretary.

#### R3.3. Social Meetings

Refer p15 03.3.1 & .2 & .3 & .4 & .5 & .6 & .7

#### R3.4. Flying Meetings

Refer p15 03.4.

#### R3.5. Management Committee Meetings

Refer p16 03. 5.1 &.2 &.3

#### R3.6. Voting

R3.6.1 At any General Meeting each financial Member, (Provisional or Honorary Members excepted), shall be entitled to one vote. Written proxy and/or postal voting shall be allowed. Voting may be by show of hands or secret ballot. Any two members shall be entitled to demand that any particular vote be taken by secret ballot.

.2 All matters voted upon shall be decided by simple majority except where otherwise stated in these Regulations and Ordinances.

Refer p16 03.6.1 &.2

R3.6.3 The Chair shall have a casting vote in all matters of equal division, however, where a secret ballot has been called for; the meeting must be informed of the use of the casting vote.

.4 Scrutineers shall be appointed by the Meeting on the recommendation of the Committee. Voting on such appointments shall be by show of hands only.

R3.7. Notices of General Meetings: - shall be given to Members by written or printed memoranda despatched by ordinary post to the Member's last known address. Unless longer notice is provided to be given for any General Meeting, fourteen days notice shall be given of such meeting - refer p16 03.7.

R3.8. Notices of Motion: - shall be initiated by financial Members only, signed by the Mover and Seconder. Fourteen day notice of the meeting at which it is intended to table the Notice of Motion, and its content, shall be given to Club Members by written or printed memoranda, or appended to a Club publication, in which case at no cost to the instigators, despatched by ordinary post to Members last known addresses. Refer p16 03.8.

#### **R4. - ALTERATIONS**

R4.1. The Constitution and/or Regulations of the Club may be altered at an SGM or AGM only by the enactment of any further clauses or by rescission or amendment of existing clauses. This provides however that Notice of Motion be given in accordance with these Regulations and Ordinances embodying the proposed addition/a, rescission/s or amendment/s, placed before the Members and left for at least 90 days then passed at a General Meeting only by a majority of 75% or more of all voting members present by personal vote or written proxy. Provided however that any subsequent vote must represent at least 33 1/3% of the total voting membership.

R4.1.1 The Club may from time to time make, alter or revoke any Ordinance which may be appended to these Regulations. This may be done at any SGM or AGM by Notice of Motion in accordance with these Regulations and Ordinances, embodying the proposed additions and/or alterations. Then passed by a majority of at least 75% of the voting members present by personal vote or written proxy provided however that this vote must represent at least 25% of the total voting membership.

R4.1.2 Should all or part of our rules be overtaken by changes in Government Agencies to whom we may be subservient and the Committee unanimously agrees that certain rule changes are urgently necessary to retain compatibility with those Agencies, the President is required to :-

R4.1.2.1 Inform all Members by News Letter (Special issue if needed) of the exact changes proposed.

1.2.2 Invite a written request from any voting Member for a SGM to discuss the proposed changes and if no such request is received within seven days of the News Letter having been posted, take steps to institute the changes.

1.2.3 Include in the Agenda of the next General Meeting a full report of the changes.

R4.2. Any proposed changes to the Winding Up clauses of the Constitution, Regulations or Ordinances of the Club must be validated by the Inland Revenue Department.

R4.3. The Committee may from time to time make, alter or revoke any By-Laws relating to:-

.3.1 The issue of aeronautical certificates,

.3.2 The awarding of merit badges,

.3.3 The recording of achievements,

.3.4 The conduct of trials, contests and competitions.

**AMENDED ORDINANCES "O" ASSOCIATED WITH THE  
REGULATIONS OF ARMAC.**

**O1. . MEMBERSHIP**

O1.1. How to become a Member :-

O1.1.1 The Management Committee shall have full power to accept or decline any application for membership and the Club Secretary shall notify each applicant in writing of the Committee's decision. Applicants whose membership has been declined may reapply twelve months after the date of rejection.

.2 Membership dues are payable in full as from the date of membership application and repayable in full in the event of subsequent Committee rejection. Only on receiving an official receipt for all dues paid does an applicant have the right to use Club facilities. Committee endorsement and the presentation of a copy of this document, elevates the applicant to full Membership.

.3 Deleted

.4 Deleted

O1.2.2 PROVISIONAL MEMBERS are persons who have applied for Ordinary Membership, have paid all fees and may use Club facilities while awaiting Committee endorsement

O1.2.4 JUNIOR MEMBERS are those who are seventeen years and younger.

O1.2.5 CASUAL MEMBERS - are defined as being members for one specific 24 hour period, identified by the date written in the appropriate space provided on the official "Casual" membership document Fees for this form of membership will be set from time to time by the Committee.

O1.2.6 HONORARY MEMBERS

May be appointed by the Management Committee for a period not exceeding twelve months and in all cases terminating at the next AGM.

O1.2.7 LIFE MEMBERS may be appointed at any SGM or AGM of the Club by the assembled Members passing a resolution. Life Membership shall be confined to persons who have rendered meritorious service to the sport generally and to this Club in particular.

Nominations for Life Membership must be in writing and must be approved by the Management Committee before club endorsement.

## O1.5. SUBSCRIPTIONS

O1.5.1 The President is empowered to waive the Subscription Regulation in cases of genuine oversight or hardship.

## O2.- MANAGEMENT

### O2.1. COMMITTEE SIZE:-

One ordinary Committee Member for each 25, or part 25 financial Club Members, as listed immediately prior to any AGM.

### O2.2. COMMITTEE APPOINTEES :-

#### O2.2.1 Bank Signatories

- .2 Club Scrutineers (for recommendation to AGM or SGMs.)
- .3 Club Newsletter Editor
- .4 Safety Officer/s \*
- .5 Flying Instructor/s \*
- .6 Operations Manager

\* Appointee SO,s and/or FI,s will be required to meet all standards as laid down in the current Civil Aviation Regulations. In the event of more than one Officer being appointed in one or either category by the Committee, seniority must also be established by the Committee after taking advice from the Operations Manager. Such officer to be titled Chief Safety Officer (CSO) and/or Chief Flying Instructor (CFI).

O2.10 SUB-COMMITTEES shall consist of such Member or Members of the Committee and/or life, Honorary, Ordinary, Associate Member or Members as may be appointed thereto. In the event of a Sub-Committee being required to undertake a special study the Member or Members so appointed shall have power to co-opt any Member of another club or advisory purposes. Members so co-opted may attend any Committee meetings at which any report containing or referring to their advice may be presented and may address the Committee on such report or, if they wish, compile and present a minority report. Such persons shall have no vote at that meeting unless they also happen to be an elected Committee Member.

## O2.12. OFFICER'S DUTIES

### O2.12.2. PRESIDENT shall:-

.2.1 In the event of the position becoming vacant at any time for any reason and however temporary, take over the responsibilities of that Officer until all Club flying operations are suspended, or a replacement Officer has been appointed by the Committee.

.2.2 Liaise with the Club's Newsletter editor regularly, or if no such person has been appointed, take steps to acquaint Club Members of the general thrust of Committee discussions and decisions, except discussions which are taken in camera and minuted as such.

### O2.12.3. SECRETARY shall:-

.3.1 Conduct all the Club's correspondence and arrange all Club meetings.

.3.2 Be responsible for keeping accurate minutes of all Club meetings. Except in the case of Social or Flying meetings however, where no Club business is transacted, only the event and the presence of invited guests need be recorded.

.3.3 Cause to be maintained in complete updated condition all Civil Aviation technical publications relevant to Club Member's Microlight requirements.

.3.4 Act as custodian of the Club's common seal. Club books, papers and records and make them available to the Committee on request.

.3.5 responsible for notifying each applicant for membership, of the Committee's decision and acquaint them of their rights in the event of rejection and ensuring that all new Members are provided with a current copy of this document.

.3.6 If unable to attend a meeting, cause the Club's books and papers to be handed to the Chairperson in good time.

### O2.12.4 TREASURER shall be responsible for:-

.4.1 Collection and reception of all monies due to the Club.

.4.2 Payment of all debts owed by the Club, as soon as such payment is authorised by the Committee.

O2.12.4.3 Keeping a register of all the Members and their classification.

Issuing an interim Membership list to all Committee Members within one month following an A.G.M. Updating thereafter as required.

.4.4 Keeping a correct account of all receipts, payments and assets of the Club.

.4.5 The custody of Club funds.

.4.6 Producing financial statements from time to time as may be required by the Committee.

.4.7 Preparing an accurate statement of receipts and payments, and a Balance Sheet showing assets and liabilities made up to 31st January preceding the Club's A.G.M. Such Statement and Balance Sheet to be duly audited, certified as correct and signed by the Club's Auditor for presentation at that Meeting.

.4.8 Ensuring that all monies received are paid into the appropriate Club accounts with the Club's bankers.

.4.9 Ensuring that affiliation fees of Members are paid promptly to CAA Approved Organisations in accordance with current regimes as laid down by those organisations.

.4.10 Regularly monitoring all financial matters associated with any commercial activities which may from time to time be undertaken within the Club's structure and to report specifically on such matters to each ordinary Committee meeting.

.4.11 Causing the appropriate reports and documents to be handed to the Chairperson in good time, if unable to attend a meeting in time for the financial section of the agenda,

**O2.12.5 MANAGEMENT COMMITTEE MEMBERS shall:-**

organise and control, with assistance from the Operations Manager all other Officers and Sub-Committees, all Club activities in accordance with these regulations and Ordinances.

O2.12.6. SAFETY OFFICERS shall :-

.12.6.1 Implement all safety requirements pertaining to Club members aircraft and the Club's flying facilities in accordance with the appropriate CAA Approved Organisation Manuals.

.12.6.2 Liaise with the Operations Manager in accordance with procedures laid down by that person from time to time.

O2.12.7. FLYING INSTRUCTORS shall :-

.12.7.1 Implement all flight training activities within the Club structure in accordance with the appropriate CAA Approved Organisation Manuals.

.12.7.2 Liaise with the Operations Manager in accordance with procedures laid down by that person from time to time.

O2.12.8. OPERATIONS MANAGER shall :-

.12.8.1 Convene sub-committees of Club appointed Safety Officers and Flying Instructors, either jointly or severally.

.2 Oversee all flight training activities, theory and practical, which may be taking place within the Club structure.

.3 Supervise the implementation of all requirements of the appropriate CAA Approved Organisation Manuals.

.4 Be responsible for all club flying discipline at Club flying meetings.

Check that certificate issue systems are working. Act in any other matters as directed by the Committee. Report to all Management Committee meetings and liaise regularly with the Club President.

O2.17 WINDING UP

In the event of no CAA Approved Organisation being viable at the time of the Winding up of this Club, the Committee or liquidator or other persons conducting the process, may nominate any suitable sport aviation body. Failing any such nomination, funds shall be paid over to some sporting body nominated by the Registrar of Incorporated Societies.

### O3 - MEETINGS

O3.1.3. The business of each A.G.M. shall be:-

- .1.3.1 Read the Notice of Meeting and call for absentee apologies.
- .3.2 Appointment of Scrutineers (recommended by the Committee)
- .3 The confirmation of the minutes of the previous A.G.M.
- .4 Receipt and adoption of Annual Reports
- .5 Presentation of Trophies
- .6 Election of Officers (If a new President is declared he/she, or the deputy, takes the chair immediately.)
- .7 Fixing of Subscriptions,
- .8 Such other business of which due notice shall be given where required by these Regulations and Ordinances, or otherwise be voiced from the floor

O3.3. SOCIAL MEETINGS (S.M's) shall:-

- .3.1 Be informal in nature
- .2 Encourage goodfellowship and personal interaction among all classes of membership. Committee Members, and invited guests.
- .3 Be able to be called at short notice.
- .4 Be organised by the Committee or a Sub-committee of it.
- .5 Given that the Secretary has at least twenty four hours notice, allow for the tabling of relevant confirmed Committee minutes and correspondence generated since the last S.M.
- .6 Allow not more than 1/2 hour of available time for the questioning of Committee members on tabled material.
- .7 Accept votes of thanks from the floor which need only be passed by acclamation. Although such votes do not need to be recorded, the Committee shall at its next meeting follow up with relevant official courtesy correspondence.

O3.4. FLYING MEETINGS (F.M's) shall:-

Be conducted in accordance with the appropriate CAA Approved Organisation Manuals.

### O3.5. MANAGEMENT COMMITTEE MEETINGS (M.C.M's.) shall:-

O3.5.1 Recognise that the real day to day Club business is transacted here and any methods or techniques that can be employed to more efficiently utilise the time and effort of its Members must be considered and if found practical, put into effect.

.5.2 Regarding such matters as meeting times, frequency, venue and format, be arranged by the Committee itself.

.5.3 The Chair shall apply NZ Parliamentary rules of debate if the occasion demands, otherwise procedures may be as informal as the Committee desires provided always that the keeping of accurate records is in no way compromised.

### O3.6. VOTING - CLUB GENERAL MEETINGS

.6.1 Postal Voting unless specifically provided for in these Regulations and Ordinances shall be at the discretion of the President. Unless petitioned by at least 10% of voting Members. Where a postal vote is used Members may deliver their sealed voting forms to the meeting in person, by ordinary post, or by means other than post, provided the forms are in the hands of the President or Secretary not later than ten minutes after the meetings advertised starting time.

.6.2 Secret ballot only protects the identity of a voter and voting figures shall be revealed to Members at the discretion of the Chair, or immediately at the request of any member.

### O3.7 NOTICES OF GENERAL MEETINGS

Shall be deemed to be given on the date upon which they could be delivered in the ordinary course of post. The accidental omission of any Member in being given notice shall not invalidate any proceedings at any meeting.

### O3.8 NOTICES OF MOTION

shall be deemed to be given on the date upon which they could be delivered in the ordinary course of post. The accidental omission of any Member in being given Notice Of Motion, shall not invalidate any proceedings at any meeting.

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