

Namadgi Sports Flyers Club - Standing Procedures for Club Administration

These rules support the Constitution and may not be interpreted to contradict the current constitution. These procedures only be changed by majority vote at a Special or Annual General Meeting)

Management Committee Authority

The Management Committee is responsible for undertaking the Normal Operational Activities of the Namadgi Sports Flyers Club (NSFC). In this role the committee is authorised to make decisions, undertake activities and incur expenditure within the boundaries of the constraints, obligations and limitations imposed by the Constitution and these Standing Procedures. Where these boundaries are exceeded the Management Committee must refer back to a quorum of members for authority to proceed as stipulated in the Constitution or these Standing Procedures.

Normal Operational Activities are defined as:

- 1) Maintenance and upkeep of flying fields;
- 2) Maintenance of club assets, eg lawn mowers, NSFC trailer, shipping and storage containers , club trainer etc;
- 3) Provision of facilities, skills, training or personnel to enable members to undertake routine flying activities, eg ensuring there are sufficient flying instructors;
- 4) Conducting of NSFC events, ACT Aeromodellers Association (ACTAA) sponsored events or promotional activities;
- 5) Fulfilling requirements of the governing body for model aviation in Australia, ie the Model Aeronautical Association of Australia (MAAA); and
- 6) Compliance with any statutory requirements.

Expenditure

- 1) Normal operational expenditure of the NSFC's funds is restricted to the following limits and may be authorised by the Management Committee without further reference to the ordinary membership. This expenditure is to be made against a recorded invoice and made by cheque:
 - a) The **Maximum Operational Expenditure** amount for a single item shall be set at \$1000.
 - b) Other recurrent costs of a significant amount such as land use costs and ACTAA and MAAA costs may also be met without approval of the ordinary membership but the payments must be declared and minuted at the next Management Committee meeting.
 - c) If a cash payment is to be made, the **Maximum Cash Payment** amount for a single item shall be set at \$200.
- 2) Expenditure in excess of these limits is defined as "significant" expenditure and must be agreed by a majority vote of members at a General Meeting of the Association.

Membership Application and Renewals

- 1) Membership applications must be made using a hard copy of the current version of the Club's Membership application form and seconded accordingly.
- 2) A prospective member will be given **Provisional membership** for a period of three months from receipt of their membership application and fees. This membership can be cancelled by the Management Committee at any time during the Provisional period. In the event of the cancellation of Provisional membership NSFC fees will be refunded on a pro-rata basis. Fees for the Provisional member's affiliation with the MAAA will not be refunded.

- 3) **Membership Renewals** may be made either by using:
 - a) The current version of the Club's Membership application form; or
 - b) The current Online process using the club's website.

Notification to Members

- 1) The preferred method by which NSFC members will be notified of important Club business, events or official notices will be via the Club Website at www.namadgisfc.com.

Meetings

- 1) Management Committee Meetings to be held on the first Monday of each month unless this falls on a public holiday in which case it will be held on the following Monday.
- 2) Annual General Meetings to be held on the first Monday in August.

Code of Conduct

- 1) The Code of Conduct for all members of the NSFC shall be the current version of *The Members' Protection Policy* as published by the MAAA.

Penalties

- 1) Depending on the circumstances, the NSFC may apply a penalty to a member who is acting or may have acted in a manner not in keeping with the objectives of the Club or in apparent contravention of the Club's Code of Conduct or Club rules. These penalties may include:
 - a) A verbal reprimand from the Management Committee;
 - b) A formal Letter of Reprimand from the President of the Association;
 - c) Imposing a probationary period of good behaviour
 - d) Banning the member from using the Association's facilities for a period of time;
 - e) Expelling the member from the Association.

Expulsion of a Member

- 1) The Management Committee may expel from the membership any member where it can be clearly demonstrated that the member has acted in serious contravention of the Association's Constitution, Code of Conduct or Club Rules and the following procedures have been observed:
 - a) the proposed expulsion has been reviewed by a Disputes Sub-Committee;
 - b) a Notice of Expulsion has been sent to the member setting out the grounds for dismissal and their rights of appeal to a Special General Meeting of the membership;
 - c) where no appeal has been lodged with the Public Officer or Secretary within 14 days after the expulsion notice was sent; or
 - d) the expulsion of the member was confirmed by a Special General Meeting of the membership.