

Namadgi Sports Flyers Club - Standing Procedures for Club Administration

These rules support the Constitution and may not be interpreted to contradict the current constitution.

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, such as web sites, lawn mowers, club room, storage containers and 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:
 - a) The **Maximum Operational Expenditure** amount for a single item shall be set at \$1000 .
 - b) Other recurrent costs of a significant amount, even when in excess of the Maximum Operational Expenditure limit, 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 the above limits, or for items other than those identified above, 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 using either a hard copy or electronic 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 which is to make an EFT payment direct to the club's bank account using your surname as the reference. The club's EFT details are published on the New Member Application form and the Membership Renewal form

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.org.au and/or the club newsletter and/or by email.

Meetings

- 1) Management Committee Meetings should usually be held on the first Monday of each month. Management Committee Meetings may be held on other days if the members of the management committee agree.
- 2) Annual General Meetings to be held at a date to be advised within 3 months of the start of the new Financial Year.

Management Committee Elections

When Management Committee positions are contested the following rules should apply where possible:

1. Voting for Management Committee elections should be by secret ballot.
2. Only "Voting Members" present at the meeting may vote. ("Voting Member" is defined in the Namadgi Sports Flyers Club constitution.)
3. Each "Voting Member" present is entitled to 1 vote.
4. During the election process the decisions of the Returning Officer are final.
5. Each candidate for a contested Management Committee position will, prior to the election, have a maximum of 2 minutes to present a case detailing why they are the best candidate for the position. The order in which candidates speak will be chosen by lot or coin toss depending on the number of candidates.
6. The Returning Officer will be the presiding officer for the counting of the votes.
7. The Returning Officer may appoint other club members to assist them in the counting process.
8. Candidates, the Returning Officer and any assistants must be "Voting Members".
9. Only Candidates may act as scrutineers of the counting process.
10. Election results are determined by majority vote.
11. The Returning Officer must take reasonable steps to ensure that the rules for Management Committee elections are followed.
12. Changes to the rules for Management Committee elections may be made by the club's Management Committee at a Management Committee meeting and must be minuted.

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 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.