

RANGIORA TOWPLANE INCORPORATED
CONSTITUTION
Effective 2017

NAME

1. The name of the organisation shall be "Rangiora Towplane Incorporated"

OBJECTS

2. The objects for which Rangiora Towplane Incorporated (here-in-after called "RTI") is established are,
- a. Develop and operate a low cost aerotow launch aircraft.
 - b. Provide low cost aerotow launching for youth involved in recreational gliding.

MEMBERSHIP

3. Membership shall be divided into the following categories:
- a. Full
 - b. Social
 - c. Honorary
 - d. Honorary Life
 - e. Associate
 - f. Temporary
4. Membership Privileges
- a. Full, Honorary, Honorary Life, Associate and Temporary Members.
Shall have full privileges and obligations in respect of RTI's equipment and property.
 - b. Social Members.
Shall have all the privileges and obligations of a Full Member, except for flying.
 - c. Temporary Members.
Shall have no voting rights at any RTI meetings.

ADMISSION AND ACCEPTANCE OF MEMBERS

5. To become a Member, a person (the applicant) shall complete and submit a Membership Application Form (as set and supplied by the Committee). All those eligible to apply for membership shall automatically become Temporary Members for up to 3 months from the date of application. Membership in another category may be confirmed upon satisfactory completion of the probationary period, acceptance of the membership application by the Committee and payment of the annual subscription.
Prior consent of parents or guardians must be obtained before membership is extended to persons under the age of 18 years.
- The Committee shall have complete discretion when it decides whether or not to allow the Applicant to become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.
6. Honorary Life members and Honorary members shall be elected by majority vote of members present and voting at a General Meeting.

SUBSCRIPTIONS

7. The Club's financial year shall begin on 1st October and end on 30th September following.
8. The annual subscription for members shall be as approved at a General Meeting, (usually the Annual General Meeting of RTI). All subscriptions shall be payable on 1st October each year.
Any member whose yearly subscription remains unpaid by 31st December may, at the discretion of the Committee, be deemed to have resigned.
9. Members accepted during the first half of the financial year shall be liable to a full year's subscription and those accepted during the second half of the financial year shall be liable to half year's subscription.

RESIGNATION

10. Any member wishing to resign from membership of RTI shall give notice in writing to the Secretary to that effect and pay all subscriptions and dues, including any arrears, up to the date of acceptance by the Committee of their resignation.

CESSATION OF MEMBERSHIP

11. Any member who transgresses any rules of RTI or acts in a manner prejudicial to the interest of RTI shall be reported to a Committee member who shall have power of temporary suspension of membership privileges. Such a case shall be immediately reported to the Committee who shall deal with the matter at the Committee meeting immediately following the offence. The Committee shall have

power to limit the suspension, or expel the said member of RTI. The temporarily suspended member shall be invited to attend the committee meeting and shall be permitted to make a statement. In the event of the committee deciding to expel a member, the member shall not be eligible for any refund of subscription and shall remain liable for any arrears of dues and subscriptions to the end of the financial year. The decision of the Committee shall be final.

GOVERNMENT OF RTI

12. The government of RTI shall be vested in a Committee comprising a President, Vice President, Secretary and Treasurer. In addition there shall be not less than three Committee members all of whom shall be elected at the Annual General Meeting. The Committee may, (within the limits imposed by para 23) co-opt additional Committee members for services for a period not exceeding the current term of office of the Committee.
13. An auditor may be appointed at the Annual General Meeting. If appointed, their duties will include the audit of RTI's accounts before they are presented to the next Annual General Meeting.
14. The Committee shall conduct the general business of RTI, make, alter or rescind by-laws incidental to the objects of RTI, so long as they are consistent with the provisions of this Constitution, fill any casual vacancy which may occur on the Committee.
15. The Committee shall be responsible for the government and management of RTI, the control of its property and the expending, borrowing or investment of funds as it may deem to be in the best interests of RTI.
16. The Committee shall require the Treasurer to open an account in RTI's name with a local trading bank and shall appoint the Treasurer and two other Committee members to operate the bank account, any two of whom shall be empowered to sign cheques and make payments on behalf of the Committee after such accounts have been approved for payment at a meeting of the Committee.
17. The Committee shall promulgate rules for the conduct of RTI activities. All members who desire to participate in RTI activities shall be required to read and sign the rules at a specified time.
18. The abovementioned rules shall specify that RTI activities are to be conducted in accordance with the requirements of:
 1. Current Civil Aviation Rules pertaining to light aircraft operations
 2. Current Gliding New Zealand Rules and Procedures
 3. Any other Statutory requirements governing RTI's activities.
19. The Committee shall have power to determine the fees payable in respect of all RTI activities, including flying. The Committee shall also have power to decide on matters relating to the use of RTI's property by non-members.
20. The Committee shall meet at any time that a meeting is deemed necessary by the President or any two other Committee members. Meetings may be conducted via telephone or email in addition to actual physical meetings. The latter will be known as E-Meetings and can be conducted via email with the business of the meeting being circulated via email for discussion and voting on motions as appropriate. The secretary shall record the business of the meeting and circulate such minutes for confirmation of them being a true and accurate record of discussion and actions taken.
21. There shall be at least two physical meetings each year, nominally at the start of the soaring season in November and at the end of the season in April. At all meetings of the Committee six members shall form a quorum. Each member present shall be entitled to one vote. In the event of a tie in vote the Chairman shall, in addition to their ordinary vote, be entitled to a casting vote. Voting shall be by show of hands or by secret ballot if requested by a majority of those attending.
22. Any member of the Committee failing to attend three consecutive Committee meetings shall cease to be a member of the Committee, unless an explanation acceptable to the Committee is forthcoming.
23. The Committee shall have power to appoint sub-committees and for this purpose may co-opt any member of RTI. The President shall be an ex-officio member of every sub- committee.

MEETINGS OF RTI

24. The Annual General Meeting shall be held before 30th December each year on a day to be determined by the Committee. The business of the meeting shall be the election of a President, Vice President, Secretary, Treasurer and not less than three and not more than six Committee members, the acceptance of the balance sheet and any other business which the Committee desire to put before the Annual General Meeting or business which has been given in writing by a member to the Secretary not less than fourteen days before such meeting. Written notice of the date and business of the Annual

General Meeting shall be sent to each member at least twenty-one days before the said meeting. For the purpose of this document; written notice shall include notice given by electronic mail.

25. All nominations for office-bearers shall be in writing signed by the respective proposers, seconders and nominees. Such nominations shall be received by the Secretary of RTI and they shall be posted in a conspicuous position at least seven days before the Annual General Meeting. If the nominations so received do not exceed the number required, those candidates nominated shall be declared elected by the Chairman at the Annual General Meeting. If the nominations so received do not equal the number required, nominations may be received at the Annual General Meeting for the purpose of filling vacancies. If the number of nominations exceeds the number of vacancies a ballot shall be conducted.
26. The Committee may at any time call a Special General Meeting of RTI on giving seven days written notice to members. At such meetings no business may be transacted other than that detailed in the notice. The Committee shall also in like manner call a Special General Meeting upon receiving a written request from not less than ten or one-third of the financial members of RTI. For the purposes of this rule notice, written notice shall be deemed to be given when such a notice has been mailed to a member's last known postal address or emailed to their last known email address.
27. Fifteen or one-quarter of the members shall form a quorum at all General Meetings of RTI. The President for the time being shall be Chairman of all such meetings and of meetings of the Committee. In his absence, the Vice President shall be appointed Chairman and in the absence of the Vice president, the members present shall appoint a Chairman from among their number.
28. At General Meetings of RTI, voting shall normally be by show of hands. Voting may, however, be by secret ballot if this is requested by four or more of the members present. Each member present shall be entitled to one vote. In the event of a tie in vote the Chairman shall, in addition to their ordinary vote, be entitled to a casting vote. Proxies shall not be allowed.

SECRETARY

29. The Secretary shall call meetings in accordance with the provisions of the Constitution, keep minutes of all resolutions and proceedings at both General and Committee meetings. They shall conduct the correspondence of the Committee and in general act in a clerical capacity, keeping such records as the Committee may require. These records shall include the following:
 - a. A register of RTI's members which shall contain details of their names, addresses, and the date on which they became members.
 - b. RTI's Rules, Policies and Standard Operating Procedures.

TREASURER

30. The Treasurer of RTI shall receive all monies on behalf of RTI, and shall without delay, lodge same in RTI's bank account. They shall keep such books of account as the Committee may consider necessary for fully and correctly recording RTI's financial affairs. They shall present an up to date financial statement at each Committee meeting of RTI.
31. The Treasurer shall disburse all monies of RTI under the authority of the Committee, submit a report on the financial position of RTI as at 30th September each year at the Annual General Meeting and furnish other statements as the Committee shall require. No monies shall be paid out except those authorised by minute of the Committee. All payments except small petty cash transactions are to be made by cheque or an electronic banking transaction. An official receipt is to be issued for all monies received.

COMMON SEAL

32. The Common Seal of RTI shall be kept in the custody of the Secretary. The seal shall be affixed to a document requiring execution by RTI only by authority of the Committee, and in presence of two members thereof and the Secretary, who shall affix the signatures to every document so sealed.

ALTERATION OF CONSTITUTION

33. A majority vote of members present at a General Meeting, specially called for the purpose in accordance with the Constitution, or at the Annual General Meeting may recommend an alteration to the Constitution.

DISSOLUTION

34. a. RTI shall not be dissolved except by special resolution passed in accordance with the Incorporated Societies Act 1908.
- b. Upon dissolution of RTI all assets shall be sold.
- c. Should there remain, after sale of all assets, and satisfaction of all debts and liabilities, any property whatsoever, this shall be given or transferred to the NZ Gliding Association where they can be held in trust for the formation of another group who are deemed to have similar objectives to those stated within this constitution.

GENERAL

35. The application of any person for membership of RTI shall imply that person's acquiescence to the Rules and Standard Operating Procedures of RTI. Every member shall be deemed to have notice of and be bound by such Rules and Standard Operating Procedures.

DAMAGES

36. No member, or any dependent of a member shall institute a claim for damages or any other claim, against any member of RTI arising from loss or death sustained while acting under the jurisdiction of RTI or as a result of negligence of any member of RTI.

Signed.....

Signed.....

Signed.....