
THE RULES
and
Club House Regulations
of
THE CANTERBURY
AERO CLUB
(INCORPORATED)



RULES AMENDED WEF 10 JULY 2019

PREFACE

Whilst the Rules govern the constitution of the Club, the Flying By-Laws and Club House Regulations contain the practical information relative to the operation of the Club's aircraft and the standard of conduct expected of members attending social gatherings in the Club House. The Flying By-laws are available to all members under separate cover, while the Club House Regulations can be found at the end of these Rules.

(This preface does not form part of the Rules, Flying By-Laws or Club House Regulations.)

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RULES OF THE CANTERBURY AERO CLUB (INC)

(Incorporated at Christchurch on 5 July 1928 under number IS 1928/11 0, now CH219327)

1. Name

The name of the Society is “The Canterbury Aero Club (Incorporated)” (hereinafter referred to as “the Club”).

2. Objects

The objects of the Club are:

- 2.1 To promote flying as a sport and recreational activity, including the promotion of rallies, competitions, trials and demonstrations, both on the ground and in the air, for members and for the entertainment of the public.
- 2.2 To provide genial and friendly relations amongst members, their relatives and friends, and others interested in aviation, for their mutual benefit, together with social amenities, entertainment and recreational facilities.
- 2.3 To promote, foster, encourage and develop safe and skilful flying and the practice, study and research of aviation in all its aspects.
- 2.4 To train pilots and other air and ground crew, including aircraft engineers and mechanics, instrument repairers, radio and avionics technicians and, in the course thereof, to conduct educational and other aviation related seminars, classes, lectures, exhibitions and forums.
- 2.5 To design, construct, manufacture, repair, maintain, purchase, sell, import, export, lease, hire and generally to deal in aircraft, both fixed and rotary wing, powered and unpowered, and other kinds of apparatus for the conveyance of passengers and freight by air, aircraft simulators, and any parts of or equipment for use in connection therewith together with engines, plant and machinery for the manufacture, assembly with construction thereof, and to conduct research and experimentation in connection therewith.
- 2.6 To carry passengers and freight by air within New Zealand and to enter into contracts in relation thereto and to act in concert, cooperation and coordination with other organisations carrying on or interested in any similar ventures.
- 2.7 To let or hire or lease, with or without crew, aircraft, both fixed and rotary wing, powered and unpowered, for training, business and pleasure flights, for the carriage of passengers and freight, for the towing of drogues and gliders, for aerial photography, search and rescue operations, air ambulance services and other like uses.
- 2.8 To purchase, lease, take licences for and otherwise to acquire and hold rights over and in relation to airfields, heliports and landing grounds within New Zealand and to obtain and hold from any Government, local or other authority within New Zealand, rights, grants and licences of any and every description, and to enter into contracts, agreements and arrangements with any such Government, local or other authority.
- 2.9 To own and operate any radar, electronic navigation, computer, television, video, radio communication, cinematographic, photographic and sound reproduction equipment of whatsoever kind or description.

- 2.10 To subscribe for, purchase or otherwise acquire shares or interests in any company, society or other corporate body, the acquisition of which will, or may, in the opinion of the Executive, further the interests of the Club, PROVIDED HOWEVER that none of the Club's funds may be invested in or on the purchase of any speculative shares or in any speculative venture.
- 2.11 To join or affiliate with the RNZAC and/or any other organisation, society or Club, incorporated or unincorporated, having objects in whole or in significant part similar to the objects of the Club.
- 2.12 To manufacture, print, publish and sell any video productions, films, computer software programmes, books, periodicals, bulletins, leaflets, journals or other literature, printed or electronically stored, that may from time to time be deemed to be desirable for the promotion of furtherance of any one or more of the objects of the Club.
- 2.13 To make grants and subsidies in favour of deserving aviation related causes, whether the same be similar to the objects of the Club or not.
- 2.14 To buy, sell and deal in any class or classes of goods, commodities, merchandise or personal property which, in the opinion of the Executive, may be desirable for the furtherance of these objects and in particular, but not by way of limitation of, in:
- 2.14.1 Clothing, sportswear, pilot; requisites, monograms, badges and insignia for use by Club members in the course of pursuing their activities as Club members.
 - 2.14.2 Printed matter of all classes and description
 - 2.14.3 Radios, instruments, navigation and pilot aids, avionics and aircraft accessories.
 - 2.14.4 Aviation gasoline, motor spirits, lubricating oils and greases and petroleum products of all description.
 - 2.14.5 Foodstuffs of all description and beverages of all description including alcohol.
- 2.15 To carry on, any land forming part of or adjacent to any airfield or landing ground under the Club's control, forming part of or adjacent to any airfield or landing ground under the Club's control, farming of an agricultural or pastoral nature, and for that purpose to buy and sell livestock, seeds and other farming stores and requisites to develop the resources of and turn to account any such land.
- 2.16 To arrange or to promote, in conjunction with any recognised and reputable travel agency, tours, excursions, visits and travel to enable members and their relatives and friends to attend national or international air pageants, air shows, aeronautical exhibitions, flying competitions and the like.
- 2.17 To enter into hire-purchase and conditional purchase agreements with the purchasers of any goods (other than livestock and farm produce) from the Club and to negotiate, assign, mortgage or pledge such agreements for cash or otherwise to secure the payments due or the right accruing thereunder.
- 2.18 To register any patent, copyright, or trade mark for the purpose of protecting the Club's property.
- 2.19 To adopt such means of promoting, advertising and making known the affairs of, and services offered by the Club, as may seem to the Executive to be desirable.

- 2.20 To establish and/or support superannuation funds and/or trusts for the benefit of employees or past employees of the Club, or the dependants of any such persons, to make payments towards pensions, and to grant pensions and allowances to such persons.
- 2.21 For the purposes of the Club to borrow or raise money or secure the payment of money owing by the Club in such manner as the Executive may think fit, and in particular by bank overdraft or by the issue of debentures or other securities, to execute all such deeds and instruments in relation thereto and to purchase, redeem or pay off any such securities.
- 2.22 Subject to the provisions of sub-paragraph 2.10 hereof to invest and deal with the funds of the Club in such manner and upon such terms and conditions as may, in the opinion of the Executive, be in the best interests of the Club and having regard to its objects as aforesaid.
- 2.23 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

3. Constitution

The Club shall consist of those members who have been admitted or may from time to time be admitted to membership in accordance with the Rules of the Club.

4. Interpretation

- 4.1 In these Rules and in all or any by-laws and/or regulations made hereunder, unless the context otherwise requires:
 - 4.1.1 “Act” or “the Act” means the Incorporated Societies Act 1908.
 - 4.1.2 “AGM” means the annual general meeting to be held in each and every year as required by Rule 8.
 - 4.1.3 “Auditor” means the Auditor or Auditors elected or appointed pursuant to Rule 11.0.
 - 4.1.4 “CFI” means the Chief Flying Instructor appointed pursuant to Rule 12.3.
 - 4.1.5 “Chief Engineer” means the Chief Engineer appointed pursuant to Rule 12.3.
 - 4.1.6 “Chief Executive” means the Chief Executive appointed pursuant to Rule 12.3.
 - 4.1.7 “Executive” means the Executive Committee as described in Rule 10.2.
 - 4.1.8 “Fleet” means the aircraft or any one or more of them owned and operated by the Club, including all or any aircraft operated by or under the control of the Club pursuant to any hire or lease agreement.
 - 4.1.9 “Members’ Services Committee” means the Members’ Services Committee appointed pursuant to Rule 13.1.
 - 4.1.10 “Patron”, elected figurehead, a person of renown in the Club and in the Industry. See election of; Rule 8.2.2.
 - 4.1.11 “Person”, for the purposes of Rule 6.2., includes any corporate body of the type referred to in Rule 6.1.1.7.
 - 4.1.12 “Rules Committee” means the Rules Committee appointed pursuant to Rule 14.1.1.

- 4.1.13 "RNZAC" means the Royal New Zealand Aero Club (Incorporated).
- 4.1.14 "Secretary" also means the Chief Executive Officer pursuant to Rule 12.3.
- 4.1.15 "Staff Committee" means the Staff Committee appointed pursuant to Rule 14.2.1
- 4.2 Unless the contrary intention appears, words importing the masculine gender include females and words in the singular include the plural and words in the plural include the singular.
- 4.3 All headings are inserted for convenience only and shall not affect any construction or interpretation of these Rules.
- 4.4 In the event of any dispute or disagreement arising as to the meaning or interpretation of these Rules or of any part of them, the dispute or disagreement shall be resolved by the Executive by the application of common sense and plain English and by leaving aside trivialities and pedantry with the intent that no word, expression, phrase or passage shall be construed as having a meaning obscured by complications or ambiguity or as being inconsistent with the spirit of these Rules.

5. Alterations to the Rules

- 5.1 No amendment or revision of these Rules shall be made except in accordance with this Rule and by resolution passed by 75% of the members in person at an AGM or at a special general meeting convened for that purpose.
- 5.2 Notice of motion of any proposed amendment or revision of the Rules (hereinafter in this Rule referred to as a "proposal") shall be delivered in writing to the Secretary not less than 21 days before the meeting at which the proposal is to be put and shall be signed by at least three financial members.
- 5.3 Forthwith upon receipt of any such proposal the Secretary shall deliver five copies of such proposal to the Convenor of the Rules Committee. The Convenor of the Rules Committee shall thereupon place the proposal before the Rules Committee (by delivering a copy thereof to each member) for study and consideration.
- 5.4 Before any such proposal is put to a vote at an AGM or Special General Meeting the convenor of the Rules Committee shall report verbally to the meeting at which the proposal is to be put, the opinion of the Rules Committee as to the effect, if any, which the proposal, if adopted, might have on the Rules or any of them, together with the recommendation, if any, of the Rules Committee as to the adoption or otherwise of the proposal.
- 5.5 In accordance with the provisions of Rule 8, the members shall be given notice to any such proposal.

6. Membership

- 6.1 Classes of members
 - 6.1.1 Members shall be classified as follows:
 - 6.1.1.1. Pilot members, being individuals, 17 years of age or over, who hold, or who have held, a valid pilot's licence of any category and/or individuals

who are undertaking flying training with the Club, but who do not hold a pilot's licence.

6.1.1.2. Social members, being individuals who are interested in aviation and in the activities of the Club, but who are not eligible for admission as pilot members.

6.1.1.3. Junior members, being individuals under the age of 17 years. A Junior member has no voting rights and may not be elected to office.

6.1.1.4. Affiliate members, being individuals who are:

- (a) Current members of any Club affiliated to RNZAC; or
- (b) Current members of any Club affiliated to any overseas equivalent of RNZAC; or
- (c) Undertaking any specific course of flying and/or ground training with the Club, provided that such training course specifies, in its details, that it is a course delivered under this Rule. Examples include; Starter, Learners and First Solo Packs and pilots, who are otherwise non-members, undertaking a BFR with the Club.

An Affiliate member has no voting rights and may not be elected to office.

6.1.1.5. Honorary life members who shall be elected by the Club in general meeting as provided in Rule 6.3.4.

6.1.1.6. Veteran members, being either Pilot members or Social members who, on attainment of age of 65 years, have been members of the Club for a continuous period of ten (10) years prior to the attainment of that age. Apart from being entitled to a reduction in the quantum subscription, the conferring of such veteran membership shall have no effect on that member's rights, privileges or responsibilities as a Club member.

6.1.1.7. Corporate members, being companies or other duly incorporated bodies which are wholly owned subsidiaries of the Club. A Corporate member has no voting rights and may not be elected to office.

6.1.1.8. Corporate Student members, being students enrolled at a course of study being provided by a Corporate Member. A Corporate Student member has no voting rights and may not be elected to office.

6.1.2 Except as provided in Rule 6.1.1.7, no corporate body or group of two or more individuals, whether incorporated or not, shall be eligible for membership of the Club.

6.2 Admissions / Refusal of Admission to Membership

6.2.1 Subject to the provisions of this Rule and of Rules 16.7.3 and 19.6, membership of the Club shall be open to any member of the public provided that:

6.2.1.1 Pilot, social, junior and corporate members must be nominated by a proposer and seconder, each of whom is either a member or an employee of the Club. Every such nomination must be approved by resolution of the Executive before the member is admitted.

- 6.2.1.2 The membership of a Corporate Student member must be ratified by the Executive in order for the membership to be valid.
- 6.2.1.3 Affiliate members will be admitted without payment of any subscription, provided that, for such member admitted under Rule 6.1.1.4 (a) and (b), upon the expiry of a period of three months following admission, such affiliate membership shall lapse. For affiliate members admitted under Rule 6.1.1.4 (c), membership shall lapse upon the completion of the term of training.
- 6.2.1.4 The Executive shall have power to refuse the admission to membership of any person it considers to be unsuitable as a candidate for admission, and shall be under no obligation to explain any such refusal.
- 6.2.1.5 In refusing to admit any person to membership the Executive may at its discretion fix a minimum period during which the name of the person so refused admission may not be re-submitted for approval.
- 6.2.1.6 Any subscription paid to the Club by any person in anticipation of admission to membership shall be refunded in full to that person if the application for membership is refused.
- 6.2.2 Except for corporate student members, all candidates for membership shall be required to complete an application for membership in the prescribed form, which form shall become the property of the Club.
- 6.2.3 Notice of the admission or refusal to admit any pilot, social, junior or corporate member shall be sent to that person by the Chief Executive by ordinary post or by email.

6.3 Honorary Life Members

- 6.3.1 Any member who has rendered outstanding service to the Club over a period of not less than 15 years shall be eligible for election as an honorary life member.
- 6.3.2 No member shall be nominated as an honorary life member except on the recommendation of the Executive by a three fourths majority.
- 6.3.3 The Executive may not vote on any recommendation for the election of an honorary life member at the same meeting at which the recommendation is first proposed.
- 6.3.4 Every recommendation made in accordance with this Rule shall be placed before the Club in general meeting. Approval shall be by a three-fourths majority.

6.4 Cessation of Membership

- 6.4.1 Except as provided in Rule 6.2.1.3, a member shall cease to be a member of the Club on:
 - 6.4.1.1 Acceptance of his resignation by the Executive as provided in Rule 6.4.2.
 - 6.4.1.2 His death.
 - 6.4.1.3 Forfeiture of his membership as provided in Rule 6.4.3.

6.4.1.4 Forfeiture of his membership as provided in Rule 19.6.

6.4.1.5 His expulsion as provided in Rule 16.7.2.

6.4.2 Any member may resign his membership by giving written notice to the Chief Executive, provided that the member's subscription has been paid up to date.

6.4.3 Where, in accordance with Rule 7.5, a member is deemed to have been unfinancial for a period of two months or longer, the Executive may, by resolution, declare that member's membership to have been forfeited.

6.4.4 Any member, upon giving to the Chief Executive written notice of his intention to depart New Zealand for a period of six months or longer, may have his name placed on the list of members overseas, free of subscription until his return. Such member retains the right to vote at a General Meeting provided that the member is financial pursuant to Rule 8.4.1.

6.5 Requirement to Notify Contact Details

A member shall promptly notify the Club of any change of contact details, especially email address.

7. Annual Subscriptions

7.1 An annual subscription shall exist for each of the following categories:

7.1.1 Pilot member

7.1.2 Social member

7.1.3 Veteran member

7.1.4 Junior member

7.1.5 Corporate member

7.1.6 Corporate Student member

All subscriptions shall become due on 1 April each year.

7.2 Subscription rates shall be reviewed annually by the Executive of the Club. Any resulting change to a subscription rate shall be notified to the members on or before 01 December and shall be effective from 01 April the following year. In the course of a review, the Executive shall consider inflation and other significant overhead costs which have affected the Club since the last review and/or which are anticipated to occur in the coming financial year. All subscription rates shall be GST inclusive.

As part of the annual review of subscription rates, the Executive of the Club may provide for and notify a discount on any subscription rate, to be applicable if the subscription is paid before 30 April of the year it falls due.

7.3 Any member whose name has, pursuant to Rule 6.4.4, been placed on the list of members overseas, shall, if he returns to New Zealand during the second half of any financial year, be liable for payment of only one half of the annual subscription at the subsisting normal rate.

7.4 Where any member is admitted to membership more than nine months after the commencement of any financial year, the annual subscription then payable by him shall

cover the balance of that financial year, together with the ensuing financial year, PROVIDED THAT no discount may be allowed for prompt payment.

- 7.5 Should any member fail to pay his annual subscription within two months of the date when the same became due he shall be deemed thereafter to be unfinancial.

8 Annual General and Special General Meetings

8.1 Holding of Meetings

- 8.1.1 The AGM shall be held not later than the 31st day of July each year.

8.2 Publication of Notice and Agenda

- 8.2.1 Not less than 31 days before each AGM, notice of the convening of such AGM shall be given by the Secretary by sending, to those members entitled to vote, a notice.

- 8.2.2 The notice shall be issued by email or such other means as the Secretary shall determine and shall include the following information:

- (a) The date, time and venue of the AGM (which date, time and venue shall have been fixed by the Executive).
- (b) The date and time for the closing of nominations for the filling of the vacancies in the Executive occurring by virtue of the operation of Rule 10.
- (c) The names of the officers and executive members who are due to retire by virtue of the operation of Rule 10.
- (d) The latest time and date for the receipt by him of any notices of motion to be put to the AGM.
- (e) A similar notice shall, at the same time, be posted on the Notice Board in the Club House, on the Club's website, and at any other place as the Secretary shall determine.

- 8.2.3 The agenda for each AGM shall, so far as may be convenient and practical, include:

- (a) Calling for apologies.
- (b) The reading and confirmation of the minutes of the last AGM.
- (c) Matters arising from the minutes of the last AGM.
- (d) Receiving the Annual Report and the Annual Financial Statement and Balance Sheet.
- (e) Announcing the results of the election of officers by ballot as provided for in Rule 8.4.4.
- (f) The election of a Patron.
- (g) The election, as and when required, of an Auditor or Auditors.
- (h) Calling for nominations for the appointment of members to the Members' Services Committee pursuant to Rule 13.
- (i) Any special business arising out of the receipt by the Secretary of any Notice of Motion.

(j) General business

- 8.2.4 Any business not specified in the notice calling an AGM, pursuant to Rule 8.4.2, may be transacted by leave of the Chairman if not opposed by a majority of the members present and entitled to vote.

8.3 Nominations for Election

- 8.3.1 Nominations of candidates to fill the vacancies occurring in the Executive by virtue of the operation of Rule 10 must be received by the Secretary not less than 21 days before the AGM.

- 8.3.2 Each nomination must be signed by two financial members and must be accompanied by:

- (a) The written consent of the nominee to serve on the Executive if elected.
- (b) A brief resume of the qualifications of the candidate for office, which shall include:
 - i. The year in which the candidate joined the Club.
 - ii. His membership status.
 - iii. His occupation.
 - iv. If the candidate so desires, a list of his professional and/or educational qualifications, if any.
 - v. Any other information or statement provided by the candidate which, in the opinion of the candidate, may assist members in determining his suitability for office, provided that such information shall not contain more than 300 words.

8.4 Notice to Members / Voting

- 8.4.1 A member is entitled to vote at a General Meeting if the member is financial as at the date upon which notices are sent out pursuant to Rules 8.4.2(d) and 8.6.4 and that member has a voting right under that class of membership within the provisions of Rule 6.1.1.

- 8.4.2 Not less than 10 days before the AGM, the Secretary shall send, to every member entitled to vote:

- (a) A notice of the time, date and venue of the AGM. The notice shall contain a copy of the agenda for the AGM and shall include the full text of any Notice of Motion properly completed and received by the Secretary within the time prescribed by Rule 8.5.
- (b) A copy of the Annual Report and Annual Financial Statement and Balance Sheet (which may be in electronic form).
- (c) A list of the names of candidates for the vacancies occurring by virtue of the operation of Rule 10. Such list of names shall be in alphabetical order including, alongside each name, the information specified in sub-paragraphs i to v of Rule 8.3.2 (b).

- (d) The information provided by each candidate pursuant to Rule 8.3.2 (b)v.
 - (e) A ballot form (which may be electronic) containing the names of all candidates, listed under the office(s) for which they are standing. Such names shall be listed in alphabetical order together with the names of the members by whom they have been nominated. The names of any retiring members of the Executive who are standing for re-election shall be indicated by an asterisk which shall draw attention to a note at the foot of the ballot form to that effect.
- 8.4.3 Members desiring to cast their votes must do so by no later than noon on the day before the AGM.
- 8.4.4 The results of the ballot shall be made known to the Chairman of the AGM by noon on the day of the AGM and announced by him at the AGM.
- 8.5 Notice of Motion
 - 8.5.1 Subject to the provisions of Rule 5.2, any Notice of Motion which is required to be considered at an AGM must be:
 - (a) In writing; and
 - (b) Signed by two financial members and legibly endorsed with their names; and
 - (c) Received by the Secretary not less than 21 days before the AGM.
- 8.6 Special General Meetings
 - 8.6.1 Upon receiving a requisition in writing signed by not less than 25 current financial members, the Secretary shall convene a Special General meeting of the Club to be held not later than 31 days from the date of the receipt by him of the requisition.
 - 8.6.2 The Executive may at any time call a Special General Meeting.
 - 8.6.3 The requisition and the notice convening the meeting shall specify the subject or subjects which the meeting is called to consider and no other subject or subjects shall be dealt with by the meeting, save with the consent of the Chairman and a 75% majority of the members present at the meeting.
 - 8.6.4 The provisions of Rule 8.4.2 as to the giving of notice to members shall apply, so far as they may be applicable and with only the necessary modifications, to the giving of notice of a Special General Meeting.
- 8.7 Quorum / Chairing of Meetings
 - 8.7.1 No business shall be transacted at any AGM or Special General Meeting unless at least 25 current financial members are present in person. If, after half an hour from the time appointed for the meeting, the required number of members is not present, the meeting, if a Special General Meeting, shall lapse, without prejudice to the calling of another meeting for the same purpose. If an AGM, it shall stand adjourned for one week at the same hour and place, and thence from week to week until the requisite number of members be present.

- 8.7.2 At all general meetings of the Club the President shall, if present, act as Chairman. In the absence of the President the Vice President shall so act. In the absence of the both the President and Vice President, some other member of the Executive who is entitled to vote may be elected as Chairman.
- 8.7.3 The President (or Chairman for the time being) may, in all cases of a tied vote, exercise a casting vote in addition to his deliberative vote.
- 8.7.4 Minutes of the proceedings of all general meetings of the Club and the names of members attending the same shall be recorded in a book kept for that purpose.
- 8.7.5 Subject to the express provisions of these Rules, all resolutions of the members in general meeting shall be passed by the votes of a majority of the members present at such meeting and shall be binding on all members whether present or not, and a declaration by the Chairman of the meeting that a resolution has been carried or lost, together with an entry in the minute book of the Club to that effect shall be accepted as conclusive evidence of the fact.
- 8.8 Procedural Irregularities
 - 8.8.1 In case any irregularity shall occur in the convening or holding of any general meeting of the Club, or in any election or other proceeding at any such meeting and the same shall not be noticed and objected to during the course of that meeting, all the proceedings of that meeting shall, in the absence of bad faith on the part of the mover or seconder of any motion or on the part of the Chairman, be of the same force and effect as if no such irregularity had occurred; but if any irregularity shall be noticed during the course of the meeting, the meeting shall decide thereon, and such decision shall be final and binding.

9 Executive Meetings

- 9.1 Unless otherwise determined pursuant to Rule 9.2, the Executive shall meet in the Club House at 7.30 pm on the second-to-last Tuesday of each month except December.
- 9.2 The Executive may, at any monthly meeting, resolve to vary the date and/or time and/or venue of any meeting or meetings required to be held subsequently pursuant to Rule 9.1 down to the time of the next AGM.
- 9.3 The President, or in his absence the Vice President may, on the giving of 48 hours' notice to members of the Executive, convene an extraordinary meeting of the Executive at any time for the purpose of dealing with any urgent business which cannot, in the President's (or Vice President's) opinion be held over to the next monthly meeting.
- 9.4 At all meetings of the Executive the President shall, if present, act as Chairman. In the absence of the President, the Vice President shall so act. In the absence of both the President and Vice President, some other member of the Executive who is entitled to vote may be elected to act as Chairman.
- 9.5 The President (or Chairman for the time being) may, in all cases of a tied vote, exercise a casting vote in addition to his deliberative vote.
- 9.6 Six (6) members of the Executive, present in person and entitled to vote, shall constitute a quorum at all meetings of the Executive.

- 9.7 Minutes of the proceedings of all meetings of the Executive, including the names of the members attending the same, shall be recorded in a book kept for that purpose.

10 Officers and Executive

- 10.1 Every financial member who is not a full-time employee of the Club and who has attained the age of 20 years shall be qualified for election as an officer or Executive member of the Club.

- 10.2 The Executive of the Club shall, subject to Rules 13 and 15, comprise the following officers:

- (a) The President.
- (b) The Vice-President.
- (c) The Club Captain.

Together with:

- (d) Eight general Executive members, of whom not less than six shall be pilot members
- (e) One representative of each branch, and
- (f) The representative of the Members' Services Committee appointed pursuant to Rule 13.

PROVIDED that the officers and branch representatives shall hold office for one year and thereafter be eligible for re-election, and

PROVIDED FURTHER that, for the purpose of continuity, four general Executive members shall be elected in each year to hold office for two years and thereafter be eligible for re-election, and

PROVIDED FURTHER that branch representatives and the representative of the Members' Services Committee shall have no voting rights on the Executive.

- 10.3 The office of any member of the Executive shall become vacant, and the vacancy shall be deemed to be an extraordinary vacancy, if the member:

- (a) Dies; or
- (b) Resigns his office; or
- (c) Except as provided in Rule 19.1.2, accepts full time employment with the Club; or
- (d) Is absent without leave from three consecutive meetings of the Executive; or
- (e) Becomes a mentally disordered person within the meaning of the Mental Health Act 1969; or
- (f) Is adjudged bankrupt; or
- (g) Is convicted of any offence under the Civil Aviation Act 1990 or any of the rules or regulations thereunder; or
- (h) Has any penalty imposed upon him consequent upon a charge preferred against him pursuant to Rule 16 being sustained; or
- (i) Is convicted of any offence punishable by imprisonment.

- 10.4 Every extraordinary vacancy, other than that of a branch representative or Members' Services Committee representative, shall be filled by the Executive by co-opting any member who should qualify for election under Rule 10.1 and the member so co-opted shall retain office for so long as the vacating member would have retained office if no such extraordinary vacancy had occurred.
- 10.5 An extraordinary vacancy in the office of a branch representative shall be filled by a by-election by the branch.
- 10.6 An extraordinary vacancy in the office of Members' Services Committee representative shall be filled by appointment by the Members' Services Committee in the manner provided by Rule 13.
- 10.7 The Executive shall, as a body, remain in office until the next succeeding AGM following its election.
- 10.8 All officers and Executive members of the Club, acting in pursuance of the powers vested in them, shall be indemnified against all claims, losses and expenses suffered or incurred by them in the course of the lawful execution of their duties, PROVIDED that such indemnity shall not extend to protect them from or against any claims, losses or expenses arising out of their own wilful act or default.

11 Auditors

- 11.1 At every AGM held in an even numbers year, an Auditor or Auditors shall be elected, to hold office for the ensuing two years, thereafter being eligible for re-election.
- 11.2 The provisions of Rule 8.0 relating to the election of officers shall not apply to the election of an auditor, whose nomination may be taken from the floor. The auditor shall be either an individual who is a chartered accountant in public practice or a firm of chartered accountants.
- 11.3 Any vacancy in the office of auditor arising otherwise than out of retirement at the end of his term of office shall be filled by the nominee of the New Zealand Society of Accountants.
- 11.4 No member of the Executive or employee of the Club shall be eligible for appointment as auditor.

12 Management

- 12.1 The Executive shall, subject to these Rules, be responsible for the entire management and administration of the property and affairs of the Club and may exercise all such powers of the Club as are not, by these Rules or by the Act, required to be exercised by the Club in general meeting.
- 12.2 No member of the Executive shall, either by himself personally, or by virtue of or through his having a proprietary or financial interest in any company or firm, or close personal relationship to any contractor, or proper contractor, enter into any contract, agreement or arrangement with the Club (other than for the hiring of any aircraft from the Club or for the provision of any service available to him by virtue of his membership of the Club) without first declaring his interest to the Executive at a properly convened meeting and, having so declared his interest shall, if otherwise entitled to vote, refrain from voting on

any motion relative to that contract, agreement or arrangement. Any failure to observe this Rule shall disentitle the member so concerned to any benefit or profit under any such contract, agreement or arrangement and in the event of any such failure, the Executive may by resolution cancel, terminate or amend any such contract, agreement or arrangement, subject to such conditions as it may deem fit according to the circumstances.

12.3 In the course of its management of the Club, the Executive shall have power to appoint suitably qualified persons to act as, respectively, Secretary, Chief Executive, Chief Flying Instructor and Chief Engineer, and may engage such other suitably qualified staff as may be necessary for the efficient operation of the Club and the furtherance of its objects, PROVIDED HOWEVER that, at the option of the Executive, the same person may be appointed as both Secretary and Chief Executive.

12.4 The salaries and conditions of employment of all of the Club's staff shall, subject to these Rules and to the by-laws made hereunder, be fixed by the Staff Committee.

12.5 Secretary

12.5.1 The Secretary shall, if either a full or part-time employee of the Club, be a senior member of the Club's staff.

12.5.2 The Secretary shall be responsible for:

- (a) The preparation and filing of all statutory returns;
- (b) The performance of all electoral and other administrative duties cast upon him by these Rules;
- (c) The keeping of all the accounts of the Club and the preparation and submission to each successive AGM of annual accounts and balance sheets duly certified by the auditor;
- (d) The carrying out of such other related secretarial or other duties as may, from time to time, be determined by the Executive.

12.6 Chief Executive

12.6.1 The Chief Executive shall be the most senior member of the Club's staff.

12.6.2 The Chief Executive shall, subject to these Rules and to the by-laws and regulations made hereunder, be responsible for the conduct and performance of all of the Club's staff and for the day-to-day running of the Club.

12.6.3 The Chief Executive shall:

- (a) Attend all general meetings of the Club and all meetings of the Executive and shall, at the discretion of the Chairman of any such meeting, be entitled to speak on all matters under discussion thereat; and
- (b) When requested by the President, attend such sub-committee meetings as may be required.

12.6.4 In addition to the above general duties, the Chief Executive shall:

- (a) Collect and account for all subscriptions and other monies due to the Club and disburse such monies as directed by the Executive;

- (b) Keep all records of the Club including a register of members;
- (c) Arrange for the taking of minutes of all general meetings of the Club and all meetings of the Executive;
- (d) Conduct all correspondence;
- (e) Perform such other administrative or other duties as may from time to time be determined by the Executive.

12.6.5 The Chief Executive shall be deemed to be the Club's representative for the purposes of the alcohol licensing laws.

12.7 Chief Flying Instructor

12.7.1 The CFI shall be a senior member of the Club staff.

12.7.2 The CFI shall, subject to these Rules and to the by-laws and regulations made hereunder, be responsible, through the Chief Executive, to the Executive for:

- (a) The control of the fleet and all of the Club's flying;
- (b) The conduct and performance of the Club's instructing staff and other flying staff;
- (c) The maintenance of flying discipline and, in particular, the compliance by flying staff and members with:
 - i. The provisions of the Civil Aviation Act 1990 and the rules and regulations made thereunder; and
 - ii. These Rules and the By-laws and Regulations made hereunder in so far as they relate to flying;
- (d) The performance of all duties cast upon him by these Rules and the By-laws and Regulations made hereunder;
- (e) The carrying out of such other duties as may be determined by the Executive from time to time.

12.7.3 Unless delegated to an approved person, the CFI shall be the Club's Chief Pilot and representative for the purposes of the Civil Aviation Act 1990 and the rules and regulations made thereunder.

12.8 Chief Engineer

12.8.1 The Chief Engineer shall be a senior member of the Club's staff.

12.8.2 The Chief Engineer shall be responsible, through the Chief Executive, to the Executive for:

- (a) The maintenance and airworthiness of the fleet;
- (b) The conduct and performance of the Club's engineering staff;
- (c) The compliance by the engineering staff with the provisions of the Civil Aviation Act 1990 and the rules and regulations made thereunder;
- (d) The carrying out of such other duties as may be determined by the Executive from time to time.

13 Members' Services Committee

- 13.1 The Executive shall, as soon as may be after each AGM, appoint a sub committee consisting of not less than four (4) persons, to be known as the 'Member Services Committee' (hereinafter in this Rule referred to as "the MSC"). The Executive shall, in making such appointments, have regard to the wishes of the members expressed by resolution at the AGM as to the membership of the MSC, and may, in so doing, include as many as four full time employees of the Club as members of the MSC.
- 13.2 The MSC shall hold office until such time as a new MSC has been appointed pursuant to Rule 13.1.
- 13.3 The MSC shall, immediately or as soon as may be convenient after its appointment, elect its own Chairman, Vice-Chairman and Secretary, together with such other or additional office bearers as may be deemed necessary, PROVIDED THAT no full time employee of the Club shall be eligible for election as Chairman.
- 13.4 The Chairperson elected pursuant to Rule 13.3 shall be the representative of the MSC on the Executive and shall become a member of the Executive as though they had, in all respects except as to voting rights, been elected to the Executive by ballot pursuant to Rule 8.0. If the MSC is unable to elect a Chairperson, then the Executive shall appoint one of its general Executive members to chair the MSC. This will not affect the Executive member's voting rights and obligations under Rule 10 nor shall such appointment subrogate the annual wishes of the Club members at the AGM pursuant of Rule 13.1.
- 13.5 The MSC shall, subject always to the approval of the Executive, be responsible for the organisation, control and day-to-day running of the non-flying section of the Club House and shall, in particular, be responsible for:
- 13.5.1 The social activities of the Club.
 - 13.5.2 The provision of canteen facilities within the Club House.
 - 13.5.3 The maintenance of all such equipment (including furniture, fittings, appliances, sports or other equipment) as may be placed in its charge by the Executive and held within the precincts of the non-flying section of the Club House.
 - 13.5.4 The provision of information services for members and visitors alike both within the Club house and at field days, flying competitions, and other off-base activities of the Club.
 - 13.5.5 In conjunction with the Executive and the Chief Executive, the provision and dissemination of general information to members by means of news bulletins or otherwise howsoever.
 - 13.5.6 The provision of a library within the Club House, including aviation magazines and other aviation publications.
 - 13.5.7 The provision of such other services to members as may be deemed appropriate by the Executive from time to time.
- 13.6 The MSC shall have power to co-opt additional members to act in and for such general or specific purpose and for such periods or times as may, in the opinion of the MSC, be required.

- 13.7 The MSC shall meet on such days and at such times as may be decided by the MSC, but not less frequently than once in each month except December, and so far as is practicable at a regular time in each such month PROVIDED HOWEVER that such meeting dates shall not clash with the regular meetings of the Executive. Reasonable notice shall be given to the members of the MSC of all meetings of the MSC.
- 13.8 Any member of the MSC absenting himself from three consecutive meetings without providing a satisfactory explanation of his absence shall, at the option of the MSC, be deemed to have vacated his office.
- 13.9 At all meetings of the MSC three (3) members present in person shall constitute a quorum, PROVIDED HOWEVER that not less than one half of the persons so present are members who are not full time employees of the Club.
- 13.10 The Chairman of the MSC shall report to the AGM on the activities of the MSC during the preceding year.
- 13.11 The provisions of this Rule shall not in any case derogate from the provisions of any other Rule herein.

14 Sub-Committees

14.1 Rules Committee

- 14.1.1 The Executive shall, as soon as may be following each AGM, appoint a sub-committee to be known as the Rules Committee.
- 14.1.2 The Rules Committee shall be comprised of not less than three (3) voting members of the Executive, one of whom shall be appointed as convenor.
- 14.1.3 The Rules Committee shall, subject to Rule 5, meet at such times and places as the Convenor may deem necessary.
- 14.1.4 The Rules Committee shall hold office until a new Rules Committee has been appointed pursuant to Rule 14.1.1.

14.2 Staff Committee

- 14.2.1 The Executive shall, as soon as may be following each AGM, appoint a sub-committee to be known as the Staff Committee.
- 14.2.2 The Staff Committee shall be comprised of the President, the Vice President, and two (2) general members of the Executive, the President acting as Convenor.
- 14.2.3 The Staff Committee shall meet at such times and places as the Convenor may deem necessary.
- 14.2.4 The Staff Committee shall hold office until a new Staff Committee has been appointed pursuant to Rule 14.2.1.
- 14.2.5 The duties powers and authority of the Staff Committee shall be determined from time to time by By-law made pursuant to Rule 18.

14.3 Other Sub-Committees

- 14.3.1 In addition to the sub-committees specifically required by these Rules to be appointed, the Executive shall have power to create, and to appoint members to,

such other sub-committees, including any emergency sub-committee, as may from time to time be considered by the Executive to be either necessary or desirable for the furtherance of the objects of the Club and/or the better management of the Club's property and/or activities. The members of such additional sub-committees as may be appointed pursuant to this Rule shall, subject to the provisions of Rule 14.3.5 be appointed from those who are members of the Executive in terms of Rule 10.2.

- 14.3.2 When appointing members to a sub-committee created pursuant to Rule 14.3.1 the Executive shall at the same time appoint one member of each such sub-committee to be its convenor and the convenor shall report to the Executive at its regular meetings.
- 14.3.3 The Executive may, subject to these Rules, define or restrict the powers and duties of any sub-committee, either by regulation or by-law or by such other means as may be deemed to be appropriate.
- 14.3.4 The President shall, ex-officio, be a member of all sub-committees except the Disciplinary Committee appointed pursuant to Rule 16.1.1. In the event of his being unable to attend any meeting or meetings of any sub-committee, the President may delegate to the Vice President or to any other Executive member of his choosing, his right to attend any such sub-committee meeting or meetings.
- 14.3.5 Where, in the opinion of the sub-committee created pursuant to Rule 14.3.1, the duties of that sub-committee in relation to a specified task or particular event could better be performed by increasing the range of expertise directly available to that sub-committee from its members, the sub-committee may, with the approval of the Executive, co-opt an additional member or members of the Club from outside the Executive to assist with the performance of the sub-committee's duties in relation to that specific task or particular event.

15 Branch Committees

- 15.1 The Club may establish branches at any place or places it thinks fit within that part of the Canterbury District bounded to the South by the Rakaia River; to the north by the Waiau River, and to the west by the Southern Alps, and may from time to time fix and determine the boundaries of each such branch.
- 15.2 The members of each such branch shall consist of those members of the Club normally resident within the boundaries of each such branch area who elect to be members of that branch.
- 15.3 The existence of the North Canterbury branch, based on the Rangiora Airfield is, by these Rules, acknowledged and recognised.
- 15.4 The affairs of each such branch shall, subject always to these Rules and to the direction and control of the executive, be managed by a branch committee comprising the following:
 - (a) A Chairman
 - (b) An Honorary Secretary

- (c) An Honorary Treasurer, and
- (d) Three ordinary Committee members,

PROVIDED HOWEVER that, at the option of branch, the same person may be elected as both honorary secretary and honorary treasurer.

- 15.5 The branch committees shall be elected annually by the members of each such branch, either by show of hands or by secret ballot, as the branch members may decide at their annual meeting.
- 15.6 The branch members shall also, at their annual meeting elect, in like manner, one of their members, who is not already an elected member of the Executive, to be the branch representative on the Executive as though he had in all respects except as to voting rights, been elected to the Executive by ballot pursuant to Rule 8. Such branch representative may, at the option of the branch members, be a member of the branch committee.
- 15.7 Branch committees shall meet regularly with their respective branch representatives at such times and places as they may from time to time decide, but not less than six (6) times annually.
- 15.8 It shall be the duty and responsibility of each branch committee to organise and control the social activities of the branch and to perform or undertake such other tasks or duties as may be assigned to them by the Executive from time to time.
- 15.9 Branch committees may, with the express approval and consent of the Executive, make application to the relevant statutory authority for the issue of a licence to sell alcohol to the branch members and their bona fide guests from the premises occupied by the branch as a Club House.
- 15.10 Branch committees shall have no jurisdiction over the aviation related activities of the branch members.
- 15.11 The Executive may vote annually to each branch committee such amount by way of grant as the Executive may consider reasonable to cover the expenses of the branch.
- 15.12 Branch committees may, within the bounds of these Rules and the general law, conduct their own fundraising activities.
- 15.13 Subject always to the express directions of the Executive, all funds held by branch committees shall be banked in the name of the Club at such bank as the branch committees may from time to time decide.
- 15.14 Branch committee treasurers shall, in accordance with the directions of the Secretary of the Club, keep such financial records as may be required to enable the true financial position of the branch to be determined upon inspection and assessment by the secretary.
- 15.15 Each branch committee shall submit to its members at their annual meeting and to the secretary of the Club for inclusion in the annual report and annual financial statement and balance sheet referred to in sub-paragraph (b) of Rule 8.4.1 and in sub-paragraph (c) of Rule 12.5.2, an annual financial statement and balance sheet duly certified as having been audited by some competent person appointed by the branch committee.
- 15.16 Branch committees shall have no power to enter into any contracts or commitments pledging the credit of the Club unless expressly authorised to do so by the Executive.

- 15.17 These Rules and any and all regulations and/or by-laws made thereunder shall, so far as they may be applicable and with only the necessary modifications, apply to each and all of the activities of the branches, their members, and branch committees.
- 15.18 Such of these Rules and/or any regulations and/or by-laws made hereunder as relate to discipline, suspension or expulsion of a member shall not be acted upon by a branch committee, but any complaints in regard to a member of a branch shall be transmitted forthwith by the branch committee to the Chief Executive or the Secretary of the Club who shall pass on details of the complaint to be dealt with by the Disciplinary Committee pursuant to Rule 16.
- 15.19 In the event of any branch going into recess, either formally or informally, or of the branch members deciding to incorporate as a body separate and distinct from the Club, the control of all of the property and funds held by or under the control of the branch committee shall forthwith be handed to the Secretary of the Club.

16 Disciplinary Matters

16.1 Disciplinary Committee

- 16.1.1 The Executive shall, as soon as may be following each AGM, appoint a sub-committee to be known as the Disciplinary Committee.
- 16.1.2 The Disciplinary Committee shall be comprised of three (3) general members of the Executive, one of whom shall be appointed as the Convenor and Chairman (such Convenor and Chairman being hereinafter in this Rule referred to as “the Chairman”).
- 16.1.3 The Disciplinary Committee shall, subject to this Rule, meet at such times and places as the Chairman may deem necessary and/or desirable.
- 16.1.4 The Disciplinary Committee shall hold office until a new Disciplinary Committee has been appointed pursuant to Rule 16.1.1.

16.2 Complaints Against Members

- 16.2.1 Every person who seeks to make a formal complaint that any member has done anything which renders the exercise of the powers of the Disciplinary Committee expedient in the interests of the Club or the public at large shall make the complaint to the Chief Executive.
- 16.2.2 Every complaint shall be in writing setting out the substance and details of the complaint and be accompanied by such statements or other evidence as the complainant may wish to adduce in support or as the Disciplinary Committee may require to be adduced in support of the complaint.
- 16.2.3 Where the Chief Executive has received any complaint as aforesaid, or where facts are brought to his knowledge which satisfy him that there may be grounds for such a complaint, the Chief Executive shall lay the complaint or the facts before the Chairman, whereupon the Chairman, upon being satisfied that there are reasonable grounds for complaint, shall, as soon as practicable, convene a meeting of the Disciplinary Committee. It shall then be the duty of the Disciplinary Committee to investigate fully the complaint or facts, as the case may be, in

accordance with this Rule.

16.3 Preliminary Investigations

16.3.1 For the purposes of any investigation undertaken pursuant to these Rules the Disciplinary Committee may:

- (a) Make, or employ any person to make on its behalf, whatever preliminary enquiries it deems necessary:
- (b) Require the production of any evidence, written or otherwise, by either the complainant or the member against whom the complaint has been made (such member being hereinafter called "the member concerned").
- (c) Require the member concerned to produce any other information of whatever kind or nature which, in the opinion of the Disciplinary Committee, is or may be relevant to the complaint under investigation.

16.3.2 Every member concerned who, without lawful excuse or justification, fails or refuses to produce to the Disciplinary Committee or to any person employed by the Disciplinary Committee, any evidence or information which the Disciplinary Committee has required him to produce, commits an offence against these Rules and renders himself liable to any penalty which the Disciplinary Committee may, pursuant to these Rules, impose.

16.4 Preliminary Determinations

16.4.1 Before the Disciplinary Committee makes any preliminary determination relative to any investigation under this Rule:

- (a) The Chairman shall cause to be posted or delivered to the member concerned:
 - i. A copy of the written complaint or summary of facts, as the case may be, together with copies of all statements or other written evidence adduced in support of the complaint; and
 - ii. A notice setting out any further particulars that may be necessary to disclose the reason for the investigation, and inviting the member concerned within such period (being not less than 7 days) as may be specified to give to the Disciplinary Committee any written explanation he may wish to offer and to say whether he wishes to be heard by the Disciplinary Committee
- (b) The Disciplinary Committee shall give due consideration to any written explanation submitted by the member concerned.

16.4.2 If, after having considered any written explanation submitted by the member concerned, the Disciplinary Committee should decide either that the complaint cannot be substantiated or that the complaint, although substantiated, disclosed an offence of only a minor nature, the Disciplinary Committee may, as the case may require:

- (a) Notify the member concerned that the complaint has been dismissed; or
- (b) Reprimand, in writing, the member concerned.

16.5 Committee Hearings

- 16.5.1. If, after having considered any written explanation submitted by the member concerned, the Disciplinary Committee should conclude that a prima facie case has been made out against the member concerned, or if the member concerned has intimated that he wishes to be heard in his own defence, the Chairman shall cause to be posted or delivered to the member concerned a notice calling upon him to appear before the Disciplinary Committee and be examined as to the allegations made against him.
- 16.5.2. The notice calling upon the member concerned to appear shall specify the time, date and place of the hearing (which date shall be not less than 10 days after the posting of the notice or 7 days after its delivery as the case may be) and shall notify the member concerned of his rights and liabilities as to the conduct of the hearing and his attendance there at.
- 16.5.3. Should the member concerned fail, without good cause previously notified to the Disciplinary Committee, to attend the hearing, the hearing shall be continued in his absence.
- 16.5.4. The member concerned must attend at the hearing and answer truthfully all questions put to him by the Disciplinary Committee or allowed by the Chairman to be put to him.
- 16.5.5. The member concerned may appear before the Disciplinary Committee on his own behalf or, at his own option, be represented by an advocate, and in either case shall be given reasonable opportunity to answer the allegations made against him and to make any reasonable submissions on his own behalf.
- 16.5.6. The Disciplinary Committee may call upon the Secretary, the Chief Executive, the CFI, or the Chief Engineer, or any one or more of them to assist it with the supply of any information or particulars which it might require.
- 16.5.7. The Disciplinary Committee may call the complainant, the Secretary, the Chief Executive, the CFI, the Chief Engineer, or any employee or member of the Club, or any other person thought likely to be able to provide information relative to the enquiry, to answer any questions put to him by the Disciplinary Committee or allowed by the Chairman to be put to him.
- 16.5.8. The Disciplinary Committee may, before entering into its deliberations hear, by way of submission:
 - (a) Where the subject of the complaint relates to any aspect of flying or air safety, the views of the CFI or the Chief Engineer;
 - (b) Where the subject of the complaint relates to any matter other than flying or air safety, the views of the Secretary, the Chief Executive, the Club House Bar Manager, or the Chairman of the Members' Services Committee as the case may require.
- 16.5.9. The Disciplinary Committee may appoint a qualified solicitor or barrister as a legal advisor, who may be present at the hearing or enquiry into any complaint and may then or at any time previously or subsequently, advise the Disciplinary

Committee or its Chairman on matters of law, procedure and evidence relating thereto.

16.5.10. No person, other than:

- (a) The members of the Disciplinary Committee,
- (b) The legal advisor (if any) appointed by the Disciplinary Committee pursuant to Rule 16.5.9,
- (c) A stenographer or minute taker appointed by the Disciplinary Committee,
- (d) The member concerned, and
- (e) The advocate (if any) for the member concerned;

shall, without the consent of the Chairman first having been given, be permitted to remain at any hearing of the Disciplinary Committee after having, as the case may be, given evidence or made submissions.

16.5.11. In the event of any member of the Disciplinary Committee being a party to any matter under enquiry at any hearing before the Disciplinary Committee, he shall vacate his seat until the matter has been finally dealt with by the Disciplinary Committee, and the remaining members of the Disciplinary Committee shall be empowered to appoint (pro tem) any other general member of the Executive to sit in his place so as to enable the matter to be disposed of in the manner provided by these Rules.

16.5.12. Except as expressly provided in these Rules, the Disciplinary Committee may regulate its procedure as it thinks fit.

16.6 Decisions of the Disciplinary Committee

16.6.1. In any case where the Disciplinary Committee has, consequent upon a hearing as aforesaid, not been satisfied on reasonable grounds of probability that a complaint against a member should be sustained, it shall dismiss the complaint and forthwith notify the member concerned of its decision.

16.6.2. If any member:

- (a) Is convicted of any offence under the Civil Aviation Act 1990 or any statutory Rules or Regulations made thereunder;
- (b) Is convicted of any crime involving dishonesty;
- (c) Is convicted of any offence relating to disorderly behaviour, drunkenness, or assault on any person;
- (d) Is judged by the Disciplinary Committee to have been guilty of:
 - i. Gross carelessness or neglect in his handling of any aircraft, in flight or on the ground; or
 - ii. Wilfully disregarding any statutory or regulatory provision relative to air safety; or
 - iii. Wilfully disregarding any of these Rules or any Regulation or By-Law made pursuant to Rule 18 relative to the safety of the fleet; or

- iv. Wilfully disobeying any lawful instruction or direction given by any Flying Instructor as a result of which the member has put at unnecessary risk any aircraft or its pilot or passengers;
- (e) Is judged by the Disciplinary Committee; to have been guilty of:
 - i. Wilfully disregarding any statutory or regulatory provision or any of these Rules or any Regulation or By-Law made pursuant to Rule 18 relative to the consumption of alcohol or the behaviour of members or visitors in the Club House; or
 - ii. Being intoxicated, or abusive, or disorderly, or of behaving in a manner likely to create a disturbance or breach of the peace, or using any language which is insulting or offensive, or acting, whilst in or about the Club House or any premises under the control of the Club in a manner which is, in the opinion of the Disciplinary Committee, liable to bring discredit upon the Club or its members; or
 - iii. Wilfully or recklessly damaging or illegally taking or removing any of the property of the Club or of its members;

the Disciplinary Committee may exercise, in respect of that member, all or any of the disciplinary powers conferred on it by Rule 16.7.1.

16.6.3. All decisions of the Disciplinary Committee shall, within 14 days, be reported by the Chairman to the Executive.

16.7 Powers of the Disciplinary Committee

16.7.1. Where:

- (a) In terms of any of paragraphs (a) (b) or (c) of Rule 16.6.2, a member has been convicted by any Court of any offence or crime; or
- (b) In terms of either of paragraphs (d) or (e) of Rule 16.6.2, a member has been judged by the Disciplinary Committee to have been guilty of any of the offences detailed therein –

the Disciplinary Committee may, subject to Rule 16.8, exercise all or any of the following disciplinary powers against that member.

It may:

- (c) Reprimand, in writing, the member concerned.
- (d) Direct the member concerned to pay to the Club a fine of up to \$1,000.00.
- (e) Direct the member concerned to pay any costs of the hearing not exceeding \$100.00.
- (f) Where, as a result of the action of the member concerned, the fleet has been damaged or any of the other property of the Club has been lost or damaged, direct the member concerned to pay all or any part of the replacement, restoration or repair of that loss or damage.
- (g) Prohibit the member concerned from:

- i. Hiring or flying any of the Club's fleet.
 - ii. Entering the Club House or any other of the Club's premises at all or any specified time or times.
 - iii. Participating in all or any of the Club's flying or social or other activities – for any period not exceeding 12 months.
- (h) Suspend the membership of the member concerned for any period not exceeding 12 months.
- (i) Recommend to the Executive that the member concerned be expelled from the Club.

PROVIDED:

Firstly: That no fine may be imposed under paragraph (d) above in any case where a monetary penalty has been imposed by any Court following the conviction of the member concerned in respect of any offence mentioned in any of paragraphs (a) (b) or (c) of Rule 16.6.2 which is the subject matter of the hearing,

Secondly: That any monetary penalty imposed upon the member concerned and all costs, including costs of replacement, restoration, or repair which the member concerned has been directed to pay, shall be recoverable from him as a debt due to the Club.

Thirdly: That where the expulsion of the member concerned has been recommended, the member shall be suspended from membership pending the final determination of the matter by the Executive,

Fourthly: That no decision of the Disciplinary Committee exercising any of the powers conferred upon it by this Rule, other than prohibition or suspension under either of paragraphs (g) or (h) above shall take effect whilst the member concerned remains entitled to appeal the decision under Rule 16.8 or whilst any such appeal by him awaits final determination by the Executive,

Fifthly: That the Disciplinary Committee, upon reaching a decision following a hearing, shall forthwith give written notification of its decision to the member concerned and inform the member of his right of appeal.

16.7.2. In any case where a recommendation has been made by the Disciplinary Committee to expel a member, the Executive shall, at its next regular meeting or at an earlier special meeting called for that purpose, consider the recommendation and the evidence in relation thereto, as it affects the interests of the general body of members and either:

- (a) Confirm the expulsion; or
- (b) Substitute a penalty of suspension of the membership of the member concerned for any period not exceeding 12 months; or
- (c) Allow the membership of the member concerned to stand.

16.7.3. In any case where a member has been expelled from the Club, the Executive may fix a time, being not less than two (2) years, after which time the former member

may re-apply for membership. If no such period is fixed the former member may re-apply for membership after the expiry of two (2) years.

16.8 Appeals

16.8.1 There shall be no appeal against any decision by the Executive to confirm any recommendation by the Disciplinary Committee to expel a member.

- (a) In any case where the Disciplinary Committee has exercised any of its disciplinary powers (other than to reprimand a member) in respect of any member under this Rule, that member may, not later than 14 days after the date of the notification by the Disciplinary Committee to the member concerned of its decision, appeal in writing to the Executive against such decision or against any penalty imposed.
- (b) Where any such appeal is made to the Executive as aforesaid, the Executive may confirm, vary or reverse the decision to which the appeal relates, and may in addition make such order as to the payment of costs of the appeal as it thinks fit.
- (c) Every such appeal shall be by way of rehearing but, unless the Executive otherwise directs, on any such rehearing it shall not be permissible to recall witnesses who gave evidence before the Disciplinary Committee or to call other witnesses.
- (d) Except as expressly provided for in Rule 16.8.1 the provisions of Rule 16.5 as to hearings by the Disciplinary Committee shall apply, so far as they may be applicable and with only the necessary modifications, to the hearing of appeals by the Executive.

16.9 Miscellaneous Matters Relating to Discipline

16.9.1. No member deemed guilty of any offence against these Rules shall escape the consequences of his action by reason only of any technical defect in form or proceeding.

16.9.2. This Rule shall not derogate from:

- (a) The general or particular powers and authority vested in the CFI by statutory Regulation or by any By-Law or Regulation made under Rule 18, including his right to impose upon any member any prohibition against flying for breach of any such statutory Regulation or By-Law or Regulation made pursuant to Rule 18 or
- (b) The powers vested in the Bar Manager by statute or by any By-Law or Regulation made under Rule 18; or
- (c) The right of the Chief Executive to take such reasonable steps as may be considered by him to be necessary in the execution of his duty to protect the property of the Club and/or to protect the interests of the Club and its members and such other persons as may from time to time be in or upon the Club's premises.

16.9.3. All prohibitions made by the CFI against any member flying shall be reported by

the CFI to the Disciplinary Committee and to the Executive.

- 16.9.4. All prohibitions made against any member flying, regardless of the period thereof, and whether made by the Disciplinary Committee or the CFI, shall forthwith, upon being made, be notified in writing by the Secretary to the Secretary of the RNZAC.
- 16.9.5. When any member of the Club is expelled, notification of that expulsion, together with a summary of the reasons therefore, shall forthwith be sent by the Secretary to the Secretary of the RNZAC.
- 16.9.6. Details of all proceedings of the Disciplinary Committee in relation to any member shall be retained in the Club's records and be available to the Disciplinary Committee at any time within a period of 7 years following the proceedings.

17 Seal

- 17.1 The Common Seal of the Club shall consist of the words "The Canterbury Aero Club Incorporated" in the form of a circle, with the words "Common Seal" in the centre.
- 17.2 The Common Seal shall be kept in the custody of the Secretary.
- 17.3 The Common Seal shall not be affixed to any document except pursuant to a resolution of the Executive and in the presence of the President or Vice President and two other members of the Executive who shall attest the execution of the document accordingly.

18 By-Laws & Regulations

- 18.1 For the proper and efficient management, control and regulation of the Club's activities and affairs generally, the governing of the conduct of, and the preservation of the rights and privileges of members, the attainment of the objects and the carrying into effect of these Rules, the Executive shall have power, from time to time as the need may be seen to arise, to make, alter or amend and to revoke or repeal such By-Laws and Regulations as they may deem to be appropriate and in keeping with the spirit of these Rules PROVIDED HOWEVER that such By-Laws and Regulations shall not be inconsistent with these Rules, nor with the Act nor with the general laws relating in particular to aviation and/or the sale of alcohol.
- 18.2 Without limiting the general power conferred on the Executive by Rule 18.1., it is hereby declared that By-Laws and Regulations may be made concerning all or any of the following matters:
 - 18.2.1 The safe and efficient operation of the Club's fleet.
 - 18.2.2 The conduct of competitions, trials, demonstrations, "fly-aways" and other activities of a like nature.
 - 18.2.3 The conduct of Club and Club-sponsored activities of whatever nature or kind within and/or without the Club House.
 - 18.2.4 The operation and enforcement of the laws relating to the sale of alcohol pursuant to any licence held by the Club from time to time.
 - 18.2.5 The engagement, employment, control, discipline, retirement and dismissal of staff, both paid and voluntary.

- 18.2.6 The control of the activities of Branches (if any) of the Club.
- 18.2.7 The regulation and control of the Club's financial affairs and activities, including the investment of funds, accounting, banking and like matters.
- 18.2.8 The enforcement of discipline amongst members and the imposition of sanctions, fines and other penalties which may be imposed for breaches of these Rules or the By-Laws and/or Regulations made hereunder.
- 18.3 Copies of any By-Laws and/or Regulations made in accordance with this Rule shall, so far as may be convenient and practicable, be published for the benefit of members, along with these Rules in booklet form available to members free of cost.
- 18.4 Upon joining the Club, each member shall be issued with a copy of these Rules.
- 18.5 Every member shall be held to have consented to and to have agreed to be bound by the Rules, By-laws and Regulations of the Club.

19 General

19.1 Club Captain

- 19.1.1 The Club Captain, who shall be a Pilot member, shall be elected annually in the manner provided by Rule 8.
- 19.1.2 In the event that the Club Captain should, during his term of office, become a full time employee of the Club, he may, at the option of the Executive, expressed by resolution, remain in the position of Club Captain for the remainder of his term of office, PROVIDED HOWEVER that, during the remainder of that term, he shall have no voting rights as a member of the Executive.
- 19.1.3 The duties of the Club Captain shall be such as may be determined by the Executive from time to time.

19.2 Finance

- 19.2.1 The financial year of the Club shall commence on the first day of April in each year.
- 19.2.2 All funds of the Club shall, unless they are received for some other specific purpose, be available for all purposes of and incidental to the objects of the Club or authorised by these Rules.
- 19.2.3 All monies paid to or received by or on behalf of the Club shall be paid to the credit of the Club at such bank or banks as the Executive from time to time decide.
- 19.2.4 All disbursements, except petty cash disbursements, shall be made by cheque or electronically, drawn on such bank or banks as the Executive may determine from time to time. Approval of such disbursements shall be executed and countersigned by at least two designated signatories who have been so appointed by the CEO and approved by the Staff Committee.
- 19.2.5 The Club may refund to members any travelling or other out-of-pocket expenses incurred in attending meetings of the RNZAC or any committee thereof or in connecting with any other business of the Club, PROVIDED HOWEVER that such expenses shall be payable to members only when the President certifies that the attendance of such members was desirable.

19.2.6 Subject to the provisions of these Rules generally and to Rule 19.2.2 in particular, the funds of the Club shall be dealt with as the Executive may from time to time direct.

19.3 Pecuniary Gain

19.3.1 No member shall, except to the extent that he may be remunerated by the Club for services rendered to the Club as a full or part-time employee, or as otherwise specifically provided by these Rules, derive any pecuniary gain from any of the Club's properties or activities. For the purpose of this Rule, "pecuniary gain" does not include the winning of prizes or trophies other than money prizes.

19.4 Gratuities

19.4.1 No member shall give any money, fee or gratuity to any employee of the Club in any circumstances. Any employee who, contrary to this Rule, accepts any such money, fee or gratuity shall render himself liable to dismissal.

19.5 Registered Office

19.5.1 The registered office of the Club shall be at the Club House, Christchurch International Airport, or at such other address as may from time to time be fixed by the Executive. Due notice of any such change of address shall be given by the Secretary to the Registrar of Incorporated Societies.

19.6 Conflict of Interest

19.6.1 Except as provided in Rule 19.6.5, no person shall be admitted as a member or if already a member, be entitled to remain a member where such admission or continued membership would result in a conflict of interest as between the member and the Club.

19.6.2 For the purposes of this Rule a conflict of interest would arise or exist where:

- (a) A person, being an applicant for membership or a member, or a close relative of that applicant or member holds, either in his own name or by or through any agent or nominee, any interest or share in any enterprise, a principal activity of which is the provision of either theory of flight training for fixed wing aircraft, where such training is offered to the public at large from a base located within a radius of 30 nautical miles of the Christchurch International Airport; or
- (b) A person, being an applicant for membership or a member, is employed by any enterprise which conducts training of the type described and within the area described in sub-paragraph (a) above.

19.6.3 In any case of doubt whether a conflict of interest would arise or may exist, an applicant for membership or a member may apply to the Executive for a ruling as to whether any such conflict may arise or does exist and the decision of the Executive shall be final and binding.

19.6.4 Where, on application, a decision has been made by the Executive under Rule 19.6.3, no application for reconsideration of that decision may be made to the Executive until the expiry of one year from the date of such decision.

19.6.5 The provisions of this Rule, relating to conflict of interest, shall not apply to any corporate member or corporate student member.

19.7 Use of Club Address

19.7.1 No member shall use or cite, or allow to be used or cited, the name of the Club or of his connection with the Club, in any notice or advertisement intended to or designed to promote or having the effect of promoting the business interests of the member.

19.7.2 No member shall give to any person, firm or corporate body as his address for service in any legal proceeding or, for the purpose of receiving correspondence, the physical or postal address of the Club.

19.8 Club Logo

19.8.1 The existence of the Club's formal "wings" is, by these Rules, acknowledged and recognised as the Club's logo or insignia.

19.8.2 No change shall be made to the substantive design of the Club's formal logo or insignia except by resolution of the members in general meeting.

19.8.3 The Club's formal logo or insignia shall appear in all public notices which are, by these Rules, required to be published.

19.8.4 The Club's logo or insignia may be reproduced with the authority of the Executive on ties, blazers, jerseys or other items of apparel for use by the Club's employees or members.

20 Dissolution & Winding Up

20.1 The Club shall not be dissolved or wound up except by Special Resolution passed by a simple majority of members present at a Special General Meeting convened for that purpose and confirmed in like fashion by the members present at a subsequent Special General Meeting held not earlier than 21 days nor later than 31 days after the passing of such Special Resolution.

20.2 Upon confirmation of any such Special Resolution the members present at the subsequent meeting shall appoint an independent liquidator.

20.3 The liquidator so appointed shall dispose of all of the assets of the Club and, after payment of all costs debts and liabilities, shall pay the surplus, if any, to some other club or clubs having objects similar to those of the Club, in such proportions as may have been decided by the members present at the time the confirming resolution was passed and in default thereof in such manner as may be directed by any Judge of the High Court of New Zealand.

20.4 No member of the Club shall, either directly or indirectly, participate in or benefit from the distribution of any surplus on the winding up of the Club.

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CLUBHOUSE REGULATIONS

CANTERBURY AERO CLUB (INCORPORATED)

AMENDED 05 APRIL 2014

1.0 Interpretation

- 1.1. Except to the extent that any words and/or expressions used herein have been defined by Rule 4.1 of the Club Rules, in these Regulations, unless the context otherwise requires:

“Alcohol” has the meaning assigned to it by section 5 of the Sale and Supply of Alcohol Act 2012.

“Bar Manager” means any member who has been appointed by the Executive to act as manager for the purpose of the licence and whose name has been notified to the Liquor Licensing Authority and for purposes of these Regulations, includes such other member, being a member of the Member Services Committee who may be acting for the time being in the same or a similar capacity or who may be assisting him in the carrying out of his duties. Any person so appointed by the Executive must hold a Bar Manager's licence issued by the appropriate authority prior to carrying out such duties.

“Club House” means that part of the Club's premises at Christchurch International Airport within the Club's main administration building, including the Sir Henry Wigram Lounge, kitchen, bar and toilets, but excluding the entrance hall, reception area, the GA Lounge and Operations area.

“Licence” means the Club Licence held by the Club.

“Licensing Laws” means the Sale and Supply of Alcohol Act 2012 and includes any Rules and/or Regulations made thereunder.

“Operations area” means all those parts of the Club's premises at Christchurch International Airport within the Club's main administration building excluding those parts herein defined as the “Club House” and includes the hangars, workshops, storage areas and adjoining tarmac areas.

“Visitor” means any person introduced by a member as their guest and whose name is required by Regulation 5.3 of these Regulations to be entered in the Visitors Book.

2.0 Application of Regulations

Unless the context otherwise requires, these Regulations shall apply during the hours of operation of the licence.

3.0 Bar Manager's Powers & Duties

- 3.1 It shall be the duty of the Bar Manager to ensure at all times compliance with these Regulations, the terms of the licence and the provisions of the licensing laws, in particular, for the orderly conduct of the members and visitors. The Bar Manager is hereby authorised to exclude or to remove from the Club House any person who is not entitled to be present at any particular time or who:

- (a) Is intoxicated or abusive or disorderly or behaving in a manner likely to create a disturbance or breach the peace, or is using any language which is insulting or offensive or,
 - (b) Is damaging or illegally taking or removing any property of the of the Club or its members or,
 - (c) Has previously been warned not to enter the Club House or,
 - (d) Is a person whose presence in the Club House may render the Club or the Bar Manager liable to a penalty under the licensing laws or,
 - (e) Is a person whose presence is otherwise undesirable on the grounds of demeanour or dress.
- 3.2 The Bar Manager may call upon any member present to assist him in carrying out his duties under this Regulation and it shall be the duty of any member so called upon to render such assistance as may be necessary.
- 3.3 The Bar Manager shall, at the earliest opportunity, report to the Chief Executive any disorderly behaviour or breach of these Regulations by any member or visitor and shall, as soon thereafter as is reasonably possible, similarly report to the Chairperson of MSC.
- 4.0 Sale and Supply of Alcohol**
- 4.1 Sale and supply of alcohol shall at all times be in accordance with the terms of the licence and with the provisions of the Sale and Supply of Alcohol Act 2012.
- 4.2 The bar may be open for sale of alcohol on the days and at the times specified in the licence PROVIDED that it may not, without the consent of the Chief Executive or, in his absence, the most senior Flying Instructor on duty in the operations area, open at any time before the departure of the last outward flight of any fleet aircraft while flying operations are in progress.
- 4.3 No alcohol is to be sold outside the hours specified in the licence.
- 4.4 The Bar manager shall not be obliged to keep the bar open if, at any time in his opinion or in the opinion of the MSC, it is desirable that it should be closed.
- 4.5 No alcohol shall be removed from or be consumed outside the Club House.
- 4.6 No person may consume on the Club House premises any alcohol not sold or supplied on the premises by the licensee.
- 4.7 Every bottle, glass and every other container used to consume or store alcohol shall be cleared away within 30 minutes of the bar closing.
- 4.8 During the hours of operation of the licence the number of persons present in the Club House shall not exceed 160.
- 4.9 No alcohol shall be sold to any person under the age of 18 years.
- 4.10 Prices for the sale of alcohol, as fixed by MSC, shall be displayed prominently at the bar.

5.0 Visitors

- 5.1 No visitor is to be present in the Club House except on the invitation and in the company of a member, who shall be responsible for the conduct of the visitor.
- 5.2 No member shall introduce more than three visitors on one occasion without the permission of the Bar Manager.
- 5.3 The name of each visitor shall be entered in the Visitors Book and each entry shall be signed by the member who introduced that visitor.

6.0 Membership Cards

A Club membership card must be produced by any member present in the Club House during hours of operation of the licence when the member is requested to do so by the Bar Manager.

7.0 Gambling Prohibited

No betting or gambling other than the conduct of duly authorised raffles under the auspices of the Club, is permitted to be carried out within the confines of any of the Club's premises.

8.0 Authorisation to Amend Club House Regulations

Amendments to the Club House Regulations were approved by the Executive Committee, pursuant to Club Rule 18, by email vote on 05 April 2014 and accordingly came into force on the following day.

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