



International Auster Club Constitution

1. TITLE AND AFFILIATION

- a. The Club shall be called the 'International Auster Club' (IAC), hereafter referred to as 'the Club'.
- b. The Club shall be a Member Club of the Light Aircraft Association (LAA) and of no other body without formal approval from the LAA Board.

2. OBJECTIVES

- a. To bring together Auster owners, pilots and enthusiasts and anyone wishing to support or learn about Auster aircraft throughout the world.
- b. To foster and promote the worldwide survival of the type in an airworthy state through the provision of information and advice as is within the scope of the Club's technical and financial resources.
- c. To raise awareness of the brand by means of marketing and publicising Auster's contribution to the UK's aviation heritage.
- d. To organise activities on a regular basis for Club members and guests.
- e. To improve safety knowledge and understanding.
- f. To promote the aims and ideals of the LAA.
- g. To encourage membership of the LAA.
- h. To advance the cause of light aviation.
- i. To attract through appropriate publicity new members to both the IAC & the LAA
- j. To maintain awareness concerning local threats or potential restrictions on light aviation activity, e.g. strips/airfields facing opposition or needing planning support, and to report such information to the LAA.

3. MEMBERSHIP

- a. Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a Membership Application Form and pays the relevant membership fee as determined by the Club. Membership will become effective upon an applicant's name being entered into the Membership Register and upon receipt of the appropriate membership fee.
- b. Annual Membership Fees. An annual fee shall be determined by the Club Committee each year. Any fees shall be payable on a successful application for membership and annually by each member.
- c. Resignation of Members. A member shall cease to be a member of the Club from the date at which he/she gives notice to the Club Committee of resignation.

A member whose annual membership fee is more than three months in arrears shall be deemed to have resigned.

- d. Misconduct and Expulsion. Any Member or Officer of the Club deemed guilty of misconduct may be cautioned or expelled by a majority decision of the Club Committee.
- e. Any person expelled shall have the right of appeal to the Club Committee within twenty-eight day
- f. No member shall speak or act on behalf of the Club or LAA without specific authority.

4. CLUB OFFICIALS

a. President

b. The Officers of the Club shall be:

- Chairman
- Treasurer
- Membership Secretary
 - Club Safety Officer
 - Merchandise Officer
 - Events Officer

c. Support Roles

- Fly-in Co-Ordinator
- National Council (NC) Representative
- Social Media Officer

An individual may hold more than one role.

5. ELECTION OF OFFICERS/OFFICIALS

- a. All Officers shall be elected at the Annual General Meeting of the Club by the Club Members.
- b. All Officers are elected for a period of two years and may be re-elected to the same office or another office the following year.
- c. If two individuals receive the same number of votes the Chairman holds the casting vote. If this situation occurs for the position of Chairman, the remaining Committee members shall collectively hold the casting vote.
- d. A new President may be nominated by any member and elected by a majority vote at the AGM. The President is elected for a term of 3 years.

6. THE CLUB COMMITTEE

- a. The day to day affairs of the Club shall be controlled by a Club Committee, comprising the Chairman, Treasurer & Membership Secretary and other elected and co-opted committee members
- b. The Club Committee shall meet at least once per year for an AGM – March -July, and at other times as agreed. A Committee meeting may be held face to face or electronically.

- c. The duties of the Club Committee shall be:
- To control the affairs of the Club on behalf of the Members and in accordance with LAA Rules & Regulations.
 - To keep accurate accounts of the finances of the Club, through the Treasurer. These should be available for inspection by Club Members. The club shall maintain a bank current account and PayPal account.
 - To co-opt additional members to the Committee as necessary.
 - To appoint Sub-Committees as necessary to undertake Club business.
 - To appoint Officers of the Club to act with the authority of the Club Committee in the organisation and control of events.
 - To endeavour to make decisions by consensus but otherwise by means of a simple majority vote of the elected members. In the case of equal votes, the Chairman shall have a casting vote.

7. GENERAL MEETINGS

- a. The AGM shall be held annually, between March and July. Thirty days written notice shall be given to members of the AGM by circulating a copy of the notice to every member via the Club website. Members must advise the Membership Secretary or Chairman in writing of any business to be considered at the AGM at least fourteen days before a meeting. The Chairman shall circulate or give notice of the agenda for the meeting to Members not less than seven days before the meeting. Email or postal votes will be accepted by the Membership Secretary.
- b. The business of the AGM shall be to:
- To confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
 - To receive the accounts for the year from the Treasurer.
 - To receive the annual reports of the Committee.
 - To receive Overseas votes/proposals
 - To elect the Officers/Officials of the Club.
 - To transact any other business on the agenda.
- c. Extraordinary General Meetings may be convened by the Club Committee or on receipt by the Chairman of a request in writing from no fewer than five Members of the Club. At least twenty- one day's notice of the meeting shall be given.
- d. Nomination of candidates for election of Officials shall be made in writing to the Club Chairman at least fourteen days in advance of the AGM date.
- e. At all General Meetings, the Chair will be taken by the Chairman or, in his/her absence, by a Deputy Chairman, or by a Member appointed by the Members attending the meeting.
- f. Decisions made at a General Meeting shall be by a simple majority of votes from Members attending. In the event of equal votes, the Chairman shall have a casting vote. Members who cannot attend the meeting may forward their votes to the Membership Secretary in writing.
- g. A quorum for a General Meeting shall be 10% of Club Membership or 10 Members,

whichever is the lesser.

- h. Each Member shall be entitled to one vote at General Meetings

8. ALTERATIONS TO THE CLUB CONSTITUTION

- a. Any proposed alterations to the Club’s Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded by Members. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

9. INDEMNITY CLAUSE

If a member has been authorised to undertake duties on behalf of the Club and in so doing, they incur costs, expenses or liabilities in the proper execution of these duties, the member shall be entitled to be indemnified out of Club funds, except in any case where the actions arise from wilful or gross negligence, default or breach of duty or trust.

10. DISSOLUTION

- a. If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Membership Secretary shall immediately convene an Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- b. If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- c. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objects at the discretion of the Committee.

Signed: **Chairman**

Date:

Signed: **Officer of the Club**

Date:



The International Auster Club Rules

Definitions:

Rule

A Rule is a statement of policy that has been accorded status of a Rule by a majority of three or more votes at a General Meeting

Byelaw

A Byelaw is a temporary Rule that has been made by the Committee.

Aircraft

Any Auster type and high wing Beagle or Taylorcraft Aircraft.

Any reference in the masculine shall refer to any other gender

Rule 1: Categories and qualification for Membership.

- a. Full Member
Any person normally resident in the United Kingdom and paying the appropriate subscription.
- b. Overseas Member
Any person resident normally outside the United Kingdom and paying the appropriate subscription.
- c. Heritage Group Member
Any person previously belonging to the Heritage Group and paying the appropriate subscription to the IAC.
- d. Honorary Member
Membership granted by invitation to any individual whom the Committee considers qualifies for membership by way of special reason or circumstances.

Rule 2: Granting and Ratification of Membership.

- a. Membership of Full, Overseas, and Heritage Group categories may be granted by the Membership Secretary, subject to ratification of the Committee.
- b. Membership in the Honorary category may be proposed by the Committee but shall be subject to ratification at an Annual General Meeting.
- c. The appointment/proposal of a person to the post of Honorary President or Honorary Vice-President requires the unanimous agreement of the Committee and majority vote at AGM.

Rule 3: Voting Rights.

- a. General Meetings: All fully paid up members of the International Auster Club attending a meeting shall have one vote; all members shall be eligible to vote either in person or by post or e-mail.
- b. Voting at an AGM will normally be by a show of hands with a count of postal or e-mail votes cast to be added to the total vote. If a show of hands is inappropriate, or is held but is deemed inconclusive, then at the discretion of Chairman of the meeting, or if demanded by five members present, a poll shall be held of the members present. Proxy votes submitted to the Membership Secretary in writing or by e-mail will be accepted. The Chairman shall have a second or casting vote in the event of a tie.
- c. Votes will be accepted from Overseas members by post or email.
- d. Committee Meetings: All elected committee members shall have one vote either in person or by proxy; if the vote should be tied then the Chairman shall have the deciding vote.

Rule 4: Quorum.

- a. General Meeting: Not less than ten members.
- b. Committee Meeting: Not less than three members.

Rule 5: Election of Committee Members.

- a. Committee Members shall be elected from the Membership at a General Meeting, but the elected Committee may co-opt Club members on to the Committee for specific tasks, or to replace an elected Committee Member.
- b. Committee Members shall be elected for two years.
- c. The Committee shall endeavour to meet not less than twice per calendar year, whether face to face or digitally.

Rule 6: Membership Fees.

- a. Membership Subscription Fees shall be proposed by the Club Committee and ratified by a simple majority at the AGM.
- b. Membership Fees are to be paid within 28 days of formal demand. A member failing to renew his subscription within three months of the due date shall be deemed to have resigned.
- c. Honorary Membership shall confer exemption from payment of a Membership Fee.
- d. No member shall participate in or receive any of the privileges or advantages of membership until the appropriate subscription has been paid.

Rule 7: Club Monies.

- a. All monies coming into the possession of the Club shall be properly recorded and shall be paid into a Bank or PayPal account in the International Auster Club's name.
- b. The Club's accounts shall be audited annually by the treasurer, and the accounts so audited shall be laid before the Membership at the Annual General Meeting.
- c. The Committee will be responsible for the appointment of an external Auditor if one is required.
- d. Accounts books shall be kept showing all monies received and disbursed by the IAC and shall be audited annually by the Treasurer

- e. In the event of the resignation or incapacitation of the Treasurer, a replacement may be appointed by the Committee.
- f. A sum equivalent to not more than four times the annual member's subscription may be held in cash with the exception of monies required to run an IAC sales event, which will be released to the event organiser.
- g. The remainder of the IAC funds are to be banked as soon as possible after receipt, or 7 days if received during a Bank Holiday weekend.
- h. Payments may be made by the Treasurer or two committee members appointed for this purpose, neither of whom may be the current auditor.
- i. The Committee may authorise reimbursement to any member for reasonable expenses incurred on behalf of the IAC, except that where the Treasurer requires payment it must be authorized by another committee member.

Rule 8: General Meetings.

- a. An Annual General Meeting (AGM) shall be held in each calendar year, and not more than three months after the anniversary of the previous meeting.
- b. Extraordinary General Meetings (EGM) shall be held within six weeks of a written request by not less than five current Members of the Club. Such Meetings may also be held at the discretion of the Committee.
- c. AGM The following items will be included on the agenda of each AGM:
 - 1. Roll call list of members attending.
 - 2. Apologies.
 - 3. Acceptance/amendment of the minutes of the previous AGM.
 - 4. Minutes of any EGM held since the last AGM.
 - 5. Report from the Treasurer
 - 6. Report from Membership Secretary.
 - 7. Report from Fly-in coordinator.
 - 8. Report from Chairman.
 - 9. Approval of the accounts.
 - 10. Approval of the budget for the coming year.
 - 11. Setting and amending subscription and charges.
 - 12. Motions submitted by members.
 - 13. AOB

Minutes of an EGM or AGM will be published in the next available club magazine and on the club website. Only members present may seek to have these minutes amended. To do so they must submit the proposed amendment in writing to the Chairman of that the meeting, giving their grounds for amendment. If the EGM or AGM Chairman accepts the proposed amendment as valid the record will be changed accordingly before it is presented to the next AGM.

Rule 9: Discipline.

- a. The Committee may expel from Membership any Member who, directly or by association, brings the Club into disrepute, who breaks any Club rule or Bye-Law, or who commits any act that could be described as a civil or criminal offence according to United Kingdom Statute or Common Law.
- b. Appeals against expulsion may be heard only at a General Meeting and the decision of the General Meeting by majority vote shall be final.
- c. In the event of any member being charged with conduct which the Committee considers prejudicial to the interests of the International Auster Club that member may be called before the Committee and, failing a satisfactory explanation, or undertaking, may be cautioned or expelled from membership, as the Committee may determine.

Any member so dealt with shall have the right of appeal to the Committee, who will appoint an independent arbiter. The decision of the arbiter shall be final.

- d. No member shall purport to speak or act on behalf of the International Auster Club without the specific authority of the Committee.
- e. International Auster Club designated Fly-ins must be approved by the Fly-in coordinator, the Safety Officer and one other Committee member (This member must be a Pilot).

Rule 10: Powers.

The Committee may make Byelaws. Such Byelaws shall not negate nor set aside any already existing Club Rule and must be tabled for ratification as Rules at the next General Meeting.

Rule 11: Dissolution.

- a. The IAC may be dissolved if the membership falls below ten full members or by vote on a resolution to that effect by 80% of the members present at a General Meeting or E.G.M, at which there must be a minimum of 30 members.
- b. Upon such a resolution the Committee shall discharge all outstanding debts and liabilities. Any remaining assets and/or property shall not be disbursed or distributed among the members but shall be donated to some charitable organization of the residual members choice.



The Terms of Reference for International Auster Club Officials

Terms of Reference for the Committee

Objectives of the role in relation to the IAC

- a. To devote necessary efforts to the effective management and running of the club
- b. To promote the club to new members and within the GA world in a professional manner
- c. To provide updates to the club magazine
- d. To engender positive input from members to advance the club

Conduct within the role

- a. To have the club's interests and standards as the guide at all times
- b. To uphold and abide by the club rules of conduct and Terms of Reference
- c. Misrepresentation or misconduct will result in resignation from the role

Accountability within the role

To report back to the committee on any matters relating to the club and for any decisions needed

Duties of the Club Committee

- a. To control the affairs of the Club on behalf of the Members and in accordance with LAA Rules & Regulations.
- b. To keep accurate accounts of the finances of the Club, through the Treasurer. These should be available for inspection by Club Members. The club shall maintain a bank current account and PayPal account.
- c. Any payments against Club funds should be approved by the Treasurer.
- d. Payments to any Club official should be approved a second committee member
- e. To co-opt additional members of the Committee as necessary.
- f. To appoint Sub-Committees as necessary to undertake Club business.
- g. To appoint Officers of the Club to act with the authority of the Club Committee in the organisation and control of events.
- h. To endeavour to make decisions by consensus but otherwise by means of a simple majority vote of the elected and co-opted members. In the case of equal votes, the Chairman shall have a casting vote.
- i. To act on Committee matters via email and meetings
- j. To arrange the AGM to comply with Constitution objectives.
- k. To arrange any required additional and separate General Meetings.
- l. To proof read magazine prior to printing

Terms of Reference for Committee Members

Chairman

- a. To work closely with the whole Committee on all club matters
- b. To take the lead in developing the Club and its strategy

Membership Secretary

- a. To work closely with the Chairman and the Treasurer
- b. To undertake necessary admin for all new members
- c. To maintain membership records observing GDPR
- d. To check PayPal and bank accounts weekly during Jan and Feb
- e. To prepare quarterly magazine distribution list
- f. To arrange annual Membership Cards if required

Treasurer

- a. To manage the club bank account
- b. To keep accurate books related to club finances
- c. To provide an annual accounts statement
- d. To arrange all payments required from the club bank account

Club Safety Officer/Event Organiser

- a. To propose to the club a summary of planned events
- b. To arrange specific Auster fly-ins
- c. To complete Risk Assessments for all Auster fly-in events

Merchandise Manager

- a. To procure and price items for club members
- b. To propose new items for club members
- c. To manage the merchandise magazine page
- d. To manage suppliers
- e. To liaise between members and suppliers

Terms of Reference for the President

Objectives of the role in relation to the IAC

- a. To promote the club to new members and within the GA world in a professional manner
- b. To provide updates to the club magazine
- c. To assist in engendering positive input from members to advance the club

Conduct within the role

- a. To have the club's interests and standards as the guide at all times
- b. To uphold and abide by the club rules of conduct and Terms of Reference
- c. Misrepresentation or misconduct will result in resignation from the role

Accountability within the role

- a. To report back to the committee on any matters relating to the club and for any decisions needed
- b. To work in harmony with the elected committee officers for the benefit of the IAC