

MEMBERS' HANDBOOK

Final: 26/5/2012

Document Owner – Committee Change Authority – Secretary Distribution – office, pie-cart

List of Contents

Part 1 – General Membership Information Part 4 – Club Constitution WELCOME NAME OF CLUB 2. MEMBERS' HANDBOOK 2. **DEFINITIONS AND INTERPRETATION** DOCUMENTATION STRUCTURE 3. OBJECTS THE OF THE CLUB 3. 4. **MEMBERSHIP** 4. POWERS OF THE CLUB **CLUB ADMINISTRATION** 5. 5. **MEMBERS CLUBHOUSE FACILITIES** MEMBERSHIP APPLICATION 6. 6. VEHICLE MOVEMENT ON THE AIRFIELD REGISTER OF MEMBERS 7. 7. 8. **IRRIGATION** 8. **EFFECT OF MEMBERSHIP** DISCONTINUANCE OF MEMBERSHIP 9 10. DISCIPLINE Part 2 – Club Appointments and Charges SUBSCRIPTIONS AND FEES 11. **EXISTING COMMITTEE** 12. **CLUB COMMITTEE** 13. POWERS OF THE COMMITTEE MEMBER APPOINTMENTS 2. 14. COMPOSITION OF THE COMMITTEE 3. TRAINING PANEL **ELECTED COMMITTEE MEMB ERS** 15. 4. **AIRWORTHINESS** 16. VACANCIES ON THE COMMITTEE 5. MEMBERSHIP FEES MEETINGS OF THE COMMITTEE 17. 6. **FLYING CHARGES DELEGATIONS** 18. 7. ACCOMMODATION CHARGES 19. **COMMON SEAL** 8. HANGAR AND CARAVAN FEES 20. ANNUAL GENERAL MEETING APPENDIX - SUMMARY OF CLUB FEES AND SPECIAL GENERAL MEETINGS 21. 22. NOTICE OF ANNUAL GENERAL MEETING 23. **BUSINESS** Part 3 – Operating Rules and Procedures 24. NOTICES OF MOTION 25. PROCEEDINGS AT GENERAL MEETINGS **GENERAL** 26. **VOTING AT GENERAL MEETINGS EMERGENCY CONTACTS** 2. **GRIEVANCE PROCEDURE** 27 3. **GLIDER PILOT REQUIREMENTS** 28. **RECORDS AND ACCOUNTS** APPLICATION OF INCOME 4. TUG PILOT REQUIREMENTS 29. 5. GENERAL MEMBER RESPONSIBILITIES 30. WINDING UP DISTRIBUTION OF PROPERTY ON WINDING UP 6. INCIDENT PROCEDURE 31. 7. **DAILY OPERATIONS** 32. ALTERATION OF CONSTITUTION VEHICLES ON THE AIRFIELD **REGULATIONS** 8. 33. LAUNCH OPERATIONS 34. STATUS AND COMPLIANCE OF CLUB 10. CARE AND MOVEMENT OF GLIDERS 35. NOTICE **GLIDER MAINTENANCE** 36 INDEMNITY 11. **AUTHORITY TO TRADE CLUB EQUIPMENT** 12. 13. **PILOT RATINGS** AIRCRAFT CONVERSIONS 14. Part 5 – Club Regulations and Procedures DISCIPLINARY AND GRIEVANCE PROCEDURE 15. 16. APPENDIX 1 - AIRFIELD MAP MEMBERSHIP REGULATION APPENDIX 2 – RATINGS CHANGE CRITERIA 17. PORTFOLIO REGULATION (5A METHOD) SELF-INSURANCE REGULATION 18. APPENDIX 3 - VISITING PILOT INFORMATION AND BAR (LICENSED AREA) REGULATION **BRIEFING SHEET** FTC. 19. APPENDIX 4 - CROSS-COUNTRY CHECK-LIST ETC. APPENDIX 5- RULES OF THE AIR 20. GLIDER ALLOCATION PROCEDURE DISCIPLINARY AND GRIEVANCE PROCEDURE ETC. FTC.

ETC.

Change History

Final: 26/5/2012

Document	Nature of change	Issue Date
Handbook	Cover Page, List of Contents and Change History, initial issue	1/05/2011
	Update change history	15/05/2011
	Update change history	9/12/2011
	Update change history	26/5/2012
Part 1	General Membership Information, initial issue	1/05/2011
Part 2	Club Appointments and Charges, initial issue	1/05/2011
	Committee change; add Duo-Discus cross-hire	15/05/2011
	New member categories, annual accommodation fees, e-mail changes	9/12/2011
	Committee change; add kitchen hire fee for non-members	26/5/2012
Part 3	Operating Rules and Procedures, draft	8/05/2011
Part 4	Club Constitution, initial issue	14/05/2011
Part 5	- Cover Page, List of Contents, initial issue	1/05/2011
	- Membership Regulation, initial issue	1/05/2011
	Membership Regulation, new member categories	9/12/2011
	- Portfolio Regulation, initial issue	1/05/2011
	- Self-insurance Regulation, initial issue	1/05/2011 1/05/2011
	- Glider Allocation Procedure, initial issue	1/05/2011