

## **BY-LAW 3: APPOINTMENT OF CHIEF FLYING INSTRUCTORS**

### **Introduction**

The Adelaide Soaring Club has three aspects to its operations. It operates as a gliding club, operating its own fleet of gliders and having responsibility for the conduct of all gliding on Gawler aerodrome whether conducted in a club-owned glider, or by a club member flying their own glider. The club also conducts flying training in Light Sports Aircraft (LSA), and is responsible for those operations conducted on the Gawler Aerodrome under the umbrella of Recreational Aviation Australia (RAAus). Lastly, the club is the lessee and manager of the aerodrome and has overall operational control of the aerodrome.

This By-Law sets out how these responsibilities are exercised and by whom, and also sets out the procedures for selecting the relevant people.

### **Principles**

The operational supervision functions of the club will be carried out according to the following principles:

**1. *There will be two Adelaide Soaring Club Chief Flying Instructors (CFI's)***

Explanation: This is required by the club's Constitution, which makes the CFI's ex-officio members of the Club Committee with voting rights.

**2. *These will comprise a Chief Flying Instructor for the gliding operations of the club, and a Chief Flying Instructor for those operations which fall under the ambit of RAAus.***

Explanation: Authority in aviation operational matters is exercised under delegation from the Civil Aviation Safety Authority (CASA) which assigns responsibility for gliding matters to the Gliding Federation of Australia (GFA). Similarly, responsibility for Light Sports Aircraft matters is vested in RAAus. In both cases operational responsibility at the club level is delegated by these organisations to a Chief Flying Instructor who is qualified through the GFA and RAAus systems respectively.

It is the role of the club to nominate suitable people who meet with club approval to fill the positions of CFI (Gliding) and CFI (LSA). It is then up to GFA and RAAus respectively to ratify the appointment of these people if they are suitably qualified.

### **Functions**

ASC CFI's are ex-officio members of the ASC Committee, and are expected to bring operational perspectives to the deliberations of the Committee, and convey any concerns from their areas of operations of the CFI (GFA) and CFI (LSA) to the Committee.

The CFI (Gliding) is the peak authority in the club on operations and safety matters solely arising from gliding. Similarly, the CFI (LSA) is the peak authority on operations and safety matters solely arising from Light Sports Aircraft.

The ASC CFI's are expected to convene meetings, hold discussions and take such other action as is necessary to solve problems at the interface between sectors. They are also responsible for general conduct of operations on the airfield, including liaison with private owners of aircraft in all categories, some of whom may fly as independent operators.

### **Procedures for appointment**

1. The CFI (Gliding) will be selected by the ASC Committee after nomination through the process set out in the Appendix forming part of this By-Law.  
Note: the ASC Secretary then needs to notify the GFA of the appointment for approval by them.
2. The CFI (LSA) will be selected by the ASC through the same process, and the RAAus similarly needs to be notified for approval by them.

Two CFI offices may be held by the same person, provided they are suitably qualified and their appointment is ratified by the appropriate bodies.

### **Approval History**

- Originally developed in Gliding Instructors Panel and notified to ASC committee between 1995 and 2005.
- Version 2 made minor editorial changes and wording changes to be consistent with changes to the ASC constitution, and was endorsed by the ASC committee on 26 April 2007.
- Version 3 is a new document reflecting the move from the club being purely a gliding club to being a mixed operation. It was approved in the ASC Committee on 22 June 2010
- Version 4 reflects changes made to the ASC Constitution in November 2011, whereby it was agreed that the club should have two CFI's and both should be ex-officio members of Committee. This version was approved on 28 Apr 2015.

## **APPENDIX**

### **INSTRUCTOR PANEL ELECTIONS**

1. A Chief Flying Instructor (Gliding) and a Chief Flying Instructor (LSA) of the Adelaide Soaring Club shall be selected by the process in this Appendix.
2. In each case a nomination to the ASC Committee shall be made by an election conducted by those instructors eligible to vote. The nominations shall be considered by the ASC Committee, who will endorse the nomination unless they have reasonable grounds for rejecting it. In such a case the reasons will be discussed with those voting.
3. For the election of the CFI (Gliding) and for the election of the CFI (LSA), separate elections shall be held. In each case:
  - A Returning Officer shall be agreed by those eligible to vote. The Returning Officer shall give all those eligible to vote notice in writing or email of the intended election of a new Chief Flying Instructor (CFI) at least twenty-eight (28) days before the date of the intended election.
  - Nominations of candidates for election to the position of CFI must be in writing or email and be received by the Returning Officer at least seven (7) days before the date of the election, with intimation in writing from the nominee that they are willing to stand for election. Each nomination shall be supported on writing or by email by two members of the relevant Instructor Panel.
  - The persons elected as CFI shall hold office for two (2) years and shall then retire. They are eligible to be re-nominated and to hold the same office for a period not exceeding six years continuously in each case, after which they are not eligible to hold the same office again until a period of one year has passed.
  - When there is more than one nomination, the election shall be by ballot of those eligible to vote present at the meeting at which the elections are to be held. However, a person eligible to vote but who will not be present at the meeting at which the elections are to be held may cast a vote in writing or by email; such notice must be received by the Returning Officer before the commencement of the meeting at which the ballot is to be held.
  - The Returning Officer to the Instructor Panel shall count all votes and report the result of the elections to the Chairman of the Meeting. He/she shall not reveal to any person who voted for whom.
  - The Returning Officer shall also report the results of the election to the Secretary of the club for consideration by the ASC Committee.
4. For the gliding CFI, those eligible to vote shall be all instructors Level 2 and 3 accredited through the GFA system.
5. For the CFI (LSA) those eligible to vote shall be all ASC LSA instructors qualified through RAAus.
6. In the case of gliding, as well as a CFI, a Chair of the gliding Training Panel (which consists of all Level 2 and 3 GFA-qualified instructors) is to be selected through processes analogous to the above and nominated to the ASC Committee. The holder of this position may be, but is not necessarily, the same person as the CFI (Gliding).