

BY-LAW 8: ADMINISTRATION AND COMMITTEE MEETINGS

Preamble

This By-Law sets out procedures for conduct of ASC Committee meetings and also some matters relating to administration. The By-Law must be read in conjunction with the ASC Constitution. In any apparent conflict between the By-Law and the Constitution, the provisions of the Constitution prevail.

Procedures

The committee shall conduct its business using the following procedures and guidelines:

1. Committee business is to be conducted according to the Code of Conduct included as an appendix to this By-Law.
2. Proposals to the committee for the spending of club money over \$3000 must be put to the committee at least one week before the meeting at which the expenditure is considered. Where this does not occur, any proposal for the spending of more than \$3000 must be agreed to by at least two thirds of the whole committee ie 7 members.
3. At committee meetings no new business is to be introduced after 10.30 pm except by resolution of at least two thirds of the whole committee ie 7 members.
4. All changes to By-Laws made by the committee are to be advised to members by the posting of a notice in the club rooms.

Approval History

Version 1: Approved in ASC Committee of 28 November 2006 and supersedes all previous Committee determinations on the subjects covered.

Version 2: A variation was approved in ASC Committee on 8 April 2008- varied period of reviewing charges from every three months to every six months.

Version 3: A variation was approved in ASC Committee on 23 September 2008- deleted reference to staff instructor and office assistant (redundant titles) and assigned a delegation figure of \$1000 to the Office Manager.

Version 4: Modification approved in Committee on 30 May 2013 to increase the limits of funding delegations, replace Office Manager title with Airfield General Manager, and increase allowable debt amount and time.

Version 5: Committee approved change to this By-Law on 24 Feb 2015 so that it concentrated on Committee procedure and incorporated the Code of Conduct as previously adopted by Committee in May 2013. Finance references previously included in By-Law 8 were removed and put into a new By-Law 9 dealing exclusively with finance.



Appendix to By-Law 8: Code of Conduct for ASC Committee

Core Values to guide our behaviour:

- Safety and risk management
- Enjoyment of flying
- Friendship
- Growth
- Unity
- Service to club members and the wider community
- Vision
- Financial health.

Against this background, the following principles will guide the conduct of Committee members.

Attendance: members will attend committee meetings punctually (and as a matter of priority) and will tender an apology and/or nominate a proxy in a timely matter.

Information beforehand: Appropriate information should be read/distributed well prior to meetings.

Confidentiality: members will be confidential with the information that is afforded to them through their role and act in good faith at all times.

Conflict of interest: members will declare immediately where any conflict of interest might be likely, or has happened.

Representation: members are to be engaged in all aspects of the club operation, not just the section they represent.

Remuneration: members are not to accept any fee or reward for their service on the committee, other than appropriate reimbursement of expenses incurred according to the club's Constitution.

Fiduciary: members are to ensure all legal and statutory regulations are implemented and upheld.

Finance: analyse the club's financial statements and management reports with due care.

Consultation: members will consult with other members and relevant club people in order to provide unity, clear communication and efficient/best outcomes.

Decision making: decisions that are made by the committee are to be owned by all members of the committee, in spite of how an individual might have voted or advocated against a decision/direction.

Priority: members will put the interests of the club (as whole) before those of individuals.

Professionalism: members to act with professionalism at all time.

Integrity: members will act with integrity to others within the club, and especially other committee members, setting a culture of unity, harmony, goodwill and respect.

Questioning: members are to raise questions and seek clarification especially where concerns arise or the club/committee is acting in a manner contrary to its core values or constitution.

Action: members will be actively involved in aspects of the club other than their direct participation on the Committee (e.g. through being head of a sub-group).

Vision: members are to be concerned with day to day operations of the club, as well as long term strategic matters.

Accountability: members are to hold each other accountable for breaches of the code of conduct.

Ten questions Committee members must ask themselves:

1. Is there any conflict of interest relating to the issue before the Committee?
2. Do I have all the facts to make an informed decision? Or just projections or assumptions?
3. Is this a rational decision based on all the facts?
4. Is the decision in the best interests of the club?
5. Is the communication to stakeholders transparent?
6. Is the Group acting socially responsibly and in the interests of safety and core values of the club? Will it be seen as a good 'corporate citizen'?
7. Am I a good steward of the club's assets/resources – human and physical?
8. Have I exercised 'intellectual honesty'?
9. Have I understood the material in the Committee papers and discussions around the boardroom table?
10. Will the Committee's decision pass the "front page of the newspaper" test?