

## JERSEY AERO CLUB

### RULES

1. These are the Club Rules (the "**Rules**") as defined in the Constitution (the "**Constitution**") of the Jersey Aero Club (the "**Club**"), an incorporated association under the *Loi (1862) sur les teneures en fidéicommis et l'incorporation d'associations* (the "**Law**").
2. Nothing in these Rules may, for whatever purpose, derogate from or be inconsistent with the provisions of the Constitution, as the Constitution may stand amended or otherwise, from time to time, and in the event of any doubt or inconsistency between these Rules and the Constitution, the terms and interpretation of the Constitution, including definitions contained therein and used in these Rules, shall prevail at all times.

### **3. MEMBERSHIP**

- (i) The membership of the Club shall consist of:
  - (a) Full Members.
  - (b) Life Members.
  - (c) Honorary Members, including an Honorary President and Honorary Vice-Presidents, being Members or other persons who have rendered services of great value to the Club, or other eminent persons, who have been elected by the Club in General Meeting upon the recommendation of the Executive Committee.
  - (d) Visiting Members, being:
    - (i) Any member of an Aero Club not based in Jersey;
    - (ii) Any Aircrew member on the active list of any of the three branches of Her Majesty's Services;
    - (iii) Any visiting Airline Aircrew member; and
    - (iv) Any person who is able to produce a valid Jersey airport identity card showing that they are in permanent employment at the Airport.
  - (e) Overseas Members, being persons who are not permanently resident in the Island, who do not spend more than 60 days a year in the Island.
  - (f) Temporary Members, being persons to whom temporary membership is granted by the Executive Committee for such period and subject to such conditions as to fees and otherwise as shall be determined by the Committee.
  - (g) Corporate Members, being a person employed by a body incorporated under the Law of the Island of Jersey, to whom temporary membership is granted by the Executive Committee for such period of attendance at a specific event held by the Club and subject to such conditions as to fees and otherwise as shall be determined by the Committee.

- (ii) Joint Full Membership shall be granted upon the application of a husband and wife, or both members of a couple (whether of the same or different gender) in an established relationship, upon payment of such annual fee as shall from time to time be determined by the Club in General Meeting.
- (iii) Only Full and Life Members shall be eligible to vote in the affairs of the Club and to stand for office.

#### **4. ELECTION OF MEMBERS**

- (i) Every candidate for full or life membership shall be proposed and seconded by Full Members or Life Members of at least two years standing. A candidate shall be introduced to a member of the Executive Committee and the Application for Membership Form shall be signed by the candidate, the proposer and seconder and by such Committee Member.
- (ii) The completed Application for Membership Form shall be delivered to the Club Secretary for submission to the Executive Committee, together with the entrance fee and subscription payable in the event of election to membership.
- (iii) The Application for Membership Form shall be displayed on the Club Notice Board for a minimum of seven days before its submission to the Executive Committee. Any Club Member wishing to offer any comment or objection must do so in writing to the Chairman within that period.
- (iv) The Executive Committee shall have the right to decide upon each application for membership by ballot and shall be empowered to refuse membership.
- (v) A person whose application for membership shall have been refused shall not be entitled to re-apply for membership until the expiration of twelve months from such refusal.
- (vi) Notice in writing shall be sent by the Secretary to any person whose application for membership has been refused and the entry fee and subscription shall be returned.
- (vii) No candidate shall be entitled to the privileges of membership until elected by the Executive Committee.

#### **5. LIFE MEMBERSHIP**

- (i) Life Membership shall be granted to any Full Member of at least three years standing who makes application in this behalf upon payment of such fee as shall from time to time be determined by the Club in General Meeting.
- (ii) Joint Life Membership shall be granted to the application of a husband and wife, or both members of a couple (whether of the same or different gender) in an established relationship, provided that one of the applicants shall be a Full Member of at least three years standing, upon payment of such fee as shall from time to time be determined by the Club in General Meeting.
- (iii) Life Membership shall be granted to any Full Member of, at least ten years standing who makes application in this behalf on or after attaining the age of sixty years upon payment of such fee as shall represent one-half of the fee current at the date of application for applications for Life membership pursuant to Rule 5(i) above.

## 6. MEMBERSHIP CARDS

- (i) A Membership Card and copy of the Club Constitution shall be issued to all Members upon election to Membership.
- (ii) Membership Cards shall be carried at all times when visiting the Clubhouse and shall be produced upon the request of the Secretary, any member of the Executive Committee or any person duly authorised by the Executive Committee, which shall be entitled to refuse entry into the Clubhouse until production of the Membership Card.

## 7. SUBSCRIPTIONS AND ENTRY FEES

- (i) The Annual Subscriptions and Entry Fee payable by Members shall be fixed at the Annual General Meeting or EGM and have immediate effect: always provided that the Executive Committee may, at its discretion, waive the payment of the Entrance Fee in whole or in part.
- (ii) A Full Member who has reached the age of sixty years shall be offered a concessionary subscription at the rate of fifty per cent of the annual subscription payable in each subsequent year thereafter.
- (iii) Subscriptions shall be due annually on the 1st day of February and shall be paid by the last day of that month. Any Member whose subscription is in arrears on the 1st day of March shall cease to be a member of the Club, subject always to the discretion of the Executive Committee to waive the application of this Rule (iii).
- (iv) Subject as aforesaid any person whose Membership has lapsed pursuant to the preceding Rule (iii) who wishes to be reinstated must re-apply for election to Membership in accordance with the provisions of Rule 4.

## 8. EXECUTIVE COMMITTEE – FINANCE SUB-COMMITTEE

- (i) In the exercise of the powers provided to the Executive Committee pursuant to the Constitution authorising it to a) manage the affairs of the Club and b) appoint sub-committees, it shall appoint a sub-committee called the "**Finance Sub-Committee**". In the absence of a duly appointed Finance Sub-Committee the duties and responsibilities will fall upon the Executive Committee who will be bound by and subject to this Rule 8 as if it were the Finance Sub-Committee.
- (ii) The Finance Sub-Committee shall contain at least one Club Member who is a qualified accountant (ACA, ACCA or equivalent). In the event that no Member with the necessary qualification is willing to sit on the Finance Sub-Committee (a "**Finance Restriction**") then the Executive Committee must give notice of the Finance Restriction to all Members within 28 days of the Finance Restriction arising.
- (iii) During the period of a Finance Restriction all Transactions, other than Routine Transactions, will be deemed Extraordinary Transactions, as provided for in this Rule 8.
- (iv) The Finance Sub-Committee shall be permitted to put in place arrangements, to include by way of delegation to any one of their number and/or an employee of the Club, whereby Routine Transactions may occur without the need for further authorisation.
- (v) Ordinary Transactions may only occur with the approval of the Finance Sub-Committee.

- (vi) Extraordinary Transactions may only occur with the approval of a Special or Ordinary Resolution duly passed at a General Meeting of the Club.
- (vii) All members of the Finance Sub-Committee will be required to agree by way of express confirmation in writing that in the event of a Finance Default they expressly waive their rights to have their personal property exempted from the debts of the Club (as provided for in Article 8A of the Law) insofar as any such debt has arisen pursuant to any Transaction expressly consented to by said member which is a Finance Default. Any failure to provide the necessary express confirmation in writing will result in all and any actions taken by said Member being unlawful and render the person in default personally liable for such actions.
- (viii) In this section the following definitions apply:
  - a. Transaction: is to be construed broadly and is to include any payment for money or money's worth, any acquisition or disposal of any property (moveable or immovable) and the entry into or continuation of any binding contract;
  - b. Routine: relates to a Transaction where the monetary value is at or less than £1,000;
  - c. Ordinary: relates to a Transaction where the monetary value is greater than Routine but at or less than £30,000;
  - d. Extraordinary: relates to a Transaction where the monetary value is greater than Ordinary; and
  - e. Finance Default: means any Transaction occurring in breach of the provisions of this Rule 8.

## **9. ANNUAL GENERAL MEETING - NOTICES AND PROPOSITIONS**

- (i) A Preliminary Notice of the Annual General Meeting to include the names of those Members of the Executive Committee whose terms of office shall have expired and showing the number of Committee Meetings attended together with a possible total, shall be displayed on the Club Notice Board and circulated electronically, for one month prior to the date of the Meeting.
- (ii) A Notice inviting the nomination of Members for election to the Executive Committee shall be, displayed on the Club Notice Board for a period of fourteen days from the Twenty-first day to the Seventh day inclusive immediately prior to the date fixed for the Annual General Meeting. This Notice shall show the vacancies for which an election to the Executive Committee will be necessary, with provision for the nomination of candidates to include:
  - (a) The office for which a candidate is proposed.
  - (b) The name of the Member proposed.
  - (c) The names of the Members proposing and seconding such nomination.
- (iii) The nomination list shall close seven days prior to the date fixed for the Annual General Meeting, after which no further nominations shall be, accepted.

- (iv) A Notice detailing any proposed Subscription changes shall be exhibited on the Club Notice Board for a period of fourteen days from the Twenty-first day to the Seventh day inclusive immediately prior to the date fixed for the Annual General Meeting.
- (v) Any amendments to the proposals of the Executive Committee shall be delivered to the Secretary during this period and shall be displayed on the Club Notice Board .
- (vi) A Notice convening the Annual General Meeting shall be displayed on the Club Notice Board at least seven days prior to the date of such Meeting. This Notice shall give details of the Agenda and of the availability of the accounts to Members.
- (vii) Any Club Member wishing to make a proposition at the Annual General Meeting shall deliver a copy thereof to the Secretary at least 14 days prior to the date of such Meeting. Such proposition shall be displayed on the Club Notice Board.

## **10. EXTRAORDINARY GENERAL MEETING**

- (i) The Executive Committee may call an Extraordinary General Meeting of the Club if any matter of urgent importance arises and, save as otherwise provided, shall be bound to do so within twenty-eight days of the receipt of a written requisition to that effect signed by not less than 10 Full or Life Members. Twenty-one days' notice of such meeting specifying the object for which the Meeting is convened, together with the Resolution to be proposed thereat, shall be displayed on the Club Notice Board and sent to every member having the right to attend and being resident in the Island of Jersey.
- (ii) Where the resolution to be debated at an Extraordinary General Meeting constitutes a motion of no confidence in the Executive Committee, or any members thereof, the notice period in Rule 10(i) above shall be increased to five weeks, and nominations shall be invited for election to the Executive Committee in accordance with Clause 11 of the Constitution of the Club. In this case, the notice sent to Members shall draw attention to the nomination process.
- (iii) Only following the passing of a motion of no confidence at an Extraordinary General Meeting or where the Executive Committee (or any member thereof) resigns at such an Extraordinary General Meeting, shall an election for the Executive Committee take place at the same Extraordinary General Meeting.

## **11. VISITING MEMBERS**

- (i) Visiting members shall be bound by the provisions of the Constitution of the Club (insofar as it applies to a visiting member) and all Rules made pursuant thereto.
- (ii) A Visiting Members' Book shall be maintained, in which shall be signed by all Visiting Members upon entry to the Clubhouse.

## **12. GUESTS**

- (i) Other than for private functions as provided for in Rule 13, save for those members in category D (iv) (Visiting Members) and G (Corporate Members) who shall not be permitted to bring guests on the premises, members shall be entitled to introduce a maximum of three guests into the Club on any one occasion.

- (ii) A Visitors Book shall be maintained in which the introducing Member shall enter the names and addresses of such guests upon entry to the Clubhouse.
- (iii) No guest shall be admitted to the Club upon more than twelve occasions in any year (regardless of the Member making the introduction)
- (iv) No person who has been refused membership or has been expelled from membership of the Club shall be eligible to enter the Clubhouse as the guest of a Member.
- (v) A guest must be accompanied at all times by the introducing Member, who shall be responsible for the behaviour of the guest.
- (vi) A Temporary Member shall not be entitled to introduce a guest.
- (vii) The Club Secretary, Members of the Executive Committee or persons duly authorised by the Executive Committee in this behalf may refuse entry into the Clubhouse to any person whom he or she shall consider to be unfit so to do as the result of intoxication or otherwise.

### 13. PRIVATE FUNCTIONS

- (i) Members other than Temporary Members may use the Club for private or corporate functions.
- (ii) A private function ("**Function**") shall be any Function held on Club premises at the request of, and for the benefit of any Member as defined in (i) above where the guests to the Function are invited by the Member organising the Function: such guests need not be Members of the Club.
- (iii) Functions must be authorised in advance by the Executive Committee and applications to hold a Function shall be made in writing to the Executive Committee no less than 5 days prior to the holding of the Function, stating the date and purpose of the Function, the name or names of Members organising the same ("**Organising Member**") and the approximate number of guests to the Function.
- (iv) No less than 24 hours before the Function a written list of the guests proposing to attend the Function, stating their full names and addresses, shall be provided to the Club Steward (or if that position is not held to the Secretary or to such person as nominated by the Secretary) (the "**Nominated Person**"). A final and complete list shall be provided to the Nominated Person at the commencement of the Function.
- (v) All final lists as supplied above shall be kept in a separate Function Register to be maintained by the Club Secretary.
- (vi) The Organising Member(s) shall remain on the Club Premises where the Function is taking place at all times during the Function and shall be responsible for the behaviour of the guests.
- (vii) Organising Members shall receive no payment from any guest or other person with respect to the admission of any person to the Function.
- (viii) No more than 12 private functions as provided for in this Rule 13 may be held in any one calendar year.
- (ix) Save where in conflict with this Rule 13 as it applies only to Functions (and in which case this Rule 13 shall prevail), the general rules applicable to guests found in Rule 12 or otherwise in these Rules apply also to Functions held under this Rule 13.

#### **14. CLUBHOUSE**

- (i) No person under the age of 18 years may use the Clubhouse Bar and when in the Clubhouse or other Club, premises must be under the supervision of a Member.
- (ii) The Clubhouse Bar shall not be open outside the hours permitted by the Liquor License held by the Club.
- (iii) No food or drink shall be consumed in the Clubhouse other than that purchased from or supplied by the Club.
- (iv) No notices shall be displayed on the Club Notice Board or in any other part of the Clubhouse or Club premises without the permission of the Executive Committee.
- (v) Any Member or guest found to be gambling or intoxicated or misconducting themselves in any way shall leave the Club premises when requested by the Secretary, a Member of the Executive Committee or a person duly authorised by the Executive Committee.
- (vi) No dog (other than an assistance dog, and then only whilst under the control of the person to whom the dog is providing assistance) shall be admitted into the Clubhouse.

#### **15. COMPLAINTS**

All complaints shall be made in writing to the Chairman, who shall immediately submit the same to the Executive Committee for a decision.

#### **16. DISCIPLINARY POWERS**

The Executive Committee shall have the power to reprimand, suspend or expel any Member who infringes any provision of the Constitution or any Rules made thereunder or whose conduct or behaviour shall in the opinion of the Executive Committee warrant such action. Provided that no Member shall be suspended or expelled without first being requested to appear before the Executive Committee to be given an opportunity to reply to any allegations made against him or her. Any Member so requested shall be given at least seven days' clear notice in writing by the Secretary, which notice shall contain a summary of the allegations made.

#### **17. ADDITIONAL RULES**

No Rules shall be made and none of the foregoing or following Rules shall be rescinded or altered except 1) pursuant to a Special Resolution duly passed at a General Meeting of the Club; and 2) with the consent by the Attorney General in accordance with Article 56(2) of the Licensing (Jersey) Law 1974.

#### **18. RULES, COPIES OF**

A copy of these Rules, and of any amendment or alterations, shall be displayed in the Clubhouse and on the Club's website, and a copy made available to any Member on application to the Hon. Secretary or Club Manager. The rules shall be binding on every Member of the Club and every Membership Card shall be issued and accepted subject to the same.