



Norwich Airport Aviation Group Constitution

THE OBJECTIVES

To bring together those interested in all aspects of aviation and to cater for their interest by the means of meetings, visits, trips and flights.

The Group also aims to promote Norwich Airport and all associated companies.

MEMBERSHIP

The Group shall consist of Adult, Junior and Postal members categorised as follows.

Adult - Members over 16 years of age, including those below the age of 22 who are not in full time

EDUCATION

Junior - Members over 11 years of age but less than 16 years old, or those in full time education up to and including the age of 21.

Postal - Members not attending meetings.

The names and addresses of all members (and the date of birth of Junior members) shall be registered with the Membership Secretary.

A copy of the Group constitution will be available at the desk at each meeting and a copy will be available on request.

Honorary Membership may be conferred upon any person who has been of outstanding service to the Group.

Such persons shall be selected by the committee, and the decision shall be endorsed by a majority vote at the Annual General Meeting.

The Group Honorary President shall be a person of significant standing in the aviation profession with close connections with Norwich Airport.

Membership may be withdrawn from any member who ignores the rules of the Group or brings it into disrepute. This may be implemented by a majority of the full committee or by any Group of 7 members, the majority of whom shall be over 16 years of age.

All members are expected to behave in a reasonable and responsible manner whilst attending any Group function, or in such other circumstances as could be deemed to jeopardise the good reputation of the Group.

The committee reserves the right to hold membership to a predetermined manageable level.

Non-members will be permitted to attend 2 meetings after which they must apply for membership. In the event of over subscription, a waiting list will be compiled.

THE COMMITTEE

he committee shall consist of 9 elected members who shall be responsible for the running and organization of Group activities and for liaison with the Norwich Airport Authority, airlines and any outside organisations.

The committee shall ensure that meetings and other activities comply with the wishes of the members and shall be responsible for accepting member's suggestions for possible inclusion in future meetings etc.

The committee shall consist of 8 members elected at the Annual General Meeting and a Chairman elected mid term to ensure continuity.

The position of the Secretary, Treasurer, Membership Secretary, Meetings Coordinator and Trips Co-ordinator shall be decided within the committee.

At the discretion of the committee, a member of the committee shall be appointed as Vice-Chairman. A Junior member's representative will be elected by and for Junior members, if required.

The whole committee (with the exception of the Chairman) shall resign at the Annual General Meeting after which nominations for a new committee will be accepted.

Each prospective committee member must be nominated by a Group Member.

Where more than 8 nominations are forthcoming, each Group member present shall be allowed to vote for any 8 of those nominated by means of a secret ballot. Those 8 persons with the highest number of votes shall form the new committee. The Groups Chairman shall be elected in the same manner mid term.

Committee Members may resign at any time, after which nominations for their replacement shall be accepted, voting them onto the committee at the subsequent meeting.

A quorum of 5, including the Chairman, is required for committee decisions.

The Committee has the power to co-opt members to the committee as necessary. Co-opted members shall not have voting powers.

Random ordinary members may be asked to resign by either a quorum of committee members or by Group members at an Extraordinary General meeting.

MEETINGS

Regular meetings shall be arranged by the committee, usually on a monthly basis. The Annual General Meeting shall be held in December each year.

Extraordinary General Meetings may be called either by a majority of the committee or by any Group members.

Additional meetings may be arranged, as required, at the discretion of the Committee, and a record of these will be available for inspection at the Annual General Meeting.

A NO SMOKING rule applies at all Group Meeting.

FINANCE

One Committee Member shall be elected Treasurer and shall keep a record of all financial transactions.

This record shall be available for inspection by members at the Annual General Meeting by request or by arrangement.

The Groups financial year shall run from November 1st to October 31st

The accounts shall be audited before the Annual General Meeting and a balance sheet be available for inspection.

An annual subscription shall be payable by all members and attendance fee payable at each meeting.

Subscriptions and fees shall be determined by the committee and approved by a majority vote of members at an Annual General or Extraordinary General Meeting.

Expenses relating to speakers and equipment hire shall be paid automatically, provided that these are within reason. The committee shall decide in extreme cases.

The committee shall decide on items to be purchased for and by the Group and a vote by members shall decide which major items should be obtained.

Stationary, stamps and administrative costs shall be exempt from such a vote.

TRIPS & VISITS

The Committee shall arrange regular trips and visits on behalf of the membership. All members are eligible for places on such trips. All trips will be operated on first come, first served basis, with a waiting list (unless otherwise specified by the committee).

The following criteria will apply.

- a. Priority will be given to all those members who have individually, according to Group records, attended the most ordinary meetings during the preceding 12 months.
- b. 10% of the seats on any trip, subject to a maximum of 4, shall be made available to postal members for a reasonable period of time, after which vacant places shall be available to general membership.
- c. Any remaining places will be available to non-members subject to a nominal associate membership fee being paid.

The Committee have the right to take away a member's right to a seat on any Group trip if their recent (no show) history on Group trips is considered unacceptable.

Approved December 1st 1988 / Published January 1st 1989 / Amended January 10th 1990
2nd Amendment December 7th 1990 / Re-typed September 27th 1999 / 3rd Amendment 6th December 2000 / 4th
Amendment 7th December 2005/
Grammar and spelling corrections 30th December 2005
5th Amendment 6th December 2006