CONSTITUTION

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NAME

The society shall be known as the Flight Test Society of Australia, hereunder referred to as the Society.

AIMS & OBJECTIVES

- The aims and objectives of the Society are as follows:
  To promote the education of Society members, of other persons directly associated with aeronautical activities, and of the general public concerning endeavours particular to the profession of flight testing.
- To promote the advancement of flight safety by providing a forum for expression of professional opinion on flight test activities in particular and flying operations in general.
- To promote technical advancement by providing for professional education through lectures, displays and presentations and by the exchange of information to assist the development of improved flight test techniques.
- To promote sound aeronautical design and development.
- To broaden professional relationships among members and to maintain and increase the prestige, standing and influence of flight test personnel in aeronautical progress.
- To co-operate with any like associations, in particular the Society of Experimental Test Pilots and the Society of Flight Test Engineers, and other bodies as the Committee may decide.

MEMBERSHIP

Member and Associate Member

Eligibility

The normal prerequisite qualification for consideration for membership will be the satisfactory completion of a flight test training course, at a recognised school or establishment, followed by a period of employment directly concerned with flight test activities. Applications from individuals with alternative qualifications and experience will be considered by the Committee on a case-by-case basis.

Application for Membership

Applications for membership must be in writing and must nominate two appropriate professional referees. All applicants must state and agree that if elected to membership, they will be bound by and obey the Constitution and Rules of the Society.

Election to Membership

The Committee shall determine the eligibility of applicants for membership in the Society in accordance with the established requirements. Applicants will be elected as Members or Associate Members dependent on their level of qualification and experience. Associate Members will be eligible for upgrading to Member status when they have achieved the experience level considered appropriate by the Committee.

Resignation

Any active member may withdraw from the Society by giving written notice of resignation to the Society, and such written resignation shall operate as a release of all right, title or interest on the part of such member on or to the Society.

Membership Standing

Unless otherwise determined by the Committee, any member who fails to pay his dues or other indebtedness to the Society within 30 days after the same shall become due shall be notified by the Society and shall thereupon cease to be a member in good standing. If payment is not made within the next succeeding 60 days, the member shall be reported to the Committee as in arrears, and at the direction of the Committee, may be dropped from the membership rolls.

Reinstatement

Any former member, regardless of whether he resigned or was dropped from the membership rolls, may reapply for membership under the normal rules for a new application.

Membership Subscription Fees

The annual membership subscription fees shall be decided by a simple majority at the Annual General Meeting. The fees shall fall due on 31 October each year. The payment of fees does not entitle a member to any direct claim on or ownership of the assets of the Society.

Honorary Membership

Invitation may be extended by the members to allow Honorary Membership within the following provisions.

Eligibility

Persons who have been Full Members of the Society but have become non-financial members (in accordance with Clause 7). Additionally, persons who might not normally qualify for Full Membership, but in the opinion of the members, is of such a standing in reputation in the field of aviation so as to bring credit to the Society by their membership. Finally, Honorary Membership may be bestowed upon select current Full Members as an expression of gratitude and recognition of their flight test career and service. Proposals must be voted in with a two thirds majority.

Term of Membership

The term of Honorary Membership shall be perpetual but shall be reviewed annually by the members.

Conditions / Privileges

Honorary Members shall have all the privileges of Full Members and shall not be required to pay membership fees during the period of their Honorary Membership.

Life Membership

An Invitation to accept Life Membership may be extended by the Society Members within the following provisions.

Eligibility

Persons who are currently Full Members of the Society, who are deemed to have made an outstanding contribution to the operation of the Society and who have achieved a high standing in their careers in the field of flight testing.

Term of Membership

The term of Life Membership shall be perpetual, but shall be reviewed annually by the members.

Conditions/Privileges

Life Members shall have all the privileges of Full Members and shall not be required to pay membership fees after their election.

Student Membership

The Society shall provide a category of membership termed Student Membership within the following provisions.

Eligibility

Persons enrolled in full time Engineering, Science, Applied Science or Technology Degree related to an aeronautical field at an Australian University and have completed their first year of studies.

Term of Membership

The term of Student Membership shall commence from acceptance by the Committee until completion of their course of study and subject to payment of their annual fees.

Privileges

The privileges of Student Membership will be the same as Full Membership except that:

Student Members shall have no voting rights

Student Members will not be provided with the details of Full Members

Corporate Membership

Invitation may be extended by the Committee to organisations engaged in the study, design, manufacture, testing or operation of aerospace vehicles, or components thereof, including equipment to support such vehicles, to accept Corporate Membership of the Society. Corporate Membership provides for one corporate non-voting representative, where the representative does not need to meet any membership requirements. Individual employees of a Corporate Member are not automatically members of the Society. However any individual employee of a Corporate Member may apply for membership under the provisions of Clauses 3 and 4. There will exist provision for Corporate Members details to be incorporated on appropriate Society documentation such as Newsletters and Symposium documentation.

ANNUAL GENERAL MEETING

Timing

An annual general meeting shall be held once in each calendar year, within the period of 5 months beginning at the end of the Society's most recently ended financial year.

Notification

The date and place of the meeting is to be notified in writing to all members at least 21 days in advance. The notification is to include the procedures to be followed at the meeting and an agenda, and is to be approved by the Committee.

Motions

Notices for motions are to be advised in writing to the Committee at least 7 days before the meeting.

Inspection of Books and Documents

Books and documents relating to the operation of the Society are to be available for inspection by any member at the meeting.

GENERAL MEETING

Convening by Committee

General Meetings of the Society may be called by the Committee at any time.

Convening by Ordinary Members

Ten ordinary members may convene a General Meeting by a written motion served on the Secretary.

Quorum

No General Meeting of the Society shall be valid unless attended by 50% of its members or 15 members, whichever is the less.

VOTING

Eligibility

Only financial members shall be eligible to vote at any meeting of or within the Society. Corporate members shall not have voting rights.

Voting Procedure

All motions submitted to any meeting of or within the Society shall be decided by a simple majority of members present and voting at that meeting. The Chairman shall have the casting vote.

Proxy Voting

Members who are unable to attend meetings may vote by proxy. Approval to vote on behalf of an absent member is to be provided in writing to a member who is to register their vote at the meeting. Absent members may specify their particular wishes on issues, or may authorise the holder of the proxy vote to exercise his discretion in the use of that vote.

COMMITTEE

Responsibilities of the Committee

Subject to the overriding powers of a General Meeting of the Society, the business and affairs of the Society shall be the responsibility of the Committee.

Composition of the Committee

The Committee shall consist of the following office bearers:

- President
- Vice President
- Secretary
- Treasurer
- Membership Officer
- Public Officer
- the immediate Past President for a period not exceeding 12 months
- at least two other members

Quorum

No meeting of the Committee is valid unless conducted by at least three of its members, one of which must be the President or Vice President.

Powers of the Committee

The Officers of the Society shall establish the policies and supervise the management of the affairs of the Society in conformity with the Constitution of the Society. Committee shall have the power to:

- make, amend and repeal by-laws and rules not inconsistent with this Constitution as necessary for the efficient running of the Society

- appoint Subcommittees with specific powers and duties as may be deemed expedient
- raise funds for the purpose of fulfilling the objectives of the Society by any lawful means it considers expedient
- authorise expenditure of Society funds as necessary for the efficient management of the Society
- interpret any matters arising out of this Constitution

Notice of Meetings

The Secretary shall give notice of all meetings of the Committee, and provide an agenda, in writing to each member at least seven days in advance. (top)

Subcommittees

Subcommittees shall be formed to implement the aims and objectives of the Society where relevant issues or policy items pertinent to the operation of the Society are deemed to warrant special investigation. The Subcommittees may be formed and enacted through the Annual General meeting or through election by the officers of the Society at meetings of the Officers of the Society. Election to membership of Subcommittees shall be by nomination and shall comprise a minimum of three individuals who are current voting members of the Society.

ELECTION OF OFFICE BEARERS

Frequency

Office bearers will be elected annually at the Annual General Meeting.

Eligibility

All Office Bearers of the Soceity shall be current financial, voting members of the Society at the time of election and during the course of tenure.

Nomination

Nominations of candidates for election as office bearers shall be received by the Secretary not later than the last day of September annually, (or one calendar month prior to the Annual Symposium should the General Meeting be convened in accordance with Clause 13) and shall include statements in writing by the candidates that they are willing and able to serve. The nominations shall be signed by one proposer and one seconder, both of whom shall be financial members.

Ballot

If there is more than one candidate for any position, the Secretary will provide ballot papers to all members present who are eligible to vote.

Scrutineers

The Committee shall appoint two scrutineers from those members not nominated for election. The scrutineers shall supervise the counting of the votes and advise the Chairman of the results. In the event of a tied vote, the Chairman of the Annual General Meeting shall have the casting vote.

Announcement of Election Results

The names of the newly elected office bearers shall be announced by the Chairman at the end of the Annual General Meeting, and this announcement shall constitute the commencement of their term of office.

Casual Vacancies

The Committee may appoint a financial member to be an office bearer to fill a casual vacancy. Any office bearer so appointed will hold office until the next Annual General Meeting.

Maximum Terms of Office

The President may hold office for three consecutive years, when he must stand down for at least one year. Other office bearers may serve indefinitely

ROLES & DUTIES OF OFFICE BEARERS

President

The President, who shall be a member of the Society, shall be elected following nomination by majority vote at the Annual General Meeting (AGM) and take office at the conclusion of the said AGM. The President shall be the Executive Officer of the Society and the Committee and shall take the chair at all meetings of the Officers of the Society, Extraordinary Meetings, Annual General Meeting and other meetings as deemed necessary. In the absence of the President, the Vice-President or nominated Officer shall take the chair. At the conclusion of the term of office, the President shall become the Past-President. While conducting the activities of the Society, the President shall be non-voting except in the case of a tie. The President shall be responsible for the conduct of the Society's activities during tenure.

Vice-President

The Vice-President shall assume such duties as may be delegated to him/her by the President and shall serve in the President's place during the latter's absence.

Past-President

The most recent Past-President of the Society may opt to serve the Society in a consultant capacity in duties as determined by the President, such that the Society may benefit from his/her experience as immediate Past-President. The tenure of the Past-President shall be one calendar year following the Annual General Meeting at which the Past-President last chaired.

Secretary

The Secretary shall be responsible for:

- the dispatch of all notices to the members
- the processing and filing of all FTSA correspondence, including the regular clearance of the Society PO Box
- the minuting of all FTSA Committee Meetings
- the minuting of FTSA Annual General Meetings
- the custody and safeguarding of the Society Seal

- the preparation and dispatch of FTSA Newsletters
- the management of e-mail communication on behalf of FTSA
- the processing of all nominations for Office Bearers of the Society
- assisting with organization of the FTSA Annual Symposium
- monitoring of attendance at the Annual Symposium
- liaison with other flight test and associated organizations on behalf of FTSA
- management of sales and storage of FTSA merchandise
- preparation of additional material as required by the President

Treasurer

The Treasurer shall be responsible for maintaining records of the financial affairs of the Society and shall be responsible for receiving, disbursing or investing Society funds in accordance with procedures established by the Constitution and/or Officers of the Society. The accounting system used shall conform to modern accounting practices. The Treasurer shall be responsible for presenting the biannual financial reports to the Officers of the Society and financial statements at all Committee Meetings. The Treasurer's financial report at the close of the Society's fiscal year shall be audited or reviewed by an independent Certified Practicing Accountant or equivalent. Upon completion of such audit, copies of both the financial report and the audit report shall be printed and presented to the Officers of the Society and the financial report then presented to the membership at large at the Annual General Meeting. In the event of absence, the President shall nominate a substitute Treasurer, who shall be briefed by the incumbent Treasurer on material to be presented.

Membership Officer

The Membership. Officer shall be responsible for:

- the maintenance of the FTSA Membership Data Base, including postal addresses, status and contact details
- the maintenance of records of members' financial status concerning annual subscriptions
- the annual invoicing of TFSA members and dispatch of reminder notices where necessary
- the prompt distribution of annual subscription receipts to members
- the provision of advice to the Committee regarding subscription defaulters
- the maintenance and distribution of FTSA Membership Application Forms to potential new members
- the presentation of Membership Applications to the FTSA Committee for consideration
- the advice to applicants for Membership of the Committee decision
- monitoring of attendance at the Annual Symposium
- the maintenance of membership files
- the provision of additional material requested by the President in relation to general membership issues

Public Officer

The Public Officer is responsible for maintaining correct association records with the Board of Associations and for all Society artefacts and memorabilia that is associated with the promotion of the Society and/or it's membership, and which has been purchased using Society funds. The purchase / ordering of items for use/sale by the Society by the Public Officer is permitted without Committee consent up to a nominal value of $100, the monies being obtained from the Society funds controlled by the Treasurer.

Committee Members

The remaining Officers of the Society shall be entitled Committee Members. There shall be a minimum of two Committee Members comprising, where possible, a representative membership cross-section of Industry and Defence. The Committee Members shall be responsible for all duties delegated by the President and shall vote on suitability of membership applicants during meetings of the Officers of the Society. Committee Members may also perform duties on designated Sub-Committees where such establishment does not result in conflict of interest.

PUBLIC OFFICER

The Society shall appoint a person residing in the Australian Capital Territory (ACT) or surrounds to be the Public Officer, and if that office shall become vacant appoint another person residing in the ACT or surrounds to fill the vacancy. The position of Public Officer may be held by any Office Bearer of the Society, except that the President and Treasurer are ineligible to hold the position of Public Officer.

FINANCE & PROPERTY

Financial Year

The financial year of the Society shall be from 1 November to 31 October.

Management of Funds

All moneys received by any office bearer of the Society shall be forwarded to the Treasurer. All disbursements are to be made by cheque, except those of petty cash as approved by the Committee. All cheques shall be valid only if they bear the signature of the Treasurer, or other Committee member approved by the Committee.

Bankers

The bankers of the Society shall be decided by the Committee.

Auditing

The Committee, at least once in each period of 12 months, cause the financial affairs of the Society to be audited by a person who is not an office bearer of the Society. The Committee must prepare or cause to be prepared a balance sheet certificated correct by the auditor which must be lodged with the ACT Registrar of Incorporated Associations within one month of its preparation and must be presented at the Annual General Meeting.

Property

Purchase, disposal and register of property assets shall be the responsibility of the Committee.

Custody of Books and Documents

The Secretary shall be responsible for the safe custody of all Society books and documents.

AMENDMENTS TO CONSTITUTION

This Constitution may be amended by a simple majority of the membership.

DISBANDING THE SOCIETY

Disbanding of the Society shall be in accordance with the current requirements of the ACT Incorporation Ordinance.

COMMON SEAL

The Common Seal shall be in the custody of the Secretary and shall be affixed only pursuant to resolution of the Committee in the presence of the Secretary and one other member of the Committee.

USE OF THE SOCIETY NAME & LOGO

The Society Name and Logo are the exclusive property of the Society and may not be used for promotional, trade or similar purposes. This does not prevent Members from advising their membership status in correspondence.

ISSUE & AMENDMENT STATUS

Approved at the Inaugural General Meeting of the Society in Canberra on 23 April 1987.

Amended to conform with the ACT Associations Incorporations Act 1991 on 21 October 1992.

Amended by unanimous vote of the membership on 16 May 1994.

Amended by unanimous vote of the Membership at the Annual General Meeting 28 October 1995.

Amended by unanimous vote of the Membership at the Annual General Meeting 31 October 1997.

Amended by unanimous vote of the Membership at the Annual General Meeting 18 October 2001.

Amended by unanimous vote of the Membership at the Annual General Meeting 29 October 2003.