



The Constitution

Australian Association of Retired Aviation Professionals. (AARAP) 2018

1. **NAME**

The name of the Association shall be "**Australian Association of Retired Aviation Professionals.**"

2. **PURPOSE**

The Association is a non-political, non-industrial organisation whose purpose is to:-

- (a) Maintain social contact between retired Aviation Professionals.
- (b) Arrange informative addresses on matters judged to be of interest to members.
- (c) Publish information of interest to members.
- (d) Advise pilots of travel and accommodation offers available.
- (e) Support and promote the profession of Pilot only.

3. **CLASSES OF MEMBERSHIP**

(A) Members

Members are duly elected Retired Aviation Professionals who have given a 'Requisite Period of Service' to the industry as verified to the satisfaction of the Committee.

Retired Aviation Professional means:-

No longer employed as a full time Aviation Professional.

Requisite Period of Service is defined as:-

- (a) A minimum of 10 years employment as an Aviation Professional or,
- (b) A minimum of 5 years employment as an Aviation Professional, where such employment has been terminated for medical reasons or reasons acceptable to the committee.

(B) Associate Members

Associate Members (Associates) are individuals deemed by the Committee to have contributed worthwhile Technical, Administrative or Industrial service to the aviation industry. Or Retired Aviation Professionals with less than the 'Requisite Period of Service.'

Associates may be nominated as fee Paying or Honorary prior to their election, at the discretion of the Committee.

Honorary Associate status is normally reserved for individuals held in high regard or of special value to the Membership.

(C) Social Associates

Honorary Social Associates are other individuals deemed to be of value to the Association. These could include the spouse of a deceased member.

(D) Honorary Life Members

A Member may be elected to the status of Honorary Life Member of AARAP for exceptional service to the Association.

4. ELECTION OF MEMBERSHIP

- (a) Candidates for election as Members and Associate Members shall be proposed by a financial member of the Association.
- (b) Candidates for Associate Membership shall be recommended and their status as honorary or fee paying determined, by a simple majority of the Committee.

- (c) Nominees for Honorary Life Membership of AARAP shall be approved by a simple majority vote of the Committee.
- (d) Social Membership may be granted or revoked at the discretion of the Committee.
- (e) Election of Members, Associate Members and Honorary Life Members is by a simple majority of eligible Members and Associate Members present and voting at a properly convened Meeting or at the AGM.
- (f) Membership of unfinancial Members and Associate Members may be revoked on the recommendation of the Committee, then by a simple majority of Members and Associate Members present and voting at any meeting or AGM.

5. MANAGEMENT OF THE ASSOCIATION

(A) Management Structure

- (1) The Australian Association of Retired Aviation Professionals (AARAP) is an autonomous body responsible for its own affairs.
- (2). It is managed by an elected Committee.
- (3) The Association committee shall make no comment in regard to Aviation Industry matters or disputes, other than on matters which directly affect members of AARAP.

(B) Management

- (1) A Committee of not fewer than three Members shall be elected by a majority vote of eligible Members and Associates present and voting at the Annual General Meeting and shall include a Chairman, a Secretary / Treasurer or Secretary and treasurer.
- (2) The Committee may co-opt additional Members or Associates for particular purposes.
- (3) The Committee shall meet at the request of a Committee member.
- (4) A Committee meeting quorum shall consist of not less than two-thirds of the elected Committee. An absent Committee member may appoint a proxy, who need not be an elected member of the Committee.
- (5) A Member may be appointed by the remaining Committee members to fill a casual Committee vacancy until the next Annual General Meeting

- (6) The Committee responsibilities include ensuring that the Association is correctly managed and checking the qualifications of candidates for membership.

(C) Meetings

- (1) The Committee shall hold an Annual General Meeting within three months after the end of the financial year to elect or confirm office bearers for the ensuing twelve months. Adequate notice in writing of such meetings shall be sent to all the Members and Associates at their last known address.
- (2) The Chairman, or at least five Members of the Association , may summon a Special general Meeting . Similar notice to that of the Annual General Meeting shall be given, together with details of the business to be discussed. Ordinary meetings may be convened as often as required for conduct of affairs and for social purposes.
- (3) A Quorum for any meetings if five eligible voting Members and Associate Members.

(D) Voting

- (1) All classes of membership except unfinancial Members and Social Associates are eligible to vote on any matter other than as detailed for Amendment of the Constitution and Dissolution.
- (2) Voting is normally by show of hands. The Committee may, at its discretion require a secret ballot.

6. SUBSCRIPTION AND MEMBERSHIP LISTS

- (a) The subscription amount and due date shall be determined by the Committee and Membership
- (b) A Member or Associate Member whose fees are not paid by the due date is deemed unfinancial until overdue fees are paid.
- (c) An unfinancial Member or Associate Member may be suspended from membership on the recommendation of the Committee.
- (d) Membership lists shall be maintained by the Secretary / Treasurer, and copies made available to the membership on request.

7. ACCOUNTS

- (a) The treasurer shall keep such proper books of account as will enable an accurate report and statement concerning the Association finances to be presented at the Annual General Meeting.
- (b) The financial year of the Association shall commence on the first day of July each year.

8. AMENDEMENT OF THE CONSITUTION

- (a) Amendment of the Constitution may be initiated by the Committee.
- (b) Before presentation to the Membership, any proposed amendment must be considered and voted on by a majority of Committee members. If passed it should be actioned as detailed in this paragraph.
- (c) The Secretary of the Committee shall send details of the proposed amendment to all Members in writing at least fourteen clear days before the meeting.
- (d) The Chairman, at the Annual General Meeting, or at a Special General Meeting , shall propose the amendment, Unfinancial Members, Associate Members and Social Associates may not vote on Constitutional amendments.
- (e) At all such meetings the number of votes for and against are to be recorded .
- (f) The amendment to the Constitution becomes valid if supported by more than two-thirds of the total eligible Association Membership present and voting on the amendment.
- (g) The Chairmen is to inform the result of the amendment to the Membership at the earliest opportunity.

9. DISSOLUTION

- (a) The Association may be dissolved by a resolution placed before a Special General Meeting called for the express purpose of dissolution.
- (b) Twenty-one days notice in writing must be given by the Secretary to all members at their last known address, to attend such a meeting.

- (c) Unfinancial members, Associate Members and Social Associates may not vote on proposals for Dissolution.
- (d) If the proposal is for total dissolution of the Association, A Special General Meeting must be called. If the proposal is passed by a two-thirds majority of a total of all those eligible members present at the Special General Meetings then the proposal is passed.
- (e) In the event of total dissolution, any surplus funds shall initially be forwarded pro-rata to the members.
- (f) Any surplus funds shall be donated to a non-profit organisation of the Committee's choice.
- (g) No member shall be liable to contribute towards the payment of debits, liabilities or costs, charges or expenses of dissolution of the Association, in excess of the amount if any, of the member's unpaid membership subscription.



The Constitution

Australian Association of Retired Airline Pilots (AARAP)

1. **NAME**

The name of the Association shall be "**Australian Association of Retired Airline Pilots.**"

2. **PURPOSE**

The Association is a non-political, non-industrial organisation whose purpose is to:-

- (a) Maintain social contact between retired professional Airline Pilots.
- (b) Arrange information addresses on matters judged to be of interest to members.
- (c) Publish information of interest to members.
- (d) Advise members of travel and accommodation offers available for retired airline pilots.
- (e) Support and promote the profession of Airline Pilot.

3. **CLASSES OF MEMBERSHIP**

(A) **Members**

Members are duly elected Retired Airline Pilots who have given a 'Requisite Period of Service' to the industry as verified to the satisfaction of the Branch Committee.

Retired Airline Pilot means:-

No longer employed as an operating pilot on Airline operations

Requisite Period of Service is defined as:-

- (a) A minimum of 15 years employment as an operating pilot on Airline operations or,
- (b) A minimum of 10 years employment as an operating pilot on Airline operations, where such employment has been terminated for medical reasons.

(B) Associate Members

Associate Members (Associates) are individuals deemed by the Branch Committee to have contributed worthwhile Technical, Administrative or Industrial service to the aviation industry in close association with Airline Pilots. These could include Technical Aircrew other than pilots, and retired pilots with less than the 'Requisite Period of Service.'

Associates may be nominated as fee Paying or Honorary prior to their election, at the discretion of the Branch Committee.

Honorary Associate status is normally reserved for individuals held in high regard or of special value to the Branch Membership.

(C) Social Associates

Honorary Social Associates are other individuals deemed to be of value to the Association. These could include the spouse of a deceased member.

(D) Honorary Life Members

A Member may be elected to the status of Honorary Life Member of AARAP for exceptional service to the Association.

4. ELECTION OF MEMBERSHIP

(a) Candidates for election as Members and Associate Members shall be proposed by a financial member of the Association.

(b) Candidates for Associate Membership shall be recommended and their status as honorary or fee paying determined, by a simple majority of the Branch Committee prior to a vote at a Branch meeting.

(c) Nominees for Honorary Life Membership of AARAP shall be approved by a simple majority vote of the Branch Committee and the Federal Executive prior to a vote at a Branch meeting.

(d) Social Membership may be granted or revoked at the discretion of the Committee.

(e) Election of Members, Associate Members and Honorary Life Members is by a simple majority of eligible Members and Associate

Members present and voting at a properly convened Branch meeting.

(f) Membership of unfinancial Members and Associate Members may be revoked on the recommendation of the Committee, by a simple majority of Members and Associate Members present and voting at any Branch meeting.

5. MANAGEMENT OF THE ASSOCIATION

(A) Management Structure

(1) The Australian Association of Retired Airline Pilots (AARAP) is an autonomous body responsible for its own affairs.

(2) The Association is a Federal body comprised of one or more State Branches, the management of which is co-coordinated through a Federal Executive.

(3) Each State Branch is managed by an elected Committee.

(4) The Federal or State Management shall make no comment in regard to Airline Industry matters or disputes, other than on matters which directly affect members of AARAP.

(B) Federal Management

(1) The Federal Executive shall consist of a Federal President, the State Branch Chairmen, and a Federal Secretary / Treasurer or Secretary and a Treasurer.

(2) The Federal President and the Federal Secretary / Treasurer or Secretary and Treasurer shall be elected or confirmed annually by the Federal Executive and need not be members of a Branch Committee. They should normally, but not necessarily, be Members of the same Branch.

(3) The incumbent President and Secretary/Treasurer or Secretary and Treasurer should remain in office until the incoming Federal Executive elects or confirm the office bearers for the ensuing year.

(4) In the event of a casual vacancy, the Federal Executive may appoint an office bearer by telephone vote to serve until the next Executive meeting.

(5) The Federal Executive shall be responsible for co-ordinating the activities of the State Branches and for proper management of the Federal affairs.

(6) The Federal Executive should normally meet or otherwise communicate not less than once a year.

(C) State Management

(1) A Branch Committee of not fewer than three Members shall be elected by a majority vote of eligible Members and Associates present and voting at the Annual General Meeting and shall include a Chairman, a Secretary / Treasurer or Secretary and treasurer.

(2) The Committee may co-opt additional Members or Associates for particular purposes.

(3) The Branch Committee shall meet at the request of a Committee member.

(4) A Committee meeting quorum shall consist of not less than two-thirds of the elected Committee. An absent Committee member may appoint a proxy, who need not be an elected member of the Committee.

(5) A Member may be appointed by the remaining Committee members to fill a casual Committee vacancy until the next Annual General Meeting

(6) The Committee responsibilities include ensuring that the Branch is correctly managed and checking the qualifications of candidates for membership.

(D) Branch Meetings

(1) Each Branch shall hold an Annual General meeting within three months after the end of the financial year to elect or confirm office bearers for the ensuing twelve months. Adequate notice in writing of such meetings shall be sent to all the State Members and Associates at their last known address.

(2) The Chairman, or at least five Members of the Branch, may summon a Special general Meeting of the Branch. Similar notice to that of the Annual general Meeting shall be given, together with

details of the business to be discussed. Ordinary meetings may be convened as often as required for conduct of Branch affairs and for social purposes.

(3) A Quorum for any meetings if five eligible voting Members and Associate Members.

(E) **Voting**

(1) All classes of membership except unfinancial Members and Social Associates are eligible to vote on any matter other than as detailed for Amendment of the Constitution and Dissolution.

(2) Voting is normally by show of hands. A Branch Committee may, at its discretion require a secret ballot.

6. **SUBSCRIPTION AND MEMBERSHIP LISTS**

(a) The subscription amount and due date shall be determined by the respective Branches.

(b) A Member or Associate Member whose fees are not paid by the due date is deemed unfinancial until overdue fees are paid.

(c) An unfinancial Member or Associate Member may be suspended from membership on the recommendation of the Branch Committee.

(d) A sum per fee paying member shall be remitted to the Federal Executive consistent with Executive expenses, and shall be determined and forwarded as required by the federal Executive.

(e) Membership lists shall be maintained by the Branch Secretary / Treasurer, and copies shall be forwarded to the Federal secretary / Treasurer and other Branches on request.

7. **ACCOUNTS**

(a) Each Branch treasurer shall keep such proper books of account as will enable an accurate report and statement concerning the Branch finances to be presented at the Annual General Meeting, or at any other time required by the committee or Federal Executive.

- (b) The Federal Treasurer shall keep similar books of accounts concerning the Federal finances, to be presented annually or as required by a member of the Executive.
- (c) The financial year of the Association shall commence on the first day of July each year.

8. AMENDEMENT OF THE CONSITITUTION

- (a) Amendment of the Constitution may be initiated by any Branch
- (b) Before presentation to the Branch Membership, a proposed amendment should be considered by a sub-committee and discussed with the Federal Executive. It should then be voted on by the Branch Committee and if passed, should be actioned as detailed in this paragraph.
- (c) The Secretary of the Branch Committee shall send details of the proposed amendment to all Branch Members in writing at least fourteen clear days before the meeting.
- (d) The Branch Chairman, at the Annual General meeting, or at a Special General Meeting , shall propose the amendment, Unfinancial Members, Associate Members and Social Associates may not vote on Constitutional amendments.
- (e) If such amendment is passed by a majority of two-thirds or more of the eligible Members present and voting at the Branch meeting, the proposal is sent to the Federal Executive.
- (f) The Federal Executive will send the proposed amendment to all the other Branches for consideration at the next Annual or special General Meeting.
- (g) At all such Branch meetings the number of votes for and against are to be recorded and the result advised to the Federal Executive.
- (h) The amendment to the Constitution becomes valid if supported by more than two-thirds of the total eligible Association Membership present and voting on the amendment.
- (i) All Branch Chairmen are to be informed of the result by the Federal Executive and the Branch Membership is to be advised of the amendment status at the earliest opportunity.

9. **DISSOLUTION**

- (a) The Association or any of its Branches separately may be dissolved by a resolution placed before a Special General Meeting(s) called for the express purpose of proposal of dissolution.
- (b) Twenty-one days notice in writing must be given to the Branch Secretary to all members of the affected Branch(es) at their last known address, to attend such a meeting.
- (c) Unfinancial members, Associate Members and Social Associates may not vote on proposals for Dissolution.
- (d) If the proposal is for total dissolution of the Association, Special General Meetings of all Branches must be called. The proposal is passed by a two-thirds majority of a total of all those eligible members present at all Branch special General Meetings voting in favour.
- (e) If the proposal is for dissolution of a Branch, the proposal is passed by a two-thirds majority of eligible Branch members present voting in favour.
- (f) In the event of total dissolution, any surplus Federal funds shall initially be forwarded pro-rata on a membership basis to the Branches.
- (g) In the event of Branch dissolution, any surplus Branch funds shall be donated to a non-profit organisation of the Committee's choice.
- (h) No member of any Branch shall be liable to contribute towards the payment of debits, liabilities or costs, charges or expenses of dissolution of the Association or any Branch, in excess of the amount if any, of the member's unpaid membership subscription.