

INTERNATIONAL

AUSTER CLUB

HERITAGE

GROUP

CONSTITUTION

Last Amended June 2000



INTERNATIONAL AUSTER CLUB HERITAGE GROUP **CONSTITUTION**

1 NAME:
INTERNATIONAL AUSTER CLUB HERITAGE GROUP

2. INTRODUCTION

The aim of the group is to provide Leicestershire based focus group for preservation and recording of the history of the Auster Aircraft. The group will be linked to the International Auster Club. The intention is to provide support for the club by virtue of historical support and being a focus for local activities.

It is appropriate that the emphasis of this group is historical as the development and manufacture of the Auster was undertaken in the county. It is an accepted fact that Auster aircraft made an important contribution, resultant on the efforts of local people, to:

- Light Aviation design and technical innovation,
- The local and national economy,
- WW2 war effort
- Post war export markets,
- Private aviation development
- Defence policy and military strategy 1940 to 1970.

3 AIMS, OBJECTIVES AND ACTIVITIES

- 1 To support the International Auster Club both nationally and locally with a view to maintaining and securing an historical archive and collection.
- 2 To be responsible for the organisation of events locally and to liase with the IAC on associated matters.
- 3 To raise awareness by means of marketing and publicising the Austers contribution to the UK's aviation heritage.
- 5 To develop a number of projects to support the aims of the main club, but to also organise autonomous events that have a particular flavour associated with Leicestershire.
- 6 To attempt to obtain funding to support these projects.

- 4 To publish a local newsletter and to provide material for publication in the club quarterly magazine.
- 5 To provide a local focus for the development of material particularly associated with Rearsby and its environs.
- 6 To provide a local contact point for ex employees and other interested parties.
- 7 Arrange events during the winter months to promote local interest.
- 8 To act as a focal point for the Leicestershire Museums, Arts and Records Service on matters concerning Auster Aircraft, its records and artefacts.
- 9 Provide support and new material associated with the Auster Company, its aircraft and its people for access, record, safekeeping and display.

Profile of suggested Activities

The activities that could be undertaken by the group are listed below:

- 1 The group will Support the main club by arranging complimentary activities. These will include historical, flying and social events. The activities will be arranged to compliment the existing IAC programme and to provide additional local interest activities.
- 2 The group will support the activities of the Museum Service where appropriate and to help renovate and maintain the exiting collection of Auster artefacts. In addition will aim to help extend that range of exhibits where appropriate.
- 3 The group will bring together parties interested in the Auster to allow the exchanging of information and the recording of historical facts.
- 4 To undertake an oral history project, targeting ex-employees and persons associated with the Company and its products. These may be Pilots, ex employees, maintenance crew, simply passengers or local people with particular memories.
- 5 To publish information both historical and technical.
- 6 Attempt to obtain financial and commercial support for the activities of the Group. This will involve an application for lottery funding by way of the "Awards for All" scheme
- 7 The group would organise local lectures for the general public on topics, which would be of interest to the club its members and aimed at raising the interest in the Auster locally.
- 8 The development of an Auster Heritage Web-site (Auster.org.uk). Thus

making the dissemination of material simpler, nationally and internationally. This would be in collaboration with the Main IAC site (Austerclub.com).

- 9 It is the aim of the group to develop a number of publications that will promote the club, support the local group and provide items, which can be sold in the Museum shops where Austers are on display.
- 10 Recent research has revealed that Photographic records of the company are available from a number of sources. These are in the hands of a number of individuals and organisations. It would be the aim of the group to provide a repository in conjunction with the Museums Records Service, to amalgamate a complete archive of the material available and publish it where appropriate.
- 11 In addition the Museum holds the stock of technical drawings on loan for the civil Austers. This is safe and currently being catalogued. In the longer term these drawings will need to be converted to a more stable medium i.e. CD-ROM. The group will take an active part in this activity dependent on funding availability

4. MEMBERSHIP

- a) Application for membership is open to all persons subject to acceptance by the management committee.
- b) Application will be made by filling in a current membership form and payment of any membership fee applicable at that time.
- c) Applications will be considered at the next management committee meeting. Acceptance of an application is at the management committee's discretion and their decision is final.
- d) On acceptance, membership commences from the date of application and is renewable on an annual basis.
- e) The number of members is unlimited.

5. MEMBERSHIP RIGHTS

The following apply only to members aged eighteen plus:

- a) To receive notice of all General Meetings.
- b) To attend and vote at all General Meetings.
- c) To stand for election to the management committee.
- d) To submit resolutions to General Meetings.

6. MEMBERSHIP ARREARS

- a) A member who falls into arrears by more than (30) days shall lose their entitlement to rights of membership.
- b) Full membership will automatically cease when a subscription is 3 months in arrears.

7. MANAGEMENT COMMITTEE

- a) The management committee shall comprise of a minimum of six and a maximum of fifteen voting members elected from the membership of the International Auster Club Heritage Group at the Annual General Meeting.
- b) Non voting membership to the management committee may be awarded to representatives or advisors from any individual; group or organisation the committee feels will assist in the furtherance of the trusts aims.
- c) In the event of a member resigning in mid office, a replacement may be co-opted from the members to the management committee. Vacancies on the committee by Co-option are limited to a maximum of four members. The period of office of any member so co-opted shall be until the next Annual General Meeting.
- d) No member of the committee shall accept payment for any services they provide to the International Auster Club Heritage Group, other than reasonable out of pocket expenses.

8. RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

- a) The management committee shall have overall responsibility for the management of all the organisations activities and developments in the furtherance of the aims and objectives International Auster Club Heritage Group.
- b) To initiate support and oversee management systems for the smooth running of the organisations activities.
- c) To maintain an oversight of all financial matters and ensure all financial obligations are met.
- d) To bring resolutions and recommendations and other information to general and committee meetings, it thinks material to the objects and interests of the organisation.
- e) Delegate powers within stated terms of reference to committee members, subcommittees or individuals.
- f) To act on any matter brought before it that it considers affects the organisation or its members.
- g) To liaise or form links with other groups, organisations or agencies appropriate to the furtherance of the groups aims.

9. ANNUAL GENERAL MEETING (AGM)

- a) The purposes of the A.G.M. are:
 - i) To elect members to the management committee.
 - ii) To accept officers annual reports.
 - iii) To set membership rates (if applicable).
 - iv) To elect auditors for the next financial year.
 - v) To discuss and vote on submitted resolutions.
 - vi) Summarise the years general performances.
 - vii) To set objectives for the next 12 months.
- b) The Group will hold an Annual General Meeting no less than (fifteen) months from the last A.G.M.

10. EXTRAORDINARY GENERAL MEETING

- a) A General Meeting other than the A.G.M. will be called an Extraordinary General Meeting.
- b) An Extraordinary General Meeting may be convened at any time by the Secretary, as instructed by the management committee, by a signed requisition by (four) of its members or two thirds of its number whichever is less.

11. NOTICES FOR MEETINGS

- a) Notices may be served on members either personally by letter, by telephone or by post to members registered address. Notices served by post will commence from the time of the post in which it was sent.
- b) Notice for a management committee meeting shall be (seven) days unless the Chairman should determine otherwise (in order to deal with matters of urgency) in which case three days notice shall be given.
- c) Notice of an A.G.M. or an Extraordinary General Meeting will be served to all members by no less than (fourteen) days.

12. ELECTIONS

- a) Nominations for election to the management committee must be made in writing and countersigned by the person nominated and must be submitted to the secretary not less than (seven) days before the A.G.M.
- b) If the number of nominations is smaller or equal to the number of vacancies on the management committee, then a simple vote to accept all nominees is all that is required. If the number of nominations is greater than vacancies, the election will be made by lot / ballot.
- c) Officers: The management committee shall appoint from its number at the

first committee meeting after an A.G.M, a chairperson, a secretary and a treasurer. All existing officers will retire automatically from their positions at this time. Previous officers may offer themselves for re-appointment.

- d) The management committee may appoint sub-committees for various tasks. Subcommittees must be chaired by an appointed member of the management committee and work within clear set of guidelines.

13. RESOLUTIONS

- a) A committee member may in their absence submit for consideration, resolutions in writing.
- b) Agenda items must be submitted to the Secretary (seven) days prior to the meeting at which they are to be discussed.
- c) Further resolutions may be raised verbally in 'any other business' with the consent of the management committee.
- d) All resolutions must be properly proposed and seconded.

14. QUORUM

- a) Quorum for a General Meeting will be six.
- b) Quorum for a management committee meeting will be four.
- c) If quorum is not reached at a meeting, the meeting will be cancelled or re-convened.
- d) If at a re-convened meeting, quorum has not been reached within half an hour of the commencement time, then those members present shall be quorum,

15. MINUTES

- a) The minutes must be kept of all group meetings including sub-committee meetings. All minutes will include the following information:
 - i) The title 'International Auster Club Heritage Group'
 - ii) Date
 - iii) Where held
 - iv) Those present and those for whom apologies received
 - v) Matters discussed
 - vi) Chairperson
 - vii) Resolutions presented, proposer, seconder, result of whether won or lost
 - viii) Time meeting commenced and ended
 - ix) Recommendations and persons to act

- b) Minutes must be agreed at the following meeting. A copy signed by the chair of that meeting must be held on file by the Secretary.

16. EXPULSIONS

The management committee may remove any person from a position of office and/or terminate membership of the International Auster Club Heritage Group at any time and for any reason it considers necessary.

17. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may only be made at a properly convened Annual General Meeting

Meeting or Extraordinary General Meeting, and must be passed by a two-thirds majority vote.

18. DISSOLUTION

- a) An Extraordinary General Meeting may be called to dissolve the International Auster Club Heritage Group.
- b) A majority of two thirds of the members is required to pass a resolution to dissolve the organisation.
- c) Upon dissolution any assets of the Group will be transferred to the International Auster Club.

GUIDANCE ONLY - NOT INTEGRAL PART OF THE CONSTITUTION MANAGEMENT
COMMITTEE OFFICERS

THE CHAIRPERSON

- a) The Chairperson has the responsibility of directing the management committee through the agenda for a meeting to ensure;
 - i) balanced debate from the members of the committee;
 - ii) resolutions are properly taken;
 - iii) times set for debate are used efficiently;
 - iv) the minutes for each meeting truly reflect the feelings and procedures of the meeting.
- b) The Chairperson should attend all meetings of the committee. If the Chairperson is not present within 15 minutes of the meeting's commencement time, then the committee may elect one of their number to act as Chairperson.
- c) The Chairperson may, with the consent of the committee, adjourn a meeting to another time or place.
- d) If at a meeting a request is properly made for a resolution to be decided by poll, then it will be taken in the manner and at such time as the Chairperson directs.
- e) If at any time an equality of votes is reached, then the Chair is granted a second and casting vote.
- f) The Chair will sign agreed minutes of previous meetings.
- g) The Chair will produce an annual written report and present it at the A.G.M.

THE SECRETARY

- a) Is responsible for matters relating to the legal documentation of the Club
- b) Will convene all meetings as directed by the management committee, or the members, as allowed for in the Constitution.
- c) Will be responsible for the administrative needs of General and Management committee meetings, including:
 - 1) the agenda;
 - ii) the minutes;
 - iii) other documents as may be required by the Committee.

- d) Will produce a written report for the A.G.M.

THE TREASURER

- a) Will be responsible for the preparation of draft accounts for presentation to the AGM.
- b) Will be responsible for the presentation of the audited accounts to the A.G.M.
- c) Maintain an oversight on all financial matters.
- d) Present a financial report to all management committee meetings.
- e) Will produce a written report for the A.G.M.

This constitution was agreed at the Annual General Meeting of the International Auster Club on Saturday 3rd June 2000

Peter Bolton
Chairman International Auster Club Heritage Group
Dated 29th June 2000