

# Rules of the



**Revision History**1<sup>st</sup> Edition of the new Association Rules

January 2008

The rules of the Popular Flying Association were revised to adopt the new name of the Association with effect from January 1<sup>st</sup> 2008.

Note: the date shown is the date of the AGM or EGM when the rule change was decided.

**Record of Amendments**

<b>Rule</b>	<b>Description</b>	<b>Date</b>
Title & Index	'Popular Flying Association' replaced by 'Light Aircraft Association'	01:09:2007
1	Replace 'Popular Flying' with 'Light Aircraft'	01:09:2007
10d	Remove 'PFA' & replace with 'Association'	01:09:2007
13c	Remove 'PFA' & replace with 'Association'	01:09:2007
13d	Remove 'PFA' & replace with 'Association'	01:09:2007
Definition 1 & 2	Remove the words 'Popular Flying'	01:09:2007
12d	Period of office of chairman / vice chairman changed from 'consecutive years' to 'for more than five years'.	01:09:2007

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**The Rules Of The  
LIGHT AIRCRAFT ASSOCIATION  
Year 2008**  
(Hereinafter called THE RULES)

## **I. NAME**

The name of the Association shall be 'The Light Aircraft Association' (hereinafter called the Association)

## **2. OBJECTIVES**

To promote and extend the sport of recreational flying by minimising its cost through the advice and services provided by the Association for:

1. The encouragement of the design, construction and operation of recreational aircraft;
2. The preservation and operation of vintage aircraft;
3. The discharge of regulatory responsibilities assigned by statutory bodies and government departments;
4. The co-operation and negotiation with government departments and other interested organisations to ensure that members' best interests are protected;

And generally to do all such acts as may be conducive to the encouragement and development of recreational flying.

## **3. CONSTITUTION**

PFA (Ulair) Limited (hereinafter called the Company) is the legal proprietor of the Association. Except as provided in Rule 21, all fees, subscriptions and other payments to the Association shall be paid to the Company but used for the purposes of the Association and the Company shall be solely responsible for all things necessary for carrying on the Association and shall have control of all matters of finance. All assets of the Company shall be held in trust for the Association. The liability of members is limited to their subscription.

## **4. THE EXECUTIVE COMMITTEE**

The Association shall be governed by an executive committee (in these rules called the committee), which shall consist of a maximum of eighteen members elected under Rule 8c or co-opted under Rule 8e.

## **5. PATRON AND VICE-PATRONS**

A patron and one or more vice-patrons, who need not be members of the Association, may be appointed by the committee, subject to confirmation at the next general meeting of the Association. The patron and vice-patrons may attend committee meetings if they wish but shall have no voting rights at such meetings, unless they are also committee members under Rule 8.

## **6. PRESIDENT AND VICE-PRESIDENTS**

A president and one or more vice-presidents may be appointed by the committee, subject to confirmation at the next general meeting of the Association. The president and vice-presidents must be members of the Association, and shall hold office for three years, but shall be eligible for re-appointment. The president and vice-presidents may attend committee meetings if they wish but shall have no voting rights at such meetings, unless they are also committee members under rule 8.

## **7. DIRECTORS AND SHAREHOLDERS OF THE COMPANY**

### **7a. Appointment and Dismissal of Directors**

The directors of the Company shall be appointed by the committee. There shall be not less than three directors from the committee who shall include the chairman and two vice-chairmen of the Association.

Directors shall be:

- 1) Committee members of not less than one year's standing.
- 2) The chief executive officer for the time being of the Company.

Such appointments shall be made at the meeting of the committee after the annual general meeting of the Association. Casual vacancies may be filled and directors may be dismissed by the committee at any time.

## **7b. Shares and Shareholders**

The directors shall comply with the instructions of the committee with respect to the exercise of their powers to issue shares under the articles of association of the Company. There shall not be less than three shareholders all of whom shall be members of the committee who have been formally elected.

## **7c. Assets**

Any assets of the Company held in the name of any director or shareholder of the Company or other person shall be held in trust on behalf of the Company. Each shareholder of the Company shall hold one share in the capital of the Company for such time as he/she remains a shareholder. On becoming a shareholder he/she shall receive a share certificate in respect of his/her share and shall sign a declaration of trust in favour of the Association and a share transfer form in blank to be held by the Association. Any shareholder ceasing to be a member of the committee or required by the committee to cease being a shareholder shall be deemed irrevocably to have authorised completion and registration of transfer of his/her share to another person.

## **7d. Responsibility to the Association**

The directors are appointed to fulfil the obligations and legal requirements of company law, but in all other respects shall comply with the wishes and instructions of the committee. They are appointed to operate the Company for the benefit of the members of the Association and are responsible to the committee for the discharge of this duty. This shall include obtaining the agreement of the committee to major decisions regarding the operation of the Company, reporting on the operation of the Company to the committee and the membership of the Association and presenting the audited accounts of the Company at the annual general meeting of the Association. The shareholders shall comply with any lawful instructions given by the committee.

## **8. ELECTION AND APPOINTMENT TO THE COMMITTEE**

### **8a. Qualifying members**

No person may be elected or co-opted to the committee unless he/she has been a full member of the Association continuously for at least two years.

### **8b. Nomination**

Nominations of candidates for election or re-election to the committee must be received by the secretary not less than two calendar months before the annual general meeting with an intimation in writing that the member nominated is willing to serve, which must be duly signed by the proposer and seconder, who must be full members of the Association, quoting their membership numbers.

### **8c. Election**

If the number of candidates nominated for the committee exceeds the number of vacancies, a postal ballot will take place under Rule 17j. In the event of the number of candidates not exceeding the number of vacancies for election to the committee, the candidates so nominated will be deemed to be elected unopposed, subject to confirmation by simple majority of members present at the annual general meeting.

### **8d. Term of Office**

Committee members elected under rule 8c shall serve for a maximum of 3 years. Individual terms of office shall be set at 1, 2 or 3 years so that one third of the committee retires each year.

The allocation of terms of office shall be determined by the secretary at the time of election and shall be based on the number of votes received, favouring those with the most votes or, where members are returned unopposed or there is an equality of votes, by lot. Except where they stand down before the expiry of their term of office, retiring members shall be eligible to stand for re-election. The Secretary shall be the sole interpreter of these provisions and his/her decisions shall not be challenged.

### **8e. Co-option**

Casual vacancies occurring on the committee may be filled by the committee, but members so co-opted shall, pending formal election, only hold office until the next annual general meeting. The maximum number of co-opted members shall be four.

## **8f. Staff on Committee**

Staff may not be elected or co-opted to the committee. Elected or co-opted members of the committee who join the staff shall resign from the committee.

## **9. COMMITTEE MEETINGS**

### **9a. Meetings**

The committee shall meet on at least six occasions a year; the interval between committee meetings shall not exceed thirteen weeks. A special meeting may be summoned at any time by the chairman or one of the vice-chairmen or on requisition signed by one third of the members of the committee all of whom shall have attended the last committee meeting.

### **9b. Quorum**

The quorum of the committee shall be seven members, one of whom must be the chairman or a vice-chairman or the chairman's delegated representative. If a quorum is not present at the time nominated for the meeting, it shall stand adjourned for fifteen minutes. If a quorum is then not present, or if at any time during a meeting there is not a quorum present, the meeting shall be adjourned to a time and place to be determined by the chairman of the meeting, or by those present in the absence of the chairman.

### **9c. Voting**

Elected and co-opted committee members shall each have one vote. In the case of an equality of votes at a meeting of the committee, the chairman of the meeting shall have a second or casting vote.

### **9d. Proxy Voting**

Members absent from a committee meeting, or part thereof, may cast a proxy vote provided that they have attended the previous meeting or the earlier part of the present meeting. Proxy voting instructions shall be in writing to the chairman of the meeting. The chairman's interpretation of proxy voting instructions shall be final and shall not be challenged. The proxy must be used in accordance with the absent members wishes and shall not be used for any business other than that placed on the voting instructions.

### **9e. Election and appointment of Officers**

The committee at its meeting after the annual general meeting shall elect from amongst its number the chairman and two vice-chairmen, the secretary of the Association, and such other officers of the Association as it deems appropriate. It shall appoint such directors of the Company as it deems appropriate in accordance with Rule 7a. The committee may revise these elections and appointments at any time.

### **9f. Other Attendees**

The committee may invite or require other members of the Association or staff, or invite non-members, to attend and participate in committee meetings. Such other persons attending shall have no voting rights.

## **10. AUTHORITY OF THE COMMITTEE**

### **10a. Rules and Regulations**

The committee shall have the power to make and vary such regulations as it may think fit, provided that these do not conflict with the rules. Changes to the rules must be agreed by a general meeting before implementation.

### **10b. Interpretation of the Rules and Regulations**

Except where otherwise provided in these rules, the committee shall be the sole authority as to the interpretation of the rules and regulations of the Association and for settling any disputes relating to the affairs of the Association and the conduct of members in relation thereto.

### **10c. General**

The committee shall be solely responsible for all policy decisions and statements of policy.

## **10d. Association, Affiliation and Membership**

The Association may associate with, affiliate to, or become a member of other associations, clubs, or bodies on such terms and subject to such agreements as the committee may from time to time approve. Similarly, the committee may allow other organisations or individuals to affiliate with the Association.

## **11. SUB-COMMITTEES**

### **11a. Appointment**

The committee may appoint sub-committees and may delegate to them such powers as it may think fit. Such sub-committees may include persons who are not members of the committee or the Association, but see Rule 11c.

### **11b. Reports**

Sub-Committees shall report to the committee and their decisions shall be subject to confirmation by the committee.

### **11c. Chairman**

The Committee shall appoint chairmen of Sub-Committees.

The chairman of a sub-Committee shall be a member of the committee except where in special cases the committee may otherwise order.

### **11d. Ex-Officio Member**

The chairman of the Association shall be ex-officio a member of every sub-committee and shall receive prior notice of all sub-committee meetings.

### **11e. Co-option**

The committee may appoint additional members to, or fill vacancies on, any sub-committee.

## **12. THE NATIONAL COUNCIL**

### **12a. Constitution**

The committee shall be advised by a national council (hereinafter called the council) which shall consist of the committee and one representative from each strut and, by invitation of the committee, individuals and representatives from other organisations. All council representatives must be full members of the Association.

### **12b. Meetings**

The council shall meet four times annually at times and places as determined by the council.

### **12c. Quorum**

The quorum of the council shall be a minimum of three committee members, one of whom must be the association chairman or a vice-chairman or the association chairman's delegated representative, and five separate strut representatives.

### **12d. Chairman of the National Council**

The chairman/vice chairman of the national council shall be elected by the members of the national council at their first meeting after the AGM. The term of office shall be normally a period of one year. No chairman/vice chairman should serve in the same capacity for more than 5 years.

It is the responsibility of the chairman/vice Chairman of the national council to arrange the agenda and any other items affecting the meetings.

## **13. MEMBERSHIP AND AFFILIATION**

### **13a. Membership Classes And Categories**

The Association shall have only 2 classes of membership: full and associate. The categories of membership are set out in the definitions at the end of this document. Associate members shall have no voting rights.

### **13b. Owners Of Permit Aircraft**

All owners and co-owners of operational permit to fly aircraft administered by the Association shall be full members of the Association. In exceptional circumstances, the Association may at its sole discretion waive this requirement.

### **13c. Struts**

Struts are semi-autonomous organisations which are affiliated to the Association for the purpose of supporting and furthering the objectives of the Association, advising the committee through the council, and providing a focus socially and for mutual support and exchange of information for members in a specific local area. They are to conduct themselves in accordance with strut regulations issued by the committee.

A strut shall consist of not less than ten members. Full strut members shall be members of the Association and shall elect one member to be the strut co-ordinator who will be responsible for all correspondence with the Association and for general enquiries, and one member, who may also be the strut co-ordinator to be the strut representative on the council. A Strut may admit its own associate members who are not members of the Association.

### **13d. Squadrons**

A Squadron is a self-regulating organisation which is affiliated to the Association for the purpose of providing a forum for mutual support and exchange of technical information, for members with an interest in a particular model or family of aircraft. The squadron shall elect one member to be the squadron co-ordinator responsible for all correspondence with the Association and for general enquiries. The squadron co-ordinator shall be a member of the Association.

### **13e. Other forms of Membership**

In addition to the members and affiliates referred to above the committee may accept other forms of membership and affiliation upon such terms and subject to such conditions as they may determine.

### **13f. Reports to the Association**

It shall be a condition of their affiliation that struts and squadrons shall submit an annual report on their activities to the Association.

### **13g. Corporate Membership**

Corporate membership shall be open to any commercial organisation with an interest in recreational or sport aviation. Corporate membership will be upon such terms and conditions as the committee shall decide.

## **14. ADMISSION TO MEMBERSHIP**

### **14a. Admission and Re-admission**

Admission to membership (except for life and honorary membership) will normally be automatic subject to rule 14b. Subject to rules 14b and 15a, members shall normally be automatically re-admitted annually on receipt of the appropriate subscription.

### **14b. Committee's discretion**

The admission or re-admission of members shall be at the absolute discretion of the committee, shall not be subject to challenge and may be refused.

#### **14c. Participation**

No member shall participate in or receive any of the privileges or advantages of membership until the appropriate subscription has been paid.

#### **14d. Lapsed Membership**

Members who allow their membership to lapse for more than one month shall be deemed to have resigned. Any subsequent application for renewal of membership may be considered as a new membership or may be back-dated at the discretion of the committee.

#### **14e. Special Circumstances**

The committee may elect honorary, life, corporate and temporary members under special circumstances and upon such terms as it may determine

### **15. SUSPENSION AND EXPULSION**

#### **15a. Conduct**

In the event of any member being charged with conduct which the committee may consider prejudicial to the Association or the Company, the member may be called before the committee and failing an explanation satisfactory to the committee may be cautioned, suspended, required to resign or be expelled as the committee, in their absolute discretion, may determine. Any such decision shall not be subject to challenge.

#### **15b. Dismissal from the Committee**

Any committee member who fails to attend three consecutive meetings of the committee shall have their absence reviewed and discussed by the committee with a view to their membership of the committee being terminated.

Any committee member who ceases to be a member of the Association shall immediately have their membership of the committee suspended pending review by the committee.

### **16. ANNUAL SUBSCRIPTIONS**

#### **16a. Subscription Rates**

Membership subscription rates for the various categories shall be determined by the committee. These rates may be varied by an annual or extraordinary general meeting in which case the rates so varied shall be fixed until the following general meeting.

#### **16b. When Payable**

All subscriptions shall be payable in full on application for admission to membership and annually thereafter at the end of the month preceding the anniversary of the initial admission to membership. If admission is refused, the subscription will be refunded.

#### **16c. Conditions**

A member, on paying the appropriate subscription, thereby agrees to be governed by the rules and regulations of the Association for the time being in force and on that condition alone is enrolled to enjoy the advantages and privileges of membership of the Association.

### **17. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS.**

#### **17a. Annual General Meeting**

The annual general meeting shall be held at such time and place as may be determined by the committee provided that the period between two meetings does not exceed fifteen months.

### **17b. Notice convening the Meeting**

The notice convening the annual general meeting shall be dispatched to full members at least three calendar months prior to the date of the meeting and shall state the date, time and place of such meeting and give the closing dates for submission of notices of motion under rule 17c and nomination of candidates for election to the committee under rule 8b. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of that meeting.

### **17c. Notices of Motion**

A notice of motion for the annual general meeting must be submitted to the secretary in writing, duly signed by the proposer and seconder, who must be full members of the Association. Notices of motion concerning amendments to the rules must be received not less than two calendar months before the meeting. Other notices of motion must be received not less than twenty-one days before the meeting. The committee shall consider proposals for amendments to the rules in advance of the general meeting and decide whether or not it supports the proposals.

### **17d. Agenda**

The agenda for the annual general meeting shall be dispatched to full members at least seven days before the date of the meeting. Only matters included on the agenda for the meeting shall be discussed at the annual general meeting, save that proposals to amend notices of motion on the agenda may be taken at the meeting itself. The agenda shall be accompanied by confirmation of the date time and place of the meeting, a list of candidates for election proposed under Rule 8b and a list of any notices of motion concerning amendments to the Rules under Rule 17c. The accidental omission to dispatch the agenda to or the non-receipt of the agenda by any person entitled to receive the agenda shall not invalidate the proceedings of that meeting.

### **17e. Accounts and Minutes**

The audited accounts of the Company and the annual general meeting minutes for the preceding year will be available prior to the meeting and thereafter upon application to the secretary.

### **17f. Extraordinary General Meeting**

An extraordinary general meeting of the Association shall only be held by direction of the committee, or by written requisition to the secretary signed by at least one per cent of the full members of the Association or fifty of those members whichever is the greater. The requisition shall specify the motions or proposed resolutions for discussion at the meeting. When the requisition is made by a group of full members each shall print his/her name and membership number below his/her signature. Their signatures will be deemed to signify that they have seen the motions contained therein and are party to them. The meeting shall be held within eight weeks of receipt of such requisition. The business to be transacted at the meeting shall be listed on the agenda, and shall be limited to matters identified by the committee and those submitted in the requisition. Notice convening the meeting shall be dispatched to full members at least twenty-one days prior to the date of the meeting and shall state the date, time, place and agenda of the meeting. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of that meeting.

### **17g. Voting**

At general meetings, motions shall normally be decided on show of hands by a simple majority of full members present. If a show of hands is inappropriate or is held and is deemed inconclusive, at the discretion of the chairman, or if demanded by five full members present, a poll shall be held of full members present. Proxy votes will not be accepted. The chairman of such meeting shall have a second or casting vote. Full members of the Association shall have one vote each. Decisions on motions concerning amendments to the rules shall be decided by the meeting as above except that, where the proposal is approved by the meeting but does not have the committee support, or it has committee support but is not approved by the meeting, the committee may order a ballot of the full membership to be held within two calendar months of the date of the general meeting. Both supporters and opposers of the proposal shall be given the opportunity to present their case and the result of the ballot, held under Rule 17j, shall be binding on the committee and the Association.

### **17h. Quorum**

The quorum at a general meeting shall be one per cent of the full members of the Association eligible to vote, or fifty of those members whichever is the greater. If at the time appointed for the meeting there shall not be a quorum, the meeting shall be adjourned for twenty minutes and then, subject to the chairman's sole discretion, be resumed as a valid meeting whether or not there shall be a quorum. If a quorum ceases to be present the meeting will continue subject to the chairman's sole discretion. The absence of a quorum shall not invalidate the proceedings of the meeting.

### **17i. Chairman**

The chairman of a general meeting shall be the chairman of the Association or a vice-chairman, or the chairman's delegated representative. If none of these are present, then the meeting will elect a chairman.

### **17j. Ballots**

A postal ballot shall be conducted under the administration of the Electoral Reform Society or, at the discretion of the committee, of another suitable body, person or persons.

Ballot papers shall be dispatched to every full member who, two calendar months before the specified closing date, was eligible to vote. The ballot papers shall be returned to the Electoral Reform Society, or such other body, person or persons as the committee may have chosen to administer the ballot, who will report the result to the Association chairman. Only votes cast by this method will be counted.

The closing date for the ballot shall be given on the ballot paper.

### **17k. Publication of motions for an annual or extraordinary general meeting**

The secretary may decline to publish verbatim any motion, or statement supporting it, which he/she deems to be libellous or defamatory, in which case he/she shall substitute a version which conveys as clearly as possible the meaning and intent of the original but which omits the element considered libellous or defamatory. When such action is necessary he/she will make clear the wording has been altered.

## **18. MINUTES**

Minutes shall be taken of all meetings of the Association, the committee, the council and sub-committees. Such minutes shall be properly recorded and subsequently confirmed.

## **19. LIABILITY**

### **19a. General**

No member or affiliate shall purport to speak or act on behalf of the Association or the Company, or use the name or insignia of the Association or the Company, without the specific authority of the committee or directors as appropriate.

### **19b. Financial**

No member shall have power to enter into any contract, obligation or expense on behalf of the Association or Company unless authorised by the committee or directors and any member who does so shall be personally liable thereafter. Except as regards payment of entrance fees, subscription or other monies due under the rules, no members of any class in the association or the committee shall be responsible for any authorised contract obligation or expense in connection with the Association or the Company.

### **19c. Indemnity**

Members of the committee or sub-committees, or other members of the Association performing duties authorised by the committee shall be entitled to be indemnified against all losses or liabilities which they may sustain or incur in or about the execution of the duties of their office or otherwise in relation thereto.

## **20. STAFF AND CONTRACTS**

### **20a. Employment of Staff**

The directors of the Company, following agreement by the committee, may employ such staff as is deemed necessary for the effective conduct of the affairs of the Association and company. All staff are employees of the company. At the discretion of the committee, staff will normally be honorary members of the Association for the duration of their employment.

### **20b. Attendance at Meetings**

Staff may be required to attend and participate in meetings of the Association, committee, council or sub-committees as part of their duties and conditions of employment.

### **20c. Voting Rights**

Any members who are paid employees of the Company or who contract to receive payment for services rendered shall have their voting rights suspended on matters associated with their employment or contract. Such members shall continue to receive all other membership benefits of the Association.

## **21. FUNDS**

The Association may set up funds, separate from those operated by the Company, for specific purposes. Funds shall have written statements of their terms of reference which are authorised by the committee. Funds shall be administered by trustees who are sub-committees in accordance with section 11 of these rules. Reports on the accounts and activities of funds shall be presented at the annual general meeting of the Association.

## **DEFINITIONS**

### **Classes and Categories of Membership, rights and privileges**

#### **1. Full Members**

Full members shall have all the rights and privileges that the Association shall grant, which will include a free copy of the house magazine, services of the engineering department, the right to vote at general meetings.

#### **2. Joint Members**

Joint members are members who are the partner of a full member or any children under the age of 18 and living at the family house. They shall pay one fee, extra to that normally charged for the full member. Each joint member will receive a membership card and enjoy full rights and privileges except that only the partner shall have the right to vote. Children will be categorised as student members. Only one copy of the house magazine will be issued to each family.

#### **3. Overseas Members**

Overseas members are full members whose place of residence is outside the United Kingdom.

#### **4. Life members**

Life members are full members who are specially elected by the committee to have membership for life and who pay no subscription.

#### **5. Senior members**

Senior members are full members who have reached 65 years of age and who have been a full member for at least one year.

There shall be no diminution in their rights.

## **6. Associate Members**

Associate members do not have voting rights at general meetings but have privileges as laid down below and others at the discretion of the committee. Associate members do not exist as a separate membership category only as the generic name for the membership categories below.

## **7. Students members.**

Student members are associate members who are under the age of 18 or in full time education up to the age of 23 (proof of full time education MUST be produced to the Association before this category will be granted). They shall enjoy all the rights and privileges of a full member except that of voting.

## **8. Honorary Members**

Honorary members are associate members elected by the committee who pay no subscription. They shall enjoy all the rights and privileges of a full member except that of voting.

## **9. Temporary members**

Temporary members are associate members who are granted membership for a specific purpose for a limited period. They will have no voting rights, will not receive the house magazine and will not normally be required to pay a subscription.