



PAA Membership Policy

Commitment

The Porepukah Airfield Association (PAA) is committed to managing the Porepukah Airfield for the benefit of users whilst maintaining a positive relationship with neighbours in the Buckland Valley and the Alpine Shire Council who own the airfield.

Scope

This policy relates to membership of the PAA. Rules around membership of the PAA are initially defined in the Incorporated Association Rules and then in more detail in this policy.

What is the definition of a member?

A member is a person as defined in the Incorporated Association Rules as having requested and been granted membership of the PAA.

Who is eligible to be a member?

Any person who actively uses the airfield is eligible to be a member. This includes hangar owners, owners of aircraft based at the field, radio control modellers, paragliding and hang glider pilots, family members and neighbouring property owners who contribute to the airfield activities.

Members who cease actively using the airfield or contributing to the airfield activities may have their membership revoked as detailed below.

What are the types of membership?

Full Members

A Full Member is someone who has a current lease for a hangar site with the Alpine Shire Council. A Full Member can vote at an Annual General Meeting and be an office bearer on the PAA Committee.

If a Full Member's lease comes to an end or they assign their lease to another then their Full Membership will cease and they will automatically become an Associate Member.

Associate Members

Associate Members are all Members other than Full Members. An Associate Member enjoys all the privileges of Full Members including voting rights except they cannot be an office bearer on the PAA Committee.

PAA Committee

The PAA Committee is made up of four positions being President, Vice President, Treasurer, Secretary. The PAA Committee are elected by a vote of all members (Full Members and Associate Members) annually at the Annual General Meeting (AGM). Only Full Members only can be elected as Committee Members. Committee positions are held for a period of 12 months.

Aerodrome Reporting Officer (ARO)

The role of the ARO's is the point of contact in relation to flying operations and questions from pilots generally not familiar with the airfield. An ARO is also responsible for ensuring

the airfield is safe for operations through inspections and managing safety issues. The PAA Committee can nominate Full or Associate Members to be ARO's and the PAA should have multiple ARO's to share the workload. ARO's must be suitably experienced and undertake appropriate ARO training.

The PAA prefers that at least one ARO is also a PAA Committee Member.

What are the benefits of membership?

- Emails with updates on airfield activities.
- Invitation to PAA social events.
- Ability to contribute to airfield decision making.
- Voting rights at Annual General Meetings.

What are the responsibilities of membership?

Members of the PAA are responsible for abiding by the terms of the Model Incorporated Association Rules and also abiding by all Rules, Policies and Procedures of the PAA and the Porepunkah Airfield.

What is the cost of membership?

There is no cost to being member of the PAA

What is the process for requesting membership?

Requests for membership must be made in writing on the prescribed form and submitted to the PAA Committee at info@ypok.org.au. Decisions on membership are made by the PAA Committee. Upon receipt a request for membership will be considered at the following PAA Committee Meeting and applicant advised in writing of outcome.

Meetings

Member Information Sessions are held twice per year in March and September.

PAA Committee Meetings are held four times per year.

The AGM is held once a year in conjunction with the September Member Information Session.

When does membership cease?

Membership of the PAA will cease when one of the following occurs;

- A member resigns in writing
- A member has passed away
- A member has breached PAA Policies and Procedures and following the Disciplinary Action process set out in the Model Incorporated Association Rules a determination is made by a PAA sub-committee to terminate membership.
- A member has not been involved in any airfield activities for at least one year and;
(i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and

(ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member and subsequently become actively involved in airfield activities again.

Responsibilities

- PAA committee members must consider applications at a meeting following receipt of a written application

PAA Committee

The PAA Committee consists of the four roles. The committee is elected by the members of the PAA to set the strategic direction, manage the operations and manage the maintenance of the airfield. The responsibilities of each role are noted below.

President

- Manage airfield maintenance and safety
- Manage airfield user and neighbour relationships and complaints
- Manage committee and other PAA roles such as ARO's & ADO's

Vice President

- Manage YPOK email communication
- Primary point of contact with Alpine Shire Council (ASC)

Treasurer

- Accounts receivable/payable and management of bank account
- Management of accounting system & receipts
- Reconciliation of hangar rental income
- Financial reporting (annually and at committee meetings)
- Management of mobile phone accounts
- Paypal donation collection management
- Dropbox folder management

Secretary

- Coordinating committee meetings and annual general meeting & taking minutes
- Managing outbound and inbound correspondence (letter or email)
- Consumer Affairs Victoria point of contact and lodging annual statements
- Writing and updating policies and procedures
- Membership and hangar owner queries, approvals and databases

Other (as allocated by committee)

- Website, domain, webcam and weather station management
- Aviation Data Originator (ADO)
- Aerodrome Reporting Officers (ARO's)

Policy questions and feedback

If you would like a copy of this policy, or if you have any questions or feedback, please contact us at: info@ypok.org.au

Legislation, Standards and Agreements

The following legislation applies to this policy and supporting documentation:

Victorian Associations Incorporation Reform Act 2012

Alpine Shire Council standard hangar lease

Related internal documents

PAA Membership Application

ARO Policy

Model Incorporated Association Rules

Policy	
Version	Details
V4	29-03-2022
Endorsed	03-04-2022