

PART 1: ADMINISTRATION

1 INTRODUCTION

1.1 Adherence

This document is to be adhered to by all members of Portsmouth Naval Gliding Centre.

1.2 History

Portsmouth Naval Gliding Club was formed from Siskin and COLLINGWOOD gliding clubs on 31 May 1949. In February 2006, Portsmouth Naval Gliding Club was renamed Portsmouth Naval Gliding Centre.

On 1 Sep 2012, PNGC was formally incorporated with Service Charity status. A board of trustees, including stakeholders from the RN, is responsible for the running of the organisation.

1.3 Amendments

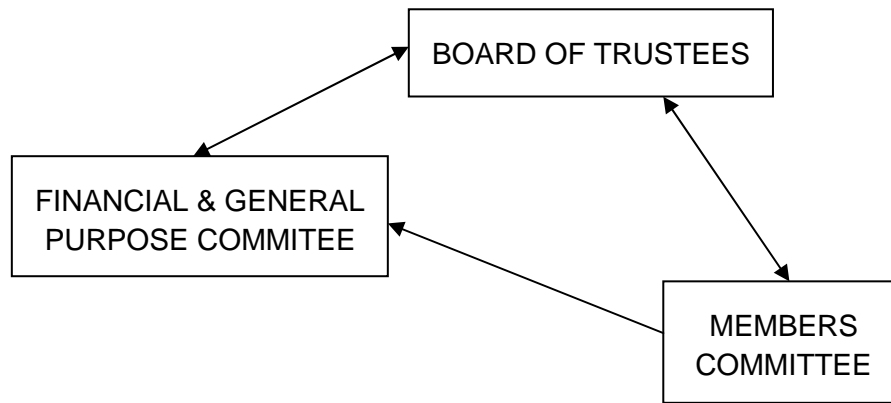
Amendments to section 1 of this document may only be made with the approval of the BOT.

Amendments to sections 2-4 of this document may be made by the Chief Flying Instructor as required. The Director of Operations is to be kept informed of any major changes in methods of operation.

2 STRUCTURE

The Board of Trustees comprises of Permanent Members selected by PNGC and representatives of RN stakeholders from critical parts of the organisation, including Fleet Aviation, Directorate of Naval Physical Training and Sports (DNPTS) and the Royal Navy Gliding and Soaring Association (RNGSA). The number of RN stakeholder Trustees must equal or exceed the number of PNGC Trustees.

The Financial and General Purposes Committee is established, under the authority of the BOT, to ensure financial integrity of PNGC, to approve capital expenditure and set charging rates for all services within PNGC.



2.1 Board of Trustees

The BOT is to comprise a minimum of:

- Chairman (position may be held in concurrently with or separately to Chairman of the Committee)
- Director of Operations
- Financial Director
- Company Secretary
- RNGSA Stakeholder
- DNPTS Stakeholder
- Fleet AV Stakeholder
- Other RN Stakeholders as required

The Board of trustees is responsible for the safe conduct and compliance of PNGC.

The Board may establish committees for specific purposes, delegating authority as appropriate. The lines of authority must be formally established by the BOT, including limitations, expectations and who is to chair that committee.

2.2 Financial and General-Purpose committee

This board is to be chaired by the BOT Financial Director and is responsible to the BOT. Its purposes are as follows:

- Ensure Financial integrity
- Approve financial bids as put forwards by the committee (up to £10,000 single expense).
- Set and monitor charging/income rates
- Approve or otherwise any financial requests from the committee

2.3 Members Committee

The purpose of the committee is to ensure continuation of day to day operations and decisions.

Applications for financial expenditure are to be submitted to the Financial Board, following consensus from the collective committee. Should these be of an urgent or safety nature, this should be indicated such that a prompt response can be offered.

The members committee is to consist of the following people:

2.3.1 Chairman (Members Committee)

The Chairman should be a Serving Officer or SNCO in the Armed Forces or Reserve Forces where possible. Alternatively, a retired Officer may assume this role.

The Chairman is directly responsible to the Board of Trustees.

2.3.2 Honorary Secretary

The responsibilities of the Honorary Secretary of the Members Committee include:

- Scheduling, promulgation and co-ordinating agenda for the Members Committee meetings
- Taking of minutes of the Members Committee meetings
- Running the Agenda items and AOB at Members Committee meetings

3 GOVERNANCE

3.1 Flying

PNGC is regulated by the British Gliding Association for flying activities. All communications with the BGA are to be made via the Chairman of the Members Committee for management concerns and through the Chief Flying Instructor (CFI) for all flying related topics.

PNGC may also be audited by the Royal Navy (RN) or any organisation through which links have been created, as deemed fit by the Chairman, General Manager and CFI.

3.2 Administration

From 1 Sep 2012, PNGC holds the status of being a Service Charity, under the embodiment of a Limited Liability Company, directed by a Board of Trustees (BOT).

All of the Centre's activities and finances are the ultimate responsibility of the BOT.

4 OBJECTIVES

PNGC is to provide, in priority order, facilities to the following organisations:

1. Adventurous Training for RN, RM and other Service Personnel
2. Recreational Sports for all Servicemen
3. Provide facilities and equipment, for the progression of committed civilian personnel wishing to attain Instructor Ratings.

5 MEMBERSHIP

The Membership year runs from 1 Apr to 31 Mar. Membership fees are to be paid by 1 Apr each year. Failure to pay will result in a suspension of membership privileges.

5.1 Membership Fee Reimbursement

PNGC remains an organisation that relies on a volunteer ethos. This enables the organisation to provide flying facilities at much lower rates than civilian counter-parts.

Special and Ordinary members are expected to contribute to the running of the club over and above daily flying tasks. However, recognising that some are more able / willing to contribute than others, the following rebates are available:

5.1.1 Work Scheme

Ordinary and Special Members can be credited with up to 50hrs at £3.50 per hour from the full cost of the membership. A record of the work must be submitted for each task undertaken and approved by the relevant committee member. This system is administered on the website.

The Work-Scheme year runs from 1 Mar to end 28 Feb, thus enabling membership fees to be calculated and sent out in time for the renewal date of 31 Mar.

The following positions are exempt from the hours and are automatically granted a rebate, once 6 months have been completed in post:

- Treasurer
- Field Treasurer
- Fuel Treasurer
- Chief Flying Instructor
- General Manager
- Flight Bookings Secretary

Flying Members may gain work hours from related or family non-flying members for relevant tasks e.g. proving a catering service during the day. Flying members may not transfer work hours to another flying member.

All other members are required to submit detailed hours for approval.

5.1.2 Instructor Rebate

Assistant Category or Full Category Instructors who partake in a pre-designated PNGC course, will attract a 20% discount per normal working day (max 100%) from the following year's base rate membership fee. The base rate fee is defined as the total annual membership cost for that category less the full discount for the maximum number of hours worked as detailed in section 5.1.1.

This rebate does not apply to Basic Instructors.

This rebate does not apply to instructors flying on courses during weekends, bank holidays or courses where alternative reimbursement is offered.

5.2 Membership Categories

The following membership categories exist within the club and are defined as detailed below:

5.2.1 Full Member

Definition: Any Serviceman, Regular or Reserves of any UK Armed force or Foreign Military personnel on exchange to the UK.

Entitlement: Personnel qualifying for full membership of the club are entitled to join and may be awarded membership without committee consultation.

5.2.2 Ordinary Member

Definition: Any of the following people qualify for Ordinary Membership:

- Retired Serviceman, having served Full Time in any of the UK Armed Forces □ Full Time MOD employees
- Any person employed by a Major MOD Partner (Seek advice from Chairman)

Entitlement: Ordinary members are entitled to join PNGC and may apply without seeking permission from the Committee.

5.2.3 Special Member

Definition: Any person who does not fit into the categories defined in sections 5.2.1 or 5.2.2.

Entitlement: Special members have no entitlement to join PNGC, but may request membership via the Membership Secretary to the committee, giving details of any special skills they may be able to offer the Centre.

5.2.4 Junior Special Member

Definition: Any member qualifying for Special Membership as defined in section 5.2.3, but who is aged under 25.

Entitlement: As defined in section 5.2.3

5.2.5 Family Member

Definition: Any Full, Ordinary or Special member may invite a member of their close family to join as a Family Member.

Entitlement: Family membership is only designed to allow social visits and the occasional flight.

Family members are not permitted to fly solo.

5.2.6 Honorary Life Member

Definition: Any member who has given an exceptional contribution to the club over many years may be awarded honorary life membership by the Chairman PNGC.

Entitlement: Honorary Life Members are entitled to make full use of PNGC's facilities for life, with no annual membership fee.

5.2.7 Social Member

Definition: A member who wishes to visit PNGC to partake in social functions and activities.

Entitlement: Social Members may have an occasional flight, but may not fly solo.

5.2.8 Guest Member

Definition: The guest of any Full, Special, Ordinary, Junior Special or Honorary Life Member. This membership type is classed as temporary.

Entitlement: This membership category is designed for occasional use by those members listed above. The guest must be hosted by a club member. The club member is responsible for their conduct and payment upon completion of flying.

5.2.9 Motor-Glider Member

Definition: Any private motor-glider share holder who is not in any other flying membership category.

Entitlement: This membership only entitles the member to fly their private motor-glider under the PNGC umbrella.

Motor-Glider members are not permitted to fly solo in any PNGC owned assets or benefit from any conventional glider launches under the auspices of PNGC.

5.2.10 Fuel Member

Definition: Anyone who wishes to draw fuel from PNGC, but is not a member in any other capacity

Entitlement: Allows the member to draw fuel from PNGC supplies, subject to agreeing to pay the promulgated rate.

This membership category does not entitle the member to use of any PNGC assets or facilities other than the drawing of fuel.

5.2.11 Course Member

Definition: Sponsored Long-Course members co-ordinated through CNR or FAAOA.

Note: Serving personnel who partake in a course are to be joined up as Full Members.

Entitlement: The member may return to fly at any point throughout the remainder of the membership year and make full use of PNGC facilities.

5.3 Limitation of Membership

It should be noted that the number of entitled personnel must be considered before approving membership for a non-entitled applicant such that Entitled membership numbers exceed those of non-entitled members.

5.4 Change in Status

Where the status of a member changes during a membership period, that member may remain in their current class of membership until the end of the current membership year, whereupon they must be transferred to the relevant membership class applicable to their new status.

6 COMMITTEE

The Board of Trustees (BOT) delegates authority for routine decision making of PNGC's day to day activities through the Chairman of the Committee.

6.1 Committee Officials

The committee is to hold the following positions as a minimum:

6.1.1 Chairman:

Should be a Serving or Reserve Naval Officer and is appointed by the BOT.

6.1.2 Vice Chairman:

Appointed by the BOT in conjunction with Chairman PNGC. He or she should be an experienced Aviator or a Gliding Instructor.

6.1.3 Chief Flying Instructor

The Chief Flying Instructor must hold a Full Category Instructor's rating, or Unrestricted FI(gliding) Rating with a CFIs endorsement. He or She is appointed by the Chairman PNGC with the prior approval of the BOT. Approval is also required from the RINGSA Executive Council and endorsement from the British Gliding Association.

6.1.4 Honorary Secretary

Appointed by the Chairman PNGC.

6.1.5 Honorary Treasurer

Appointed by the Chairman PNGC, with approval of the BOT. He or she is responsible for ensuring financial integrity within PNGC and co-ordination of external audits are required. The treasurer is also responsible for ensuring approval has been sought PRIOR to reimbursing personal expenditure unless inline with standing TORs for the delegated budget authority.

6.2 Members Representatives

There will be 4 elected representatives, 2 representing the FULL members, one to represent the Ordinary members and one to represent the Special members. In addition to the above the Chairman may invite other club officials to attend committee meetings in an advisory capacity but without voting rights.

6.3 Committee Voting Rights

The following positions have voting rights on PNGC committee:

- Honorary Secretary.
- Honorary Treasurer.
- Chief Flying Instructor.
- Centre Air Engineer Officer (AEO). □ Members Representatives

6.4 Deputy Chief Flying Instructors

Deputy Chief Flying Instructors may be appointed by the CFI in consultation with the Chairman. They are not automatically serving members of the Centre Committee but one of them may attend meetings and vote on behalf of the CFI in his absence.

6.5 Multiple Roles

Committee members may hold more than one post or appointment but may have only one vote at Committee meetings.

6.6 Full Member Balance

In accordance with RNGSA Instructions, a majority of the Committee must be FULL Members. The Chairman shall appoint further FULL Members to the Committee, with full voting rights, in order that this rule is complied with.

6.7 Committee Responsibility

The Committee is responsible for the conduct of the day to day running of the Centre. Ultimately, the Committee is accountable to the BOT for any decisions made on behalf of the Trustees.

Policies are to be maintained in accordance with RNGSA rules wherever possible.

PNGC Rules are to be maintained within this document, along with other such other instructions, which may be issued by the Chairman PNGC and the Chief Flying Instructor (operations matters).

6.8 Quorum

Should it not be possible for all Committee members to attend a meeting a quorum is deemed to be:

- Chairman or Vice Chairman
- 4 voting members provided rule 6.6 in complied with.

6.9 Tied Vote

In the event of a tied vote on any matter the Chairman, or in his absence the Vice Chairman, shall have the casting vote.

6.10 Promulgation of minutes

The minutes of committee meetings shall be promulgated as follows:

- Board of Trustees
- PNGC Website
- Honorary Secretary

6.11 Annual General Meeting

PNGC shall hold an Annual General Meeting (AGM) to present a review of the past year and plans for the future.

Any constitutional changes must be ratified by the Board of Trustees.

The Chairman PNGC, or Chairman BOT may instruct the Honorary Secretary to call an ExtraOrdinary General Meeting (EGM) at any time.

7 FINANCE

7.1 Bank

The treasurer will select a well reputed high street bank with consideration for the total charges levied for services provided. Upon intended change of bank, the committee must be notified.

7.2 Expenditure

All expenditure is to be approved by the committee member responsible for that particular area of the Centre's operation.

Except where terms of reference state otherwise, the following limits are placed on expenditure:

7.2.1 New or Capital Purchases

Defined as any purchase not essential to maintaining an existing capability within PNGC.

All expenditures must be approved by the treasurer in advance.

Any expenditure over £500 must be approved by the Board of Trustees in advance.

7.2.2 In respect of repair or maintenance

Any expenditure over £100 must be approved by the treasurer in advance Any

expenditure over £500 must be approved by the committee in advance.

Any expenditure over £2000 must be approved by the BOT in advance.

7.3 Membership Subscriptions

Membership fees are due on 1 April each year. The figure to be paid is to be provided to the individual at least 21 days in advance.

Any member joining after 1 Mar each year will receive 13 month membership and should be charged a full year at initial annual rate.

Where a member wishes to join following the purchase of a trial lesson, the difference between the payment made for the trial lesson, and the equivalent price of the flight for a PNGC member may be credited to their account AFTER membership subscription has been paid provided this is applied for no more than 1 month following the date of the trial lesson flight was conducted.

7.4 Accounts

The treasurer is to ensure the books are kept in good order and that they are delivered on time for audits as dictated by the Service Fund Auditor.

7.5 Assistant Treasurer(s)

Any number of assistant treasurers may be appointed by the Honorary Treasurer, provided the Chairman is informed. Their roles must be clearly defined in writing.

8 TROPHIES

The following Trophies are to be awarded, where applicable, at each AGM.

8.1 The Goodhart Trophy

This was presented to the Centre by its first Chairman and Chief Flying Instructor, Lieutenant Commander G A H Goodhart Royal Navy. It is awarded annually to a Full Member for Flying Achievement during the proceeding year.

8.2 The Courage Trophy

Presented to the Centre by Courage Brewery it is awarded annually to an Ordinary or Special Member for flying achievement during the preceding year.

8.3 The Corner Cup

This was originally presented to the Condor Gliding Club by Commander Corner Royal Navy, and was inherited when that Club was closed in 1974. It is now awarded to any member who has shown the most improvement in his/her flying during the previous year.

8.4 The Peter Sharp Memorial Trophy

Purchased from donations received from club members and at the request of the widow of Lieutenant Peter Sharp Royal Navy who died in 1981 when serving as Secretary of the PNGC. The cup will be awarded annually to the full member who in the opinion of the Chairman has done most to assist the club during the year in activities other than flying.

8.5 The Humphrey Dimock Memorial Trophy

Presented to the club by Lieutenant Commander Dimock Royal Navy, this trophy is awarded to the ordinary or special member who in the opinion of the Chairman has done most to assist the club during the year in activities other than flying.

8.6 The Humphrey Dimock Barograph

Presented to PNGC by Lieutenant Commander Humphrey Dimock Royal Navy. This trophy is awarded to any Special or Ordinary Member for an outstanding flying achievement.

8.7 Richard Winter Memorial Trophy

Presented to the Centre by Richard's late wife after his sudden tragic loss of life in 2005. Given Richard's commitment and passion for power flying and aero-towing, this is awarded to the member for services towards aero-towing, either as a pilot or engineer.

8.8 Phil Moore Cup

Presented to PNGC by Commander Phil Moore. This cup is awarded to any member in recognition of an outstanding flying achievement.

8.9 Winch Drivers Trophy

Awarded to the winch driver who has completed the largest number of hours driving the winch in the preceding year.

8.10 Hog Trophy

Awarded to the instructor who has flown the most number of instructional hours at PNGC in the preceding year.

8.11 Richard Cranium Award

Awarded to the member who has provided the most entertainment to members, at their own expense, through an action or inaction resulting in a creative mishap.