

Model Flying Hawke's Bay Member Censure Procedure

Purpose

The purpose of the Member Censure Procedure is to ensure any alleged breach(s) of the MFHB Flying Field Rules is dealt with transparently by the Committee after an alleged breach is reported to the Committee in writing, and in such a manner that the process is objective and fair.

Rationale

MFHB Flying Field Rules have been adopted to ensure all flying at the Club fields is conducted within the parameters of CAA legislation and the Memorandum of Understanding with Airways New Zealand and with safety of all members and the public, where applicable, being paramount.

Initiating Actions

1. Where an alleged breach of the MFHB Flying Field Rules has been witnessed by, or brought to the attention of a Club Officer or member of the Committee, the member allegedly breaching the rule should be approached in private.
2. In discussing the alleged breach, the Club Officer or Committee member should, in the first instance, take an "educative" approach, clarifying the potential impact of the alleged breach on safety, potential impact on the Club's relationship with CAA, and/or any other relevant matter.
3. The Club Officer or Committee member shall forward a written report to the President outlining:
 - a. The incident
 - b. Witnesses to the incident
 - c. Member(s) involved
 - d. A brief summary of the points of discussion

Committee Actions

1. The President shall forward a letter (**Alleged Breach of MFHB Flying Field Rules**) to the member who allegedly breached the rule to inform him/her of the report, and ask for a written response.
2. The President shall forward the written report to the Committee, along with any written response, withholding the report from any Committee member if the alleged breach involves a Committee member.
3. The President shall convene, in person, or electronically, a meeting of Committee members to receive the report and to consider any ameliorating aspects presented by the member.
4. The President will, at the conclusion of deliberations, forward a formal letter to the member outlining the Committee's decision, or convey to the member that no further action will be taken.
5. If, at the Committee's discretion, it is deemed a serious breach of the Flying Field Rules has taken place, further sanctions may be applied.

Conclusion

The Member Censure Procedure has been adopted to ensure Model Flying Hawke's Bay's emphasis on health and safety of all members, and members of the public, through compliance with the rules, is upheld fairly and transparently.