

SECTION 1.01**ORGANISATION AND ADMINISTRATION**

Recreational Aviation Australia Inc. (RA-Aus) is a non-profit organisation consisting of individual Members and affiliated Associations whose aims and objectives are to foster and encourage the construction and safe operation of recreational aircraft for educational, recreational and research purposes.

The day-to-day administration of the RA-Aus is the responsibility of the Chief Executive Officer, who functions in accordance with the directions issued by the Executive Members of the RA-Aus Board.

The Board is made up of member representatives from each Region, as defined by the Constitution of the RA-Aus, and the Executive Members are elected from the Members of the Board.

The RA-Aus Executive consists of the following:

- a. President,
- b. Secretary, and
- c. Treasurer.

The Operations Manager, Technical Manager are appointed by the RA-Aus Board. The Operations Manager and Technical Manager are responsible to the RA-Aus Executive for the overall control, supervision and discipline of the operational and technical requirements of the relevant CAR's, CASR's, CAO's, Legislation as amended from time to time, procedures listed in AIP and ERSA, and the RA-Aus Operations Manual and Supplements thereto.

The Operations Manager will in turn approve the appointment of the following:

- a. Regional Operations Co-ordinators,
- b. Pilot Examiners,
- c. Chief Flying Instructors,
- d. Senior Instructors,
- e. Instructors,
- f. Pilots,
- g. Students.

Note: Any or all of these functions may, with approval of the RA-Aus Executive, be delegated to an approved RA-Aus delegate.

All members who are receiving pilot training, or who are pilots or instructors, are required to possess a personal copy of the following documentation:

- a. STUDENT PILOT – RA-Aus Operations Manual.
- b. PILOT – RA-Aus Operations Manual.
- c. INSTRUCTOR – RA-Aus Operations Manual and the CASA Flight Instructor's Manual.
- d. SENIOR INSTRUCTOR – RA-Aus Operations Manual and the CASA Flight Instructor's Manual.
- e. CHIEF FLYING INSTRUCTOR – RA-Aus Operations Manual, CASA Flight Instructor's Manual and relevant Sections and parts of the Civil Aviation Act, CAR's, CASR's, CAO's, plus current AIP, ERSA and applicable maps and visual charts.
- f. PILOT EXAMINER – RA-Aus Operations Manual and the CASA Flight Instructor's Manual.

Student Pilots, Pilots, Instructors, CFI's, Pilot Examiners, the RA-Aus Operations Manager are required to maintain accurate records of their flying experience in their Pilot Log Books as specified in an acceptable format to RA-Aus Operations.

The Secretary or approved RA-Aus delegate shall cause to be kept a register of the issue of all classes of Pilot Certificates, the renewal of those certificates, the issue of ratings and endorsements and the renewal of those ratings and endorsements.

The Secretary or approved RA-Aus delegate shall cause to be kept a register of initial aircraft registrations in addition to renewals and transfers of aircraft registrations and subsequent inspections.