Skyshare Rulebook

Amended April 2021

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1. Name

The trade union shall be called Skyshare.

2. Head office

The Head Office of the union shall be at such place in England as the Executive Committee may from time to time determine.

3. Objects

The objects of the union are:

3.1

to regulate the relations between (a) workers employed as pilots and cabin crew by NetJets Management Limited or NetJets Transportes Aéreos and such other employers as the Executive Committee may from time to time determine appropriate, and (b) their employer,

3.2

to protect, promote and represent the professional interests of its members,

3.3

to assist and enable its members to improve the remuneration for their labour and establish and maintain better conditions of employment,

3.4

to promote, research and contribute to the improvement of safety, effectiveness and reliability in the field of air transport,

3.5

to negotiate and promote the settlement of disputes arising between its members and employers and between its members,

3.6

to promote and contribute to the better training of its members,

3.7

to provide financial or other assistance at the discretion of and on such terms as may be determined by the Executive Committee to a member or where appropriate the member's dependants in respect of any matters arising out of:

3.7.1

the sickness of the member,

3.7.2

an injury to the member sustained during the course of the member's employment,

3.7.3

the death of the member,

3.7.4

any matter appertaining to the employment of the member,

3.8

to provide legal advice and/or assistance to its members at the discretion and on such terms as may be determined by the Executive Committee in matters concerning the employment or professional standing of members, or for securing compensation for members (or in the case of the death of a member, their dependents) who suffer injury in the course of their employment or travelling to or from work,

3.9

to seek the introduction of legislation to advance the interests of the union and its members and to oppose the introduction of legislation contrary to those interests,

3.10

to negotiate with and to become affiliated to or associated with societies, associations or other trades unions concerned with matters of interest to the union and/or its members,

3.11

to purchase or by any other means acquire and take options over any property whatever and any rights and privileges of any kind over and in respect of any property,

3.12

to sell, improve, manage, prepare, develop, lease, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the union,

3.13

to invest and deal with the money of the union not immediately required in such manner as may from time to time be determined and to hold or otherwise deal with any investments made,

3.14

to borrow and raise money and to secure the repayment of any money borrowed, raised or owing in such manner as may be determined by the Executive Committee,

3.15

to indemnify the officials or officers of the union against losses, damages, costs and demands made against them in respect of any authorised acts or omissions done by them in the course of their official duties for the union, to the extent that such indemnity is not prohibited by law,

3.16

to do all such lawful things as are incidental or conducive to the attainment of the above objects

or any of them as the Executive Committee consider to be in the interests of the members or likely directly or indirectly to benefit the union or any member of it.

4. Membership

4.1

A person shall only be eligible for membership if he or she is:

4.1.1

a pilot or cabin crew member (other than those holding a role with primary management functions) employed by NetJets Management Limited or NetJets Transportes Aéreos or such other employers as the Executive Committee may from time to time determine, or

4.1.2

of such other description as the Executive Committee may from time to time determine. 4.1.3 In these rules, a role with “primary management functions” shall include a Manager, Assistant Manager, Director and Deputy Director of any company within the NetJets group of companies and such other positions as the Executive Committee may from time to time determine.

4.2

No person shall be eligible for membership if:

4.2.1

such person has previously been expelled from the union for misconduct, or

4.2.2

their activities within a political party are considered by the Executive Committee incompatible with the objects or policies of the union.

4.3

Every candidate for admission as a member shall complete an application form for membership in such terms as may from time to time be determined by the Executive Committee and send by electronic means to the General Secretary or deliver the same to the General Secretary at the Head Office of the union.

4.4

The General Secretary shall decide whether to accept or reject the application and shall communicate to the candidate their decision within 14 days of receipt by the General Secretary of the application form.

4.5

If the candidate is accepted for membership, then upon receipt from the candidate of a subscription payable under rule 12.2 below, the candidate's name, email address and home (or other nominated) address shall be entered upon the register of members maintained by the General Secretary.

4.6

If the application of a candidate is rejected, the candidate shall be notified of his rejection and of the reasons for his rejection. Despite the rejection, the candidate shall be eligible, no earlier than 12 months after such rejection, to reapply for membership by submitting a further application for membership stating, as the case may be, any reasons for believing that any previous application should not have been rejected or any change in circumstances arising since the last application.

4.7

The membership of a person shall, subject to rule 4.8 below, cease upon:

4.7.1

(subject to paragraph 4.7.2) the member not being eligible for membership under rule 4.1 above for a continuous period of 6 months,

4.7.2

on the member taking up a role with primary management functions,

4.7.3

the expiry of notice of a resignation given under rule 4.9 below,

4.7.4

expulsion under rule 14 below,

4.7.5

the member being in arrears of contributions payable under Rule 12.2 below amounting to a sum equal to 12 weeks' contributions, subject always to the discretion of the Executive Committee set out in rule 12.6 below.

4.8

Any member whose arrears of contributions or levies exceed an amount equal to 4 weeks' contributions shall be notified to that effect by the General Secretary and shall not, from the date of that notice, in any case share or take part in the benefits of the union unless and until the member has extinguished the arrears. Any member may, at least one week before the date when the member's arrears will operate to terminate the member's membership, be sent notice of that fact in writing by the General Secretary.

4.9

A member may resign from membership of the union on giving no less than one month's prior written notice to the General Secretary, provided always that such notice shall not take effect earlier than the expiry of the period for which the member has already paid any contribution under rule 12.

4.10

An electronic copy of these rules shall be made available to each member of the union upon their acceptance as a member of the union and upon payment by them of any fee determined, from

time to time, by the Executive Committee.

5. Duties of members

5.1

Each member shall abide by the rules of the union during their membership and all liabilities whatsoever of the union in respect of such membership shall cease upon termination thereof.

5.2

Each member is under a duty to inform the General Secretary of any changes to the email or home (or other nominated) address recorded for them in the register of members maintained by the General Secretary.

6. The Executive Committee

6.1

The affairs of the union shall be under the control of the Executive Committee which shall be composed of:

6.1.1

the General Secretary,

6.1.2

the Chair,

6.1.3

five members.

The members of the Executive Committee and the Chair of the Executive Committee shall be elected every two years in accordance with rule 15.

6.2

The Executive Committee in good time prior to any election held in accordance with rule 15 may determine constituencies for the purpose of securing representation on the Executive Committee representative of the membership as a whole.

6.3

The Executive Committee may appoint from its number as it sees fit, officers with specified roles and may appoint such sub-committees as it considers necessary from time to time to investigate, consider and report back upon any matters referred to it by the Executive Committee. If authorised to do so in writing, a sub-committee appointed by the Executive Committee may exercise any power otherwise vested in the Executive Committee, subject to any requirements or regulations made or imposed by the Executive Committee. A sub-committee may co-opt of its own motion any member of the union to assist with its deliberations but such a co-opted member shall not have a vote.

6.4

The General Secretary, the Chair or any 3 or more members of the Executive Committee may cause a meeting of the Executive Committee to be convened. Notice of any meeting of the Executive Committee shall be sent by email by the General Secretary to every member of the Executive Committee with at least 7 days' notice or such shorter notice as may subsequently be accepted by 5 of the members of the Executive Committee entitled to attend and vote. The accidental omission to give notice of a meeting to or the non-receipt of notice by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

6.5

A member of the Executive Committee may attend (and therefore be present at) a meeting of the Executive Committee by telephone or through other media. The Executive Committee may otherwise regulate its meetings as the members of the Executive Committee shall think fit.

6.6

The quorum necessary for the transaction of business shall be 3 members (of which 2 must neither be the General Secretary nor the Chair).

6.7

The Chair shall preside at all meetings of the Executive Committee but if there be no such Chair or if the Chair is not present within 5 minutes after the time appointed for holding the meeting, any Vice Chair shall preside. If none of the foregoing shall be present within 5 minutes after the time appointed the members present shall choose one of their number to act as Chair at the meeting.

6.8

The Executive Committee has full authority to act in the name of the union and exercise all such powers of the union and do on behalf of the union everything it is legally entitled to do. Without limiting the generality of the foregoing, the Executive Committee shall have power:

6.8.1

to direct the trustees in the administration, investment and application of the funds of the union as the Executive Committee shall consider necessary or advisable in carrying out the objects of the union,

6.8.2

to invite to a meeting of the Executive Committee any member or person as it considers necessary for the purpose of that member or person providing the Executive Committee with factual information or with technical or professional advice with respect to matters to be taken into account by the Executive Committee in carrying out its functions.

6.9

No person may act in the name of the union or with the authority of the union save with the prior written permission of the Executive Committee or with the subsequent ratification of the act by the Executive Committee.

6.10

A member of the Executive Committee shall vacate office:

6.10.1

at the termination of the term of office,

6.10.2

if such member ceases to be a member of the union for whatever reason, 6.10.3
if by notice in writing to the union such member resigns from membership of the Executive Committee, or

6.10.4

if such member is absent from 3 consecutive meetings of the Executive Committee without apology or special leave of absence.

6.11

All acts bona fide done by any meeting of the Executive Committee or any person acting as a member of the Executive Committee shall be valid notwithstanding that it be afterwards discovered that there was some defect in the appointment of the Executive Committee or of any member of the Executive Committee or the callers of the meeting.

6.12

A written resolution to which all the members of the Executive Committee for the time being entitled to receive notice of a meeting of the Executive Committee have confirmed agreement (whether in writing or by email) , shall be as valid and effective as if it had been passed at a meeting of the Executive Committee duly convened and held.

6.13

The Executive Committee shall cause records to be kept of:

6.13.1

the appointment, removal and resignation of officers of the Executive Committee,

6.13.2

the names of members present at each meeting of the Executive Committee, and

6.13.3

all orders resolutions and proceedings of general meetings, and meetings of the Executive Committee and any of its sub-committees.

6.14

In the event of a casual vacancy occurring in the membership of the Executive Committee for whatever reason no less than 6 months prior to the next following election, the Executive Committee shall hold an election to fill that vacancy and in other circumstances the Executive Committee may hold such an election.

6.15

The members of the Executive Committee may act, notwithstanding any casual vacancy, but if and so long as their number is reduced below the number fixed as the quorum under rule 6.6, the continuing members may act for the purpose only of determining a timetable for an election to fill the vacancies and for no other purpose.

6.16

The Executive Committee may, in its discretion, establish and dissolve such branches of members as it sees fit. Branches so established may adopt such rules as they see fit, subject to such rules and additions, amendments and deletions thereto not taking effect without the approval of the Executive Committee.

6.17

The Executive Committee may not authorise or endorse the taking of any industrial action in the name of or on behalf of the union otherwise than after a majority of members balloted and voting, have voted in favour of such action.

6.18

The Executive Committee may seek the views of such members as they may consider appropriate through surveys, virtual meetings or in any other way they may determine to help inform their decision making.

7. The Chair

7.1

The union shall have a Chair who shall be elected in accordance with rule 15.

7.2

The Chair shall have authority to act and to transact business in the name of the union between meetings of the Executive Committee provided that:

7.2.1

any action or transaction done by or entered into by the Chair pursuant to this rule capable of ratification shall be subject to ratification by the Executive Committee at its meeting next following the action or transaction,

7.2.2

the Chair shall not have authority to authorise or endorse the taking of any strike or other industrial action.

7.3

In the event of a casual vacancy in the office of Chair by reason of the person elected Chair ceasing to be a member of the Executive Committee, the members for the time being of the Executive Committee shall elect from their number a new Chair who shall hold office for the remainder of the term of office of the person previously in that office.

8. The Honorary President

The Executive Committee may from time to time appoint on such terms as it thinks fit an Honorary President of the union who shall not be entitled to a vote in any ballot or at any meeting of the union.

9. The General Secretary

9.1

The General Secretary shall be responsible to the union for the supervision and control of the administration of the union and of its officials and any staff.

9.2

The General Secretary's duties shall be:

9.2.1

to convene and attend all Delegates' Conferences of the union and meetings of the Executive Committee and of its sub-committees, but with power to appoint a member of the Executive Committee or an employee of the union as his deputy so to attend,

9.2.2

to arrange for minutes of all Delegates' Conferences of the union and meetings of the Executive Committee and its sub-committees to be taken,

9.2.3

to supervise the general accounts of the union and if so authorised to counter-sign cheques in settlement of accounts presented to the General Secretary, 10

9.2.4

to arrange for the conduct of the union correspondence including the preservation of all documents, books and papers received by the General Secretary and for the preparation of memoranda, circulars, rules, membership cards and other documents as required for issue as necessary to members of the union and to others,

9.2.5

to maintain a register of members

9.2.6

to maintain adequate organising and publicity arrangements,

9.2.7

to supervise the preparation of the agenda for any Delegates' Conferences of the union and the preparation of adequate reports to any Annual Delegates' Conference of the union of the business conducted on behalf of the union since the previous Annual Delegates' Conference including therein audited statements of account of the union's funds,

9.2.8

to engage such staff as may be necessary to conduct the work of the union and report individual appointments to the Executive Committee,

9.2.9

to uphold and propagate the policies and actions of the union as propounded by the Delegates' Conference of the union or by the Executive Committee from time to time.

9.3

The General Secretary may, at the discretion of the Executive Committee, be appointed as an employee by the Executive Committee upon such terms (including such terms as to notice) and at such remuneration as it may determine. In the event of the appointment as an employee of the union being lawfully terminated , the General Secretary's term of office under the rules shall automatically terminate.

In cases where the General Secretary is appointed as an employee rather than an elected member, they shall be entitled to speak at all meetings of the Executive Committee and of its sub-committees but shall not be entitled to vote.

9.4

All staff engaged by the General Secretary shall be engaged upon such terms and at such remuneration as the General Secretary, acting on the direction of the Executive Committee, may agree.

10. The Trustees

10.1

The Executive Committee shall appoint at its first meeting following each election 3 trustees in whom all the property and funds of the union shall be vested on such terms as may be determined by the Executive Committee. A person appointed trustee need not be a member of the union. A person appointed trustee shall hold office for the period commencing from the termination of the meeting of the Executive Committee at which such person was appointed until the termination of the first Executive Committee Meeting after notice of resignation has been given by the trustee to the General Secretary or the Trustee has otherwise left or been removed from office.

10.2

The duties of the trustees shall be:

10.2.1

in accordance with written directions from the Executive Committee, to invest, safeguard and keep all funds and property of the union received by them in such manner as may, from time to time be authorised by Act of Parliament for the investment of trust funds,

10.2.2

to examine all accounts submitted for payment,

10.2.3

as and when required by the Executive Committee, to direct a bank, at which all cash not immediately required by the union is placed in an account, to honour not less than any 2 of the joint signatures of the persons (not being any of the trustees) named in the direction, whereupon the trustees shall be relieved from all liability in respect of payments made in the nature authorised by the direction while it is in force,

10.2.4

to secure the meeting from the funds of the union the expenditure incurred by the Executive Committee and General Secretary and in respect of such expenditure as may from time to time be authorised by the General Secretary or Executive Committee,

10.3

The trustees shall, acting on the written direction of the Executive Committee, have authority to enter into such transactions and to execute such documents as may be necessary for the proper management and investment of the funds of the union and, acting on the written direction of the Executive Committee, shall have the power to borrow money on security or otherwise and to dispose of any assets of the union.

10.4

The trustees shall, after consulting with the Executive Committee as appropriate, be authorised to take such professional advice as they shall deem necessary, from time to time, to ensure the proper investment and management of the funds of the union and to defray any expense of taking such advice out of the funds of the union.

10.5

The Executive Committee may at any time remove a person from the office of trustee for any reason and may appoint someone to fill the vacancy so created in accordance with rule 10.1 above. A Trustee may resign from office by giving the General Secretary no less than 1 month’s prior written notice.

11. Delegates' Conferences

11.1

The union may hold Delegates' Conferences at which delegates of the union shall be entitled to attend and vote. Such will be constituted in accordance with directions issued from time to time by the Executive Committee.

11.2

The Executive Committee may at any time convene a Delegates' Conference of the union and must convene a Special Delegates' Conference of the union if requested to do so, in writing, for a stated purpose by at least 10% of the membership of the union for the time being within 2 months of receipt by the General Secretary of such requisition.

11.3

A Delegates' Conference of the union shall be convened by the giving of at least 10 days' notice. Such notice shall be in writing from the General Secretary to every delegate at the email address listed for that member in the register of members such notice to be exclusive of the day on which it is served or deemed to be served and of the day for which it is given. Such notice shall specify

the place, day and the hour of the meeting and the general nature of the business of that meeting, provided that such meeting shall normally take place in Great Britain.

11.4

A Delegates' Conference of the union shall, notwithstanding that it is called by shorter notice than that specified in rule 11.3 above, be deemed to have been duly called if it is so agreed by a majority in number of the delegates entitled to attend and vote at the meeting.

11.5

The accidental omission to give notice of a Delegates' Conference to or the non-receipt of notice of a Delegates' Conference by any person entitled to receive notice shall not invalidate the proceedings at that Delegates' Conference.

11.6

No business shall be transacted at any Delegates' Conference unless a quorum of delegates is present at the time when the conference proceeds to business and:

11.6.1

save as otherwise provided in these rules, 50% of the delegates entitled to attend and vote at the conference shall be a quorum,

11.6.2

if within half an hour from the time appointed for the conference a quorum is not present, the conference if convened upon the requisition of 10% of the membership shall be dissolved and in any other case shall stand adjourned to such other day time and place as the Executive Committee may determine and if at the adjourned conference a quorum is not present within half an hour from the time appointed for the conference the delegates present shall be a quorum.

11.7

The Chair of the union shall preside as Chair at every Delegates' Conference, but if the Chair shall not be present within 15 minutes after the time appointed for the holding of the conference or wishes to stand down on a particular issue another member of the 13
Executive Committee shall act as Chair of the conference and failing that the members present shall elect a Chair of the conference.

11.8

The Chair of the conference may with the consent of any conference at which a quorum is present (and shall if so directed by the conference) adjourn the conference from time to time and from place to place but no business shall be transacted at any adjourned conference other than the business left unfinished at the conference from which the adjournment took place and if a conference is adjourned for 4 days or more notice of the adjourned conference shall be given as in the case of an original conference but no other notice shall be necessary for an adjournment or of the business to be transacted at an adjourned conference.

11.9

The business of the Delegates' Conference shall be conducted in accordance with these rules and such standing orders from time to time determined by the Executive Committee provided always that:

11.9.1

at any Delegates' Conference a resolution put to the vote of the conference shall be decided on a show of hands unless a secret ballot is demanded by the Chair of the conference or by any one half of the delegates present in person having the right to vote at the conference,

11.9.2

unless a secret ballot be so demanded a declaration by the Chair of the conference that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost, an entry to that effect in the minutes shall be conclusive evidence of the fact,

11.9.3

the demand for a secret ballot may be withdrawn,

11.9.4

if a secret ballot is duly demanded it shall be taken in such manner as the Chair directs and its result shall be deemed to be the resolution of the conference at which it was demanded,

11.9.5

in the case of an equality of votes whether on a show of hands or on a secret ballot the Chair of the conference at which the show of hands takes place or at which the secret ballot is demanded shall be entitled only to a casting vote,

11.9.6

at any Delegates' Conference no proposition may be debated unless either the proposition has been notified to the General Secretary in accordance with rule 11.14.2 below or the proposition is in writing and it is agreed by at least two-thirds of those present and voting at the Delegates' Conference to admit the proposition for debate and a vote.

11.10

The Executive Committee shall be responsible for arranging the timetable and order of business at the Delegates' Conference

11.11

Prior to the day appointed for the commencement of the Delegates’ Conference the following procedure shall apply:

11.11.1

the Executive Committee shall publish to delegates any report not less than 2 weeks before the date fixed for the commencement of the Delegates' Conference,

11.11.2

any delegates desiring to put any proposition before the Delegates' Conference shall notify the General Secretary in writing not less than 4 weeks before of such proposition. Each proposition shall deal with one subject,

11.11.3

the Executive Committee may alter or amend any proposition which offends against the rules of the union but not otherwise and may composite any 2 or more propositions which, in the opinion of the Executive Committee, constitutes in substance the same proposition or which deals with the same subject matter or is to the same effect. The Executive Committee shall inform, in writing, any delegates whose proposition is altered, amended or composited in accordance with this rule and shall then arrange for the final Conference agenda to be prepared and sent to each delegate not later than 2 clear weeks before the commencement of the Delegates' Conference.

11.12

Prior to any Delegates' Conference any delegate wishing to propose any amendment to any proposition set out in the Agenda of that Delegates' Conference shall if possible give notice in writing of the proposed amendment to the Executive Committee not less than 1 week before the date fixed for the commencement of the Delegates' Conference but the delegate shall, in any event, be entitled to propose any amendment orally at the Delegates' Conference.

11.13

No proposition shall be debated by the union in a Delegates' Conference unless it is seconded by another delegate. A proposition may be seconded orally at the Delegates' Conference.

11.14

Any delegate attending a Delegates' Conference who conducts himself in a disorderly manner may be expelled from the meeting upon a majority of votes of those attending the meeting and entitled to vote.

11.15

Delegates shall be elected or appointed in such manner as the Executive Committee may determine, provided that the Executive Committee shall take such steps as they consider appropriate to seek to secure that delegates are representative of the membership and that the number of delegates eligible to attend be 5% of the membership as a whole (including the members of the Executive Committee) (rounded up to the nearest number)

12. Funds

12.1

The funds of the union shall be held in such fund or funds at the Executive Committee may determine.

12.2

All members shall pay to the General Secretary of the union an annual contribution of such amount as may determined by the Executive Committee. The amount may be changed by the Executive Committee, notwithstanding the provisions of rule 19 below, by a simple majority.

12.3

The member’s annual contribution shall be paid on or before the anniversary of joining the union or of the previous annual renewal date if different.

12.4

Notwithstanding anything to the contrary contained in rule 12.2 above the Executive Committee may, in its discretion, waive the duty of a member to pay contributions or extend the member's time for payment of contributions specified in rule 12.3 above, save that this power should only be exercised in cases where the Executive Committee is satisfied that the payment of contributions will cause financial hardship to the member concerned.

12.5

Anytime that a member is declared as long-term sick, such that the company did not pay full salary in the previous year, membership will be renewed without a fee being payable, on request by the member, to the General Secretary, accompanied by appropriate justification.

13. Accounts

13.1

The General Secretary (acting in association with any member of the Executive Committee appointed to the role of Treasurer) shall ensure that proper books of account are kept setting out:

13.1.1

all sums of money received and expended by the union and the matters in respect of which the receipt and expenditure takes place,

13.1.2

all sales and purchases of goods and services by the union,

13.1.3

the assets and liabilities of the union, and

13.1.4

all such other matters as, according to good accountancy practice, should be set out in the books of account.

13.2

The Executive Committee shall appoint and remove the union’s auditor (for which purpose the members of the Executive Council shall act as the delegates of the members by whom they were elected) who shall, from time to time and not less than once in each calendar year, prepare, at the discretion of the Executive Committee, a profit and loss account, balance sheet and such other accounts as may be required to be prepared under statute.

13.3

Upon completion of the annual accounts the General Secretary shall:

13.3.1

cause the accounts to be published electronically to all members, 13.3.2

cause to be sent to the Certification Officer an annual return as required by the Trade Union and Labour Relations (Consolidation) Act 1992.

14. Discipline

The disciplinary procedures set out in Schedule 1 to these Rules shall apply.

15. Elections and ballots

15.1

The following officers of the union shall be elected to the office to which they hold every two years:

15.1.1

the General Secretary,

15.1.2

the Chair,

15.1.3

the members of the Executive Committee.

15.2
Any person elected as a member of the Executive Committee shall take up office for the period of two years, commencing from one month after their election is declared and end one month after the declaration of the result of the next following election in the second year thereafter. 17

15.3

A member of the union shall only be eligible to stand in the election if nominated by another member of the union and seconded by a further member of the union and not an employee of any NetJets group of companies other than Netjets management Ltd or NetJets Transportes Aéreos.

Any person shall be eligible to stand for the office of General Secretary provided that they are nominated by the Executive Committee.

Any member shall be eligible to stand for the office of General Secretary or Chair provided they are nominated and seconded by a member and they are not employees of the NetJets group of companies other than Netjets Management Ltd or NetJets Transportes Aéreos.

15.4

Every member shall be entitled to one vote in the election of the General Secretary and of the Chair.

15.5

The procedure for an election shall be in accordance with directions issued by the Executive Committee, and may include provision for electronic voting.

16. Dissolution

The union may not be dissolved except by approval of a proposition to that effect by a postal ballot of all members of the union. A proposition to dissolve the union shall not be deemed to be approved unless:

16.1

not less than two-thirds of all fully paid up members of the union cast a vote, and

16.2

the proposition is approved by two-thirds of those members voting.

17. Alteration of rules

17.1

The rules of the union, including the name of the union, may subject to rule 19.2 below be altered by a proposition introduced at an Delegates' Conference or by electronic vote of all members of the Union.

17.2

A proposition for alteration may be made by the Executive Committee at any Delegates' Conference of the union or for electronic vote of all members of the Union or by any delegate at a Delegates conference.

17.3

The rules of the union shall be altered in accordance with any such proposition upon two-thirds of the delegates present and voting in favour of the proposition or upon two-thirds of those members voting in an electronic ballot voting in favour of the proposition.

18. Remuneration

The Executive Committee may resolve to pay an officer or other elected representative an honoraria in recognition of their service to the union in any financial year.

19. Interpretation and definitions

19.1

Any dispute regarding the interpretation of these rules or arising in a matter where these rules are silent shall be referred to the Executive Committee and its decision upon any matter of interpretation shall be final.

19.2

Words implying the masculine gender shall include the feminine and the neuter and words implying the singular number the plural and vice versa.

19.3

Where anything is within these rules required to be in writing, for the avoidance of doubt that includes email and other electronic means of communication.

20. Notice

Any notice required to be sent to a member shall be sent to the email address entered upon the register of members and any notice sent by email to that address shall be deemed to have been served on the day the email was sent.

SCHEDULE 1 Disciplinary Rules

1. In these disciplinary rules:

1.1

'the Union' means Skyshare,

1.2

'the Appeal Committee' means the appeal committee appointed from time to time by the Trustees comprising 3 persons drawn from past members of the Executive Committee (none of whom shall be serving members of the Executive Committee) or members of 5 or more years' employment within the NetJets group of companies,

1.3

'the Disciplinary Committee' means the disciplinary committee appointed from time to time by the Executive Committee comprising 3 members of the Executive Committee,

1.4

'Proper Address' means (in relation to any member) the member's email address entered for the time being in the register of members,

1.5

'the Executive Committee' means the Executive Committee for the time being of the Union, and

1.6

'the General Secretary' means the General Secretary for the time being of the Union.

2. Investigation by Executive Committee

2.1

The Executive Committee may resolve at any time to investigate the conduct of any member who appears to be in breach of any rules of the Union or appears to have acted contrary to the interests of the Union.

2.2

If the Executive Committee so resolves, the General Secretary shall carry out a preliminary investigation and shall notify the member whose conduct is being investigated of the Executive Committee's decision and of the reason for that decision, and provide the member with copy of these disciplinary rules.

3. Laying of charges

At the conclusion of the investigation the General Secretary will report to the Executive Committee (excluding the members of the Disciplinary Committee) who will determine whether to lay formal charges against the member. If they resolve to lay a charge they shall specify the charge in writing and the grounds for the charge.

4. Notification

4.1

The General Secretary shall make arrangements for the charges to be heard by the Disciplinary Committee and shall immediately notify the member in writing of the charge(s), the grounds of the charge(s), the penalties which may be imposed, and the date when the charge(s) will be heard which must be at least 14 days after the date of the notice.

4.2

The notice under rule 4.1 above shall be emailed to the member’s Proper Address. .

5. Hearing

5.1

The charge(s) against the member shall be brought either by the General Secretary or by a member of the Executive Committee (other than a member of the Disciplinary Committee).

5.2

The member shall have the right to be represented by another member of the Union at the hearing and to call his own witnesses and cross examine the witnesses giving evidence against the member.

5.3

If the member fails to attend in person, or a member nominated to act as his representative, the Disciplinary Committee may proceed to deal with the matter in the member's absence.

6. Notification of decision

6.1

If the Disciplinary Committee by a majority find that the member is guilty of one or more charges it may impose one or more of the penalties provided in rule 7 below.

6.2

The member will be advised of the decision of the Disciplinary Committee by written notice emailed to the member's Proper Address and the notice will advise the member of the right of appeal under rule 8.

7. Penalties

7.1

The penalties which may be imposed are as follows:

7.1.1

a reprimand,

7.1.2

suspension from holding any office or any representative position within the Union for a stated period,
7.1.3

a fine not exceeding the annual contribution payable by the member pursuant to the rules of the union,

7.1.4

expulsion from membership.

7.2

No penalty shall take effect until the end of the period fixed for serving a notice of appeal and the service of a notice of appeal shall act to postpone the penalty until the notice of appeal is withdrawn or the appeal has been dealt with by the Appeal Committee or the annual delegates' conference as provided for below, whichever shall be the later.

8. Appeal to the Appeal Committee

8.1

There shall be a right of appeal against a finding of guilty or a penalty imposed from the decision of the Disciplinary Committee to the Appeal Committee provided written notice of the appeal is received by the General Secretary within 14 days of the date upon which the Disciplinary Committee's decision is sent by email to the member.

8.2

The General Secretary shall notify the member of the date of the hearing before the Appeal Committee which will be at least 14 days after the date of the notice.

8.3

The appeal to the Appeal Committee shall (in the event of an appeal against a finding of guilty) be by way of a rehearing and (in the event of an appeal against sentence) be by way of oral submissions by the member.

8.4

The member shall have the right to be represented by another member of the Union at the hearing before the Appeal Committee.

8.5

The Appeal Committee may resolve to reject or accept the appeal in whole or in part or to vary the penalty imposed.

8.6

The member will be advised of the decision of the Appeal Committee by written notice emailed to his Proper Address.

9. Expulsion

In the event that a member fails to pay any fine imposed under rule 7.1.3 above within 28 days of the penalty taking effect, the member shall be automatically expelled from membership of the union.