



# Constitution

## Version – 1.4

# Weston Model Flying Club Constitution

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# Weston Model Flying Club Constitution

## 1. DOCUMENT CONTROL

### Document Author

Person	Role
Alan Meaney	Club President

### Committee Review

Person	Role	Date
Alan Meaney	President	
Michael Pope	Chairman	
Mike Stinchcombe	Vice Chairman	
Ian Armstrong	Secretary	
Neil Willis	Membership Secretary	
Craig Reynolds	Treasurer	
Paul Lathall	Safety Officer	

### Signed Endorsement

Date	Name	Role	Signature
	Alan Meaney	President	
	Michael Pope	Chairman	
	Mike Stinchcombe	Vice Chairman	
	Ian Armstrong	Secretary	
	Neil Willis	Membership Secretary	
	Craig Reynolds	Treasurer	
	Paul Lathall	Safety Officer	

### Document Status

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02/03/2014	0.6	Alan Meaney	Updated Draft
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06/11/2015	1.2	Ian Armstrong	Change as agreed at 2015 AGM
01/10/2018	1.3	Craig Reynolds	Changes as agreed at 2018 AGM
16/01/2024	1.4	Alan Meaney	Changes as agreed at Mar 2024 EGM

# **Weston Model Flying Club Constitution**

Note:- Words of masculine gender should be taken to include the feminine gender unless the context indicates otherwise.

## **2. GENERAL**

2.1 The Club shall be called **Weston Model Flying Club** and is affiliated to the British Model Flying Association (#428)

2.2 The Club's principal aim shall be the promotion of safe and responsible flying of all Radio Controlled Model Aircraft types in the Weston-super-Mare area.

## **3. CONSTITUTION**

3.1 Alterations to this constitution can only be made at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

3.2 Any Proposed alterations must be submitted to the Secretary in writing or by email at least 28 days prior to the meeting.

3.3 The Secretary will provide the Proposals with the meeting notice to all members at their last known email address held by the Membership Secretary.

**Note:** It is the sole responsibility of members to ensure that the Membership Secretary holds their latest email and postal address.

3.4 No changes to the Constitution may be made unless the meeting is attended by a minimum of one third of eligible members on the day of voting.

3.5 Changes must be passed by a simple majority of the members present who are eligible to vote.

## **4. MEMBERS**

4.1 A "member" means any class of membership.

4.2 The Committee has the right to refuse membership to new applicants however the reason cannot be due to race, gender, sexuality, disability etc. The reason for refusal must be documented in the Committee Meeting Minutes and the applicant informed of the reason for the Committee's decision.

4.3 New members will be required to serve an initial probationary period of 6 months. During this time, they may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.

4.4 During this probationary period the member can be dismissed without going through the disciplinary procedure.

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4.5 Members' subscriptions shall be dependent on membership class as decided at the Annual General Meeting.

4.6 Subscriptions are due by 1st January each year. Any member, who has not paid the subscriptions for the ensuing year by this date will not be permitted to fly until they have done so. BMFA membership must be in place before flying.

4.7. Members who have allowed their membership to lapse for up to one month will not be asked to re-apply for membership, but will be required to pay a full 12 months subscription.

4.8 Members who have not renewed their membership by 31<sup>st</sup> January will be deemed to have permitted their membership to lapse. Lapsed members will be treated as a new membership application.

4.9 Reduced subscriptions for BMFA new members will be applied according to BMFA's own published terms.

4.10 New members applying to join after 1st November will have their subscriptions cover them for the following year.

4.11 All members are to ensure they have the required current BMFA membership and comply with CAA pilot and model registration before flying. CAA registration and fee payment must be done by the member directly. WMFC will not provide the means or service for the membership.

4.12 All members must be members of the British Model Flying Association and must be able to provide evidence of such on request.

4.13 All members, without exception, must comply with all Constitution rules. Failure to do so may result in disciplinary action by the Club, which may lead to dismissal.

4.14 Members may invite guest fliers to the site with agreement of a Committee member but they must be BMFA insured and the Club member must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of instructors if their ability requires it.

4.15 Prospective new members and guests are allowed to fly at the site for a maximum of three days after which they must join and become fully insured Members. During the initial three visits a competent Club Member who holds at least a BMFA "A" Certificate for the model type flown must personally supervise them.

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## **5. CLUB RULES**

5.1 Additions and amendments to Club Rules can only be made at an Annual General or Extraordinary General Meeting called for the purpose.

5.2 All Club Rules will be reviewed annually, and will be considered binding for 12 months, excepting where urgent changes are required. The members must then ratify this action as in Section 5.1.

5.3 All members must observe the Club Rules whilst using the Club facilities.

## **6. DISCIPLINE**

6.1 Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.

6.2 Where an allegation of misconduct is made against a member, the member may be suspended from all Club activities while an investigation is carried out. Suspension carried out in this manner is considered a neutral act and infers no blame or guilt and is purely to allow an investigation.

6.3 The Committee may impose a suspension from Club activities including attendance at the Club flying site, not exceeding 30 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Section 6.4

6.4 The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the Club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice:

- a. The member is to be given a verbal warning by an authorised Committee Member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.
- b. If the member does not respond, he is to be given a written warning by the Committee to advise him of his misdemeanour and what he is reasonably required to do to make amends.
- c. If he still fails to respond, the Committee should invite him in writing to meet with them at an agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.
- d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.

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e. When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the Club Membership at an EGM, which the Committee would call on his behalf at an agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in this Club Constitution.

f. In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with subparagraphs c, d and e above.

g. In the event of dismissal the Committee will arrange for the member's current membership fee (excluding BMFA subscription) to be reimbursed pro rata of the expired part of a year rounded to the nearest month.

### **7. FLYING**

7.1 Appointment to the position of Club Instructor and/or Club Examiner can only be made by a Committee decision.

7.2 All flying members must attain the minimum standards of flying required by the Safety Officer or Examiner before being permitted to fly unsupervised at the flight line.

7.3 In the opinion of either the Safety Officer or Club Examiner should any member's flying standards drop below the minimum requirement of solo standard they will be required to re-join the training scheme until the desired standards of flying are met.

7.4 To comply with UK law children and vulnerable adults on Club premises remain the responsibility of the relevant parent, guardian or carer, and must be accompanied by them at all times. Under no circumstances should any club member supervise children or vulnerable adults without the presence of the relevant parent, guardian or carer.

### **8. COMMITTEE STRUCTURE AND APPOINTMENTS**

8.1 The Club will be governed by the following Officers:-

- a) President
- b) Chairman
- c) Vice Chairman
- d) Secretary
- e) Treasurer
- f) Membership Secretary
- g) Safety Officer

8.2 The Safety Officer may appoint other members as deputies at their discretion however they will not hold a Committee position.

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8.3 The Committee may appoint Club Examiners at their discretion however they will not hold a Committee position.

8.4 One club member should be appointed annually as the Clubs' BMFA Delegate who will represent the Club at all relevant meetings

8.5 Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 28 days prior to the meeting to serve for a period of one year.

8.6 The Committee will be elected by majority vote by show of hands from senior members present.

8.7 Lapsed members are not permitted to vote on any subject.

8.8 Should a committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting.

8.9 Any member serving on the committee must have been a fully paid up member for a continuous period of at least 24 months at the time of election or co-option.

### **9. COMMITTEE ORGANISATION AND POWERS**

9.1 Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote in addition to his initial standing vote.

9.2 The Committee is authorised to carry out negotiations and make decisions in the interest of the Club or on behalf of the membership where necessary without consulting the members.

9.3 The Committee will submit to the Membership at the AGM a budget for planned expenditure for the fiscal year. The Membership are required to vote on accepting the budget thereby releasing the Committee to pay all itemised expenditure throughout the year without further referral to the Membership.

9.4 Approval from the Membership at an ordinary meeting must be sought for unplanned expenditure greater than £250.00 in one month.

9.5 All unplanned expenditure incurred each month should be reported to the membership at the next ordinary monthly meeting.

9.6 Money may only be withdrawn from the Club funds by bank transfer or cheque by not less than two of the following three Committee Officers. These Committee officers are required to submit a sample of his signature for banking reference purposes.

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- a, Treasurer
- b, Chairman
- c, Membership Secretary

9.7 The Secretary must be informed of any negotiations proposed by Club members that affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.

9.8 Any Committee Member or Officer wishing to resign must do so by email or in writing.

9.9 Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee unless the Committee has accepted apologies.

### **10. VOTING AND CONDUCT OF COMMITTEE MEETINGS**

10.1 All committee meetings will be agenda'd and minuted.

10.2 A quorum of any Committee meeting shall consist of a minimum of four out of the seven Committee Members.

10.3 All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

10.4 Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.

10.5 An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

10.6 Minutes of Committee meetings will be made available via the members only web site forum.

10.7 The Agenda of forthcoming Committee meetings will be posted on the members forum with the maximum amount of notice possible. However the minimum amount of notice permitted is 24 hours before the meeting.

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## **11. VOTING AND CONDUCT OF GENERAL MEETINGS**

11.1 All general meetings will be agenda'd and minuted.

11.2 Any other business will only be accepted at general meetings if the meetings Chairman agrees otherwise the request should be tabled to the Secretary with 14 days notice by email or in writing of the item to be discussed.

11.3 A quorum of any general meeting is to be at least ten of the membership.

11.4 All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

11.5 Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.

11.6 Amendments to proposals must be voted upon first.

11.7 An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

11.8 Non Club members may attend Club meetings to observe as an invited guests of a Club member. Any non Club member may be asked to leave the meeting by the Committee.

11.9 The Committee, through the Chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

## **12. ANNUAL GENERAL MEETINGS**

12.1 A date for the Annual General Meeting will be decided each year by the Committee. The forthcoming AGM will be posted at least 28 days ahead of the meeting. Reminders will be sent by email to all Club members.

12.2 Annual subscriptions and any joining fee will be decided at the Annual General Meeting.

12.3 A competent individual (non-committee member) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the Club, its assets, and its liabilities.

12.4 The elected Auditor must not divulge details of the Clubs Accounts to any outside body except when required to HMRC or by law.

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### **13. EXTRAORDINARY GENERAL MEETINGS**

13.1. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any officer of the Committee, stating the business to be discussed.

13.2 The Secretary shall convene an Extraordinary General Meeting of the Club by a resolution of the Committee stating the business to be brought before the meeting, of which 28 days notice has been given to all members stating the business to be discussed.

13.3 The Secretary shall convene an Extraordinary General Meeting of the Club on receipt of a request in writing signed by not less than one third members of the Club, stating the business to be brought before the meeting. The meeting must be called within 28 days of request and 28 days notice must be given to all members by email stating the business to be discussed.

13.4 When a request for a meeting is made in accordance with Section 13.3 and it is not called within 28 days, the requestors may themselves convene an Extraordinary General Meeting of the Club by giving 28 days notice to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

### **14. INSURANCE AND INDEMNITY**

14.1 The Club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.

14.2. The Club will indemnify all trustees, committee officers and committee members if they incur any liability on behalf of the Club. Except where such loss arises from their respective or wilful default.

14.3 In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.

14.4 When there is a joint meeting between **Weston Model Flying Club** and another Club, the participating Club must be able to provide evidence of adequate insurance cover well in advance of the event.

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### **15. FISCAL LIABILITY**

15.1 The treasurer shall make provision in the Club's funds for a fiscal amount equal to the outstanding contractual liability of rent for the minimum of five years.

15.2 The treasurer shall make provision in the Club's funds for any contracted service liability equal to the fiscal amount of the unexpired terms. These sums will be reduced annually in line with the reduction in value of the unexpired term.

15.3 The amount ring fenced by the Treasurer shall be used solely for the payment as in Section 15.1 and 15.2.

### **16. TRUSTEES**

16.1 The number of trustees shall be no fewer than four at any one time.

16.2 The Trustees named are: -

- Michael Adrian Pope
- Robin Murdoch Muir
- Jason Hyland
- Craig Reynolds
- Paul Lathall

16.3 The trustees shall hold office until death, resignation or removal from office by a resolution of members.

16.4 A trustee shall not hold office if they have failed to renew their membership by 31<sup>st</sup> January when they would be deemed to have left the Club and also resigned as a trustee.

16.5 There shall be vested in the trustees all the property of the Club other than cash and bank and similar accounts, which will be under the control of the committee.

16.6 The trustees may deal with the property vested in them by way of sale, mortgage, charge, and lease or otherwise as directed by the Club.

16.7 Such direction shall be given by a resolution of the members of the Club passed by a majority of the members present at a duly convened meeting.

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### **17 DISSOLUTION OF WESTON MODEL FLYING CLUB**

17.1 Should it be considered necessary or desirable to dissolve the Club, the Committee or Trustees will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned, and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present, and the motion will then be carried by a simple majority vote.

17.2 On dissolution and after the sale of assets, settlement of all outstanding debts will be the responsibility of the trustees here in.

17.3 After the commencement of 17.1 and 17.2 any monies remaining will be distributed in equal shares to the remaining paid up Club members.

17.4 Members are advised that they are required to declare any income from the wind-up of the Club to HMRC.