

# Bardney Flyers Model Club

## CONSTITUTION



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

### GENERAL

1. The club shall be called Bardney Flyers Model Club and will be affiliated to the British Model Flying Association
2. The club's principal aim shall be the promotion of safe and responsible model aircraft flying. All forms of model flying are promoted with the only exception at present being jet powered aircraft. Restrictions regarding jet powered aircraft are dependant upon ground conditions and adjacent crop conditions. i.e. Fire risk from dry conditions. Starting mats are to be used to protect the ground. A fire extinguisher is to be present at the start up attended by a fire marshal
3. Alterations to this constitution can only be made at an Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) called for that purpose. Any proposed alterations must be submitted to the secretary in writing at least 14 days prior to the meeting.

### MEMBERS

4. A "member" means any class of paid up membership.
5. The Committee has the right to refuse membership to new applicants without being required to give a reason.
6. New members will be required to serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the Committee and may have their membership revoked at the discretion of the Committee for unsatisfactory conduct without resort to the disciplinary procedure.
7. New members' subscriptions shall be dependent on membership class, plus the joining fee as decided at the AGM. Reduced subscriptions for new members will apply in July and September, the cost of which will be agreed annually at the AGM.
8. Subscriptions are due by 1st January each year and are payable from the AGM onwards when the fees for the ensuing year will be agreed (AGM typically around 1<sup>st</sup> Week in December). Any member, who has not paid the subscriptions in full 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 including compliance with CAP1775.
9. Members who have allowed their membership to lapse but subsequently renew before the cut-off date (approximately 15 days after the 1<sup>st</sup> of January although exact date to be determined annually prior to the AGM) will not normally be asked to re-apply for membership or pay the joining fee, but will be required to pay a full 12 months subscription.
10. Members who have not renewed their membership by the cut-off as defined in article 9 above will be deemed to have left the club and a renewal after this period will be treated as a new membership application. This WILL incur the joining fee.

11. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request. BMFA membership can be obtained separately or via the club as part of the club affiliation.

12. A member may be made an honorary member in recognition of exceptional or extensive support or aid for the Club. Such a recommendation must be approved at the AGM and is applicable for one year only. Honorary Members are excused from paying that years Membership. There shall be not more than five such Members at any one time.

13. Members may invite guest fliers to the site on arrangement with the Committee but they must be BMFA insured, or have suitable recognised alternative insurance cover, and the club member must assume total responsibility for the actions and safety of the guest.

## **RULES, DISCIPLINE AND SAFETY**

14. All members, without exception, must comply with all club rules. Failure to do so may result in disciplinary action by the Club which may lead to membership being revoked. All members, whether new membership applications or renewals, will need to complete an application/renewal form which they will be required to sign, indicating that they agree to abide the Club Constitution and Club Rules. Importantly, by signing they agree to accept any repercussions should they fail to abide the Club Rules and Constitution.

15. Additions and amendments to field safety rules and regulations can only be made by proposals at a General Meeting.

16. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next general meeting.

17. Any complaint concerning any member must be made in writing and name supplied 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.

18. 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.

19. The Committee may consider revocation of membership where conduct on the field or elsewhere is considered to be prejudicial to the club or where gross misconduct has occurred. Gross misconduct includes but is not limited to the following:

- Theft or unauthorised possession of any property belonging to someone else or the club.
- Serious deliberate or reckless damage to property.
- Refusal to carry out the reasonable instructions of the committee.
- Possession of illegal drugs.
- Serious breach of flying rules.
- Fighting or other violent, dangerous or intimidating conduct.
- Bullying, sexual, racial or other harassment of a fellow member.
- Bringing the club into disrepute.
- Sending abusive, scandalous or defamatory communications of any kind, including emails and social media, within the club or on the Internet.

Revocation of membership 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 an authorised Committee Member following an extraordinary committee meeting 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 a previously agreed date and time to discuss the situation, advising they are considering cancellation 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 revoked stating the reasons why this decision was reached.
- e. When the member is advised of revocation of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the Club Committee. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.  
In the event of gross misconduct, immediate membership revocation 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 the event of membership revocation the Committee will arrange for all remaining club fees (excluding BMFA subscription) to be reimbursed in full. After the six month point all membership fees will be forfeited.

## **FLYING**

20. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
21. All flying members must attain the minimum standards of flying required under the Bardney Flyers Model Club training scheme before receiving the BMFA 'A' Certificate and before being permitted to fly solo.
22. Any member whose flying standards drop below the Bardney Flyers Model Club minimum requirement solo standard will be required to rejoin the training scheme until the desired standards of flying are met.

## **COMMITTEE STRUCTURE AND APPOINTMENTS**

23. The main Officers of the committee shall be, Chairman, Vice Chairman, Secretary, and Treasurer.
24. Any Committee member or member who is involved in any organisational position within the Club must hold membership of the British Model Flying Association.
25. Committee officers and members shall be elected at the Annual General Meeting from written nominations received at the AG, to serve for a period of one year. The Committee will be elected by majority vote or by paper ballot from members present. Only

fully paid up members and honorary members are eligible to vote.

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

## **COMMITTEE ORGANISATION AND POWERS**

27. 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.

28. The Committee are 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. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £1000.00 for a single purchase.

29. Money may only be withdrawn from the club funds by cheque signed by not less than two authorised persons.

30. Reasonable out of pocket expenses to cover the running of the club will be re-imbursed providing suitable receipt is provided.

31. Any Committee Member or Officer wishing to resign must do so in writing.

32. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

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

33. All committee meetings will be agendered and minuted. Minutes of committee meetings will be made available to members on request to the secretary.

34. A quorum of any Committee meeting shall consist of 5 (five) or more Committee Members.

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

36. 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.

37. 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. All present must give their agreement for the recording.

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

38. All general meetings will be agendered and minuted.

39. A quorum of any general meeting is to be at least 10% (ten percent) of the membership.

40. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.

41. 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

42. Amendments to proposals must be voted upon first.

43. 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.

### **ANNUAL GENERAL MEETINGS**

44. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 days' notice of the meeting will be given in writing to all Club members.

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

46. Any club member may view the club accounts by submitting a request to the treasurer.

### **EXTRAORDINARY GENERAL MEETINGS**

47. The Secretary will convene an Extraordinary Committee Meeting within 28 days on request from any officer of the Committee, stating the business to be discussed.

48. 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 in writing stating the business to be discussed.

49. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 20 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 in writing stating the business to be discussed.

### **INSURANCE AND INDEMNITY**

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

51. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.

52. 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.

53. When there is a joint flying meeting between Bardney Flyers Model Club and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

## **DISSOLUTION OF THE CLUB**

54. Should it be considered necessary or desirable to dissolve the Club, the Committee 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.

55. On dissolution and after the sale of assets, settlement of all outstanding debts, the refund of subscriptions (excluding BMFA Subscriptions) for the remaining part of the year is to be paid to the paid up members.

56. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be held in trust by the BMFA for a period of ten years. All members will receive a final statement of accounts.