

North Wiltshire Model Aircraft Club

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Constitution – Version 13 - January 2015

1. Name and Purpose

- 1.1. The Club will be known as the North Wiltshire Model Aircraft Club.
- 1.2. The Club's purpose is to bring together people with an interest in building and flying model aircraft in all disciplines with the exception of control line and rocket powered models.

2. Objective

- 2.1. To provide suitable flying sites and meeting rooms either, rented, leased or purchased.

3. Membership

- 3.1. The Club is open to anyone. Total membership will be limited to a number that the Committee will set, from time to time and will be based on the membership numbers that the Club's flying site(s) can sustain.
- 3.2. Application for membership must be sponsored by a Committee member and made in writing to the Committee by completion of an application form.
- 3.3. The Committee shall have the right to refuse any application for membership.
- 3.4. All members shall undertake to abide by the Constitution and rules of the Club. Every member must respect the rights, dignity and worth of every other member within the Club. Every member, their family, and partner must be treated equally without malicious or abusive gossip or behavior about: model flying, age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief.
- 3.5. All Members shall be members of the 'British Model Flying Association' (BMFA) and abide by the rules of the BMFA.
- 3.6. All Members will endeavour to pass at minimum the 'A' class achievement in model flying as per BMFA requirements.
- 3.7. If any member fails to observe either the Constitution or any rules of the Club the following Dismissal process (3.8 to 3.12) will be undertaken.
- 3.8. The member will be given a verbal warning by an authorised committee member in which the member will be made aware of his misdemeanour and what he is reasonably required to do to make amends.

3.9. If the member does not respond, he will be given a written warning by an authorised committee member to advise him of his misdemeanour and what he is reasonably required to do to make amends.

3.10. If the member still fails to respond the Committee will invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising him that the Committee are considering either withdrawal or non-renewal of his membership.

3.11. If he still fails to respond to reasoning or fails to attend the meeting without reasonable cause, the Committee will advise him in writing that his membership is withdrawn or will not be renewed, stating the reasons why this decision has been reached. The member's subscription for that year will be returned.

3.12. When the member is advised of withdrawal or non-renewal of his membership, he will be given the right to appeal at a Club EGM. The member must request this EGM in writing to the Club Secretary and the committee will organise the meeting on his behalf. Notice and voting arrangements for the EGM, already detailed in the constitution, will apply.

4. Child & vulnerable adult Welfare

4.1. The Club is committed to protect children (aged 18 or under) and vulnerable adults. As such it shall follow the BMFA Club Welfare & Policy Guidelines and all Club Members are to follow these simple principles to promote the protection of children and vulnerable adults:

4.1.1. The child's welfare is the first consideration.

4.1.2. All children and vulnerable adults regardless of their age, gender, disability, race, religion or sexual identity have the right to be protected from abuse and to be treated with dignity.

4.1.3. All those working with children and vulnerable adults should have the knowledge and awareness to permit them to make informed decisions to prevent placing themselves or children and vulnerable adults at risk.

5. Administrative Structure of the Club

5.1. The Club members will elect the Committee Members (except as provided in paragraph 4.7) who will be responsible for conducting the day-to-day affairs and business of the Club.

5.2. The Committee will comprise a minimum of five and a maximum of seven members three of whom will hold the offices of Chairperson, Secretary and Treasurer (the Officers). The remaining members may be allocated specific responsibilities as agreed by the Committee.

5.3. All Committee Members shall be full members of the Club.

5.4. Committee members will be elected by the club members at the Annual General Meeting except as provided in paragraph 5.7

5.5. Members of the Committee shall be elected to serve as designated Officers of the Club and/or to have one or more specific responsibilities.

5.6. No Committee member shall hold more than one of the three offices of the Club although an Officer of the Club can also have one or more specific responsibilities. Likewise a Committee Member who is not an Officer of the Club can have more than one specific responsibility.

5.7. In the event that a Committee Member resigns before the Annual General Meeting, the Committee shall be empowered to appoint a successor provided always that in the case of the resignation of an Officer of the Club the successor is not already such an Officer. Any successor other than an Officer appointed in that way need not be an existing Committee Member and shall serve until the next Annual General Meeting.

5.8. All Committee Members shall serve in an honorary capacity. Committee Members shall be entitled to claim and receive reimbursement of expenses incurred in the course of their duties.

5.9. The Committee shall meet as often as is deemed necessary by the Chairperson and / or Secretary. A quorum shall exist if more than 50% of Committee Members are present.

5.10. Should any Committee Member fail to attend committee meetings (without good reason) for three successive meetings then that member will be deemed to have resigned.

5.11. The Committee may invite any number of members of the Club to attend Committee Meetings. However such invitees shall not be entitled to vote on matters before the Committee.

5.12. Any member who wishes to raise an issue, concern or idea for discussion at committee meetings should either (a) seek the Chairman's permission (permission will not be unreasonably withheld) to attend a committee meeting to raise the item either at the beginning of the meeting or as AoB, or (b) detail (preferably in writing) that matter to any committee member. That committee member must then add that item to the AOB section of the next committee meeting on that members behalf. It is incumbent on that committee member to provide appropriate feedback to the member who originated the item.

5.13. Should the Committee be unable to agree on any particular matter the Chairperson will hold a ballot, in which he cannot vote. In the event that the ballot results in a tie, the Chairperson will vote to decide the matter.

6. Annual General Meeting and Extraordinary General Meetings

6.1. The Annual General Meeting (AGM) of the Club will be called by the Committee and take place during the month of November. A quorum shall exist if more than 25% of members are present.

6.2. An Extraordinary General Meeting (EGM) may be called by the Committee at any time, and always if requested by six or more members of the Club. Such a request must be in writing and handed to a Committee Member. The request must state the business to be discussed and be signed by at least six full Members.

6.3. The date, time and venue of the Annual General Meeting or any Extraordinary General Meeting (the meeting/s) will be decided by the Committee. However in the case of a requested Extraordinary General Meeting, this meeting must take place within three weeks of the written request being made.

6.4. The Committee will ensure that written notification of the meeting(s), which shall include, date, time, venue and the agenda, is posted or emailed as appropriate to each member at least seven days before such a meeting takes place.

6.5. Meeting(s) may be opened only in the presence of three Members of the existing Committee one of who must be an Officer of the Club.

6.6. Meeting(s) must be presided over by the Club Chairperson or in his absence by the Club Secretary or in his absence the Club Treasurer.

6.7. Should the Committee fail to call or give notice of a meeting in accordance with the provisions of clauses 5.1, 5.2, 5.3 & 5.4 above, all Members of the Committee will be deemed to have resigned. In such a case any member of the Club will be empowered to call an Extraordinary General Meeting of the Club to elect a new Committee. The Meeting will be called in accordance with the provisions of clause 5.4 above. When the written notification of the meeting has been issued and before the date of the meeting the member calling the meeting shall ask the former Club Chairperson to deliver the Club records, accounts and cash records to the member as soon as practicable. The former Club Chairperson shall not delay this procedure unreasonably and will obtain a receipt detailing each of the items handed over which shall also form part of the Club Records. The Chairperson of such a Meeting shall until such time as a new Chairperson is elected be the member calling such a meeting.

6.8. Should the Committee fail to open a Meeting in accordance with the provisions of clause 6.5 above, the Officers of the Club and those Committee Members not attending the Meeting shall be deemed to have resigned. Should more than half the number of Committee Members have to resign for that reason then one of the remaining Committee Members or if there is none a Member shall call an Extraordinary General Meeting of the club to elect a new Committee in accordance with the procedures laid down in clause 6.7 above.

7. Voting at the Annual and Extraordinary General Meeting

7.1. Only full members of the Club may vote at an Annual General Meeting or Extraordinary General Meeting.

7.2. Full members unable to attend an AGM or EGM may vote by proxy by nominating a member of the Club. Such nominations shall be in writing and handed to the Chairman prior to the meeting.

7.3. Only one member per proxy vote shall be allowed.

7.4. A majority shall decide all ballots. The Chairperson shall only cast their vote when a ballot results in a tie.

8. Election of Committee members

8.1. Election of the officers of the Club shall be in the following order Chairman, Secretary and Treasurer followed by the other Committee members. (See paragraph 8.4)

8.2. Members of the Committee shall cease to be Committee members immediately following the election of their successors, who will take over their responsibilities on election.

8.3. The officers of the Club (Chairperson, Secretary and Treasurer) shall be elected or re-elected at each AGM. Committee members who are not officers of the Club will be elected to serve on the Committee for a period of two years.

8.4. At the AGM, two members from the Committee, who are not Officers of the Club, will stand down, and two new members shall be elected to take their places on the Committee for a term of two years. Should the existing Committee only consist of five members, then only one will be required to stand down.

8.5. Even if replacement members are nominated, the retiring members will be eligible to stand for re-election.

9. Subscriptions & Joining fees

9.1. All members will pay a subscription fee towards the costs of running the Club. The subscription shall become due on joining the Club and upon application for renewal of membership.

9.2. A member's partner will be entitled to Non Flying Membership of the Club for the same period as the member.

9.3. The Subscription Rate for the following year, together with the Joining Fee, will be proposed by the Committee and decided by ballot at the AGM. Reduced rates may be set for juniors under the age of 18 years; joint family members; pensioners and registered disabled people, as determined by the Club Committee.

9.4. All Club members will also pay the current membership fee of the British Model Flying Association (BMFA) unless the member is already a paid up member of the BMFA, either directly or through the membership of another club affiliated to the BMFA.

9.5. The subscription to the Club will run from 1st January to 31st December of that year.

9.6. New members are required to pay a Joining Fee in addition to the Annual Subscription (see paragraph 9.3). The amount of the Joining Fee will be set at the AGM (see paragraph 9.3).

9.7. The Annual Subscription Rate will be set at the AGM in November, and will become due on 1st January the following year. Subsequent to 31st January members re-joining the Club will be required to pay a Lapsed Membership Fee of £10.00. The Lapsed Members Fee will apply until 1st March, after which any member wishing to re-join the Club will be required to pay the full Joining Fee.

9.8. Until the Annual Subscription is received by the Secretary members are not permitted to fly at any of the Club's sites. The member must have also either paid their BMFA membership to the Secretary or provided evidence to the Secretary of payment directly or through another Club.

9.9. Should an application to join the Club be received during the second half of the Club year (see para 9.5.) the full Annual Subscription will be due, with a 50% reduction in the following year. In all instances of late joining the applicable BMFA insurance must be paid or proof of BMFA membership provided.

10. FINANCE

10.1. Annual accounts and financial reports

10.1.1. The Treasurer on behalf of the Committee will prepare and submit at the Annual General Meeting the annual accounts in respect of the previous year. The accounts, where appropriate, will be in the form of a receipts and payments account and will include all the financial transactions that the Treasurer is aware of and other officers and members have advised.

10.1.2. The Treasurer shall maintain all financial records to enable the production of the accounts and reports detailed above and to the satisfaction of the auditors

10.2. Banking

10.2.1. The Treasurer shall advise the Club and Committee on the provision of banking including the opening of an interest earning deposit cheque account if available.

10.2.2. A bank account may not be opened in the name of or on behalf of the Club except where authorised by the Treasurer.

10.2.3. Only the Treasurer shall open a bank account in the name of the Club.

10.2.4. The Treasurer shall agree with the Committee and advise the Club's Bank or Building Society in writing of the:-

- conditions under which the account(s) shall operate and
- any alterations in the conditions of the operation of any account which may be required by the Committee from time to time

10.2.5. All Club monies will be recorded gross through the Club's accounts

10.2.6. The Treasurer will ensure that the payments authorised to be paid from the accounts will not exceed the amount credited to the account.

10.2.7. All Club cheques will be signed by the Treasurer and one other club officer

10.2.8. The cash book balance will be reconciled with the bank balances on a regular basis and not less than three monthly intervals.

10.2.9. Cheques shall not be signed before the date, the payee and the amount in words and writing have been filled in and completed in a way so as to minimise the possible fraudulent alteration.

10.3. Annual Budget and Membership fees

10.3.1. The Treasurer shall prepare on behalf of the Committee a budget for the following year for the purposes of:-

- planning the extent and type of expenditure proposed
- the retention or development of any financial reserves, and

- for calculating the annual membership fee.

10.3.2. The Treasurer shall keep the Committee informed of the financial consequences of any changes in planned expenditure and other events that may effect the future proposals, plans and projects of the Club.

10.4. Income

10.4.1. A receipt shall be given immediately for all receipts of money by the Treasurer except in cases where the Secretary provides a summary of members subscriptions and joining fees.

10.4.2. All members who receive any money for the Club should ensure it is passed to the Treasurer promptly who will issue an official receipt.

10.4.3. All money received will be banked promptly and any deductions should be recorded and the gross transactions recorded in the accounts.

10.5. Payment of accounts

10.5.1. The Treasurer shall be responsible for the payment of all accounts, rents and other debts.

10.5.2. All accounts requiring payment shall be sent promptly to the Treasurer.

10.5.3. Original invoices should be submitted for payment. Where the original invoices are no available the Chairman or Secretary will countersign the claim submitted

10.6. Audit

10.6.1. The Club's accounting record will be audited following the completion of the annual accounts by one or two full members selected by the committee. These members should not be Committee members.

10.6.2. The auditor will review the accounting records with a view to gaining an assurance that the annual accounts represent a true and accurate record of the Club's transactions for the year.

10.6.3. In completing the audit the auditor will seek the assurance of the Treasurer of the accuracy of the records made available to them.

10.6.4. The auditor will sign an appropriate statement to signify their acceptance of the accuracy of the accounts or present a report setting out any matters of concern and their qualification of the accounts.

10.6.5. The Committee may ask the Treasurer, without giving notice, to hand over all the accounting records, at any time during the year in order that they may be audited or for any other purpose decided by the Committee.

10.6.6. All the accounting records remain the property of the Club.

11. Winding up of the Club

11.1. In the event that circumstances make it likely that the Club will have to be wound-up an Extraordinary General Meeting will be called, by the committee, to decide the matter. Any decisions to be made concerning the finances of the Club will be taken at this meeting.

12. General

12.1. No member of the Club shall use, cause to be used, the name of the Club in any advertisement or for any purpose of trade except with the express permission of the Committee.

12.2. This Constitution may only be changed at Annual General Meeting or an Extraordinary General Meeting called for that specific purpose.

12.3. The Committee alone shall be responsible for implementing the Constitution except according to the provisions of clauses 6.7 and 6.8 above.

12.4. In any case where the interpretation of this Constitution is alleged to be open to doubt the Club Chairperson will be responsible for deciding it's meaning, his/her ruling shall be final and binding.

This Constitution is accepted on behalf of Club Members, Date _____

Signed _____ **Chairman Print Name** _____

Signed _____ **Secretary Print Name** _____

Changes from Version 10 onwards;

Date	Section	Details
Nov 2012	3 membership	Addition of the BMFA recommended Dismissal Procedure
Nov 2012	4 Welfare	Addition of BMFA recommended Children and Vulnerable Adult policy
Nov 2012	8 Election of Committee members	Clarification at 8.5
May 2013	5 administration of club	New clause for members to raise issues at committee meetings

January 2014	5 administration of club	Amendment to clause 5.12 so members can attend committee meetings to raise issues
January 2015	3 Membership	Addition of respect clause 3.4