

Coventry & District Model Aero Club

Constitution

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Table of Contents

CONSTITUTION	3
GENERAL	3
MEMBERS	3
CLUB MEETINGS	4
RULES, DISCIPLINE AND SAFETY	4
FLYING	6
COMMITTEE STRUCTURE AND APPOINTMENTS	6
COMMITTEE ORGANISATION AND POWERS	7
VOTING AND CONDUCT OF COMMITTEE MEETINGS	7
VOTING AND CONDUCT OF GENERAL MEETINGS	8
ANNUAL GENERAL MEETINGS	8
EXTRAORDINARY GENERAL MEETINGS	9
INSURANCE AND INDEMNITY	9
DISSOLUTION OF THE CLUB	10
END OF THE CONSTITUTION	10

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 **Coventry & District Model Aero Club** and is affiliated to the British Model Flying Association.
2. The official address shall be that of the secretary.
3. The clubs principal aim shall be the promotion of safe and responsible model aircraft building and flying.
4. Alterations to this constitution can only be made at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

Any Proposed alterations must be submitted to the secretary in writing.

Members must be informed of these proposals at least 28 days before the meeting.

MEMBERS

5. A "member" means any class of membership.
6. A junior member is any member less than 18 years old, all other members are senior.
7. The Committee has the right to refuse membership to new applicants.

The reason must be documented in the committee meeting minutes and cannot be due to, race, gender, sexuality, religion or disability.

8. 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.

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

New members will not be eligible to serve on the Committee until they have been members for 18 months.

9. New members will pay the joining fee as well as the annual subscription.
 - a) Any member joining between 1st July and 30th September will pay half the annual subscription.
 - b) Any member joining between 1st October and 30th December will pay a quarter of the annual subscription.

- c) New members not already members of the BMFA will be charged the BMFA fee at the current rate.
10. All new members will receive a copy of this constitution.
 11. Junior member application forms must be countersigned by a parent/guardian.
 12. 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.
 13. Members who have allowed their membership to lapse for less than 10 years will not normally be asked to re-apply for membership or pay the joining fee, but will be required to pay a subscription, as specified in Article 9. The Committee reserves the right to ask for a formal membership application if it so wishes.
 14. Members who have not renewed their membership by **April** will be deemed to have left the club and a renewal after this period will be treated as in Article 13
 15. The club cannot refuse a members renewal if received before **April** , to do so is classed as dismissal and the disciplinary procedure must be followed
 16. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request..
 17. A member may be made a life member for extensive services to the club. Life members can only be created by a majority ballot of club members at a general meeting. All new life members will be continue to be responsible for their BMFA subscription.
 18. 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 dismissal.
 19. Members may invite guest fliers to the site on arrangement with the Committee but they must be BMFA insured and the club member must assume total responsibility for the actions and safety of the guest. ***(The club may accept other insurances but the committee must be satisfied they have provided alternative cover – (i.e. guest from overseas).*** Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit.
 20. All members must be registered with any legally required government registration scheme for model aircraft and or drones.

GENERAL MEETINGS

21. The Club shall meet on the first and third Monday in every month or as otherwise advised by the Committee.

RULES, DISCIPLINE AND SAFETY

(see the Disciplinary Procedure Guidance document for more information)

22. Additions and amendments to field safety rules and regulations can only be made by proposals at a General or Annual Meeting.
23. 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.
24. 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.

This suspension is considered a neutral act and infers no blame or guilt and is purely to allow an investigation.

25. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding **90** 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 Article 26.
26. 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 a Committee Member authorised by the committee 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 make amends, he is to 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.
 - c. If he still fails to make amends, 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 withdrawal of his membership.
 - d. If he still fails to make amends 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.
 - 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 a previously 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 the Club Constitution.
27. 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 sub-paragraph 26.e above.

FLYING

28. 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.
29. All members must attain the BMFA 'A' Certificate before being permitted to fly without supervision by a member with an 'A' certificate.
30. Any member whose flying standards drop below the minimum required solo standard will be required to rejoin the BMFA training scheme until the desired standards of flying are met.

COMMITTEE STRUCTURE AND APPOINTMENTS

31. The Committee of the Club shall comprise of not more than **12** members. Who shall be responsible for the organisation and administration of the club.
32. The Officers of the committee shall be:
 - Chairman
 - Vice Chairman
 - Treasurer
 - Membership Secretary
 - Club Secretary
 - Safety Officer
 - Grounds man
 - General Committee Member
 - Other members e.g. competition secretaries.
33. One senior club member should be appointed annually as the club's BMFA Delegate who should represent the club at all relevant meetings.
34. Committee officers and members shall be elected at the Annual General Meeting, to serve for a period of one year.

Any 2 members may nominate an eligible member for election.

Nominations shall be in writing signed by the nominees, and received by the secretary no later than the first General meeting in November.

35. Voting will be by a show of hands.

36. The Committee will be elected by majority vote.
37. All uncontested positions may be elected by a single vote.
38. All fully paid up members and life members are eligible to vote.
39. 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.

COMMITTEE ORGANISATION AND POWERS

40. Members elected to office will have full voting rights at all meetings.
41. 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 a General meeting must be sought for expenditure greater than **£2,000**
42. Relevant Committee officers are required to submit a sample of their signature for banking reference purposes.
43. Money may only be withdrawn from the club funds by cheque signed by not less than two Committee Officers or online by the Treasurer.
44. The Secretary must be informed of any negotiations proposed by club members, which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.
45. No executive member of the Committee may be a Committee Member or Officer of another model flying club.
46. Any Committee Member or Officer wishing to resign must do so in writing.
47. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
48. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

49. All committee meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the secretary.
50. A quorum of any Committee meeting shall consist of a majority of Committee Members.
51. The Chairman will conduct the meeting. In the absence of the Chairman, the Vice Chairman, or a Chairman elected by those present will conduct that meeting, with the full powers of the Chairman.
52. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

53. 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.
54. 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.
55. Non committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.
56. 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.

VOTING AND CONDUCT OF GENERAL MEETINGS

57. Any proposals will only be accepted at general meetings if the Secretary is given at least 14 days notice in writing of the item to be discussed.
58. A quorum of any general meeting is to be at least one quarter of the membership.
59. All fully paid up members and life members are eligible to vote.
60. 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.
61. Any proposal to change this constitution can only be done at an EGM or AGM. The proposal must be circulated in writing to all members at least 28 days before the meeting.
62. 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.
63. Amendments to proposals must be voted upon first.
64. Non club members may attend Club meetings as observers as invited guests of the club. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
65. 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.
66. Patrons of the club have no voting rights but are free to attend all club meetings.

ANNUAL GENERAL MEETINGS

67. The Annual General Meeting will be held on the first Club meeting in December.
68. Notice of the A.G.M. of the club shall be announced to the members at the last Club meeting in October.

69. Any proposals for the AGM shall be presented to the Secretary in writing by the first meeting in November.
70. The business to be transacted at the Annual General Meeting will be:
 - 1) Approval of the Minutes of previous A.G.M.
 - 2) Matters arising.
 - 3) To receive a written annual report from each member of the Committee.
 - 4) To receive an audited statement of Club funds.
 - 5) To hold elections for posts as Committee Members.(See Para 34 to 38)
 - 6) To appoint an auditor for the ensuing year.
 - 7) To vote on motions listed in Agenda.
 - 8) To set the annual subscriptions.

EXTRAORDINARY GENERAL MEETINGS

71. All extraordinary general meetings will be agended and minuted.
72. By resolution of the Committee or request of not less than 25% of Club Members in writing to the Secretary, an E.G.M. shall be convened.
73. The meeting will take place within 8 weeks of the request, and notice will be given at 3 successive club meetings.
74. The notice of the meeting shall state the business for which that meeting has been called and only that business shall be discussed.

INSURANCE AND INDEMNITY

75. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
76. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
77. 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.
78. When there is a joint meeting between **CADMAC** 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

79. 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.
80. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members; the funds remaining will be held in trust by the BMFA for a period of ten years.

All members will receive a final statement of accounts.

81. The funds will be returned in the event the club is reformed within 10 years.

After this time the funds will be used to further model flying in the UK.

END OF THE CONSTITUTION

End Of Document