Club Constitution *(version 2024-02-00 – Author CA)*

Introduction

Following our club talk by Manny Williamson in November 2010, we asked Manny for an example constitution from the BMFA. We have in this document the BMFA example constitution with relevant information for Retford Model Flying Club. This document was fully discussed at the 2010 AGM held in January 2011 and the relevant amendments have been made following that meeting.

BMFA Introduction

How a BMFA affiliated club conducts itself is entirely the responsibility of the club and the BMFA has no standing right or remit to interfere with the club. However, the BMFA as the National Governing body for the sport of Model Flying has a duty to provide advice should a club request it.

This document is made available to clubs for their consideration only and it is provided to serve as a template to be modified as the club wishes. It is designed to be as comprehensive as possible to cover all points that may be pertinent to a club and it is not anticipated that all BMFA affiliated clubs will adopt it completely.

Sadly, problems arise with regular monotony within clubs and the importance of a comprehensive constitution and rules cannot be over-stressed as these will set the ground-rules in any dispute. Therefore, it is recommended that clubs consider all points carefully before deciding to exclude them.

A comprehensive constitution and a set of rules ensures that a club has well defined procedures and standards which enables the club to conduct its business lawfully and with due consideration for its members. In turn, the members know what is required of them and what their role is within the club. A good constitution should form the cornerstone of the club's conduct.
We welcome any comments that you may have on this document so that other clubs can benefit from your knowledge and experience. Should you have any questions or comments please contact either:

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Club Constitution

1) The club has three trustee's in relation to the field:-
Steve Course~~, Dave Noar~~, John Young. DN has resigned as a trustee and will be replaced during 2024

2) The club shall be called Retford Model Flying Club and will be affiliated to the British Model Flying Association.

3) The club's principal aim shall be the promotion of safe and responsible model aircraft flying. All model types except drones and helicopters (Note autogyros are acceptable, as is FPV, subject to following BMFA guidelines).

(a) A drone may fly at our flying site flying in a normal circuit with fixed wing aircraft and if requested by a member in a **search and rescue capacity** ~~**and at no other time**~~

4) All members, without exception, must obey all club rules. Failure to do so may result in disciplinary action by the Club, which may lead to dismissal.

5) All members must be members of the British Model Flying Association and must be able to provide evidence of such on request. The only exception to this is for those members who play no active part in the club whatsoever i.e. social members only.

a. There is now a requirement to be registered with the CAA as an 'Operator' if you are over 18 and fly a UAS weighing more than 250g outdoors. All RMFC members must register through the BMFA or CAA.

6) When there is a joint meeting between **Retford 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

7) Members may invite guest fliers to the site on 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.

8) A "member" means any class of membership

9) 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.

10) The Committee has the right to refuse membership to new applicants.

11) New members will be required to serve an initial probationary period of 3 months. During this time they may have their membership terminated at the discretion of the Committee for unsatisfactory conduct

11a) During their probationary period they will not have the full rights of club member such as inviting guests to fly.

12) New members' subscriptions shall be subject to status, plus the joining fee as decided at the Annual General Meeting.

13) Any member not renewing their subscription by the 31st of December will be deemed to have left the club and will need to re-apply for membership (via the waiting list if one is currently in place) and pay any subsequent joining fee.

13a) After the granting of full membership a gate key can be offered to holders of a BMFA achievement. Keys are the property of RMFC and are loaned on deposit of £20 to the club, which is refundable on leaving the club when the key is returned.

14) 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 Committee, the next club meeting or at a general meeting. The field safety rules are considered as a
supplementary code to those laid out by the British Model Flying Association's Members' Handbook, compliance with which is mandatory within **Retford Model Flying Club**

<u>14a) All members must adhere to the RMFC rules & constitution. As part of the renewal of membership members must agree to have read and understood current flying site rules and constitution</u>

15) 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.

16) The Committee may impose a flying suspension 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 Article 17.

17) The Committee may consider removal from the role of members any member whose 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 for an unauthorised misdemeanour and what he is reasonably required to do to make the Committee aware of his amends.

(b) If the member does not respond, he is to be given a written warning by a 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 respond, the Committee will 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 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.

(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.
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-paragraphs c, d and e above.
In the event of dismissal, the Committee will arrange for the member's current membership fee to be reimbursed pro rata.

18) Any alteration to this Constitution can only be made at a General Meeting called for the purpose. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

Flying Standards

19) 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.

20) Any member whose flying standards drop below the minimum requirement solo standard will be required to re-join the training scheme until the desired standards of flying are met.

Committee

22) The Committee of the Club shall comprise of not more than 7 members. A quorum of any Committee meeting shall consist of a majority of Committee Members.

23) The Committee shall consist of three officers. These shall be Chairman, Secretary, Treasurer with four further committee members. (Ratified AGM 23)

24) One senior club member (A senior club member is deemed to be someone who has been a member of Retford Model flying Club for two years or more) should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings

25) Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.

26) Committee members shall be elected from written nominations, at the Annual General Meeting, to serve for a period of two years. The Committee will be elected by majority vote by a show of hands from eligible members present.

27) Should a committee position become vacant, the Committee may co-opt a replacement, who will then serve until the following Annual General Meeting. This will be by a majority vote from the Committee Members

28) 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.

29) Money may ~~only~~ be withdrawn from the fund by cheque signed by not less than two committee members, internet banking will be monitored by the secretary and treasurer.

30) 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.

31) The Secretary will receive an annual honorarium (free membership) to cover out of pocket expenses not covered under the normal conditions of withdrawal from club funds, the amount of which will be decided at the Annual General Meeting. He may also present a quarterly claim towards telephone costs for consideration by the Committee. Ground person will be paid an allowance monthly during grass cutting season, this will be awarded by the committee to a limit of £60

32) No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club within a 15-mile radius of Retford Model Flying Club

32a) Members being nominated for committee positions, must have been members of RMFC for not less than 2 years

33) Any Committee Member or Officer wishing to resign should do so in writing.

34) Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee

35) The Committee may pay accounts and incur any normal liabilities on behalf of the club. If a Committee Member engages or becomes involved in court proceedings, whether criminal or civil in their representative capacity on behalf of the club, as opposed to their capacity as a private individual, the club will indemnify the Committee Member in respect of any fines or damages or costs awarded against the Committee Member.

36) In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by them in their representative capacity, such damages or costs will belong to the Club and not the Committee member.

VOTING AND CONDUCT OF MEETINGS

39) All meetings will have an agenda and be minuted. Any other business 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. Meetings may also be conducted online via Zoom (or other similar methods)

40) A quorum of any general meeting is to be at least one quarter of the membership.

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 allowed.

42) All proposals must be seconded and voted upon. A majority vote is required to carry any proposal.

43) Amendments to proposals must be voted upon first.

44) Non-committee members may attend committee meetings as observers. Any non-Committee Member may be asked to leave the meeting subject to approval from the Committee.

45) 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.

46) Patrons of the club have no voting rights but are free to attend all club meetings.

ANNUAL GENERAL MEETINGS

47) A date convenient for the Annual General Meeting, will be decided each year by the Committee, and the date made known at least 14 days prior to the meeting will be given in writing to all Club members.

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

49) Subscriptions are due by 31st December each year. Any member who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be allowed to fly until they have done so. BMFA membership must be in place before flying .

(a) £10 discount will be given to members if club subs are paid by 31st December

50) An Auditor or Auditors shall be elected by the Committee to examine 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

EXTRAORDINARY MEETINGS

51) The Secretary will convene an Extraordinary Committee Meeting within14 days on request from any member of the Committee, stating the business to be discussed

52) 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

53) 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, of which 28 days' notice has been given to all members in writing stating the business to be discussed

54) When a request for a meeting is made in accordance with Article 53 and it is not called within 28 days, those making the request may themselves convene an Extraordinary General Meeting of the Club by giving 28 days' notice in writing 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.

DISSOLUTION OF THE CLUB

55) 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. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote

56) 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 distributed in equal shares to the Club's charities. (See the Clubs' Charity Guidelines).

57) If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be donated to the Club's charities. All members will receive a final statement of accounts