



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

CONSTITUTION OF HAVERFORDWEST MODEL CLUB

GENERAL

1. The club shall be called **Haverfordwest Model Club (HMC)** and will be affiliated to the British Model Flying Association (BMFA).
2. Alterations to this constitution can only be made at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose alone. Any Proposed alterations must be submitted to the secretary in writing at least 28 days prior to the meeting (See rule 57).
3. The club has not at present instigated a Child Protection Officer or a Child Protection Policy (Child Protection Act 2004), however should it be required the Committee will appoint a senior member of the club as a Child Protection Officer and authorize that person to draw up a Policy to cover children's safety during club activities.

AIMS

4. The clubs principal aim shall be the promotion of safe and responsible model aircraft flying.

MEMBERS

5. A "member" means any class of membership.
6. The Committee has the right to refuse membership to new applicants.
(Note:- As a private members club we can refuse membership to any individual, however the reason cannot be due to, race, gender, sexuality, disability etc It is important that the reasons are documented in meeting minutes.)
7. 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 terminated at the discretion of the Committee for unsatisfactory conduct.
8. New members' subscriptions shall be dependent on membership class, plus the joining fee as decided at the Annual General Meeting.
9. Subscriptions are due by 1st January 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 permitted to fly until they have done so. BMFA membership must be in place before flying.
10. Members who renew their membership before the General Meeting to be held in February, will not be asked to re-apply for membership or pay the joining fee, but will be required to pay a full 12 months subscription. The Committee reserves the right to ask for a formal membership application if it so wishes.

11. Members who have not renewed their membership by the General Meeting to be held in February will be deemed to have left the club and a renewal after this period will be treated as a new membership application.
12. All members must be members of the BMFA 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, Honorary Members only. A member may be made a Honorary Member for extensive services to the club. Honorary Members can only be created by a majority ballot of club members at a general meeting.
13. 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.

COMMITTEE - STRUCTURE AND APPOINTMENTS

14. The Committee of the Club shall comprise of not more than 6 (six) members.
15. The Officers of the committee shall be, Chairman, Vice Chairman, Secretary, Treasurer, Publicity/PR Officer and a Safety Officer.
16. One senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings
17. Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the BMFA.
18. 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. The Committee will be elected by a simple majority vote by paper ballot from members present. All fully paid up members and Honorary members are eligible to vote.
19. 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

20. 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.
21. 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 £200.00 (Two hundred pounds).
22. Money may only be withdrawn from the club funds by cheque signed by not less than two Committee Officers. These should be the Treasurer and either the Chairman or the Secretary.
23. 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.
24. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club.
25. Any Committee Member or Officer wishing to resign must do so in writing.
26. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
27. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

28. The Chairman has the right to limit the time allocated for any topic being discussed and may limit the number of speakers (equally for and against the topic) to allow a constructive and orderly procedure to be maintained.

RULES, DISCIPLINE AND SAFETY

29. The committee will compile a set of Club Rules to cover the safety of the flying field, flying and any other situation that members may become involved in. They will be allowed to amend and/or change those rules as deemed necessary after discussion and voting at a committee meeting.
30. 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.
31. 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.
32. 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.
33. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 40 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 the clubs Disciplinary Policy.
34. 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 clubs Disciplinary Policy.
35. In the event of dismissal the Committee will arrange for the member's current membership fee, pro rata for the remaining period (excluding BMFA subscription) to be reimbursed in full.

COMMITTEE MEETINGS - VOTING AND CONDUCT

36. The committee may hold meetings as necessary to conduct the business of running the club. These meeting may be away from the General Meetings and may be closed to the membership to allow private or confidential discussions to take place.
37. All committee meetings will be run to an agenda and minuted. Minutes of committee meetings will not normally be made available to members. However if a good cause is proven, a member may be given access to relevant information within a set of minutes.
38. A quorum of any Committee meeting shall consist of a majority of Committee Members one of which must be either the Chairman or the Vice Chairman.
39. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
40. 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.
41. 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.
42. 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 or asked not to attend subject to approval from the Committee.

VOTING AND CONDUCT OF GENERAL MEETINGS

43. The Club will hold a General Meeting in each month, with the exception of December. The December meeting will be the Annual General Meeting (AGM) (See rule 54). The date and location to be set by the committee, this may be advised to the members at the close of the previous meeting.
44. All general meetings will be run to an agenda and minuted. Any other business will be accepted from members present. The Chairman has the right to refuse any subject and may ask that the member raises that subject at the AGM (Proposer to comply with time limits etc).
45. The minutes of each General Meeting will be made available, by the Secretary, to the members as soon as practical using their chosen method of communication.
46. A quorum at any general meeting is not required.
47. All proposals, after discussion, must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
48. 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.
49. Amendments to proposals must be voted upon first.
50. 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.
51. Non club members may attend Club meetings as observers and invited guests of another club by applying to the Secretary at least 14 days before the meeting. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
52. 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.
53. Patrons of the club have no voting rights but are free to attend all club meetings.

ANNUAL GENERAL MEETINGS

54. An Annual General Meeting will take place each year in the month of December, the date to be decided each year by the Committee. At least 28 days notice of the meeting will be given to all Club members. Should this meeting have to be cancelled it must be rearranged to be held by the end of December.
55. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.
56. 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.
57. Any changes to this constitution can only be made after a full discussion at an Annual General Meeting or An Extraordinary Meeting called for that purpose only. It must be seconded and voted upon. A 2/3 (two thirds) majority vote of those present is required to carry any proposal that changes this constitution.
58. 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.
59. Any Other Business will allowed at the discretion of the Chairman. He may stop a discussion if he feels the subject should have been notified earlier to allow all members to become more familiar with that subject.

EXTRAORDINARY GENERAL MEETINGS

- 60.** 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.
- 61.** 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.
- 62.** 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.
- 63.** 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.
- 64.** When a request for a meeting is made in accordance with rule 62 and it is not called within 28 days, the requisitioners 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.

INSURANCE AND INDEMNITY

- 65.** The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
- 66.** The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
- 67.** 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.
- 68.** When there is a joint meeting between HMC 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

- 69.** Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. A quorum of 2/3 (two thirds) of the club membership shall be required. 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.
- 70.** 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; those present will decide which charity is to receive the funds remaining.
- 71.** If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be distributed to the charity chosen as in rule 70.

This document was accepted as the Constitution of
Haverfordwest Model Club at the Annual General Meeting on the

DATE

SIGNED

SIGNED

SIGNED

CHAIRMAN

VICE-CHAIRMAN

SECRETARY