

# CONSTITUTION

## GENERAL

1. The club shall be called “West London Model Aeroplane Club” (“WLMAC”) and will be affiliated to the British Model Flying Association.
2. The club's principal aim shall be the promotion of safe and responsible fixed-wing model aircraft flying.
3. Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting 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 membership. The committee may create differing classes of membership, each paying not more than the standard subscription, and with equal voting rights, but potentially differing rights to use the club's facilities (eg non-flying members)
5. The Committee has the right to refuse membership to new applicants.
6. New members will be required to serve an initial probationary period of 12 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.
7. New members' subscriptions shall be dependent on membership class, plus the joining fee as decided at the Annual General Meeting.
8. 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.
9. Members who have allowed their membership to lapse for less than 1 **month** 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. Reduced subscriptions for new members joining late in a year will be applicable as determined by the committee.
10. Members who have not renewed their membership by **1st February** will be deemed to have left the club and a renewal after this period will be treated as a new membership application at the discretion of the committee.
11. 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.
12. 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.
13. Members may invite guest fliers to the site but they must be BMFA insured, must comply with any other conditions in the current club rules, and the club member must assume total responsibility for the actions and safety of the guest.

## **RULES, DISCIPLINE AND SAFETY**

14. Additions and amendments to field safety rules and regulations are to be made by majority vote of the committee.
15. Any complaint concerning any member must be made in writing. The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.
16. 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.
17. The Committee may impose a suspension from club activities including attendance at the club flying site, 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 18.
18. 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 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 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 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 (excluding BMFA subscription) to be reimbursed in full.

## **FLYING**

19. The Committee, will be responsible for the running of the flying field at all times.
20. All flying members must attain the BMFA 'A' Certificate before being permitted to fly without supervision. All flights by members without the 'A' Certificate must be authorised and supervised by a member with the 'A' certificate, who is responsible for the safe conduct of the flight.
21. Any member whose flying standards drop below the minimum required solo standard will be required to rejoin the training scheme until the desired standards of flying are met.

## **COMMITTEE STRUCTURE AND APPOINTMENTS**

22. The Committee of the Club shall comprise of not fewer than 7 members.
23. The Honorary Life President, Lloyd Ressler, is a permanent member of the Committee and does not stand for election.
24. Committee members shall be elected at the Annual General Meeting to serve for a period of one year. The Committee will be elected by majority vote from members present. Written nominations for new members of the committee must be received by the secretary no later than 21 days before the meeting. Existing committee members willing to be re-elected for the following year do not require nomination.
25. The meeting shall elect a chairman and sufficient further committee members. The committee shall determine the other roles and tasks to be undertaken by the individual members at the first committee meeting of the year.
26. The Committee may, by a majority vote, co-opt an extra committee member 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 Life President, or if not present, the Chairman will have a casting vote in addition to his initial standing 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.
29. 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.
30. Current committee members do not pay an annual subscription in recompense for miscellaneous costs incurred. They can be paid for specific costs incurred on production of receipts.
31. Any Committee Member or Officer wishing to resign must do so in writing.
32. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
33. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

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

34. All committee meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the secretary.
35. A quorum of any Committee meeting shall consist of a majority of Committee Members.
36. A majority vote of those present is required to carry any proposal.
37. 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.

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

38. All general meetings will be agenda'd and minuted. Any other formal 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
39. A quorum of any general meeting is to be at least 20% of the membership.
40. A majority vote of paid-up club members present is required to carry any proposal including proposals to alter this constitution. All classes of membership have the same voting rights.
41. Voting will normally be by a show of hands, however a secret ballot must be taken should two or more members request that this be done. Proxy and postal votes will not be permitted.
42. Amendments to proposals must be voted upon first.
43. Non club members may attend Club general meetings as observers as invited guests of a 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.
44. The Committee, through the Chairman has the power to ask a person to leave any general meeting in the event of that person disrupting the meeting.

## **ANNUAL GENERAL MEETINGS**

45. A date for the Annual General Meeting will be decided each year by the Committee. At least 21 days notice of the meeting will be given in writing to all Club members.
46. A competent individual shall be elected by the Committee to carry out an 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.

## **EXTRAORDINARY GENERAL MEETINGS**

47. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any member 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. 28 days notice must be 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 **15** members of the club, stating the business to be brought before the meeting.

50. Within 28 days of request, notice of the meeting must be given to all members in writing stating the business to be brought before the meeting. The meeting must be at least 28 days after notice is given to members and within 70 days of the request.
51. When a request for a meeting is made in accordance with Article 49 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**

52. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
53. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
54. 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.

### **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 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.
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 RAF Benevolent Fund
57. 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.