

Okehampton Model Flying Club



BMFA Affiliated Club 0516



Constitution

OMFC Constitution Ver.9.151122

GENERAL

1. The club shall be called ***Okehampton Model Flying Club*** (hereinafter referred to as “the Club”) and will be affiliated to the British Model Flying Association (BMFA).
2. The objectives of the Club shall be to promote, foster and regulate model flying activities at club level.
3. All members must be members of the BMFA and must provide proof on request. Except non-flying Honorary members.
4. Please note that National legislation takes precedence over anything contained within this document.

MEMBERSHIP

5. There shall be three classes of membership; Junior, Senior and Honorary. A “member” means any class of membership.
6. A membership application form must be completed to apply for membership. The application shall be circulated for approval to ALL Club Members. In the event that there are no objections, the application shall be accepted. Any objection must be raised, in writing with detail, to the Club Secretary within 7 days. The Secretary shall investigate the objection and bring the details to the attention of the Club Committee. The Club Committee will then consider the application and grounds for objection and either approve or disapprove it by majority vote. All Members will then be notified of the outcome.
7. If it is necessary to cap the membership, new applications will be held until a vacancy is available. The cap will be set at an AGM or EGM.
8. The club has the right to refuse membership to new applicants.
9. Before flying unsupervised at any of the club flying sites, new members shall demonstrate a safe level of competence with models on the ground and in the air. If they cannot achieve this then the club will offer to assist until they can.
10. Subscriptions are due by December 31st each year, except Honorary members. Any member who has not paid the subscriptions for the ensuing year by this date will forfeit membership and if wishing to rejoin the club will be added to the waiting list or considered at the next monthly club meeting. There shall be a grace period of one calendar month i.e.

January 31st of the ensuing year.

11. New member subscriptions shall be subject to class of membership, applicants accepted after August will receive a 30% reduction. All new senior members shall be required to pay a non-refundable joining fee except former members who left the club in the previous 2 years.
12. 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 and the matter addressed at the next club meeting.
13. **DISMISSAL**

The club may consider dismissal from membership 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.

- a. The member is to be given a verbal warning by an authorised member of the committee making the member aware of the misdemeanour and what is reasonably required to make amends.
- b. A member who has acted in a way considered to be gross misconduct may be suspended from membership pending a decision of the committee.
- c. If the member does not respond, the member is to be given a written warning by the committee detailing the misdemeanour and the steps required to do to make amends.
- d. If the member does not respond following written notice the committee will advise the member in writing (recorded delivery) of dismissal from membership, stating the reasons for the decision
- e. Notice of dismissal will be accompanied by the option of appeal.

Option of appeal will be to the club membership at the next club meeting or one specially convened. Any motion to uphold dismissal or to reverse it must be in accordance with the constitutional voting procedures.

In the event of gross misconduct, immediate dismissal without warnings may be considered. However, the member must still be accorded the right of appeal in accordance with sub-paragraph e. above.

In the event of dismissal, the committee will arrange for the member's current membership fee to be reimbursed pro-rata.

Actions that would be considered gross misconduct would include, but not limited to;

- Abuse directed at anyone verbal or physical
- Deliberate damage caused to Club property
- Injury caused by complete disregard of club safety rules

OFFICERS OF THE CLUB

14. **CHAIRMAN** The Club Chairman shall preside and officiate at all committee, ordinary and

general meetings of the Club, and shall perform such duties as may be requested by the committee and ordinary meetings of the Club.

15. **VICE CHAIRMAN** The Club Vice Chairman shall preside and officiate at all committee, ordinary and general meetings of the Club if the chairman is absent, and shall perform such duties as may be requested by the committee, ordinary and general meetings of the Club.
16. **SECRETARY** The Secretary shall faithfully record all business of the Club at committee, ordinary and general meetings of the Club. All Club correspondence shall be directed through the secretary. The secretary shall prepare an agenda for consideration by committee meetings ordinary and general meetings of the Club.
17. **TREASURER** The Treasurer shall be responsible for the financial affairs of the Club. Shall present to each meeting of the club and to each meeting of the committee a cash statement. Shall make all accounting records available to any member at a mutually acceptable time. Shall be responsible for the banking of cash monies within a reasonable time after receipt thereof.

COMMITTEE

18. The Committee shall comprise of the chairman, vice chairman, secretary and treasurer, and other members, elected or co-opted, as required for the efficient running of the club. If the club is without a Treasurer, the role may be filled by a Finance committee comprising the Chairman, vice-Chairman and Secretary, who shall perform all the functions of the Treasurer until the post is filled. Members may be co-opted as required by the committee. A quorum of any Committee meeting shall consist of a majority of Committee Members.
19. One senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all area meetings, (subject to a reconstitution of the BMFA Devon Area).
20. Committee members will have full voting rights at all meetings. In the event of a tie the chairman will have a casting vote. Co-opted members have all voting rights.
21. Cash may only be withdrawn from the club account by a cheque signed by not less than two authorised signatories.
22. 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.
23. Any member shall be reimbursed for 'club/committee authorised expenses' incurred for the benefit of the club on production of a receipt or invoice. The Secretary will receive an annual honorarium to cover expenses not otherwise covered.
24. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
25. The Committee may pay accounts and incur any normal liabilities on behalf of the club
26. 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.

27. Any Committee Member or Officer wishing to resign may do so in writing.

VOTING AND CONDUCT OF MEETINGS

28. All meetings will be agendered and minuted. Items for inclusion on the agenda of any meeting of the club must be submitted to the secretary at least 7 days prior to the meeting.
29. A quorum of any general meeting is to be at least one quarter of the senior membership.
30. 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.
31. All proposals must be seconded and voted on. A majority vote is required to carry any proposal.
32. Amendments to proposals must be voted on first.
33. 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.
34. Non-club members may attend Club meetings as observers as invited guests of club members.
35. The Chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

ANNUAL GENERAL MEETING (AGM)

36. The club shall hold an AGM before the November monthly meeting of each year, or on another date decided by the committee, but prior to December 1st of the same year, to;
37. Elect the OFFICERS of THE CLUB who shall conduct the business of the club.
38. Elect other committee members to organise the affairs of the Club
39. Determine annual subscriptions, joining fees and guest flyer fees.
40. Changes to the constitution of the Club shall only be made at an AGM or EGM. Proposals for changes to the constitution must be submitted to the club Secretary and circulated to all members 14 days before the meeting.

EXTRAORDINARY GENERAL MEETING (EGM)

41. Any member of the club may request an EGM by submission of a motion to the Secretary supported by the committee or one third of the club members.

DISSOLUTION OF THE CLUB

42. Should it be considered necessary or desirable to dissolve the club, the Committee will call an EGM. If a quorum fails to attend, 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.
43. 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.