

**ENFIELD MODEL FLYING CLUB
CONSTITUTION**

1.

- a) This Constitution sets out the aims and objectives of the Club, together with the appointment of its officers, who shall be governed by the Constitution and Rules of the Club.
- b) All proposed changes or additions to the Constitution or Rules of the Club must be advised to members ten days before any meeting. Any member proposing a change must submit the amendment seconded by another member to the Secretary at least twenty-one days prior to the Annual General Meeting or Extraordinary General Meeting to enable notice of the amendment to be circulated in due time.

- 2.** Any change in the Constitution or Rules of the Club will require a majority of two-thirds of those present, and can only be effected at the Annual General Meeting or Extraordinary General Meeting.

3. THE AIMS OF THE CLUB

- a) To provide facilities for the sport of model aircraft construction and flying.
- b) To assist members to improve their standards of building and flying and to require strict observance of all rules in the interests of safety.
- c) To encourage Club social activities.
- d) To abide by and promote the national policies and rules of the governing body for the sport by affiliation to the British Model Flying Association (Society of Model Aeronautical Engineers Ltd).

4. THE STRUCTURE OF THE CLUB

- a) A committee consisting of:

CHAIRMAN	VICE CHAIRMAN
MEMBERSHIP SECRETARY	SECRETARY
TREASURER	NEWSLETTER EDITOR
COMPETITION SECRETARIES	THE SAFETY OFFICERS FOR
PUBLIC RELATIONS OFFICER	CHINGFORD & RAMMEY
- b) General Club membership shall be restricted at the discretion of the committee.
- c) Honorary Membership shall not exceed five, and can only be elected by a majority at any committee meeting.

5. TERMS OF OFFICE

- a) Each member of the committee will be elected at the AGM by the general membership, by a majority decision of those full Club Members present and voting.
- b) Those standing for office must be aged 18 or over at the date of the election.
- c) Office holders shall be elected at an AGM for a period of one year subject to the following exceptions:
 - i) He cannot, or does not wish to, remain in office.

- ii) The Club is dissatisfied with him and, by a majority decision, wishes to replace him.
- iii) Should the Chairman not complete his term of office, the Vice Chairman will assume the Chair until the next AGM.
- iv) Any other position shall be filled at an EGM. However, the committee shall have the power to co-opt a full member to fill a vacancy *pro tem* or to add specialist knowledge to the committee on a particular topic.

6. VOTING PROCEDURE

- a) The Chairman shall have a casting vote in the event of a tie.
- b) At the AGM the Secretary will accept the resignation of the existing committee and will then hold and conduct the election of a new Chairman, after which he will resign himself. The newly elected Chairman will then hold and conduct the election of the new committee.
- c) Only full Club members shall vote at elections.

7. THE COMMITTEE

7.1 THE ROLE OF THE COMMITTEE

- a) The committee shall have the right to expel or suspend any member whose conduct, in its opinion, is considered to be detrimental or prejudicial to the Club. Such decision is to be made at the discretion of the committee by majority vote. The member concerned may, at the discretion of the Chairman, be given the opportunity to exonerate himself, but after one written warning, any subsequent complaint(s) from any source whatsoever (which must be in writing), may result in his expulsion or suspension. The member concerned shall be entitled to a refund of his annual subscription on a pro-rata basis.
Any member disciplined by the Committee under this procedure shall be entitled to appeal to the membership. The member must notify the Secretary within 14 days of the disciplinary hearing of his/her intention to lodge an appeal. The Secretary will then be required to call an Extraordinary General Meeting to hear the appeal unless the member concerned agrees to the hearing being deferred until the next Annual General Meeting of the Club.
Nothing in the foregoing precludes the Committee placing such restriction as they consider necessary upon that member's participation in the Club's activities pending the outcome of the appeal.
Any member wishing to exercise a right of appeal against a Committee disciplinary decision shall, unless he/she agrees to the appeal being heard at the Annual General Meeting of the Club, deposit such sum as may be deemed necessary to cover the Club's costs in calling an Extraordinary General Meeting. Any surplus which arises shall be returned to the member and the whole shall be remitted to him/her if the appeal is successful.
- b) Four members of the committee shall constitute a quorum.
- c) The committee shall hold regular meetings.
- d) The committee shall endeavor to attend all Club meetings, to ensure the smooth running of the Club.

- e) The committee shall put forward ideas and suggestions at Club meetings for discussion, and thereafter will ensure that these are carried out, if approved by the membership.
- f) The committee, or any delegated Club member, shall represent the Club with all outside organizations,
- g) The committee shall provide a link between the members of this Club, other clubs and the general public.

7.2 THE INDIVIDUAL ROLES OF THE COMMITTEE

The Chairman

will preside over, and maintain order, at all meetings.

The Vice Chairman

- a) Will deputize in the Chairman's absence, at all meetings.
- b) Shall assist in any way he can with all Club matters.

The Secretary

- a) Shall keep and maintain the Club records, holding them available for inspection by any committee member when required.
- b) Shall monitor and be advised of all Club correspondence.
- c) Shall take the minutes at all meetings.
- d) Shall not give less than ten days' notice when calling an EGM or the AGM.

The Membership Secretary

Shall handle all Club membership applications, submitting them to the Committee for approval.

The Treasurer

- a) Shall keep and maintain the Club's accounts.
- b) Shall present the accounts to the committee for inspection annually.
- c) Shall handle all Club revenue ,which shall be banked within 10 days of receipt
- d) Has the authority to sign cheques in conjunction with one of the co-signatories, these being the Chairman and the Secretary, or any other appointed member of the Committee the maximum amount to be determined annually by the full committee. Expenditure in excess of this amount must be approved by the full committee. He also has the authority to sign cheques with his signature only up to a maximum amount of £50 (fifty pounds).

Newsletter Editor

- a) Shall collect, organize and write the material for the Newsletter.
- b) Shall print and distribute the Newsletter.

The Safety Officers

- a) Shall deal with all matters concerning safety during Club activities.

- b) Shall enforce all the Club safety rules.
- c) Shall enforce all the Club noise level rules.
- d) May, when necessary, request any full committee member of the Club to deputize for him.

The Competition Secretaries

Shall organize, notify and supervise the running of all Club competitions.

The Public Relations Officer

- a) Will deputize for any member in their absence, and assist in any way he can with any Club matter.
- b) Seek ways of publicizing the activities and achievements of the Club to the local press and to the modeling world.

8. THE GENERAL MEMBERSHIP

- a) All new applicants for membership for whatever reason shall be subject to a six-month period probationary period. New applicants shall be sponsored by an existing member and must disclose membership of other model flying clubs, current or within the past five years. Probationary members will be required to make themselves aware of the Club's safety rules.
- b) At the AGM any full member of the Club can be nominated for election to the committee.
- c) Members are expected to take an active part in the running of the Club, and to put forward ideas and suggestions for discussion with regard to policy, future events, etc.
- d) No increase in the annual subscription shall be made without prior discussions or approval by the general membership. Annual subscription shall include membership of the BMFA (unless the member produces evidence that he is already a BMFA member) and such fees for licences and permits as the committee has agreed shall be included in the annual membership.
- e) Junior members under the age of eighteen on 1 January of the year of membership shall have a reduction on the full membership subscription. Similar consideration may be given to those in **full time** education up to age twenty-one upon production of evidence to this effect.
- f) Members will be encouraged to collect their BMFA Insurance Certificate, Club Membership card and Chingford Permit at a general Club meeting.
- g) Upon acceptance as members of the Club, it is understood that all members undertake to abide by the Rules and the Constitution of the Club.
- h) Any existing member who does not hold an 'A' certificate under one of the BMFA proficiency schemes shall be treated each year as a new applicant for membership unless *either*, that member is able to show that he/she has attempted an 'A' test in the previous twelve months as evidenced in their Pilot Log Book *or*, is granted dispensation from this provision because he/she is able to demonstrate that he/she does not fly any discipline to which the BMFA proficiency schemes apply.
- i) Failure to pay annual subscription will result in loss of membership.

8. The Club has adopted the British Model Flying Association policy, procedure and guidelines for the promotion of welfare and care of children and vulnerable adults in model flying, issued November 1993, and as subsequently amended at any time or any other policy document substituted by the British Model Flying Association therefore.

10. FINANCE

a) Audit of Accounts

One Auditor, not an office bearer, shall be appointed for the ensuing year at the AGM. A financial statement, duly signed by the Auditor, shall be submitted to the membership at the AGM.

b) Banking

The funds of the Club shall be lodged in a bank account approved by the Committee

c) Withdrawal of Funds

Money may be withdrawn from the Club's account on the two signatures of the Chairman, the Secretary, Treasurer or other authorised Committee Members.

11. DISSOLUTION

Should the committee, by a two-thirds majority decide to dissolve the Club, it shall call an EGM, stating the terms of the resolution proposed.

If the resolution is carried by two-thirds of full members present at the EGM, the Committee shall dispose of any assets held in the name of the Enfield Model Flying Club in the following manner :-

- a) Any assets shall be realised in cash.
- b) All outstanding debts and liabilities will be settled.
- c) Any amounts outstanding after this settlement shall be donated to a charity or charities decided on at the EGM.
- d) A final statement of all settlements shall be issued to all members who were fully paid up at the time of dissolution.

12. FLYING SITES

No flying site, available to members of this Club, shall be surrendered without the prior approval of members in a General Meeting and such approval shall require a majority of two-thirds of those members attending.