

CONSTITUTION

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

Notification in writing shall be by means of electronic mail where possible otherwise hard-copy by post.

GENERAL

1. The club shall be called Wanstead Model Flying Club and will be affiliated to the British Model Flying Association.
2. The aim of the club shall be the promotion of the safe and responsible flying of fixed wing model aircraft.
3. Members will be permitted to fly model helicopters and multi-rotor aircraft after they have completed two years of continuous membership and passed the BMFA Achievement Scheme 'A'-test in fixed wing.
4. Alterations to this constitution can only be made at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

MEMBERS

5. Membership shall comprise of junior members aged 8-18 and senior members 18+.
6. New applicants for membership will only be considered for acceptance at a monthly indoor flying meeting currently held on the second Monday of the month. Any change to the date or location will be notified to the applicant in reply to an email request for details of club membership.
7. The Committee has the right to refuse membership to new applicants, but not on the grounds of race, religion, gender, sexuality or disability. A file note will be retained by the Club Secretary giving reason(s) for a refusal.
8. If a member has a non-frivolous objection to an applicant joining the Club, he must explain the reasons for his objection to a Committee member immediately. By a majority vote of committee members present, the objection to the applicant joining will be determined and clause The Committee has the right to refuse membership to new applicants, but not on the grounds of race, religion, gender, sexuality or disability. A file note will be retained by the Club Secretary giving reason(s) for a refusal. above will apply. In the case of a tie, the application will be granted.
9. Membership shall be restricted to a maximum set by the Committee according to site facilities available. Consideration will be given to an applicant's flying ability under the BMFA Achievement Scheme and the availability of competent and willing instructors within the club to train novice fliers.
10. New members will be required to serve an initial probationary period of 12 months with a review after 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.
11. Membership subscriptions apply for the full calendar year from 1 January to 31 December inclusive, irrespective of date of renewal or joining. There is no reduction in subscription for part year membership. New members' subscriptions will include a joining fee as decided at the Annual General Meeting.
12. Subscriptions are due by 1st January for the remainder of that year. Any member, who has not paid the subscriptions by this date, in full, will not be permitted to fly until they have done so. BMFA membership must be in place before flying and if paid through the Club subscription, will commence upon receipt of cash by a committee member or recognition by the Treasurer of cleared funds in the Club bank account.
13. Members who have paid their membership subscription by the **second Monday of February** will not normally be asked to re-apply for membership or pay a late 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.
14. Members who have not renewed their membership by the **second Monday of February**

will be deemed to have left the club and a renewal after this period will be treated as a new membership application. A late fee of £10 will be required in lieu of the joining fee in addition to the full 12 months subscription. Continuity of membership will be deemed to have been broken.

15. All club 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 flying activities at sites where the Club has an involvement, i.e. social members only.
16. 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.
17. 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.
18. Members may invite guest fliers to the site by arrangement with the Committee but they must be BMFA insured, hold at least an 'A'-test in fixed wing or equivalent and fly fixed wing aircraft only during their visit. The club member must assume total responsibility for the actions and safety of their guest. The Club can arrange for temporary BMFA membership for the sum of £5.00 per day if necessary and a mandatory Flying Permit for the sum of £5.00 per day. A maximum of three visits will be permitted per calendar year.
19. Members may invite one guest flier to the indoor flying meeting. A fee of £5.00 will be charged.

FLYING

20. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times.
21. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
22. All flying members must have passed the BMFA Achievement Scheme 'A' Certificate before being permitted to fly unsupervised. If the 'A' Certificate was gained away from Wanstead Model Flying Club, the member must satisfy a club examiner of their competence and awareness of the particular conditions at the Club flying site.
23. If in the opinion of a club examiner, any member whose flying standards drop such that they put others at risk of harm, the member be restricted to flying under the direct supervision of an experienced pilot until the desired standards of flying are regained.

RULES, DISCIPLINE AND SAFETY

24. Additions and amendments to field safety rules can only be made by proposals at a General Meeting.
25. All field safety rules 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 members at the next General Meeting.
26. Any complaint concerning a member must be made in writing, signed by the complainant(s) and then forwarded to the Club Secretary to be addressed at a Committee meeting convened for that purpose.
27. 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.
28. The Committee may impose a suspension from flying at a club venue, not exceeding 28 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 procedure in clause 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:.
29. 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 an agreed date and time to discuss the situation, advising that 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 an agreed date and time. The motion to uphold the membership withdrawal or reverse it must be by a majority vote of all members present at the meeting.

f. 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.

g. In the event of dismissal the Committee will arrange for the member's current membership fee (excluding BMFA subscription and Flying Permit fee) to be reimbursed in full.

COMMITTEE STRUCTURE AND APPOINTMENTS

30. The club shall be administered and guided by an elected committee of five members, all of whom must hold membership of the British Model Flying Association. They shall be as follows :-

a. **Chairman** :- shall be responsible for the running of all club meetings. He shall also be responsible for the corporate image of the Club to the general public at large. He will have a casting vote when there is a tie in voting at a General Meeting.

b. **Vice Chairman** :- will assist the Chairman in his duties as required. He must also take over the duties of any other committee member, should it be necessary.

c. **Secretary** :- will be responsible for the day to day running of the Club. He will be responsible for all correspondence and to liaise with other Clubs and Governing Bodies. He will furnish the Chairman with an agenda for all Club meetings and supply all necessary papers for the conducting of these meetings.

d. **Treasurer**:- will be responsible for the safe keeping and prudent handling of all club income and expenditure. He will keep a cash float of £100. max at any one time. He will obtain receipts for all transactions made in cash. He will present the accounts for audit by 2 non committee members of the Club for that year. He must present the books 3 weeks before the AGM and present the balance sheet to the Secretary for distribution before the AGM.

e. **Safety Officer** :- will be responsible for ensuring that both the BMFA and the Club Safety Codes are followed. He will be assisted by all other Committee members acting as Assistant Safety Officers such that there is a recognized safety presence at most flying sessions.

31. The Chairman, Secretary and Treasurer posts stand for a term of 3 years unless a vote of no-confidence is passed at the AGM or EGM by a simple majority of the members present at the meeting. The posts of Vice Chairman and Safety Officer are for one year.

32. Subject to venue availability, the committee shall aim to hold 12 meetings per calendar year for the purpose of indoor flying and for any urgent business that may arise.

33. The Annual General Meeting will be held in November but not to coincide with an indoor flying meeting.

34. Committee members shall be elected at the Annual General Meeting from written nominations with two seconders, received prior to the meeting. The Committee will be elected by majority vote by show of hands from members present. All fully paid up

members and life members are eligible to vote.

35. 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.
36. The BMFA and Club subscription and Flying Permit fee for committee members will be paid out of club funds.

COMMITTEE ORGANISATION AND POWERS

37. 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.
38. 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 beforehand.
39. Approval from the membership present at any Club meeting must be sought for expenditure greater than £500 other than for subscription fees to BMFA and Flying Permit fees to the Corporation of London.
40. Each Committee member is required to submit a sample of his signature for banking reference purposes.
41. Money may only be withdrawn from the club funds by cheque signed by two Committee members.
42. The Secretary must be informed of any negotiations with third parties proposed by club members that may affect the Club and copies of any written correspondence must be submitted to him for record purposes. Failure to notify of any negotiations undertaken by Club members may be considered as gross misconduct.
43. The Secretary will keep a float not exceeding £100 for incidental expenses such as postage, stationary, gate keys etc. He may also present a claim towards telephone costs for consideration by the Committee.
44. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club.
45. Any Committee Member or Officer wishing to resign before completing their term must do so in writing to the Club Chairman.
46. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
47. Committee members who incur costs in carrying out non-routine duties on behalf of the Club will be reimbursed from Club funds subject to a majority agreement by the Committee.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

48. The Secretary will convene a committee meeting within 14 days of a request from any officer of the Committee, stating the business to be discussed.
49. All committee meetings will follow an agenda and be minuted. Minutes of committee meetings will be made available to members on request to the secretary.
50. All proposals must be seconded and will be carried by a majority vote of those present.
51. 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.
52. 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.
53. 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.

VOTING AND CONDUCT OF ANNUAL/EXTRAORDINARY GENERAL MEETINGS

54. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 days notice in writing of the meeting and the agenda will be issued to all Club members.
55. An agenda will be provided for the meeting and minutes taken by the Club Secretary.

56. Any amendments to the Club Constitution shall require the approval by a two thirds majority vote of the club members present at an AGM or EGM. Details of any proposed amendments must be set out in a letter or email and submitted to the Club Secretary 28 days before any ballot. The Chairman may waive the 28 day rule in extreme circumstances. Amendments to the Constitution can only be made at an AGM or EGM.
57. Annual subscriptions, the joining fee and late fee will be decided at the Annual General Meeting by a simple majority vote of members present.
58. All proposals under any other business must be seconded and voted upon. A majority vote of members present is required to implement any proposal.
59. 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.
60. Amendments to proposals must be voted upon first.
61. 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.
62. Non club members may attend Club meetings as observers when invited as guests of a member by applying to the Secretary, by email, at least 14 days before the meeting.
63. 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.
64. Social members of the club have no voting rights but are free to attend all club meetings.

EXTRAORDINARY GENERAL MEETINGS

65. The Secretary shall convene an Extraordinary General Meeting of the club after a majority vote by the Committee. All members will be given 28 days notice, in writing, of the business to be brought before the meeting for discussion.
66. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 10 members of the club, stating the business to be brought before the meeting. 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.
67. When a request for a meeting is made in accordance with Clause The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 10 members of the club, stating the business to be brought before the meeting. 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. 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

68. The club will hold both Civil and Employers Liability Insurance, provided through affiliation with the BMFA.
69. The club will indemnify all committee members if they incur any liability on behalf of the club.
70. 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.
71. When there is a joint meeting between Wanstead 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.

DISSOLUTION OF THE CLUB

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

the members present at the EGM, the committee shall dispose of any assets held in the name of Wanstead 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 held in trust by the BMFA for a period of ten years. In the event that the club is reformed, the funds will be returned. After 10 years the funds get transferred to the Development fund and used to further model flying in the UK.
- d. A final statement of all settlements shall be issued to all members who were fully paid up at the time of the dissolution.