



Waltham Chase Aeromodellers

CONSTITUTION

Rev. 7.0 29th. November 2020

1. TITLE and AFFILIATION

The name of the Club shall be “**Waltham Chase Aeromodellers**”. The Club will be affiliated to the British Model Flying Association (**BMFA**).

2. CLUB AIMS and OBJECTIVES

The Club is to promote and further all aspects of building and the safe and responsible flying of all types of model aircraft. The Club shall support the principles of the BMFA, and in particular will encourage the participation of junior members in aeromodelling.

3. CLUB GENERAL COMMITTEE

The Club General Committee will consist of the following officers: Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Events Co-ordinator, Public Relations Officer and Web Master, all of whom shall be elected at the Annual General Meeting (AGM). In the event of there being insufficient candidates to fill all the posts listed an elected officer of the Committee may fulfil more than one rôle. The Club General Committee shall hold office until the next AGM when all Committee officers shall retire but be available for re-election should they so desire. In the event that a member of the Club General Committee shall resign before the next AGM, the remaining committee may, at its discretion, appoint a replacement committee member for the remainder of the year up until the next AGM.

Nominations for election to the Club General Committee shall be proposed either by the committee (after consultation with and consent of the individual), or in writing by the individual or another club member (with the consent of the nominee) prior to the AGM, or by an individual at the AGM. In the event that more than one candidate is prepared to stand for election to a Club General Committee position an election for that position shall take place, with the club members present (including any proxy votes) and the Club General Committee members (except the Chairman) voting (see paragraph 5).

No member may be elected to the committee unless he/she is present at the relevant meeting, or has sent a written apology for absence together with his/her written acceptance of the nomination.

The Club General Committee shall be responsible for the management and the good running of the Club and will have the power of co-option. It may submit proposals to any General Meeting of the club after due notice has been given to the members. Decisions made by the committee in the management of the club shall be final and binding.

The Club shall appoint a President to act as figurehead for the club. The President may attend committee meetings and contribute to committee discussion, but will have no voting rights at those meetings. The candidate for the post of President shall be nominated by the committee from a number of names submitted by committee and club members, and shall hold the position for life, or until he elects to stand down. The committee nomination will be submitted for ratification at an A.G.M or E.G.M. by a show of hands, with the nominee outside of the room.

Committee meetings shall be held as required, with a quorum being achieved when not less than four committee members (excluding visitors and observers) are present. Committee members are required to attend a reasonable number of committee meetings each year, and those members unable to attend a committee meeting must send their apologies before the start of the meeting. Any committee member wishing to resign from the committee shall do so in writing, giving one month's notice.

4. MEMBERSHIP

Membership of the club shall be open to any individual, subject to the approval of the committee. Prospective club members are to be sent a copy of the club rules and any other relevant documentation, and will not be accepted as members until they have returned their signed acceptance of the same, together with the relevant subscription. Club membership is also conditional to the satisfaction of the committee following the completion of the probationary period of three months, or six visits to the flying site, whichever is the longer. Membership classes shall be: Family, Senior, Junior and Honorary. All classes of membership (including honorary) shall affiliate directly to the BMFA.

5. ANNUAL GENERAL MEETINGS

The Annual General meeting (AGM) shall take place at a venue, date and time decided by the Club General Committee. The AGM will normally take place before December 31st. of the current year, however in extraordinary circumstances the AGM may be postponed for a maximum of three months. In the event of a postponement, the status quo with regard to subscriptions and committee posts shall be maintained until the AGM takes place. Notice of the AGM, together with a draft agenda, shall be circulated to each club member not less than twenty-one days before the date of the AGM. Proposed amendments of the club constitution and any other proposals, including nominations for the Club General Committee, shall be considered at the AGM subject to those proposals having been received by the Honorary Secretary not less than fourteen days before the date of the AGM. A final AGM agenda will be available to each club member attending the AGM.

Only honorary, senior and senior family members present at the AGM shall be permitted to vote. Votes may be cast by proxy, but the individual wishing to have his vote cast by proxy must notify the Honorary Secretary of the name of his proxy (who must be a voting member of the club) not less than 24 hours before the AGM. No individual may cast votes by proxy for more than three members. The Chairman (or his nominated deputy) may not vote at the AGM unless the vote is tied, in which case the Chairman (or his nominated deputy) shall have the casting vote. A quorum shall be deemed to have been obtained when not less than 25% of the voting membership is present at the meeting (proxy votes are not included in this number). No proposal to amend the Club Constitution shall be deemed to be carried unless it receives not less than two-thirds of the votes cast at the meeting. All other motions, including election of the Club General Committee shall be by straight majority. All voting shall be by show of hands. Election of committee members shall take place with the

candidates outside of the room. Candidates for election to any committee position may not vote in that ballot.

In extraordinary circumstances the Club Committee may decide it is not possible or it is inappropriate to hold a conventional AGM and may convene a virtual AGM in its place using popular video conferencing software or equivalent. Members taking part in such an AGM shall be able to see and speak to the committee and members online as required. Votes may be cast via an on-screen dialogue or equivalent. The Committee may also consider alternative arrangements that permit a similar range of facilities to those pertaining at a conventional AGM.

If a current WCA member fails to attend the AGM and/or an EGM or send a message of apology for non attendance by any appropriate means then the member concerned shall lose the right to automatic renewal of their membership for the succeeding year at the normal renewal date in January of that year. Should the member concerned in fact wish to rejoin WCA they may contact the committee in writing or by email if there are truly extenuating circumstances for their non-action re the AGM/EGM. The committee will review the reasons presented and make a decision solely at the committee's discretion. If there are no mitigating circumstances or those put forward are not accepted by the committee, then the member concerned will be placed on the end of the applicable waiting list of prospective members. Their application will be reviewed when their name becomes active. If accepted to become a member they will pay the appropriate joining fee plus the normal subscription applicable at the time of rejoining.

6. EXTRA-ORDINARY GENERAL MEETING

An Extra-ordinary General Meeting (EGM) may be convened at the discretion of the committee, or upon receipt by the Honorary Secretary of a written request from not less than seven club members. Notice of, and proceedings at an Extra-ordinary General Meeting shall be the same as those at an AGM.

7. SUBSCRIPTIONS

The club annual subscription shall be fixed at the AGM, and fall due on 1st January of the year to which the subscription applies. Members shall pay the Club annual subscription and the BMFA annual fee by 31st January or have a monthly standing order in place. Failure to do so will deem that individual's membership to have lapsed (except in extraordinary circumstances at the discretion of the Committee). New members and lapsed members will be required to pay a joining fee. The Honorary Treasurer shall pay all subscriptions and receipts into an approved account, and shall be responsible for keeping records of all the club's financial transactions. Club Members are not insured (and therefore may not fly) until their BMFA fee is paid and their club fee paid or the standing order established. Members may not fly at the Club's flying site(s) until they have paid both their BMFA fee and the club subscription.

8. PRESENTATION OF ACCOUNTS

The club accounts shall be kept by the Honorary Treasurer and a balance sheet and summary of Club financial transactions shall be presented for review and acceptance at each AGM. For Club accounting purposes the financial year will end on 31st December each year.

9. DISCIPLINARY PROCEDURES

Disciplinary procedures shall be dealt with generally in accordance with the recommendations of the BMFA. Minor infringement of club rules, or flying site rules, shall be actioned in the first instance by an informal verbal caution by a Committee Member, or some other Club members present in the absence of a Committee Member. Repeated or persistent infringement shall result in a formal verbal caution being issued by a Committee Member, together with a statement of what the member is reasonably required to do to make amends. Other sanctions such as suspension of use of Club flying sites for a specified period may be imposed for more serious transgressions. A written record of all formal cautions shall be kept by the Honorary Secretary, with date and details of each caution being recorded. These shall be held for a period of six months from the date of the caution.

If a member ignores informal and formal verbal cautions, he/she shall receive a written warning from the Club General Committee, advising him/her of the misdemeanour and what he/she is reasonably required to do to make amends. If the member fails to respond, the Committee will invite him/her in writing to meet with them at mutually agreed venue, time and date to discuss the situation, advising the member that they are considering withdrawal of Club membership.

If the member fails to respond to reasoning, or fails to attend the meeting without reasonable cause, the Committee may write to the member advising that his/her membership has been withdrawn, and stating the reasons why this decision was reached. One twelfth of the member's paid club subscriptions shall be reimbursed for each complete month remaining in the calendar year after the date of membership withdrawal. This does not apply to those members paying by standing order.

After the member has been advised of withdrawal of membership, the member shall be given the right of appeal. If he/she opts to appeal, the Committee shall call an EGM in accordance with item 6 above. The motion to uphold the withdrawal of membership shall be decided by a straight majority. Voting shall be by a show of hands, with the appellant outside the room for the duration of the vote.

A member may be dismissed from the Club for gross misconduct (such as, but not limited to, assault of a Club member or guest, or theft from a Club member or guest) without receiving informal or formal verbal cautions or written warnings. In such cases, a member shall be suspended from all club activities whilst the matter is referred to BMFA Headquarters. In the event that after such referral membership is withdrawn, the date of withdrawal shall be taken as the date of suspension. The member shall have the right of appeal as described above.

10. WINDING UP

In the event of the Club being wound up, a financial statement shall be prepared by the Honorary Treasurer and approved by the Committee. An EGM shall be called in accordance with item six above. If the accounts show a deficit, every senior or senior family club member at the date of winding up shall contribute equally to clear such a deficiency. If a surplus is revealed, it shall be given to some such body as the BMFA Southern Area or the BMFA or to some charitable body preferably connected with aviation. This is to be decided at the winding up meeting.