

# **Kilnhurst Model Flying Club (Outlaws 92) Constitution**

## **THE CLUB**

1. The Club shall be called 'Kilnhurst Model Flying Club' hereafter referred to as 'the Club'
2. The Club will be an affiliated member of the British Model Flying Association (BMFA).
3. The objective of the Club shall be to promote the safe and responsible flying of radio controlled model aircraft including helicopters and multi-rotors in a helpful and friendly environment.
4. The Club shall consist of Club Officers, senior and junior members. Honorary membership may be offered to selected persons at the discretion of the members and shall be in a non-voting capacity.
5. The Club officer positions shall be: Chairman, Secretary and Treasurer. All other senior members shall be the Committee.
6. The Club officers will be directed by the members at regular meetings.
7. The Secretary shall be responsible for the safe keeping of all Club correspondence, records, BMFA records and for GDPR shall be the 'Data Protection Compliance Manager'. All correspondence should be passed to the Secretary for action.
8. The Secretary will retain the Employers Liability Certificate provided by the BMFA as an affiliated Club. This will be retained in safe storage for 40 years in a readable format.
9. The Secretary shall also keep records in the form of 'Minutes of Meeting' and present these at every meeting.
10. The Secretary will provide new members with a copy of the Club Constitution, Rules & Regulations and membership tag.
11. The Treasurer shall keep an account of all the financial transactions of the Club. These accounts are to be available to all members at every meeting.
12. The Club membership shall run for 12 months from 1 January to 31 December. Renewals of subscriptions are due to be paid by 30th November. Subscriptions received before this date will receive a £5 allowance for payment on time. The membership categories are:
  - Senior Club Membership
  - Junior Club Membership
  - Honorary Membership
13. Upon resignation or retirement, a member shall forfeit all rights and interest in the property and funds of the Club.
14. Expenditure incurred in the Clubs name shall be reclaimable only from the Club funds and not from members as individuals. In the event that the Club funds are insufficient to meet liabilities, all senior members will be asked to pay equally, a special levy to meet the deficit.
15. Membership numbers will remain floating. A new member must complete an application form. If necessary, a waiting list will be started and membership offered on a vacancy occurring basis from the earliest accepted application.
16. All members shall adhere to this Club Constitution and agree to be managed by the Flying Field Rules and Regulations (see Paragraph 24).
17. Any Member, encountering a problem with any aspect of the flying field MUST NOT discuss the problem with the farmer. They MUST contact the Chairman, who will work to resolve the issue.
18. Members may invite guest fliers to the site on arrangement with the Committee but they must be BMFA insured and the Club member must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of instructors if required, and such arrangements must be made in advance of the visit. A guest fee will be charged.

## **BMFA**

19. All flying members, including Club Officers, shall be members of the BMFA.
20. All flying members shall comply with the requirements of the CAA (Civil Aviation Authority) Drone and Model Aircraft Registration and Education System (DMARES)

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21. Model aircraft flying shall be carried out in accordance with the codes of practice laid out in the British Model Flying Association (BMFA) Members Handbook. It is the legal responsibility of all Club flying members to ensure that their model is flown safely and the guidelines in the BMFA Handbook are followed. Third party or personal accidents must be reported and an accident form completed and returned to the BMFA. The Club Secretary should also be advised of the detail.
22. Club members may apply to and/or renew their BMFA membership through the Club.
23. Proof of BMFA insurance shall be provided by members guests before they fly at the field.

### **FLYING FIELD RULES AND REGULATIONS**

24. A separate document will be prepared and updated as required.

### **ANNUAL GENERAL MEETING**

25. There shall be an annual general meeting, AGM. This shall be held on the first Monday of February or as near that date as may be practicable. All members shall be informed of the meeting and sent a copy of the Agenda. Matters to be added to 'Any Other Business', AOB, should be received, in writing, no later than 14 days before the AGM.
26. The Club Officers shall be elected at the AGM. They shall be elected to serve for a period of twelve months. All nominations shall be proposed and seconded by senior members. Where possible there must always be two remaining Officers from the previous year, to maintain continuity in the running of the Club.
27. At a date near to the AGM two 'non-Officer' members of the Club shall be required to audit the Club accounts. The audit shall be conducted with both members present.
28. A quorum of four senior members, plus the number of Club Officers at the meeting, shall be present before any Club business is transacted.
29. The Club Officers shall present their annual reports.
30. The Club Treasurer shall submit a financial report and balance sheet for the audited accounts.
31. The current Club Officers will then stand down to allow a senior Club member to conduct the election of Officers for the coming year.
32. The level of membership fees will be approved for the following year at the AGM. The junior membership fee for the year shall be 50% of the senior membership fee for the year. From the 1 July each year both senior and junior membership fees will reduce to 75% of their annual fees. From 1 September each year both senior and junior membership fees will reduce to 50% of their annual fees. All figures are to be rounded up to the nearest pound.
33. In addition to the AGM, regular meetings may be held throughout the year, as required, to update the members on the matters concerning the Club.

### **EGM**

34. If directed by the members, there may also be an emergency general meeting, EGM.
35. An EGM shall require a minimum of 30% of the members to apply in writing to the Secretary and give the Club Officers 14 days notice to organise an EGM. The Secretary shall then give notice to members of the meeting.
36. The Officers of the Club can also call an EGM.
37. A quorum of four senior members, plus the number of Club Officers at the meeting, shall be present before any Club business is transacted.

### **VOTING**

38. Only senior members are entitled to vote at an AGM or EGM.
39. Voting shall be by a show of hands or ballot. If a member is unable to attend the meeting he may submit a proxy vote. This shall be received, in writing to the Club Secretary prior to the meeting. The proxy vote shall be, for the matters laid out in the agenda, one of the following:  
Yes, No, Abstain  
Alternatively, the proxy can be given, by the Club member, to the proxy representative at the meeting. The proxy representative is the Club Chairman,

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who shall vote for such proposals in the manner he/she deem appropriate. This proxy would extend to proposals not included in the agenda.

A simple majority wins.

40. The Chair has the casting vote in the event of a tie. This allows the Chair two votes.

### **CHANGES TO THE CONSTITUTION OR RULES AND REGULATIONS**

41. No changes shall be made to the Constitution or Rules and Regulations, except at the AGM or an EGM.
42. The Club Officers shall have the right to introduce and enforce any interim Rules and Regulations, which they may consider necessary to obviate the possibility of a complaint which could lead to the loss of Club flying field or facilities. These interim Rules and Regulations shall then require the approval of Club members.
43. Proposals to make changes must be received in writing at least fourteen days before the AGM.
44. All proposals must be proposed and seconded by voting members.
45. All proposals shall be presented to members at an AGM or EGM.
46. Proposals may be amended before voting takes place with the agreement of the proposer. The amendment shall be seconded
47. The proposal will be voted on and accepted or rejected.

### **CLUB DISCIPLINE**

48. Any member not acting in a safe and responsible manner, when at the flying field, may be reported to an Officer of the Club and asked to explain their actions at the next Club meeting.
49. If the Officers and senior members consider the member has not given a reasonable explanation, then a written warning shall be sent to the member.
50. If the member fails to meet the conditions laid down in the written warning, the Officers shall have the power to call upon the member to retire from the Club. The member shall have the right to appeal at the next meeting of the Club. If this appeal is unsuccessful they will be asked to leave and their membership will cease. They will be refunded the pro rata balance of their annual membership fee. All rights in the assets of the Club are forfeit.

### **CHILDREN AND VULNERABLE ADULTS**

51. Children and vulnerable adults must be accompanied at all times, whilst at the flying field by a blood relative or an approved carer.
52. Junior members, that is those in full-time education, will be permitted to fly or receive instruction, provided a blood relative or approved carer are responsible for their supervision at the flying field.

### **DISSOLUTION OF THE CLUB**

53. Liquidation of the Club shall be decided at an AGM or EGM, by the members of the Club. All Club equipment shall be sold and Club liabilities paid. The distribution of any remaining Club funds shall be decided by members at the AGM or EGM.