

Cardiff Model Aircraft Club

CONSTITUTION

1 THE CLUB

- 1.1 The Club shall be called 'Cardiff Model Aircraft Club' hereafter referred to as 'The Club'
- 1.2 The objects of The Club shall be to:
 - 1.2.1 Actively promote the safe and enjoyable operation of all types of model aircraft.
 - 1.2.2 Foster an interest in model aviation by encouraging membership and participation in the Club within its locality.
 - 1.2.3 Seek and secure flying sites/facilities for model aviation within The Club's locality.

2 ORGANISATION

- 2.1 The Club shall elect Officers comprising a Chairman, Secretary, Treasurer, Webmaster and at least two Safety Officers.
- 2.2 The Officers and one other member appointed at an AGM will comprise The Club's Committee, which will be responsible for the day to day running of The Club.
- 2.3 The Committee will be empowered to make decisions on behalf of the Club, as determined elsewhere in the Constitution and at AGM's or Extraordinary General Meetings (EGM).
- 2.4 The Club shall have a bank account, the signatories shall be the Chairman, Secretary and Treasurer, with two signatories required to withdraw funds.
- 2.5 Accounts will be provided for approval at each AGM.

3 MEMBERSHIP

- 3.1 The Club membership shall run from 1 January until 31 December annually.
- 3.2 The membership fee must be fully paid up prior to the 1st May in each year for membership to be deemed continuous.
- 3.3 No member may vote at meetings or fly at any CMAC flying sites until their membership fee is fully paid.
- 3.4 New members are subject to a 12 months probationary period and they will not have voting rights or be eligible to become an Officer of The Club until their second year of membership (i.e. from their 2nd AGM).
- 3.5 The Club shall consist only of Senior and Junior members.
- 3.6 Junior members (under 18 years of age) shall pay half the Senior annual fee.
- 3.7 New Senior members and lapsed ex-members will pay a joining fee in their first year. The level of this fee will be set at the AGM. Junior members will not be required to pay a joining fee.

4 BRITISH MODEL FLYING ASSOCIATION (BMFA)

- 4.1 The Club shall be affiliated to the BMFA.
- 4.2 All members of The Club shall be members of the BMFA either via The Club via another club or via individual membership.
- 4.3 The BMFA Handbook shall form the core rules of The Club.
- 4.4 The officers of the Club will be responsible for producing local rules for the safe operation of designated flying fields which must be ratified at each AGM.
- 4.5 Proof of BMFA insurance shall be required before any new member can fly at the field.
- 4.6 The Chairman shall be delegated to represent the Club at Area Meetings of the British Model Flying Association (BMFA) but the Chairman may also delegate this function.

5 MEETINGS

5.1 Quorum

Voting at an AGM or EGM can only take place when a minimum of 30% of the eligible members are present.

5.2 AGM

- 5.2.1 An AGM will be held each year and will follow a clearly defined written agenda with minutes taken as a record of events.
- 5.2.2 The Officers of The Club will be elected at the conclusion of the AGM and will hold their offices until the conclusion of the subsequent year's AGM.
- 5.2.3 The Officers of The Club will provide their annual reports for the previous year.
- 5.2.4 The budget and fees for the following year will be set.
- 5.2.5 Proposals for changes to the Club Rules and Constitution will be considered and voted on.

5.3 Extraordinary General Meeting (EGM)

- 5.3.1 An EGM can be called by applying to The Club Officers in writing by post or e-mail. The request must have at least 10% of members' signatures and a set agenda.
- 5.3.2 Only the items raised on the agenda will be discussed at the EGM.
- 5.3.3 It is the Officers responsibility to contact all members to advise of the EGM and agenda.
- 5.3.4 An EGM must be held within 30 days or receipt of a valid application.

5.4 Attendance, Participation and Voting

- 5.4.1 Only paid up Senior members are entitled to a single vote on each proposal.
- 5.4.2 A show of hands or secret ballot will be taken with the result being based on a simple majority vote.
- 5.4.3 The Chairman has the casting vote in the case of a tie; this allows him/her 2 votes.
- 5.4.4 Non-members of the Club may be permitted to attend by the Chairman.

5.4.5 Non-members may by invitation of the Chairman contribute to discussion but only to provide information, advice or guidance.

5.5. Notice

Twenty-one days notice must be given for any meeting of the Club.

5.6. Committee

5.6.1 The Committee or any members thereof will meet as necessary on an ad-hoc basis to discuss and resolve any matters of immediate import

5.6.2 The Committee will report their activities to a subsequent AGM or EGM.

5.6.3 Minutes will be taken and circulated to all participants

6 AMENDMENTS TO CONSTITUTION OR RULES

6.1 All proposals for amendments to either The Club rules or its Constitution must be received in writing by post or at a Club meeting at least 14 days before the AGM (or EGM if called for this purpose).

6.2 All proposals must be proposed and seconded by voting members.

6.3 All proposals received must be presented to the members at the AGM/EGM.

6.4 To allow a proposal to be moved forward it may be amended before voting takes place. The proposer must agree to the change and be seconded.

6.5 The proposal will be voted on and either accepted or rejected.

7 DESIGNATED FLYING FIELDS

7.1 The Club's Constitution, Rules and Safety Rules only extend to cover and control Club members while flying from designated flying fields (DFF).

7.2 DFF will be confirmed at the AGM or EGMs and recorded in the minutes

7.3 Each DFF will have its own set of Safety Rules

8 WEBSITE

8.1 In so far as it is capable the Club will produce and maintain a website and/or other internet presence and appoint a webmaster to manage it.

8.2 Any website should include a members' area where the Rules, Constitution, Safety Rules for each DFF, minutes of meetings and annual accounts are deposited.

9 SUSPENSION OF CLUB ACTIVITIES

9.1 In the event of The Club losing its flying facilities an EGM will be called by The Club Officers and 3 motions shall be voted on:

9.1.1 The Club is to continue socially only until it can continue its flying activities.

9.1.2 The Club is to be suspended, cease flying & social activities but maintain its Officers, accounts and AGM, with EGM as necessary.

9.1.3 The Club is to be dissolved.

- 9.2 In the case of a hung vote, the motions will be set against each other to force an outcome.
- 9.3 If suspended, all current paid up members will be maintained as members but no new members will be admitted.
- 9.4 The AGM and EGM as required will be continued until The Club can resume its flying and social activities or is dissolved.

10 DISSOLUTION OF THE CLUB

- 10.1 In the event of The Club being disbanded or dissolved, any assets shall be sold off and all liabilities will be paid.
- 10.2 Any remaining balance on the account will be divided equally between all paid up members up to the cost of their annual membership fee and joining fee if paid in the year of dissolution.
- 10.3 Any remaining balance thereafter will be distributed amongst members pro-rata to their *continuous* membership period at the time of dissolution, reckoned to the nearest whole year.
- 10.4 The Committee will oversee the distribution of funds and is empowered to determine any dispute over duration of membership.
- 10.5 The Committee will ensure that a final statement of account is produced and distributed to all members.

11 DISCIPLINARY PROCEDURE

- 11.1 All Club members are responsible for safety at the flying field. Anyone noting unsafe or dangerous flying or deliberate failure to observe the rules should tell the offender immediately of their error. If the failing is due to a momentary lapse of concentration the matter should go no further.
- 11.2 If the offender continues to ignore the rules or continues to fly in an unsafe manner one of The Club Safety Officers should be contacted and should speak to the complainant and offender in an effort to resolve the dispute.
- 11.3 If the matter is resolved it will be reported at the next Club meeting. If it is not resolved the complainant and offender will present their cases in front of the attending members.
- 11.4 After hearing all parties and witnesses, the attending members will vote whether the matter is closed, or to be considered as an extreme breach of the Club Rules, etiquette, Constitution or safety procedures requiring disciplinary action.
- 11.5 A vote for disciplinary action would result in a recorded formal warning. Two formal warnings within a 12 month period would invalidate the offender's membership.
- 11.6 If the offence is considered extreme enough to warrant expulsion from The Club an EGM will be called to resolve the matter.
- 11.7 An expelled member will have their full annual Club fees reimbursed but not any BMFA fee.
- 11.8 Any member subject to disciplinary proceedings will have the right of appeal to an EGM of The Club.

6th December 2016