



Harlow and District Model Flying Club Constitution



1. This constitution sets out the aims and objectives of the club, together with the appointment of its officers, who shall be governed by the rules of the club.
2. Any change in the constitution or roles of the club will require a majority of two-thirds of those present, and can only be effected at the Annual General Meeting (A.G.M.) or Extraordinary General Meeting (E.G.M).
3. THE AIMS OF THE CLUB
 - a) To provide a link with aero modellers in other areas by regular club meetings, a web site postings and newsletters.
 - b) To provide a link between the club, other aero modelling clubs, and the local authorities.
 - c) To ensure that all club activities are conducted in a safe and considerate manner.
 - d) To advise and assist beginners to the sport.
 - e) To organise club and inter-club activities.
 - f) The club will be affiliated to the B.M.F.A.
4. THE STRUCTURE OF THE CLUB
 - a) The Club President is a non voting, non committee honorary role awarded for contributions to the Club awarded at the discretion of the committee, by majority decision.
 - b) A committee consisting of the following positions, however in the event that there are not enough members to fill all positions then committee members may “double up” and take on a second role. The exception to this is that the three cheque signatories MUST be three different people, regardless of any role doubling up.
 - A. Chairman
 - B. Vice Chairman
 - C. Membership Secretary
 - D. Secretary
 - E. Treasurer
 - F. Public Relations/ Publicity Officer
 - G. Safety Officer
 - H. Sheering Field Liaison Officer (Non Voting)



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- I. Competition Secretary
- J. A.N. Other.
- c) General club membership shall be restricted at the discretion of the committee, by majority decision.
- d) Honorary Membership shall not exceed Five (5) 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 A.G.M. by the general membership, by a majority decision of those present and voting. They shall remain in office for a maximum of one year, subject to the following exceptions:
 - A. They cannot, or does not wish to remain in office.
 - B. The club is dissatisfied with them, and by a majority decision, wishes to replace them.
 - C. Should the Chairman not complete their term of office, the Vice-Chairman will assume the Chair until the next A.G.M.
 - D. Any other position shall be filled at an E.G.M.

6. VOTING PROCEDURE

- a) The Chairman shall have a casting vote in the event of a tie.
- b) At the A.G.M. the Secretary will accept the resignation of the existing committee, and will then hold and conduct the election of a new Chairman, after which, they will resign themselves. The newly elected Chairman will then holds and conduct the election of the new committee.
- c) Only club members shall vote at elections, voting is open to those present the meeting, there is no proxy votes permitted.

7. THE INDIVIDUAL ROLES OF THE COMMITTEE

- a) The Chairman:
 - A. Will preside over, and maintain order, at all meetings.
- b) The Vice-Chairman:
 - A. Will deputise in the Chairman's absence, at all meetings.
 - B. Shall assist in any way he can with all club matters.
- c) The Secretary:



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- A. Shall keep and maintain the club records, excluding financial records, holding them available for inspection by any committee member when required.
 - B. Shall handle all club correspondence.
 - C. Shall take the minutes at all meetings.
 - D. Shall not give less than ten days notice when calling an Extraordinary General Meeting or the A.G.M.
- d) Membership Secretary:
- A. Shall handle all club membership applications.
- e) The Treasurer:
- A. Shall keep and maintain the club's accounts.
 - B. Shall present the accounts to the committee for inspection annually. And to the full membership at the A.G.M.
 - C. Shall handle all club revenue holding some petty cash, the amount being determined annually by the full committee and the remainder to be banked.
 - D. Has the authority to sign cheques in conjunction with one of the cosignatories, these being the Chairman and the Secretary, the maximum amount to be determined by the full committee. Expenditure in excess of this amount must be approved by the full committee.
- f) The Public Relations/Publicity Officer:
- A. Shall collect, and write the material for the newsletter/ web site.
 - B. Shall print and distribute the newsletter if one is produced and update the web site as required.
 - C. Acts as a public relations officer as required.
- g) The Safety Officer:
- 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's noise level rules.
 - D. May when necessary request any full member of the club to deputise for him.
- h) The Field Liaison Officer.
- A. Shall be responsible for ensuring the Sheering site is leased and paid for as required by the landowner.



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- B. Shall act as the single point of contact between the landowner and the club, rather than the landowner having to deal with different members of the club for different items.
- i) The Competition Secretary:
 - A. Shall organise, notify, and supervise the running of all club competitions.
- j) A. N. Other:
 - A. Will deputise for any member in their absence, and assist in any way he can with any club matter

8. THE ROLE OF THE COMMITTEE

- a) The committee shall have the right to expel or suspend any member whose conduct, in their opinion, is considered to be detrimental or prejudicial to the club. Such decision is to be made at the sole discretion of the committee by majority vote. The member concerned shall be given the opportunity to exonerate himself.
- b) A Quorum will be achieved if three quarter of the service committee or four people (whichever is the smaller) attend a meeting.
- c) The committee shall hold regular meetings, no less than 2 per annum.
- d) The committee shall endeavour 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 organisations.

The committee shall provide a link between the members of this club, other clubs, and the general public.

9. INDEMNITY

If a club committee member engages or becomes involved in Court Proceedings, whether criminal or civil in his representative capacity on behalf of the club, as opposed to in his capacity as a private individual notwithstanding that he is taking part in club activities but



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in circumstances where it would be unreasonable for the club as a whole to ratify his actions. Then in the former instance i.e. in his representative capacity the club will indemnify the Committee member in respect of any fines or damages or costs awarded against the Committee member. In the event of a committee member being awarded damages or costs in the course of proceedings taken by him in representative capacity such damages and/or costs will belong to the club and not the Committee member personally and forthwith upon receipt by the Committee member that committee member will pay them to the Club Treasurer.

10. THE GENERAL MEMBERSHIP

- a) At the A.G.M. any full member of the club can be nominated for election to the committee.
- b) 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.
- c) No change in the annual subscription shall be made without prior discussion or approval by the general membership.
- d) Failure to pay annual subscriptions will result in loss of membership.
- e) Junior members under the age of 18 on the 1st January of the year of membership shall have a reduction on the full membership subscription.