

**West Calder & District Model Flying Club**  
**(Founded 1998)**

**C O N S T I T U T I O N**

1. Name

The name of the club shall be "West Calder & District Model Flying Club", hereinafter referred to as "WC&DMFC"

2. Aims

The principal aim shall be the promotion of safe and responsible model aircraft flying, and to promote the sport of aero-modelling in the community

3. Membership

The club shall accept applications for membership without discrimination, and shall adhere to the Child and Vulnerable Adult Protection Policy.

All members, without exception, must obey all club rules. Failure to do so may result in disciplinary action by the Club, which may lead to dismissal.

All members must be members of the Scottish Aero-modellers Association or its equivalent 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 the club whatsoever; i.e. social members only.

3a.

Renewal of membership: Late fee of £10.00 and requires re submission of an application form.  
Yearly memberships expire at midnight on Dec 31<sup>st</sup> prompt.

4. When there is a joint meeting between WC&DMFC and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

5. Members may invite guest fliers to the site on arrangement with the Executive Committee but they must be SAA/BMFA (or equivalent) 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 their ability requires it, and such arrangements must be made in advance of the visit. This is allowable up to three visits after which the visitor must join the club to carry on flying.

5a. Members may invite up to two guests (with committee approval) to any given 'day to day' club day. Those guests cannot invite further friends/guests.

6. A "member" means any class of membership.

The categories of membership shall be: -

Senior members: 65 Years and over

Junior Members (14yrs to 18yrs Old)

Juvenile (up to 14yrs Old)

Associate Members (non-voting rights) Amended @2014 AGM

Social Members (non-voting or flying rights) Amended @ 2014 AGM

Honorary/Life Member

7. A member may be made a life member for extensive services to the club. Life members can only be created through a majority ballot of club members during a general meeting.

8. The Committee has the right to refuse membership to new applicants.

9. New members will be required to serve an initial probationary period of 12 months. Two full years membership, exclusive of the 12 months probationary period, must be completed to be eligible to serve on the Committee. They may have their membership terminated at the discretion of the Committee for unsatisfactory conduct during their probationary period.

10. New members' subscriptions shall be subject to status, plus any joining fee as decided at the Annual General Meeting.

11. Membership year shall be 1<sup>st</sup>. January to 31<sup>st</sup>. December

11a. "The joining fee for a new member will be paid in full up to the end of June and then it is to be half price up to the end of September, then, it is full price again, which will cover the member until the end of that year and the whole of the following year. This will mean any 'brand new' member of our club that joins in October will have their first 3 months in the club for free and paying upfront for the next year."

Annual membership fees shall be due by 31<sup>st</sup>, December, after which date, if no monies have been received, membership shall cease.

Members who have allowed their subscriptions to lapse will be required to re-apply for membership on their return to the club. For the avoidance of doubt they will rejoin as probationary members.

12. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. The Committee at the next club meeting or at a general meeting must then ratify this action. The field safety rules are considered as a supplementary code to those laid out by the Scottish Aero-modellers Safety Handbook, compliance with which is mandatory within WC&DMFC.

13. Any complaint must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.

14. The Committee may impose a flying suspension 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 Article 17.

15. The Committee may consider removal from the role of members any member whose conduct on the field or elsewhere is considered 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/her misdemeanour and what he/she is reasonably required to do to make amends.

b. If the member does not respond, he/she is to be given a written warning by an authorised Committee Member to advise him of his/her misdemeanour and what he/she is reasonably required to do to make amends.

c. If he/she still fails to respond, the Committee should invite him/her in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his/her membership.

d. If he/she still fails to respond to reasoning, or fails to attend a pre arranged meeting without reasonable cause, the Committee can advise him/her in writing that their membership is withdrawn, stating the reasons why this decision was reached.

e. When the member is advised of withdrawal of his/her membership, he/she must be given the right of appeal. If they opt to appeal, this will be to the Club membership at an EGM, which the Committee would call on his/her behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.

In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his/her right to present his/her case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d, and e above.

In the event of dismissal, the Committee will arrange for the member's current membership fee to be reimbursed in full.

16. Any alteration to this Constitution can only be made at a General Meeting called for the purpose. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

## **FLYING**

17. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor can only be made by a Committee decision.

18. All flying members must attain the minimum standard of flying to the SAA Bronze Certificate level before being allowed to fly indirectly supervised, or, by agreement of at least two instructors.

19. Any member whose flying standards drop below the minimum requirement for solo flying will be required to join the club's training scheme until they meet the necessary standards of flying.

## **COMMITTEE**

20. The committee of the Club shall comprise of not more than 4 members. A quorum of any Committee meeting shall consist of a majority of Committee Members.

21. The Committee shall consist of four officers. These shall be Chairman, Vice Chairman, Secretary, Treasurer, if necessary two positions may be filled by one person.

22. Any Committee member or member who is involved in any organisational position within the Club must hold membership of the Scottish Aeromodellers Association / British Model Flying Association.

23. Committee members shall be elected from written nominations, at the Annual General Meeting, to serve for a period of one year. The Committee will be elected by majority vote by a show of hands from eligible members present.

24. Should a committee position become vacant, the Committee may co-opt a replacement who will then serve until the following Annual General Meeting. This will be by a majority vote from the Committee Members.

25. 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

26. The Committee reserve the right to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the other members

27. The Chairman and Treasurer are required to submit a sample of his signature for banking reference purposes

28. Money may only be withdrawn from the fund by cheque signed by the Chairman and Treasurer, or the digital banking equivalent

29. The Committee of the Club shall have power to approve and purchase to the limit of £300 on any **ONE** project only, thereafter it shall be referred back to the members for approval.

30. The Secretary must be informed of any negotiations proposed by club members that affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.

31. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club.

32. Any Committee Member or Officer wishing to resign should do so in writing.

33. The Committee may pay accounts and incur any normal liabilities on behalf of the club. If a 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 his capacity as a private individual, the club will indemnify the Committee Member in respect

of any fines or damages or costs awarded against the Committee Member. (This should be done through the SAA insurance policy).

34. 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. Upon receipt of such funds, that Committee Member will pay them to the Club Treasurer.

### **VOTING AND CONDUCT OF MEETINGS**

35. All meetings will be, to an agenda and minuted. Any other business will only be accepted at general meetings if the Secretary is given at least 28 days notice in writing of the item to be discussed.

36. A quorum of any general meeting is to be at least one third of the voting membership for any binding decisions to be implemented.

37. 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 allowed

38. All proposals must be seconded and voted upon. A majority vote is required to carry any proposal.

39. Amendments to proposals must be voted upon first.

40. Non-committee members may attend committee meetings as observers by prior arrangement with the Secretary. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.

41. Non-club members may attend Club meetings as observers as invited guests of a club member by applying to the Secretary at least 14 days before the meeting. Any non-Club member may be asked to leave the meeting subject to approval from the Committee.

42. 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.

43. Patrons of the club have no voting rights but are free to attend all club meetings.

### **MEETINGS**

#### **ANNUAL GENERAL MEETING**

44. Once every year, not later than 31<sup>st</sup> December, the committee shall convene an annual general meeting. The meeting shall be announced at least 14 days before the date of the meeting. An agenda will be published, at least 14 days prior to the meeting.

45. The A.G.M. shall be held for the purpose of: -

- a) Receiving annual reports of the committee.
- b) Receiving annual audited statement of accounts.
- c) Election of committee. Viz: Chairman, Vice Chairman, Secretary/membership secretary, and Treasurer.
- d) Voting on proposals to amend the constitution, subject to procedure and conditions laid down in the constitution.
- e) Approval of annual subscriptions and joining fees if appropriate.
- f) The appointment of auditors.

46. All office bearers shall retire at the A.G.M., but shall be eligible for re-election. The elected committee shall have the right to co-opt persons onto the committee to fill vacancies occurring during the current year.

47. The Treasurer shall prepare a statement of account in time for the Annual General Meeting, which fairly represents the expenditure and receipts of the club, its assets, and its liabilities

48. The Treasurer at the A.G.M shall submit an independently reviewed statement of accounts for the previous financial year.

## **EXTRAORDINARY MEETINGS**

49. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any member of the Committee, stating the business to be discussed.

50. The Secretary shall convene an Extraordinary General Meeting of the club by a resolution of the Committee stating the business to be brought before the meeting. 28 Days notice will be given to all members in writing stating the business to be discussed.

51. 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. Again 28 days notice must be given to all members in writing stating the business to be discussed.

52. When a request for a meeting is made in accordance with Article 51 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 reasons for and purpose of the meeting. 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.

## **DISSOLUTION OF THE CLUB**

53. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

54. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members the funds remaining will be distributed to a club with similar aims in promoting aero-modelling. All members will receive a final statement of accounts.

### **Rev : 7.0**

Par 6, Line 6 was inserted to read: Associate Member (non-voting rights)

Par 6 Line 7 was move down from line 6 and to read: Social Member (non-voting or flying rights)

Proposed and passed at the 2014 AGM

### **Rev : 8.0**

Par 5: Appendix '5a' added:  
"Members may invite up to two guests (with committee approval) to any given 'day to day' club day. Those guests cannot invite further friends/guests."

Par 6: Line 3 was amended to show '65 years and over'

See next page:

Par 11: Appendix '11a' added:  
"The joining fee for a new member will be paid in full up to the end of June and then it is to be half price up to the end of September, then, it is full price again, which will cover the member until the end of that year and the whole of the following year. This will mean any 'brand new' member of our club that joins in October will have their first 3 months in the club for free and paying upfront for the next year."

Rev 8.0 Proposed and passed at the 2016 AGM

#### **Rev : 9.0**

Par 3: Appendix '3a' :Added

Renewal of membership: Late fee of £10.00 and requires re submission of an application form. Yearly memberships expire at midnight on Dec 31<sup>st</sup> prompt.

Par 28: Constitutional amendment to add/change wording in Paragraph 28:

So :

transactions by 'cheque',

Becomes:-

transactions by 'cheque or digital banking equivalent', which allows, the club to use digital banking.

Rev 9.0 Proposed and passed at the 2017 AGM

#### **Rev : 10.0**

Par 5: SAA/BMFA (or equivalent) was SAA/BMFA

Par 28: Money may only be withdrawn from the fund by cheque signed by the Chairman and Treasurer, or the digital banking equivalent  
was

Money may only be withdrawn from the fund, by transactions of cheque or digital banking equivalent', which allows, the club to use digital banking.( if a cheque, then signed by both the Chairman and the Treasurer)

Rev 10.0 Proposed and passed at the 2018 AGM