



# Dumfries Model Flying Club

## Club Constitution

### General

1. **The Club** shall be known as The Dumfries Model Flying Club (DMFC) and shall be affiliated to the British Model Flying Association (BMFA) and the Scottish Aeromodellers Association (SAA).
2. The Club's principal aim is to promote the hobby of aeromodelling in the Dumfries area in a safe and responsible way, and to encourage the free interchange of knowledge, experience and ideas within the club membership and with other clubs and the general public.
3. Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any proposed alterations must be submitted to the secretary in writing at least fourteen days prior to the meeting.

### Members

4. A "Member" means any class of membership. Membership shall be open to any person subject to any restrictions on numbers imposed by the committee from time to time. The Committee has the right to refuse membership to new applicants at their discretion and without explanation. All Club Members without exception must comply with all Club Rules. Failure to do so may result in disciplinary action by the club which may lead to dismissal from membership.
5. There will be three grades of membership:-
  - a Senior
  - b Junior (up to age 18)
  - c Non-Flying Member

The committee may also appoint Honorary members from time to time.

6. All Members and Visitors who fly at the Club are required to hold current third party liability insurance as provided by SAA or BMFA membership. Club Subscription Fees are set annually at the Annual General Meeting and are due by 1st January each year. Club Rules and Privacy Policy specify how the Club will administer the payment or non-payment of member Subscriptions.

### Club Committee

7. The Committee shall consist of the following Office Bearers: Chairman, Secretary and Treasurer. In addition there will be three supporting Committee Members. The Committee will have administrative responsibility for the Club's affairs and are authorised to carry out negotiations and make decisions in the interest of the Club or on behalf of the membership without consulting the members. The Committee may pay accounts and incur any normal Club operating liabilities on behalf of the Club. Notwithstanding, neither the Club Committee nor any Club Officer may commit the Club to any expenditure beyond 90% of the uncommitted balance of the Club's Funds, and any individual expenditure in

excess of £400 other than normal annual operating overheads must be agreed by no less than the minimum quorum of the Committee, either via an ordinary meeting or via email.

8. The Club Committee is responsible for determining Club Rules which are published via the Club website. Important additions and amendments to Club Rules may be communicated to members via email. Responsibility for the safe and legal operation of their model aircraft rests with the individual members.
9. Term of office for Committee Members shall be for one year after which Office Bearers and other Committee Members will be eligible for re-election. Committee members must be fully paid-up current members of the DMFC and of either SAA or BMFA.
10. A quorum for Committee Meetings shall be three, at least two of whom will be Office Bearers. Any Committee member who is absent from three consecutive Committee Meetings without reasonable cause will automatically forfeit his seat on the Committee.
11. In the event of any Committee member being unable for whatever reason to fulfil his elected term of office, the Club Office Bearers may co-opt any current Club member on to the Committee as an interim replacement for the remainder of the current term.
12. In the event of any person attempting to disrupt a Club Meeting, the Chairman may ask that person to leave the meeting and may adjourn or postpone the meeting.

## **Insurance and Indemnity**

13. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
14. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
15. 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 and upon receipt that Committee Member will pay them to the Club Treasurer.

## **General Data Protection Regulations - Privacy Policy**

16. The Club will obtain, store, manage and process a limited amount of personal non-sensitive data relating to members in accordance with the published DMFC Privacy Policy to which all members must consent as a condition of membership.

## **Club Website**

17. The Club will have a Club Website which will function as an official organ of the Club for publishing official DMFC documents and other relevant information to make them readily available to both members and prospective members. The Club Constitution, Club Rules, Privacy Policy and Membership Application Form will be published on the Club Website. In the event of the Club website being temporarily unavailable, these documents may be requested by Members and sent to them via email attachment or post.

## **Club Rules**

18. Club members shall comply with all current legal obligations in respect of operating and flying unmanned aerial vehicles (UAVs). In accepting membership of the Club all individuals accept personal responsibility for all legal obligations and liabilities they may incur in respect of operating and/or flying model aircraft.
19. The Club will not accept any liability in respect of any violation of any legal obligation or safety code or rules by its members or visitors to the Club flying site.
20. The Club requires all members to maintain current membership of SAA or BMFA and reserves the right to ask any member or visitor at any time to provide proof of current valid third-party insurance and of compliance with all current CAA rules governing model aircraft flying. In the absence of such proof such person may be immediately prohibited from use of the Club flying site and facilities unless and until such proof is provided. Failure on the part of any member to comply with CAA legal obligations will automatically invalidate BMFA or SAA insurance cover and therefore the same sanction may be applied in such cases.
21. All Club members shall operate within prevailing CAA rules, including any Article 16 conditions of the model flying association of which they are a member. It is the personal responsibility of each member to read, understand and abide by the operating documentation published by their association.
22. In addition to the above, the Club maintains its own set of Club Rules which are set and administered by the Committee and published on the Club website. It is a condition of membership that each Member shall read, understand and comply with these rules. These Club Rules may be changed from time to time by the Committee, and members will be informed by email whenever significant changes are made. Members are then required to familiarise themselves with the revised rules and comply with them.
23. In using Club facilities, attending meetings and in operating their models, Club Members shall treat all other members and the general public and their property with consideration and respect at all times.

## **Discipline**

24. Any failure to comply with Club Rules may be regarded as a disciplinary issue and dealt with as follows. Any complaint concerning any member 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.
25. Where an allegation of misconduct is made against a member, the member may be suspended from all Club activities while an investigation is carried out.
26. The Committee may impose a suspension from Club activities including attendance at the Club Flying Site, not exceeding 30 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate by the Committee.

27. The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice.
28. The member is to be given a verbal warning by an authorised Committee Member in which the Member is made aware of his misdemeanour and what he is reasonably required to do to make amends.
29. If the Member does not respond, he is to be given a written warning by an authorised Committee Member to advise him of his misdemeanour and what he is reasonably required to do to make amends.
30. If he still fails to respond the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.
31. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.
32. When the Member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal this will be to the Club Membership at an EGM which the Committee would call on his behalf at a previously agreed time and date.
33. In the event of gross misconduct, immediate dismissal without warning may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal.
34. In the event of dismissal the committee will arrange for the member's current Annual Subscription (excluding SAA/BMFA subscription) to be reimbursed pro-rata in relation to the elapsed days of the calendar year.

### **Annual General Meeting (AGM)**

35. The Annual General Meeting shall normally be held during the months of November or December at a venue fixed by the Committee. The meeting shall be announced and an agenda compiled at least fourteen days before the date of the meeting.
36. All motions to be considered at a General Meeting must be made in writing and should be received by the Secretary at least seven days before the meeting.
37. Voting at meetings:- Each Senior Member present shall be entitled to a vote at a General Meeting. In addition the Chairman shall have a casting vote which shall only be used in the event of an equal number of votes being cast for and against a motion.
38. Any proposed amendments to the Constitution must be received in writing by the Secretary at least seven days before a general meeting.
39. Quorum:- At least one third of the membership must be present at a general meeting before any amendments to the Club Constitution can be ratified.
40. The agenda for the annual general meeting shall at least contain all the following:-

- a). Adoption of the Minutes of the previous Annual General Meeting.
- b). Adoption of accounts. (A competent individual other than a Committee Member) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the Balance Sheet is correct and fairly represents the expenditure and receipts of the Club, its assets and liabilities.
- c). Fees for the following year.
- d). Election of Office Bearers.
- e). Election of three supporting Committee members.
- f). Any Other Club Business.

### **Extraordinary General Meetings (EGM)**

- 41. The Secretary shall convene, at fourteen days notice, an Extraordinary General Meetings stating the business to be discussed, under the following circumstances:-
  - a). by a resolution of the Committee
  - b). by request in writing of any officer of the Committee
  - c). by request in writing submitted or signed by at least 25% of the membership
- 42. If an EGM requested under these rules is not convened within 28 days of the request being made, the person or parties who requested the EGM may themselves convene an EGM by giving 28 days notice in writing to all members, stating the purpose of the meeting and the agenda to be discussed. Provided a quorum of at least one third of the membership is present at such an EGM, in this event any resolutions passed at such a meeting will have the same force and effect as if they were passed at a meeting convened by the Committee.

### **Winding up the Club**

- 43. Should it be decided at a General Meeting to wind up the club, any money in the accounts will be dispersed in the following manner:
  - a). All outstanding accounts will be settled.
  - b). Existing members shall be given a refund in proportion to their unexpired period of membership. This refund should be no more than one year's subscription and would be reduced accordingly if funds did not permit a full payment.
  - c). Any residual funds would be donated to a local organisation or charity as decided at a General Meeting.
  - d). All members will receive a final statement of accounts.

**This constitution should be read in conjunction with the DMFC Club Rules and DMFC Privacy Policy which are published on the Club Website: [dmfc.org.uk](http://dmfc.org.uk) or are available upon request from the Club Secretary.**