South Glos. Drone Club

CONSTITUTION

GENERAL

1. The club shall be called South Glos. Drone Club (Hereinafter referred to as SGDC) and will be affiliated to the British Model Flying Association.

2. The clubs principal aim shall be the promotion of safe and responsible model aircraft flying. In particular drone / first person view (FPV) racing & freestyle.

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 14 days prior to the meeting.

4. SGDC will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

MEMBERS

5. A “member” means any class of membership.

6. All membership applications must be discussed and reason for decision minuted at a Committee meeting. The Committee has the right to refuse membership to new applicants.

7. New members will be required to serve an initial probationary period of 2 months or 8 visits, whichever is longer. During this time, they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.

8. New members’ subscriptions shall be dependent on membership class, plus the joining fee as decided at the Annual General Meeting.

9. Subscriptions are due monthly at the individual member’s sign-up date. Any member, who has not paid the subscriptions for the ensuing month by this date, in whole, will not be permitted to fly until they have done so.

10. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request.

    1. The only exception to this is for those new members who already hold insurance with another acceptable provider when joining and are required to take up BMFA membership when their current insurance lapses.

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

12. All 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.

13. Members may invite guest fliers on the site. They must be insured and sign-in upon arrival. The guest assumes full responsibility for their own actions and safety following the sign in and site briefing.

RULES, DISCIPLINE AND SAFETY

(see Appendix 1, for disciplinary procedure guidance)

14. Additions and amendments to field safety rules and regulations can only be made by proposals at a General Meeting.

15. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next general meeting.

16. 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.

17. 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.

18. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 2 months 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 20.

19. The Committee may consider removal of membership where 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 their misdemeanour and what he is reasonably required to do to make amends.

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

c. 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 their membership.

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

e. When the member is advised of withdrawal of their 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 their 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 their rights to present their 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 (excluding BMFA subscription) to be reimbursed in full.

FLYING

20. The Committee and Officers, will be responsible for the running of the flying field at all times.

21. All flying members must be competent flyers. All members and guests' first flights will be supervised by a member before being permitted to fly indirectly supervised.

COMMITTEE STRUCTURE AND APPOINTMENTS

22. The Committee of the Club shall comprise of not more than 6 members.

23. The Officers of the committee shall be, Chairman, Secretary, Treasurer, Membership Secretary, Safety Officer and Digital Officer.

1. The Chairman will preside over all meetings. If absent, the Chair may be taken by the Secretary, Treasurer or by another member of the council, in that order of priority.
2. The Secretary will keep minutes of all meetings and be responsible for administrative matters with outside bodies. The Secretary will coordinate all events, or delegate coordination of events to members of the Association.
3. The Treasurer will keep records of all incoming and outgoing from the SGDC funds and will be responsible for payment of outstanding debts from the SGDC funds, and to provide annual accounts for submission to the Annual General Meeting.
4. The Membership Secretary, will request fees from members and will be responsible for keeping records of member's numbers, names and addresses and issuing new members with a copy of the SGDC Constitution. The Membership Secretary will oensure an up to date membership list is available to the Committee and others as deemed appropriate.
5. The Safety Officer will be responsible for producing and maintaining the SGDC Safety Code and for advising the Committee on all safety matters, as affecting the SGDC.
6. Digital Officers will be responsible for digital communication and promotion of the club. They will create and gather assets for the club to use and maintain the website.

24. One senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings.

25. Any Committee member(s) who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.

26. Committee officers and members shall be elected at the Annual General Meeting to serve for a period of one year. The Committee will be elected by majority vote from members present. All fully paid up members and life members are eligible to vote.

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

COMMITTEE ORGANISATION AND POWERS

28. 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 in addition to their initial standing vote.

29. The Committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the members. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £1,000.

30. Each Committee officer upon request will be required to submit a sample of their signature for banking reference purposes.

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

32. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club, unless it is agreed by the committee majority.

33. Any Committee Member or Officer wishing to resign must do so in writing.

34. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit their seat on the Committee.

35. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

FINANCE

36. The treasurer who will be responsible for advising the SGDC on all matters affecting the Club's financial activities will keep proper books of accounts.

37. All monies received on behalf of the Club will be paid into a bank account in the name of the SGDC at a bank approved by the Committee.

38. All cheques drawn against the above account will be signed by two of the Committee members.

39. All expenditure must be approved by the Committee.

40. All expenditure must be accompanied by receipt. Payment of monies without a receipt will only be at the discretion of the Treasurer who will be responsible for ensuring that expense was genuinely incurred.

41. All Council Members are eligible for reimbursement of expenses incurred on behalf of the SGDC, subject to prior approval.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

42. All committee meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the secretary.

43. A quorum of any Committee meeting shall consist of a majority of Committee Members.

44. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

45. Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.

46. A recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

47. Non committee members may attend committee meetings as observers by applying to the Secretary at least 7 days before the meeting. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.

VOTING AND CONDUCT OF GENERAL AND ANNUAL GENERAL MEETINGS

48. All general meetings will be agenda'd and minuted. Any other business will only be guaranteed to be on the agenda at general meetings if the Secretary is given at least 14 days notice in writing of the item to be discussed. Motions raised under "Any other business" will be discussed only at the discretion of the Chairman.

49. A quorum of any general meeting is to be at least one quarter of the membership.

50. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.

51. 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 permitted.

52. Amendments to proposals must be voted upon first.

53. A recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

54. 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.

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

ANNUAL GENERAL MEETINGS

56. A date for the Annual General Meeting will be decided each year by the Committee. At least 14 days notice of the meeting will be given in writing to all Club members.

57. The Agenda will contain the following standard Items: Welcome by the Chairman, Acceptance of the Minutes of the Last AGM, Chairman's Report, Secretary's Report, Treasurer's Report, and Arrangements for the Next Meeting. The Agenda will be published 10 days prior to the AGM.

58. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.

59. A competent individual (non-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 its liabilities.

EXTRAORDINARY GENERAL MEETINGS

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

61. 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, of which 28 days notice has been given to all members in writing stating the business to be discussed.

62. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 2 members of the club, stating the business to be brought before the meeting. The meeting must be called within 28 days of request and 14 days notice must be given to all members in writing stating the business to be discussed.

INSURANCE AND INDEMNITY

63. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.

64. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.

65. 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.

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

DISSOLUTION OF THE CLUB

67. 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 within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

68. 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 in equal shares to the Club's charities.

69. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be donated to the Club's nominated charities. All members will receive a final statement of accounts.