

# Oxon Helicopter Collective Club Constitution

## 1. Club Objectives

- a. To abide by British Model Flying Association (BMFA) rules.
- b. To provide good safe conditions for members
- c. To promote safety consciousness in all aspects of model building, preparation and operation.
- d. To promote the advancement of flying skills via the BMFA achievement schemes.

## 2. Club Affiliation

- a. Oxon Helicopter Collective (henceforth referred to as "The Club") is a small 'not-for-profit' private members club.
- b. The Club shall be affiliated to the British Model Flying Association (BMFA) and is therefore bound by the affiliation rules and requirements of that organization.

## 3. Conditions of Membership

- a. Applications for Club membership must be made by filling in a membership form which must be submitted to the committee for consideration. The committee will consider the application based on the information provided in the form. If the membership quota is full the applicant may be given the choice of being placed on a waiting list.
- b. The Club reserves the right to refuse membership at the discretion of the committee.
- c. All members are required to submit a valid Email address with their application for the purposes of official club communications. Members are also advised to join the club forum.
- d. To comply with the affiliation rules it is a requirement that all flying members of the Club must have a valid membership of the BMFA.
- e. All Members must abide by the terms of the Constitution and Rule Book
- f. New members are to be accompanied at the flying site by committee members.
- g. Casual visitors must provide proof of adequate insurance (BMFA insurance or equivalent) and demonstrate competence before permission to fly solo is granted. Any visitors must agree to abide by Oxon Helicopter Collective rule book and BMFA guidelines. Casual visitors may fly as the guest of a member to a maximum of two visits and may be asked to join the club by the committee.

## 4. Subscriptions

- a. The Club membership year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- b. Fees shall be agreed at the AGM and defined within the Club Rules.

## 5. Non-discrimination Statement

- a. No person will be subject to discrimination on grounds of sex, age, special needs\*, religion, colour or ethnic background.

\*(Any person applying for membership with special needs will be advised of the degree to which the Club can make accommodation for their condition)

## 6. Protection of Children and Vulnerable Adults

- a. The Club recognises that it has a duty of care towards children and vulnerable adults. All members are encouraged to report any behaviour that they feel inappropriate to any club official. Such behaviour can include sexual, physical, verbal abuse or bullying etc.
- b. Club officials receiving such reports shall take up the issue with the accused and if not satisfied refer the matter to the appropriate authorities.
- c. All such reports must be taken seriously and recorded.
- d. Guidelines for handling these situations can be found in the BMFA guidance document on this subject.
- e. It is a condition of membership that juniors and vulnerable adults will be accompanied to and on the field or at meetings by a parent or guardian. Members under the age of 16 (Juniors) must be supervised at all times by a

responsible adult (Section 6.f), they are not allowed on the flying site without such supervision.

- f. Members should only give lifts and take responsibility for an unrelated junior or vulnerable adult once a relationship has been established with the parent or guardian, and with the parent or guardian's express permission.

## **7. Committee Structure and Responsibilities**

- a. A standing committee of five honorary officers will be elected at each AGM for a period of one year
  - i. Chairman
  - ii. Secretary
  - iii. Treasurer
  - iv. Membership Secretary
  - v. BMFA Representative
- b. Additional members may be co-opted by the committee
- c. All official positions are honorary and unpaid. Expenses incurred in the interest of the club by any committee member may be repaid.

### **d. Responsibilities**

- i. To operate the club in the best interest of its members.
- ii. To act on behalf of the members on any matters not comprising a change to the constitution.
- iii. To act on behalf of the membership in all matters relating to the provision of flying facilities.
- iv. To promote interest in the construction, safe operation and flying of model helicopters.
- v. Ensure club funds are managed in a proper way.

Item (i) above means for example that the Committee must ensure that every club member will have amply time to fly at the club site, i.e. no overcrowding at the field.

Item (ii) above means for example that the Committee must be mindful of the level of club membership (safety, noise levels, other disruption to the community local to the flying site etc).

### **e. Meetings**

- i. The committee shall meet to report any actions to the Club Meeting as defined in the Club Rules
- ii. The Committee shall convene no less than quarterly to discuss club matters and finances (This may occur simultaneously with the general club meeting) Ideally these would be March, June, September and December (AGM)
- iii. Communication to the membership will primarily be via the Club's Internet forum or email

## **8. Club Meetings**

- a. The committee will provide facilities for regular meetings of the membership.
- b. The meeting will comprise a meeting agenda covering the adoption of previous meeting minutes, matters arising, reports from officials and any other business. The remainder of the meeting will provide an opportunity to socialise and consult fellow members.
- c. Time and date of meetings will be published in the Club Rule book.

## **9. Decision Making**

- a. By AGM voting with a simple majority show of hands
- b. By EGM only when no other way of taking timely decisions exists.

## 10. Annual General Meetings (AGM)

- a. The AGM shall be held at the monthly meeting following the BMFA AGM. Club and BMFA fees are due on this date.
- b. The AGM will comprise the following:-
  - i. Chairman's Report
  - ii. Finance Report including presentation of audited accounts
  - iii. Election of Committee
  - iv. Election of Chairman
  - v. Any Other Business
- c. Voting at the AGM will be by show of hands, postal and/or proxy votes will not be accepted.

## 11. Extraordinary General Meetings (EGM)

- a. When the Club committee deem that an EGM is required, members will be notified via e-mail (or letter if no e-mail supplied) at the first possible opportunity. The communication will describe the nature of the issue to be discussed and voted upon. Postal or e-mail votes will only be accepted if the officials are given a satisfactory explanation for absence and that the source is verifiable.
- b. Requests for an Extraordinary General Meeting must:-
  - i. Be made in writing to the Club Secretary.
  - ii. Be supported by the majority of the Club Committee or be signed by the proposer and at least 20% of Members.
  - iii. State clearly the reason(s) for calling an extraordinary meeting.
  - iv. Explain why the issues cannot be resolved by any other means.
- b. After receipt of the requests the following actions need to be taken.
  - i. On receipt of a valid request the Secretary shall, within 30 days, arrange to hold an extra-ordinary meeting and send 30 days notice to all Members. Notices to hold an extra-ordinary meeting will be published on the club forum and web page.
  - ii. On all issues other than changes to the Constitution, voting at extra-ordinary meetings will be on the basis of a straight majority of the votes cast by Members attending the meeting.
  - iii. Postal and e-mail votes may be allowed and should be received by the Club Secretary no later than two days before the meeting.
- c. Resolutions calling for changes to the Constitution must receive the support of not less than 70% of all members voting and there must be a quorum of no less than 25% of the club membership present and voting including those who have voted by post and e-mail

## 12. Club Rule Book

- a. The club shall keep a Rule Book defining club objectives and standards of behaviour and practice expected of members.
- b. The Rule Book will define the level of annual membership subscription including BMFA membership.
- c. The Rule Book will define levels of technical standards and safety.
- d. The committee shall ensure that the Rule Book is kept up to date.
- e. The Rule Book is a supplement to the constitution and as such forms part of the constitution of the club
- f. Members failing to obey the rule book shall be dealt with under section 13.

### **13. Discipline Procedures**

- a. Members shall abide by the terms of this constitution and the Rule Book.
- b. Failure to do so will result in the matter being brought before the committee.
- c. The committee will rule as to whether a breach has occurred
- d. Action will be taken appropriate to the breach.
- e. Notwithstanding the above such action will not be applied in a vexatious manner
- f. The committee's decision will be final.

### **14. Club Funds**

- a. The club will open and maintain a bank account
- b. Although the club is a non-profit making body, the position may arise where there are surplus funds, due to an accumulation of subscriptions or as the result of fund raising activities, at the end of the financial year. This will not affect the club's non-profit making status and any such surplus will be placed in a contingency fund as a buffer against unexpected circumstances

### **15. Winding Up**

- a. If the club is wound up such funds as are held in either of the club's bank accounts and any cash in hand will be distributed equally among those who are paid up members at the date of winding up.