



## **Burns Country Flyers Constitution**

### **1. Name**

The club shall be called “ *Burns Country Flyers* “ ( *BCF* )

### **2 Object**

2.1 To promote interest and participation in the sport of aero modelling in Ayrshire.

2.2 To promote or support competitions, championships, or other similar events, as considered desirable.

The BCF shall be non-profit making, non political, non sectarian, non denominational, and is open to both male and female members.

### **3 Membership**

3.1 All new memberships are offered for approval by the committee. A person shall be deemed a member from the date of receipt by the Treasurer (or Committee Member) of the appropriate fee and if a new application, following the committee’s approval. The membership year shall be from the 1st December until the 30th November. Application for membership shall be made in writing on the appropriate form.

Membership grades are as follows

#### **3.1.1 Club Members.**

Any person of good standing and approved by the Committee shall be entitled to Club membership. Such members shall be entitled to full voting rights.

#### **3.1.2 Junior Club Member**

Members, who are under 18 years of age on 1<sup>st</sup> January in any membership year, shall be deemed to be a Junior Member. Junior members shall have no voting rights.

3.1.3 **Guest Membership** - The Committee, at their discretion, may admit individuals to guest membership for a limited period not exceeding three visits to the flying field whilst flying models. ‘Open’ competitions are an exception to this rule. It shall be an express condition of guest membership that insofar as participating in the Club’s activities are concerned, guests are sufficiently insured through a recognized flying association insurance policy, and evidence of this must be produced to any Club Member before flying commences, or on demand.

3.1.4 **Membership Limitation** - It may be necessary, from time to time, to limit the number of members admitted to membership of the club. The Committee shall have the authority to set such a limit depending on circumstances prevailing at the time.

### **4 Insurance**

It shall be a condition of membership of the Club, that all members are in possession of an insurance cover equal to that which is supplied by the Scottish Aero modellers Association ,(SAA) However this does not preclude any person joining the club part way through the year who possesses insurance cover provided by another company acceptable to the committee.

#### **Accident Book:**

The SAA have agreed with their insurers that all SAA affiliated clubs will hold and maintain an accident book. BCF members are required to ensure that any accident or incident that may involve them in an insurance claim is recorded in the BCF accident book. The accident book will be held by one of the club’s safety officers.



## **5 Management**

The management of the Club shall consist of; Chairman, Secretary, Treasurer, and may include Vice-Chairman, Competitions/Event Secretary, Chief Flying Instructor and Safety Officer. The actual positions and duties may vary in accordance with the particular requirements of the membership. These positions shall form the Committee. The Committee shall have the authority to elect a member to any position on the committee (with the exception of Chairman) after having given the membership 28 days notice of the proposed candidate.

The Committee shall be elected by the general body of members at the AGM, and shall retire at 2 yearly intervals but will be eligible for re-election.

## **6 Meetings**

The Management Committee shall meet as necessary. Three shall form a quorum. A book shall be kept containing all Management Committee minutes. This book shall be passed on to successive Committees.

The Annual General Meeting, (AGM) shall be held at a convenient date normally in November. The date, time and venue must be notified by letter, or e-mail to the membership no later than 14 days prior to the meeting.

Normal Club Meetings shall be decided on an annual basis. During summer month's meetings may be held at the flying field.

If requested by 25% or more of the membership, an Extraordinary General Meeting (EGM) shall be held to discuss and resolve specific issues. Again, the membership shall be advised by letter, or e-mail, giving 7 days notice.

The quorum at any General Meeting is 25% of voting members. If a quorum is not present, amendments to the constitution cannot be considered. All other business may proceed.

## **7 Accounts**

A proper record of all financial transactions of the SAA shall be maintained by the Treasurer, in accordance with good accountancy practice. At the end of each financial year a statement of accounts shall be compiled and, if 25% of the membership request it, be audited by an independent Honorary Auditor, who shall be approved by the membership.

The financial year shall be from 1<sup>st</sup> December until the 30th November, inclusive, each year.

## **8 Finances**

The Committee shall have the authority to spend an amount decided at the AGM or EGM by the membership on any single transaction or occasion. Anything over this amount must be authorized by the body of the membership present at an EGM or AGM. However, the Committee shall have the authority to pay, on an ongoing basis, such items as Flying Field rent, and SAA subscription and affiliation fees.

The Committee or a quorum thereof must have approved all expenditure before being passed for payment. Cheque signatories shall be from the following; Chairman and Treasurer. Current and Deposit accounts, as necessary, will be maintained in the name of the Club at a bank approved by Committee.

## **9 Subscriptions**

All members shall pay in advance such annual subscriptions as recommended by the Committee and agreed by the membership at the AGM. Renewals shall be due immediately after the AGM

and no later than 31<sup>st</sup> January and on receipt of the subscription by the Treasurer (or committee member) are deemed to be a member.

## **10 List of Members**



The Secretary shall keep a list of members with their respective addresses and telephone numbers. Members are responsible for notifying the Secretary of any changes. This list is only to be used for the use of the committee for correspondence etc. The list is to be retained only in accordance with the Data Protection act or such Laws and rules prevailing at the time

#### **11 Disciplinary Action**

Any member who flagrantly or persistently breaks the Club or SAA rules or who endangers the interests of the club may be subject to disciplinary action. It is incumbent on the membership to report any breach of the safety rules to a Committee member. The Committee member shall then take appropriate action, by asking the member(s) breaking the rules to desist. If this has no effect the member(s) shall be banned from the flying site.

Any such action taken by the Committee member shall remain in effect until a full Committee has heard and deliberated the breach of rules. If the Committee upholds the action taken by the Committee member, then the offending member(s) shall remain banned for a period as decreed by the Committee.

The Committee shall have the authority to suspend or cancel a person's membership should his/her conduct be deemed to be contrary to the interest of the club. Any such member shall be requested to attend a committee meeting to discuss the matter and may be accompanied by another member to act as a representative or witness. Any member who is the subject of a disciplinary decision shall have the right of appeal at an EGM or AGM.

#### **12 Bye-Laws**

The club will operate within the safety rules laid down by the SAA. Additional safety and conduct rules peculiar to the club will be set and maintained by the Committee. The Committee shall have the authority to introduce from time to time such bye- laws or safety rules as may be necessary to maintain proper conduct within the club. Any member shall be entitled to receive a copy of the Bye-Laws or Safety Rules on demand

#### **13 Alterations to the Constitution**

Any alteration to the Constitution shall only be made at an AGM or an EGM called for that purpose. In either case the Secretary must receive written notice of the proposed alteration(s) at least 7 days prior to the date of the meeting. Any proposed alteration must receive the support of a least two-thirds of the membership present at the meeting, before being accepted.

#### **14 Powers**

The club shall be a non-proprietary, non-profit making organisation. To promote the club's object, the club may...

- (a) Raise Funds and invite and receive contributions by way of subscriptions and donations
- (b) Purchase, take on lease, hire or otherwise acquire any property / equipment and any rights and privileges necessary for the promotion of the said object of the club.
- (c) Maintain club equipment / property.

#### **15 Management:**

The club shall indemnify in respect of any fines damages or costs awarded against a Committee member who engages or becomes involved in Court proceedings (criminal or civil), while acting in his/her representative capacity on behalf of the club.

In the event of a Committee member being awarded damages or costs in the course of proceedings taken by him/her in his/her representative capacity, such damages or costs shall belong to the club and shall be paid to the club Treasurer

The club will not indemnify a Committee member in his/her actions as a private individual notwithstanding that he/she is taking part in club activities but in circumstances where it would be unreasonable for the club to ratify his/her actions.

#### **16 Quorum**

The quorum of a general club meeting shall be one third of the total members with voting rights.



## **17 Dissolution**

Should an AGM or EGM decide that the club is to be wound up, any residual assets shall be used for the benefit of Scottish aero modelling. This will involve the transfer of funds or assets to a specific club or clubs or to the SAA.

## **18 Child & Vulnerable Adult Protection:**

The club will operate strictly as per the guidelines and recommendations published by the SAA.