

PANDAS CONSTITUTION
(Amended 6/11/2018)

GENERAL

1. The club shall be called Pontefract and District Aeromodellers (PANDAS), hereafter referred to as 'the club', and will be affiliated to the British Model Flying Association.
2. The club's principal aim shall be the promotion of safe and responsible model aircraft flying.
3. Alterations to the rules or constitution can only be made at an Annual General Meeting or Extraordinary General Meeting. Any Proposed alterations must be submitted to the secretary in writing at least 42 days prior to the meeting.

MEMBERS

4. A "member" means any class of membership.
5. The Committee has the right to refuse membership to new applicants.
6. New members will be required to serve an initial probationary period of 6 months. 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.
7. New members' subscriptions shall be dependent on membership class, plus the joining fee as decided at the Annual General Meeting.
8. Subscriptions are due by 1st January each year. Any member who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to fly until they have done so. BMFA membership must be in place before flying.
9. Members who have allowed their membership to lapse for less than 12 months will not normally be asked to re-apply for membership or pay the joining fee but will be required to pay a full 12 months subscription. Reduced subscriptions for new members will apply from 1st September.
10. All members must be members of the British Model Flying Association 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.
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 to the site on arrangement with the committee, but they must be BMFA insured and the club member must assume total responsibility for their actions and safety of the guest.

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Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit. Guests may only visit three times per year, before being asked to join the club

RULES, DISCIPLINE AND SAFETY

14. 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.
15. 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.
16. 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
17. 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 in accordance with Article 18.
18. 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:
 - 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 is reasonably required to make amends.
 - b. If the member does not respond, they are to be given a written warning by an authorised Committee Member to advise of the misdemeanour and what is reasonably required to make amends.
 - c. If they still fail to respond, the Committee should invite them in writing to meet with the committee at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of their membership.
 - d. If they still fail to respond to reasoning or fails to attend without reasonable cause, the Committee can advise them in writing that their membership is withdrawn, stating the reasons why this decision was reached.
 - e. When the member is advised of withdrawal of membership, they 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 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.

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In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded their right to present his 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

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

20. All flying members must attain the minimum standards of flying required under PANDAS training scheme before receiving the BMFA 'A' Certificate and before being permitted to fly unsupervised.

21. Any member whose flying standards drop below the minimum required solo standard will be required to re-join the training scheme until the desired standards of flying are met.

COMMITTEE STRUCTURE AND APPOINTMENTS

22. The Committee of the Club shall comprise of not more than 9 members.

23. Any committee member serving for a whole year will be eligible for free club membership for the following year.

24. The Officers of the committee shall be, as a minimum, Chairman, Vice Chairman, Secretary, Treasurer, & Membership Secretary.

25. Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 42 days prior to the meeting, to serve for a period of one year. The Committee will be elected by majority vote by paper ballot from members present. All fully paid up members and life members are eligible to vote.

26. 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

27. 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 his initial standing vote.

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28. 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 £500

29. Money may only be withdrawn from the club bank account by cheque signed by not less than two of three named Committee Officers, or by the club debit card.

30. 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 the secretary for record purposes. The secretary may also present a claim towards telephone costs for consideration by the Committee.

31. Pandas full members who may also be committee members of other clubs, are allowed to serve on Pandas committee, provided there is no significant conflict of interest.

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

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

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

VOTING AND CONDUCT OF COMMITTEE MEETINGS

35. All committee meetings will have an agenda and minutes taken. Minutes of committee meetings will be made available to members on request to the secretary.

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

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

38. 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.

39. Non-committee members may attend committee meetings as observers by applying to the Secretary at least 14 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 MEETINGS

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40. All general meetings will be agenda'd and minuted. Any other business will only be accepted at general meetings if handed in prior to the meeting commencing.
41. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
42. 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.
43. Amendments to proposals must be voted upon first.
44. Non club members may attend Club meetings as observers as invited guests. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
45. 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.
46. Patrons of the club have no voting rights but are free to attend all club meetings.

ANNUAL GENERAL MEETINGS

47. 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.
48. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.
49. A competent individual (non-committee member) shall be elected by the Committee to carry out an independent examination of the accounts 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

50. 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.
51. 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.
52. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 5 members of the club, stating the business to be brought before the meeting. The meeting must be called within 42 days of request, and 14 days notice must be given to all members in writing, stating the business to be discussed.

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53. When a request for a meeting is made in accordance with Article 52, and it is not called within 42 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 42 days notice in writing to all members, duly setting out the purpose for which the meeting was called. 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.

INSURANCE AND INDEMNITY

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

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

56. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by them in their 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.

57. When there is a joint meeting between PANDAS 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

58. 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.

59. 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 total money remaining will be held in trust by the BMFA for a period of ten years. All members will receive a final statement of accounts.

CHARITY

60. The Club should, wherever possible, support local charity events when asked, i.e. school summer fairs, firework displays, etc. whenever it is practicable to provide a relevant display of what we do. Whether or not money changes hands largely depends on the circumstances around which the event is based. These conditions should be finalised well before the day of such an event.

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61. Only money raised at these events should be made available to donate to worthy causes. No money will be diverted from members' subscriptions.
62. In the event of the club being approached to donate money to a local worthy cause, the Committee will make a decision on the amount to be donated. The maximum sum available in this case will be £50
63. In the event that the Club is approached for sponsorship of a member or their close associate who is involved in a charity event, the Committee will make a decision on the amount to be donated, up to a maximum of £50
64. The Club reserves the right to periodically donate funds to charities. The amounts and gaining charities must be agreed by majority vote at a general meeting.

JUNIOR MEMBERS

It is imperative that a copy of the rules is given to parents/guardians in addition to members, and their attention is drawn to them.

65. A Junior Member is defined as being under 18 years of age.
66. Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
67. A responsible adult is defined as a senior member or parent/guardian who has the experience commensurate with the type and degree of supervision required.
68. Junior members under the age of 14 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
69. No junior member under the age of 14 years shall fly a model aircraft unless supervised by a responsible adult or the junior member holds the minimum of a BMFA Achievement Scheme "A" certificate and has been authorised to do so by the Club Committee. (See 2)
70. No senior member is to be expected to assume responsibility for a junior member unless he/she has been specifically requested to do so by the junior member's parent/guardian. If required to do so, he/she is to assume complete and total responsibility for the junior member whilst he/she is in their charge.
71. Notwithstanding the requirements of Paragraph 70, should a member discover a junior member is unsupervised he/she must assume responsibility for the junior member's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the junior member's

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parent/guardian/nominated supervisor. Any instance of such an occurrence is to be reported to the Committee as soon as possible.

72. Whilst supervising junior members, senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA Leicester Office or from the Club Secretary.

Note to parents and guardians

This Club does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post-flight procedures, unless specifically arranged. Our activities at the flying site do not finish at a regular time and it is therefore your responsibility to ensure the well being of your child over and above arranging a predetermined collection time. Should you wish to leave your child at the flying site, it is your responsibility to arrange for one of the senior members to supervise him/her during your absence.

In addition, this Club has specific rules relating to junior members and you are required to study them carefully.

The membership form must be countersigned by the parent/guardian if the applicant is under 18 years of age, thereby signifying you accept the conditions of junior membership.

This constitution will remain in force until the next AGM