

# **PANDAS Constitution**

(amended 2<sup>nd</sup> November 2021)

Words of masculine gender should be taken to include the feminine gender unless the context indicates otherwise.

## **GENERAL**

1. The club shall be called *Pontefract & District Aeromodellers (PANDAS)* 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.
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.

## **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 12 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. Member subscription rates are displayed on the club website and membership application form. The annual subscription rates will be 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 31<sup>st</sup> January, will be deemed to have left the club and will not be permitted to fly until their membership is renewed.
9. 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 i.e. social members only.
10. 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.
11. The committee & members may invite guest fliers to the site by arrangement with the committee for special events. The visitor must hold adequate 3<sup>rd</sup> party insurance cover. The club member / committee must assume full responsibility for the actions and safety of the guest.

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**RULES, DISCIPLINE AND SAFETY**

12. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, except where urgent action is required. This action must then be ratified by the members at the next general meeting.
13. Any complaint of misconduct concerning any member can be made to any committee member either verbally or in writing (preferably in writing). The details must then be passed to the club secretary and the club chairperson be made aware.
14. The committee will investigate any complaint or instances of misconduct in a timely manner, including obtaining witness testimony and inviting the person(s) involved to explain their actions if deemed necessary. Once the investigation is complete, the committee will hold a disciplinary panel meeting (consisting of a minimum of 3 committee members), to review the evidence / allegations and decide how to proceed. The committee may call witnesses and ask the accused to appear to explain their actions.
15. 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.
16. Once the investigation is concluded and if the committee find the allegations to be substantiated, the committee have the following options available to resolve the matter:
  - A. Issue a verbal warning in which the member is made aware of his misconduct and what he is reasonably required to do to make amends.
  - B. Issue a written warning in which the member is made aware of his misconduct and what he is reasonably required to do to make amends.
  - C. Suspend the member from club activities including attendance at the club flying site, for a period not exceeding 30 days. This will be accompanied by a written warning in which the member is made aware of his misconduct and what he is reasonably required to do to make amends on return to the club.
  - D. Terminate the members club membership if the committee deem the misconduct is of such a serious nature that his continued club membership is deemed prejudicial to the values, safety and general wellbeing of the club & membership.
17. If the member fails to respond to A, B, or C in a satisfactory manner the termination of membership can be considered.
18. 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 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 (majority vote of the persons present).

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19. 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, 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.

**COMMITTEE STRUCTURE AND APPOINTMENTS**

21. The Committee of the Club shall comprise of not more than 7 members.

22. The Committee will meet throughout the year as necessary.

23. The Officers of the committee shall be a minimum, Chairperson, Secretary & Treasurer.

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

25. Any Committee member or member 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 from written nominations received no later than 14 days prior to the meeting, to serve for a period of one year. Vacancies not filled by members so nominated, can be filled by nominations at the AGM. The Committee will be elected by majority vote ballot 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 Chairperson 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 £500.00.

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- 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 him for record purposes.
- 31. Any Committee Member or Officer wishing to resign must do so in writing.
- 32. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

**VOTING AND CONDUCT OF COMMITTEE MEETINGS**

- 33. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal. In the event of a tie the Chairperson will have a casting vote in addition to their initial standing vote.
- 34. Voting will normally be by a show of hands. However, a secret ballot may be considered should any committee member request that this be done. Proxy and postal votes will not be permitted.

**VOTING AND CONDUCT OF GENERAL MEETINGS**

- 35. 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.
- 36. Voting will normally be by a show of hands, however a secret ballot may be considered should any member request that this be done. Proxy and postal votes will not be permitted.
- 37. Amendments to proposals must be voted upon first.
- 38. Non club members may attend Club meetings as observers or as invited guests of the club. Any non-Club member may be asked to leave the meeting subject to approval from the Committee.
- 39. 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.

**ANNUAL GENERAL MEETINGS**

- 40. 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 to club members.
- 41. Annual subscriptions will be decided at the Annual General Meeting.

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42. 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**

43. The Secretary will convene an Extraordinary General Committee Meeting within 28 days on request from any officer of the Committee, stating the business to be discussed.

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45. The Secretary shall convene an Extraordinary General Meeting within 28 days on receipt of a request in writing, signed by at least 10% of the club membership,, stating the business to be brought before the meeting.

46. Members must be given at least 14 days' notice of the Extraordinary General Meeting place, time and purpose / business of the meeting.

**INSURANCE AND INDEMNITY**

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

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

49. 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.

50. When there is a joint meeting between **Pontefract & District Aeromodellers** 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**

51. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. The members present will decide by a simple majority vote how to proceed.

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52. 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 held in trust by the BMFA for a period of ten years.

53. If the final accounts are less than required to refund the subscriptions to the 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.

**BMFA Note :- Upon dissolution where clubs place funds in trust with the BMFA it is held for up to 10 years and returned in the event the club is reformed. After 10 years the funds get transferred to the Development fund and used to further model flying in the UK.**