



IVCMAC Constitution

Club name

- 1.1 The name of the club shall be the Impington Village College Model Aeroplane Club, hereafter called the “club”.

Objectives and aims

- 2.1 To provide facilities for the sport of model aircraft construction and flying.
- 2.2 To assist members to improve their standards of building and flying and to require strict observance of all rules in the interests of safety.
- 2.3 To ensure that club founder Ray Malmström’s ethos of FRIENDSHIP, FLYING and FUN, is maintained at all times.
- 2.4 To abide by and promote the policies and rules of the governing body for the sport by affiliation to the British Model Flying Association (BMFA).
- 2.5 To treat all people equally and with respect, irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Membership

- 3.1 There shall be two classes of ordinary membership – senior and junior.
- 3.2 Persons who are aged 18 years or over on the 1st January of the year of membership are senior members. Those younger than this are juniors. Junior members do not pay a club subscription.
- 3.3 All members, senior and junior, must be members of the BMFA. The only exception to this is for those who are not committee members and do not fly.
- 3.4 Honorary membership shall be conferred at the discretion of the committee.
- 3.5 In the event of it being necessary to limit the number of members admitted to the club the limits shall be decided at the annual general meeting (AGM).
- 3.6 The committee shall have the right to refuse membership.
- 3.7 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 (without going through the disciplinary procedure).

Subscriptions

- 4.1 The amount of any joining fee and the amount of the annual subscriptions shall be determined at the AGM. For new members joining during the year the subscription due will be one twelfth of the annual subscription for each remaining complete month.
- 4.3 The annual subscription shall be payable on the 1st of January and shall cover membership for the calendar year. Any member, who has not paid their subscription for the ensuing year by this date will not be permitted to fly until they have done so. BMFA membership must be in place before flying.
- 4.3 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 any joining fee, but will be required to pay a full 12 months subscription.
- 4.4 Members who have not renewed their membership after 12 months will be deemed to have left the club and a renewal after this period will be treated as a new membership application.

Committee

- 5.1 A committee including the office bearers shall manage the affairs of the club.
- 5.2 The office bearers shall be the chairperson, secretary, treasurer and safety officer. All office bearers shall retire annually but shall be eligible for re-election.
- 5.3 The committee shall have the authority to co-opt further members at their discretion.
- 5.4 The club flying rules and other safety or policy documents will be written and amended by the committee or members delegated by them.
- 5.5 A quorum shall consist of at least 50% of committee members one of whom must be an officer bearer.
- 5.6 The club will appoint a member responsible for issues concerning the 'Juniors and Vulnerable Adults Policy' (see club website). The club will appoint a member responsible for issues concerning the 'Data Protection and Privacy Policy' (see club website).

Disciplinary procedure

- 6.1 Where members are not complying with club rules a quiet word from another club member is usually all that is required to put matters right. This is part of the learning process to develop a culture of safe and considerate flying.
- 6.2 Any complaint concerning any member must be made in writing to the secretary so that the matter can be addressed by the committee.
- 6.3 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.

NB a suspension carried out in these circumstances is considered a neutral act and infers no blame or guilt and is purely to allow an investigation.
- 6.4 The committee may impose a suspension from club activities including attendance at club flying sites, not exceeding 180 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 paragraph 6.5.

- 6.5 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 they are reasonably required to do 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 them of their misdemeanour and what they are reasonably required to do to make amends.
 - c. If they still fail to respond, the committee should invite them 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 they still fail to respond to reasoning or fail 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 their 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.
- 6.6 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.
- 6.7 In the event of dismissal the committee will arrange for the member's current membership fee (excluding BMFA subscription) to be reimbursed in full.
- 6.8 In any disciplinary matter BMFA's 'Disciplinary Advice' at <https://clubsupport.bmfa.uk/example-club-constitution/disciplinary-advice> should be followed.

Voting and conduct of AGMs and EGMs

- 7.1 At least 14 days' notice, including notice of all proposals to be considered at the meeting, shall be given to all members in writing. In this constitution "in writing" also means by email.
- 7.2 Any other business will only be accepted at general meetings if the secretary is given at least 14 days' notice in writing of the item to be discussed.
- 7.3 Amendments to proposals must be voted upon first.
- 7.4 Voting will normally be by a show of hands; however a secret ballot must be taken should any member request that this be done.
- 7.5 A quorum is to be at least 15% of the membership.
- 7.6 A majority vote of those present is required to carry any proposal including proposals to alter this constitution. In the event of a tie the chairperson will have a casting vote in addition to their initial standing vote.
- 7.7 An AGM shall be held in late November or December each year.

- 7.8 Changes to this constitution may only be made following a proposal at the AGM or at an EGM.
- 7.9 The committee shall call an EGM when a subject they deem to be of sufficient urgency to warrant such action is brought to their attention.
- 7.10 In the event of a serious issue arising in the club, this should be brought to the attention of the committee for resolution in the first instance. If this fails the secretary shall call an EGM on receipt of a request in writing signed by not less than 10 members, stating the business to be brought before the meeting. The date of the meeting must be within 42 days of the request.

Finance and audit of accounts

- 9.1 The funds of the club shall be lodged in a bank account approved by the committee. The account will have both traditional and online facilities.
- 9.2 In addition to the Treasurer, another 2 committee members (usually the club secretary and the membership secretary) will have access to the bank account to monitor transactions and one of them will countersign the annual accounts to confirm that they are correct.
- 9.3 Money may only be withdrawn from the club's account with two approved signatures (cheques or online).

Winding up

- 10.1 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.
- 10.2 If a motion to wind up the club is carried then a proposal to form another club to which the club funds and any property may be transferred will be considered.
- 10.3 If agreement cannot be reached then, following the sale of assets, all proceeds and remaining club funds will be donated to a worthy cause to be agreed upon at the time.

Flying rules

- 11.1 The club flying rules will apply to all club members and visitors while operating from any site officially approved and recognised by the club for flying (see club website for details of sites).
- 11.2 All flying should be in accordance with all relevant regulations, the guidance in the 'BMFA Member's Handbook' and the club flying rules (see club website).
- 11.3 The use of the college premises is a privilege and members must ensure that no damage occurs to college property or buildings and that all instructions from the college or its officers are complied with.

Impington Village College Model Aeroplane Club – July 2020

Amended section 9 was ratified by an EGM email and online vote on 14/7/22.