

**Dewsbury and District Model Aero Club**  
**Constitution**  
**(Amended 4<sup>th</sup> June 2022)**

GENERAL

1. The club shall be called Dewsbury & District Model Aero Club (DDMAC) 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 this constitution can only be made at an Annual General Meeting or EGM. 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 may have their membership terminated at any time at the discretion of the committee for unsatisfactory conduct.
7. Any member wishing to join the committee has to have been a member for 3 years or more before being considered for a committee position.
8. Membership subscription rates are displayed on the club website and membership application form. The annual subscription rates will be decided at the Annual General Meeting(June).
9. Club subscriptions will run from 1st July until 30th June the following year. Any member who has not paid their subscriptions for the ensuing year within one month following the AGM will be deemed to have left the club and will not be permitted to fly until the membership is renewed.
10. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request.
11. 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.

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 chairman must also be made aware.

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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 explain their actions if deemed necessary. Once the investigation is complete the committee will hold a disciplinary panel meeting to which all the committee members shall be invited and the panel must consist of 3 committee members. The panel will 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 the 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 their misconduct and what they are reasonably required to do
  - b, Issue a written warning in which the member is made aware of their misconduct and what they are reasonably required to dosuspend the member from club activities including attendance at the club flying site for a period of 30 days. This will be accompanied by a written warning in which the member is made aware of their misconduct and what they are reasonably required to do to make amends on return to the club.  
determinate the members club membership if the committee deem the misconduct is of such a serious nature that their continued club membership is deemed prejudicial to the values, safety and general wellbeing of the club and 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 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 the members behalf at a previously agreed date and time. Then 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)
19. In the event of dismissal the committee will arrange for the members current membership fee(excluding BMFA subscription)to be reimbursed in full.

#### Committee structure and appointments

20. The committee of the club shall compromise of not more than 7 members.
21. The committee will meet throughout the year as necessary.
22. The Officers of the committee shall be a minimum Chairman, Secretary and Treasurer.
23. One club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all meetings.

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24. 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 and will 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 a majority vote ballot from members present. All fully paid up members and life members are eligible to vote.
25. 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

26. 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 their initial standing vote.
27. The committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership were necessary without consulting the members. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £500.00
28. 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.
29. Any committee member or officer wishing to resign must do so in writing.
30. The committee may pay accounts and incur any normal liabilities on behalf of the club.

#### Voting and conduct of committee meetings

31. All proposals must be seconded and voted upon. A majority vote of those present is required to carry out any proposal. In the event of a tie the Chairman will have a casting vote in addition to their initial standing vote.
32. 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

33. All proposals must be seconded and voted upon. A majority vote of those present is required to carry out any proposal including proposals to change the constitution
34. Voting will normally be by a show of hands or electronic method if using an online meeting platform. A secret ballot may be considered should any member request this be done.

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35. Proxy voting will be permitted when a member has a genuine reason for not being able to attend the meeting. A club member may nominate another club member to attend the meeting(proxy)and vote on all matters arising on their behalf. The proxy voting member can only represent one other club member
36. Proxy nominations should be submitted at least 3 days prior to the meeting date, utilising the proxy nomination form. In exceptional circumstances a member may nominate a proxy by informing a committee member up to 10.pm the day before the meeting date
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.
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, it's assets and its liabilities.

### Extraordinary General Meetings

43. The secretary will convene an Extraordinary General Committee Meeting within 28 days on request from an officer of the committee stating the business to be discussed.
44. The secretary will convene an Extraordinary General Meeting within 28 days on request from any officer of the committee stating the business to be discussed.
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 which must state the place, time and purpose/business of the meeting.

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Insurance and Indemnity

- 47. The club will hold both Civil and Employers Liability Insurance.
- 48. The club will indemnify all committee members and officers 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 against him in his representative capacity, such as 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 Treasurer
- 50. When there is a joint meeting between Dewsbury & District Model Aero Club 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 will decide by a simple majority vote how to proceed
- 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, an EGM shall be convened where attending members will vote upon how to process any remaining assets.