

COLCHESTER MODEL AIRCRAFT CLUB CONSTITUTION

(* indicates a change since last issue)

1. TITLE: The title of the club shall be **COLCHESTER MODEL AIRCRAFT CLUB (CMAC)**.

2. AIMS: To promote and further the interest in aero modelling and provide facilities and flying sites for its members.

3. MANAGEMENT

a. Management of CMAC shall be vested in an **EXECUTIVE COMMITTEE** as elected at the AGM. The executive committee shall comprise of: **CHAIRMAN, SECRETARY, MEMBERSHIP SECRETARY and TREASURER**.

If the membership wish to nominate additional committee members to support the Executive Committee the posts and members will be elected at the AGM, and will be known as the **GENERAL COMMITTEE**. The General committee may typically consist of the following:

Display Team Manager, Club Training Officer, Power Representative and Glider Representative. All elected officers will also serve as Safety Officers for the club.

b. The elected committee will meet every month prior to club night. A record of all committee meetings will be kept via minutes. In the event of a vote at a committee meeting, the Chairman retains the casting vote.

c. The executive committee may co-opt CMAC members to assist in club duties as required.

d. All Executive committee members shall attend at least 8 (eight) committee meetings per annum, extraordinary circumstances being the exception to this rule. General committee members shall attend at least 4 (four) meetings per annum.* Where an elected officer fails to comply with this ruling, the executive committee have the right to retire this officer from the committee.

e. The Secretary shall prepare an agenda and record minutes of all committee meetings, in his absence, this duty shall fall to the Treasurer. The committee meeting minutes may be viewed on written request to the Secretary by any Club member. The Chairman is responsible for checking and agreeing the minutes as a true record of events. Safe custody of the minute books will at all times remain the responsibility of the Secretary.

f. Club property or Club records will not be hired, sold, loaned or otherwise used for any purpose other than Club business without prior consent of the Executive committee.

g. If a CMAC Committee member engages or becomes involved in Court Proceedings, whether criminal or civil in his representative capacity on behalf of the CMAC, as opposed to in his capacity as a private individual notwithstanding that he is taking part in CMAC activities but in circumstances where it would be unreasonable for the CMAC as a whole to ratify his actions then in the former instance i.e. in his representative capacity the CMAC will indemnify the Committee member in respect of any fines damages or costs awarded against the Committee member. In the event of a Committee member being awarded damages or costs in the course of proceeding taken by him in his representative capacity such damages or costs will belong to CMAC and not the Committee member personally and forthwith upon receipt by the Committee member that Committee member will pay them to the CMAC Treasurer.

4. MEMBERSHIP

a. Membership is restricted to 150 (one hundred and fifty). This figure may be reviewed as directed by the committee. Any person is eligible to join the club, however, the committee retains the right to refuse entry to a person if they believe this to be in the best interest of the club. New members joining the club are subject to a trial period of 3 (three) months. At the end of the 3 month period the Committee will review the new member and decide either to continue that membership, or;

i) Revoke the membership of that person giving full refund of subscriptions less the BMFA insurance costs (see Section 9, para g).

ii) Only in the case of i) above, the member shall be informed in writing by the Secretary of the decision taken by the committee.

b. Applications for CMAC membership will be made via the Membership Secretary who will maintain an up to date record of members names, addresses and BMFA numbers, and issue members with CMAC club cards, BMFA Handbooks and insurance certificates (new members only will receive handbooks). The membership record and new members will be reviewed at each committee meeting.

c. The Membership Secretary is responsible for maintaining a waiting list of those wishing to join the club once the allotted number of membership has been reached, and will inform those waiting to join CMAC. as soon as a vacancy becomes available.

d. CMAC members must renew their subscription for coming year by 31st December *. Members will not be allowed to fly on club sites until they have paid their BMFA and club subscription. Should they fail to renew their subscriptions by the 31st December * they will not be allowed to use the club's facilities until such a time as they have:

- i) Re-applied for CMAC membership via the club Secretary using a membership application form.
- ii) Agreed to pay the full price of new membership within 5 (five) working days of membership application.
- iii) Agreed to comply with Section 4 (Membership) para a.
- iv) Being or have been awarded life membership, in which case they are exempt from section 4, para d, i,ii, and iii, but are required to pay their BMFA contributions to the club Membership Secretary by the 31st December. *

e. Any member deemed not to be complying with club rules is liable to have his membership reviewed by the committee. Should a member be considered by the committee to be consistently abusing the club/BMFA rules, then his membership will be terminated. If such action is taken, the Chairman will advise the member in writing within 5 (five) working days of the committee's decision.

f. Right of Appeal.

A member may appeal against a decision taken by the committee by writing to an Executive member of the committee within 10 (ten) working days of the postal date of such a notification. The Executive committee will convene to consider the appeal, and if necessary withdraw or uphold the original decision. In either case, the Executive committee's decision will be final. Notification of this decision will be provided in writing within 5 (five) working days.

5. TYPES OF MEMBERSHIP AVAILABLE

a. Senior membership is available to persons aged 18 (eighteen) or over.

b. Junior membership is available to those under the age of 18 and still attending school or college e.g. not of working status. Junior membership applications must be accompanied by proof of parental approval.

c. Family Senior,

d. Family Partner (Family memberships as defined by BMFA rules)

e. Family Junior

f. Life membership may be conferred upon a person, who in the opinion of the committee, has give exceptional service to the club, or to aeromodelling in general. This is to be announced by the Chairman at the AGM and the member notified in writing within 5 (five) working days. Should life membership be awarded to a member, then that member will not be liable for payment of club subscriptions with exception of the BMFA insurance fees. Conditions of this rule are subject to section 4, para d, iv.

g. One years free membership may be awarded by the committee at the AGM to a member who in their opinion has exceeded in his efforts to promote/help the club in its functions or duties. This membership cannot be conferred upon an existing committee member. With such a membership however, the member will be required to contribute their insurance subscriptions. Conditions of this rule are subject to section 4, para d, iv. Once such membership has been awarded, the Chairman should give written notification to the member within 5 (five) working days of the AGM.

6. SUBSCRIPTIONS

a. Club subscriptions for existing membership and new membership will be discussed by the committee at the committee meeting preceding the AGM and proposed to those attending the AGM.

b. Club subscriptions, including BMFA costs are normally payable at the beginning of the club year (see section 4, para d), January 1st. Expiry of the Club year is at midnight on the 31st December.

7. ACCOUNTS

a. The executive committee shall be responsible for all the money accounts of CMAC and as such, reserves the right to use its discretion in investing club funds.

b. All accounts will be in the name of "COLCHESTER MODEL AIRCRAFT CLUB" and will be held with reputable Banks and/or Building societies. These accounts will be managed by the Treasurer.

- d. Club petty cash of no more than £100.00 may be held (if required) by the executive committee at any one time. This is for explicit use of Club business, e.g. petrol, stamps, stationary etc, receipts of which must be supplied to the Treasurer.
- c. Each member of the executive committee shall be named on the accounts, any two of which may sign cheques and receipts for Club business.
- e. All withdrawals from Club funds must be agreed by at least two of the executive committee.
- i) Withdrawals from the current account held in the bank must be agreed by at least two of the executive committee.
- ii) Withdrawals from the building society of over £200 in total will be notified to members at the next available club night.
- f. The Treasurer shall retain all receipts and notice of withdrawals from Club funds.
- g. Treasurer shall:
 - i) Prepare an annual statement of the club accounts detailing all incomings and outgoings for submission at the AGM.
 - * ii) Offer the accounts records for audit by two club members elected at the AGM. At the end of the club year, the accounts will, if requested by the membership at the AGM ,be professionally audited, the certificate of audit will be made available with the annual statement of accounts on written request to the Club Secretary.
- h. All moneys received shall be deposited in a CMAC account within 1 month of receipt.
- i. The Treasurer shall maintain a RECORD book of club assets, e.g. Club equipment. This record will be reviewed at least twice yearly at committee meetings. The record will contain details of each item of equipment, and in whose possession the equipment is.

8. AFFILIATION

- a. The CMAC shall be affiliated to the British Model Flying Association (BMFA) and whenever possible, abide by it's rules, recommendations and codes of practice regarding model flying activities as recommended in the BMFA handbook.
- b. The committee shall nominate at least one member to attend the AGM of the BMFA Eastern area and the meetings held by the Colchester section of the sports council.

9. INSURANCE

- a. Members of CMAC must be insured via the BMFA The Secretary and Treasurer shall ensure that BMFA insurance applications for CMAC members are progressed, and that the BMFA insurance cards are dispatched to members as soon as possible.
- b. The Committee shall arrange extra club insurance for those instances where BMFA insurance has either expired, e.g. end of year, or additional insurance is required.
- c. CMAC membership cards must be retained by each member when attending flying sessions. Where no card has been issued, a copy of the Club's own insurance certificate will be provided by the Committee.
- d. In the event of an insurance claim being submitted, any excess will be borne by the person responsible.
- e. Life and free membership which has been awarded does not exempt members from being required to obtain BMFA insurance. Section 4 refers.
- f. Any club member involved in an accident involving damage to third party property or personal injury to any person (including self) whilst attending a club site or club event must inform an executive committee member of the event within 24 hours of the incident. A full, written report including details of damage, witnesses, times etc., must be provided by both the person responsible (e.g. pilot or vehicle driver) and also by any member suffering loss or injury. This includes injuries such as cut hands on propellers.
- g. BMFA insurance premiums for each member are not refundable.

10. LICENCES

- a. Should a radio licence be required, each member shall apply to the Home Office. The licence should then be produced to a committee member on request.
- * c. Item on CAA certificates removed – no longer applicable.

11. TERMINATION OF CMAC.

- a. In the event of the Club expiring, all Club moneys entrusted to bank accounts, Building societies and the like of, shall be divided equally amongst all remaining, existing, paid up members of CMAC after all debts have been cleared.
- b. All CMAC equipment will be offered for auction to the remaining CMAC members, the proceeds of which will be donated as stated in a. above. Should this circumstance arise, the remaining members of the committee shall notify all members of the auction at least two weeks prior to the event.
- c. Liability of any member shall be restricted to their membership fee.
- d. CMAC will be dissolved should the membership fail to elect an Executive committee at the AGM.

12. ALTERATIONS

- a. Any alterations to the constitution will be made through the AGM, or at an extraordinary meeting called for in that specific purpose.
- b. An extraordinary meeting may be called for by the committee or when requested by not less than 25% of the membership. In the latter case, a letter must be prepared with reasons and the signatures of those members requesting the meeting. This letter must be forwarded to the club Secretary at the earliest possible convenience.
- c. Any alterations to the constitution must be submitted in writing to the committee before the AGM or special meeting is called for.
- d. All members are to be supplied with a copy of the constitution by the Membership Secretary on joining the club.

13. MEETINGS.

- a. Monthly Club meetings will normally be held on the second Tuesday of each month at a location defined in the latest club news letter , unless informed otherwise by the Club Secretary.
- b. The AGM will be held, on the second Tuesday of December (the last Club night of the year), unless informed otherwise by the Club Secretary.
- c. Notification of the AGM will be sent by the Secretary to each member at least 4 (four) weeks prior to the event.
- d. At each years AGM, members standing for a post on the committee will be proposed and seconded by those attending the meeting. Nomination forms will be supplied by the Club Secretary. See Election of Officers, Section 14.

14 ELECTION OF OFFICERS

- a. Election of officers to serve on the committee will take place at the AGM. Only current members will be eligible to stand/vote for the new committee.
- * b. Members wishing to stand for election to the committee should submit their names to the CMAC secretary by November 1st preceding the AGM. Additional nominations may be accepted at the AGM, i.e. where unforeseen changes following the 1st November nomination deadline deem this to be necessary.* Members willing to stand will be notified to the membership at the AGM where a proposer and seconders will be sought for each nominee prior to voting taking place.
- c. Officers standing for re-election will only be eligible if they have attended at least 50% of the previous years committee meetings.
- d. The Secretary shall publish the list of committee candidates and the positions they will be standing for at the AGM
- e. The stand-in Chairman will announce the candidates and a vote will be taken by those members attending the AGM. Voting can only take place if a quorum of not less than 20 (twenty) members are present at the meeting. Postal votes are permissible via forms obtainable from the Secretary.
- * f. Removed - Nominations forms no longer used