



## Winchester MAC Constitution

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

### GENERAL

The club shall be called **Winchester Model Aeroplane Club** and will be affiliated to the British Model Flying Association.

The club's principal aim shall be the promotion of safe and responsible model aircraft flying. Limitations to the types and sizes of models flown may apply and will be detailed in separate rules and regulations documents which will be made freely available.

Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose or by a postal/email vote of the current membership. In all cases alterations may go ahead with a majority of those voting in favour.

### MEMBERS

There are three types of member:

- a) Senior member who is aged 18 or above at the start of the membership period.
- b) Junior member who is aged below 18 at the start of the membership period.
- c) Honorary member who is awarded this status at the discretion of the committee.  
Honorary members are offered free club membership but are subject to the same rules and regulations as senior members.

The Committee has the right to refuse membership to any new applicant.

All members, without exception, must comply with all Club rules and operate lawfully at all times. Whilst it is the sole responsibility of the individual member and not the club to ensure that he is operating entirely lawfully, the Club reserves the right to carry out random checks on individuals' legality and may require any member to provide proof of lawful operation. Failure to do so may result in disciplinary action by the club which may lead to dismissal. The Club will take all reasonable steps to monitor relevant legislation and inform all members of their obligations. The club will also offer whatever assistance is necessary to any member in understanding and achieving lawful operation

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 the actions and

safety of the guest and others. Guests must fly under the supervision of instructors if their ability level requires it, and such arrangements must be made in advance of the visit.

## **COMMITTEE STRUCTURE AND APPOINTMENTS**

The club shall be managed by a committee comprising elected officers and co-opted members. The elected officers are:

- a) Chairman
- b) Secretary
- c) Treasurer
- d) Site Manager
- e) Safety Officer
- f) Membership Secretary

Notes:

- One person may take on multiple roles.
- There must be a minimum of two individual officers covering all the roles.
- A role can be shared between more than one person.

Co-opted members may be appointed by the committee at any time without the need to consult the membership, but the membership should be informed of all such positions.

The officers shall make all reasonable arrangements to appoint a deputy to take over the specific role responsibilities in the event of absence or incapacitation. The deputy shall be given all necessary tools and information to carry out the duties. The names of the appointed deputies shall be communicated to the members.

All officers shall be formally elected to their positions at the Club AGM and hold that position only until the next AGM unless formally re-elected.

The committee shall be responsible for writing and distributing all documents required to effectively control the running of the club. These will include, but not limited to, general club rules, policy documents etc.

The Chairman shall ensure that the individual responsibilities and authorities of the committee members are fully documented and such documents will be made available to members on request.

## **ANNUAL GENERAL MEETING**

An annual general meeting (AGM) shall take place at a suitable time near the end of the club year (nominally late November / early December). The date and provisional venue of the AGM shall be communicated to the members no less than 28 days beforehand.

An agenda and copy of accounts shall be distributed to the members before the meeting.

Any member wishing to stand for a committee position shall put his name forward along with the name of his seconder and any supporting statements at least 21 days prior to the AGM.

The club secretary or his appointed representative shall send out confirmation of the date and venue of the AGM as well as the names and any supporting documents of candidates for the committee positions. Members who are unable to attend the AGM will be able to vote in advance for any candidate and these votes will be added in the final count(s). All candidates will have the opportunity to address the AGM prior to any vote.

All members including honorary ones will have one vote.

## **SUBSCRIPTIONS**

Club membership subscription rates (separate from BMFA subscriptions) will be determined by the committee in advance of the AGM and rates and payment methods and options will be communicated to the members at the AGM or beforehand if possible. The club will offer to organize BMFA and associated subscriptions on behalf of any member who requests it upon payment of the appropriate fees. It should be noted that the publication date of the BMFA subscription fees is controlled by the BMFA, and this information may not be available at the time of the AGM. In these cases, there may be a delay in the processing of any member requesting the club to manage BMFA membership on their behalf.

## **FINANCE**

The club funds will be held securely in one or more accounts in UK-based banks or building societies. There will be at least one normal instant access current account but, in addition, the club may hold additional savings accounts. No club funds may be invested in any place that has risks attached.

The club treasurer will ensure that all banking remains secure and will make all reasonable efforts to arrange for access to club funds to be made available to another Club Committee member in the event of them becoming unable to carry out his duties.

The Club Treasurer shall keep accurate records of all financial transactions. He shall produce an annual report of accounts to be presented at the AGM that has been audited by at least one other person. At any point he shall make available full details of all the accounts to any member who so requests them.

## **DATA SECURITY AND PROTECTION**

The club will hold data including personal and financial records. The Club will set out and publish a policy document detailing the procedure followed to ensure all data is stored and managed safely. This document will be made freely available to all members.

## **CHILDREN AND VULNERABLE ADULTS**

The Club will set out and publish procedures and safeguards to ensure the safety of all children and vulnerable adults. These will be made freely available to all members and others on request.

## **DISCIPLINARY PROCEDURES**

The Club will set out and publish disciplinary procedure documents(s). These will be available to members on request.

## **WEBSITE**

The Club shall produce and maintain a website that will contain information relevant to both existing members and potential new members. All policy documents stated in this document will be published on the website.

## **INSURANCE AND INDEMNITY**

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

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

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.

## **DISSOLUTION OF THE CLUB**

Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting.

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 donated to a local charity as selected by the Committee.

v1.1 January 2025