

***PORTSMOUTH & DISTRICT MODEL AIRCRAFT CLUB  
CONSTITUTION***

***THIS CONSTITUTION WHICH SUPERCEDES ANY PREVIOUS  
CONSTITUTION, WAS DRAWN UP AND ACCEPTED BY THE COMMITTEE  
ON THE 1<sup>st</sup> Day of December 2003***

***THE CHAIRMAN WILL BE RESPONSIBLE FOR THE  
SAFEKEEPING OF THE ORIGINAL, AND THE  
SECRETARY, AND THE TREASURER / MEMBERSHIP  
SECRETARY TO HAVE COPIES. EACH TO BE HANDED  
DOWN TO THEIR RESPECTIVE SUCCESSORS, THUS  
AVOIDING A LOSS OF THE CONSTITUTION.***

***THE COMMITTEE.***

# PORTSMOUTH & DISTRICT MODEL AIRCRAFT CLUB CONSTITUTION

## NAME AND OBJECTIVES OF THE CLUB

The Organisation shall be known as Portsmouth & District Model Aircraft Club.  
(Referred to as 'the Club' below)

The Address shall be that of the current Secretary.

The Objective will be that of Building, and Promoting the Flying of Model Aircraft.

1). **THE COMMITTEE:** The Committee shall consist of five Officers.

A quorum will be three Officers. The officers will be; Chairman, Secretary, Treasurer, Safety Officer / New Member Sec, and British Model Flying Association (B.M.F.A.) Representative.

The Chairman, Secretary, and Treasurer will be considered as Principle Officers. Barring exceptional circumstances, the Chairman may only resign at an Annual General Meeting. Should two or more Principal Officers resign other than at an A.G.M. then an Extra-Ordinary General Meeting shall be called for the purpose of electing new Principal Officers. Should any other Committee member resign, the Committee may appoint a replacement for the remainder of the year. All Committee positions are for a period of 1 year, ( except the Chairman which is a two year post ) and will be subject to re-election at the A.G.M. Members of the Committee will take reasonable care of items of Club property used in the execution of their duties and will advise the Committee in the event of any loss or damage.

Members must have bin in the club for one year before they can be elected on to the committee.

Committee Members will assist each other as and when required. Every effort shall be made to attend Committee Meetings, and General Club Meetings. Should this not be possible, that Member should notify a Principle Officer beforehand. Individual members are bound by decisions taken by the Committee.

Officers should bring to the attention of the Committee any matters or incidents reported by ordinary members of the Club. The Committee has the right to limit the maximum membership, and additionally may set a minimum level of membership below which Section 16 may be invoked. The Committee shall be responsible for the maintenance of the P.A.D.M.A.C. rules and guidelines for the Safe Operation of Model Aircraft. (Referred to in the 'Club Rules' below)

2). **DUTIES OF THE COMMITTEE:** These are attached as an appendix and show the responsibilities of each Officer. Certain duties may be redistributed to ease the workload or increase efficiency.

Matters discussed at Committee meetings shall not be disclosed to ordinary club members unless agreed by the Committee.

3). **MEMBERSHIP:**

a) **SENIOR:** Eighteen or over at time of joining.

b) **JUNIOR:** Under 18 years of age at time of joining.

d) **HONORARY:** Individuals who have no voting rights, and do not take part in general activities, but have some special connection with the Club. These Members do not pay a Club subscription.

4) **GUESTS:** Must be hosted by a paid up Club Member. The host is responsible for ensuring that his guest/s adhere to the Club rules. Guests wishing to fly a model aircraft must, through their Host, obtain the specific permission of a Committee Member, who will ensure that the visitor is a member of the B.M.F.A. and will advise the Committee at the next meeting. The Club can provide temporary membership on payment of the current B.M.F.A. subscription. The Committee may limit the excessive use of the Clubs facilities by guests.

5) **MEMBERS:** All Members must sign an Application Form binding them to the Club Rules, a copy of which will be made available at the time of completing the Form. The Committee reserve the right to refuse a renewal or application to join the Club.

6) **MEMBERSHIP SUBSCRIPTIONS:** The Basic Subscription will be determined by the Committee, and publicised before the renewal date. Any additional payments required such as the B.M.F.A. subscription shall likewise be made known.

Membership runs from 1st of January for one Year. Those not renewing by the 15th of January will not have any Insurance Cover. Those who do not renew by the 31st of (JANUARY) will be deemed to have let their membership lapse, and (Will ) be charged a rejoining fee in addition to the basic subscription.

Senior Committee Members are exempt from paying the basic subscription. Members may terminate their Membership at any time or have it terminated due to misconduct. No refund of subscriptions paid will be made.

7) **MISCONDUCT & TERMINATION OFF MEMBERSHIP:** The Committee may ask a Member or Members to defend actions they have taken which in the view of the Committee have been against the best interests and the good name of the Club. An unsatisfactory explanation may result in the member/s having their membership terminated

8) **CLUB MEETINGS:** The Committee will, subject to sufficient support from the Membership, arrange Club Meetings on a regular basis at a suitable location.

9) **COMMITTEE MEETINGS:** These shall be arranged with sufficient frequency to ensure that Club Business can be managed properly.

10) **CONSTITUTION CHANGES:** Other than the exceptions below, this Constitution may only be changed at an Annual or Extraordinary General Meeting, at which at least 60% of paid up Members agree.

**EXCEPTIONS:** The whole of Item 16. which is inviolate in meaning if not in Text. ( WINDING UP OF THE CLUB )

Appendix detailing individual responsibilities within the Committee

11) **ANNUAL GENERAL MEETING:** The Committee will notify Members at least 14 days in advance of the chosen Date and Time. The meeting shall be held Annually, in November

The Purpose of the Meeting will be:

- a) To receive reports from each Committee Member.
- b) To accept the Club Balance Sheet and the Audited Treasurer's Report.
- c) Elect a Committee for the ensuing year. Any or all current officers are eligible to stand for re-election.
- d) Attend to any other business of which the Secretary has been notified at least 7 days in advance of the A.G.M.

Voting will be by a show of hands plus any proxy votes that have been Signed, Dated, and received by the Secretary 7 days in advance of the A.G.M. Members who neither attend or vote by proxy will be deemed to have abstained.

The New Committee will notify the membership of the outcome of the A.G.M. within 4 weeks, or by renewal date should this be less than 4 weeks away.

12) **EXTRA-ORDINARY GENERAL MEETING:** An E.G.M. may be requested by at least 10 paid up Members, writing individually to the Secretary. In such a case the Secretary summons the meeting giving all Members reasonable notice by post. All the Members requesting the E.G.M. are bound to attend.

The Committee may call an E.G.M. for the purpose of electing replacement Principle Officer, or to seek to change this Constitution, or for any other reason deemed necessary.

13) **DISPUTES:** All disputes, unless subject to an E.G.M. as in item 12. above, will be settled by the Committee, whose decision is final.

14) **CUPS & TROPHIES:** Those that are competed for on an annual basis will remain the property of the Club.

15) **CONDUCT AT FLYING SITES:** All members will abide by the Club Rules as signed for at the time of joining.

16) **WINDING UP OF THE CLUB:** In the event of the Club being wound up, no individual shall have any claim on the Funds, other than a refund of subscriptions paid after the winding up date. Any monies remaining after all debts have been paid are to remain invested in a Bank or Building Society in Trust for a possible future Club being established in the area. The Treasurer, Secretary, or Chairman will be responsible for setting up the Trust, and seeking such legal advice as may be needed. Any fees incurred are deductible from the remaining monies.

In the event of 10 years lapsing without any claim to the Trust, it shall be made over to the National Governing Body for the Hobby/Sport. Any members holding equipment at the above winding up date should take reasonable care of it and make it available to the Committee of the reformed Club. After 10 years have lapsed ownership of the equipment may be assumed.

17) **THE CONSTITUTION:** Will be maintained by the Chairman who will upon request make a copy available for viewing by any paid up Club Member.

**APPENDIX  
DUTIES OF THE COMMITTEE**

**CHAIRMAN**

**To take the chair at all club & Committee Meetings. Draw up an Agenda for such Meetings if required. Ensure that the good name of the club is upheld, and to make every to ensure that the club runs smoothly, efficiently, and not to hesitate to reprimand those who bring the good name of PADMAC into disrepute. To sanction any negotiations conducted on behalf of the club. The Constitution will be maintained BY THE CHAIRMAN who will upon request make a copy available for viewing by a paid up club Member. The Chairman has the right NOT to give out to eney club member a copy of the clubs Constitution if he phases it is not in the club interest.**

**SECRETARY**

**To be responsible for recording the Minutes at all Committee, Annual General & Extra-Ordinary General Meetings. To notify all members of General, Annual General, and Extra-Ordinary General Meetings to be responsible for all correspondence sent and received on behalf of the club. To organise the Club Newsletter four times per annum or a club flyer in it places.**

**TREASURER & MEMBERSHIP SECRETARY**

**To keep Records of names & addresses of members as will as details of sum paid& date of joining. (Keeping this information does not require registration under the Data Protection Act.) All so responsibility for managing the financial affairs of all the club Activities. Application Forms will be processed as soon as possible. The membership Form will be filed away for checking as part of the clubs Audit. B.M.F.A. Subscriptions will be recorded, and membership details with the appropriate sum will be sent to the B.M.F.A. Upon receipt from the B.M.F.A. handbooks cards ECT will be distributed to members. B.M.F.A. payments must not be made directly from membership subscriptions but by Cheque from the Treasurer. Receipts shall support any expenses incurred. Assistance will be provided to the Treasurer from time to time, specifically at the end of the year-end during preparation of the accounts. Payments to be made to the flying sites and club room. Owners as they become due. Current and Deposit Account (this may be Building Society or other type of accunt) are to be controlled Current Account, balance consistent with maintaining sufficient funds to prevent the Account becoming overdrawn. Incoming monies to be paid into the Bank promptly. And to look after the clubs Bank Statements and reconcileding them.**

**SAFETY OFFICERS**

**To have a sound knowledge of all the safety Rules applicable to the club flying sites. He will have the authority of the Committee to reprimand any club member(s) contravening the club safety Rules or general Flying Site Rules, and to stop those members from flying whom he considers to be persistently flying in a dangerous manner, and to inform the Committee of his action in dealing with the situation. To advise all members on flying site safety, and Discipline.**

**BRITISH NODEL FLYING ASSOCIATION REPRESENTATIVE**

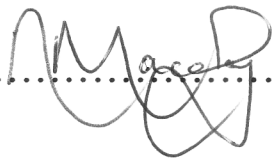
**To report to the Committee any matters of importance or interest from the Association. To represent the club as and when the occasion arises at the above meetings. (Attendance to be at the discretion of the B.M.F.A. Rep.)**

THE UNDERSIGNED, AND ACCEPTED BY THE COMMITTEE DREW UP THIS CONSTITUTION, WHICH SUPERCEDES ANY PREVIOUS CONSTITUTION, ON THE 3<sup>rd</sup> DAY OF DECEMBER 2003.

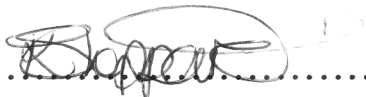
Signed by:



..... L Sheppard  
Chairman



..... N . Macaulay  
Secretary



..... K. Sheppard  
Treasurer