

CONSTITUTION

CONTENTS

General2

Definitions and Abbreviations 2

Members 2

Rules, Discipline and Safety 4

Flying 5

Trustees and Appointments 5

Committee Structure and Appointments 6

Committee Organisation and Powers 7

Voting and Conduct of Committee Meetings8

Voting and Conduct of General Meetings8

Annual General Meetings9

Extraordinary General Meetings9

Insurance and Indemnity 9

Dissolution of the Club 10

Revisions 11

Appendices12

GENERAL

1. The Club shall be called BRECKLAND MODEL AERO CLUB, herein after referred to as the Club and will be affiliated to the British Model Flying Association.
2. The Clubs principal aim shall be the promotion of safe and responsible model aircraft flying. Including, but not limited to: fixed wing aircraft, helicopters & multi-rotors (including First-Person-View), fuelled by electric cell or internal combustion engines.
3. The Club is an HMRC registered "Community Amateur Sports Club" (Ref CH11880). All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties. See Para 80.
4. The principle purposes of the Club shall be:
 - a. To provide facilities for and to promote participation in the amateur sport of model flying in the Breckland area.
 - b. To encourage the development and hobby of model aviation in all stages from model design & build to flying and demonstration.
 - c. To operate as an affiliate member of the British Model Flying Club of Great Britain in promoting model flying as an amateur sport.
 - d. To associate with other bodies and local clubs with similar objectives.
 - e. To maintain and improve the public image of model flying.
 - f. To provide and maintain a safe environment to teach and practice model flying.
 - g. To be non-political and non-discriminatory in its membership.
 - h. To provide a social place of mental well-being and community togetherness through a common amateur sport for people of all ages and abilities.
5. Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any proposed alterations must be submitted to the secretary in writing at least 14 days prior to the meeting.

DEFINITIONS AND ABBREVIATIONS

6. Words of masculine gender should be taken to include the feminine gender.
7.

BMFA	British Model Flying Association (including British Drone Flyers)
CAA	Civil Aviation Authority
CASC	Community Amateur Sports Club

MEMBERS

8. Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Model Flying.

9. The Club aims to keep membership fees at levels that will not pose a significant obstacle to people participating. However, the level of mandatory BMFA insurance/subscriptions and CAA registration for flying members are not within the control of the Club.
10. The Club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members. The details of any refusal will be documented in the meeting minutes.
11. A “member” means any class of non-discriminatory membership and each carries equal voting rights.
 - a. Life Member – A person who in the unanimous opinion of a General Meeting has performed outstanding service to the Club.
 - b. Senior Member – Persons wishing to assist in the objectives of the Club and to take an active part in the hobby. Fees will be reviewed at the Annual General Meeting or may be revised in an Extraordinary General Meeting should the need arise.
 - c. Junior Member – As Senior Members, but under 18 years of age and paying fees at a reduced rate, as specified by the Club.
 - d. Social Member – Non-flying member.
12. New members’ subscriptions shall be dependent upon membership class.
13. Existing member subscriptions are due by 1st January each year. Any member, who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to fly until they have done so. BMFA (insurance) membership must be in place before flying solo. New members joining mid-year should pay as soon as practicable.
14. Reduced subscriptions for new members (where applicable) will apply from 1st July. The level of reduction will be determined at the AGM.
15. All solo-flying members (classes a, b & c) must also become members of the British Model Flying Association and must be able to provide evidence of BMFA insurance upon request.
16. A member may be made a life member for extensive services to the Club. Life members can only be created by a unanimous vote of attending club members at a General Meeting.
17. 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.

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

RULES, DISCIPLINE AND SAFETY

19. Additions and amendments to field safety rules and regulations can only be made by proposals at a General Meeting.
20. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next general meeting.
21. Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.
22. 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.
23. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 30 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 the following Article.
24. The Committee may consider removal of membership where conduct on the field or elsewhere is prejudicial to the Club. Dismissal will be in accordance with the following procedure 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 his misdemeanour and what he is reasonably required to do to make amends.
 - b. If the member does not respond, he is to be given a written warning by an authorised Committee Member to advise him of his misdemeanour and what he is reasonably required to do to make amends.
 - c. If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.
 - d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.

- e. When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the club membership at an EGM which the Committee would call on his 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.
25. In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.
26. In the event of dismissal, the member shall not be entitled to a refund of either club fees or BMFA membership

FLYING

27. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times.
28. All flying members must attain the minimum standards of flying ability before being permitted to fly unsupervised. This may be in the form of a BMFA "A" Certificate or by demonstration to the Breckland Model Aero Club Safety Officer, Instructor or Examiner of his flying ability to the same standards.
29. Any member whose flying standards drop below the minimum requirement solo standard will be required to re-join the training scheme until the desired standards of flying are met.

TRUSTEES STRUCTURE AND APPOINTMENTS

30. The Club shall appoint a minimum of three and a maximum of five Trustees to hold the land for the benefit of the Club by means of a Simple/Bare Trust.
31. The Trustees shall be appointed by the Committee.
32. The number of Trustees may fall to two briefly following a resignation or death.
33. Trustees shall be "fit and proper", of adult age, have no disqualifications and be willing to uphold the best interests of the Club for a reasonable duration.
34. The Trustees names and addresses will be held on HM Land Registry.
35. Trustees wishing to resign must do so in writing.
36. Trustees must carry out an Annual Review of the Trusts details, finances, compliance and land use/community benefit.

37. Trustees shall automatically become Committee members in addition to the Club Committee.

COMMITTEE STRUCTURE AND APPOINTMENTS

38. The Club Committee (excluding Trustees) shall comprise of not more than five members. However, one member may hold more than one role. eg Club Chairman and Club Safety Officer.

39. The roles of the Club Committee members shall include, but not be limited to:

The Club Chairman - Who shall preside over all meetings of the Club and Committee and conduct the meeting in accordance with the Constitution.

The Club Vice-Chairman (optional) - Who shall fulfil all the duties of the Chairman, when the Chairman is absent. In the case where no Vice-Chairman exists, the role shall be taken by another Committee member.

The Club Treasurer - Who shall keep proper accounts of the club's financial transactions. He shall receive and bank monies and shall pay all accounts and monies after approval by the club committee or appropriate sub-committee.

The Club Treasurer shall present a summary of the club's funds at the Annual General Meeting and shall also make the accounts available to any Agent acting for the Club and to any Government body that has the right to view them.

The Club Secretary - Who shall summon and attend all meetings of the committee and record the minutes of the meeting. He shall deal with the correspondence of the Club, to and from external sources, in addition to club and committee members.

The Club Safety Officer - Who shall ensure that members adhere to the club's safety rules and to offer advice on best practice regarding safety measures. He shall make himself aware of the latest model flying legislation issued either by the BMFA or CAA and pass this information onto members.

40. Additional Committee roles may be created or removed as required during the day-to-day running of the Club. e.g. Land Acquisition Manager, Special Events Organiser.

41. A Club Committee member may lose his position of office if he:
 - a. Ceases to be a member of the Club.
 - b. By means of writing, resigns from his office.
 - c. Retires or is not re-elected.
 - d. Is removed from office by a resolution at the AGM passed by those members present by a two-thirds majority of those members present and eligible to vote.

42. One club member should be appointed annually as the clubs' BMFA Delegate who should represent the Club at all relevant meetings.
43. Committee members/officers (excluding Trustees) shall be elected at the Annual General Meeting from nominations, to serve for a period of one year. The Committee will be elected by a majority show of hands from the members present.
44. Should a committee position become vacant, the Committee may, by a majority vote, elect a temporary replacement who will then serve in an acting role until the following Annual General Meeting or an Extraordinary General Meeting in the meantime.

COMMITTEE ORGANISATION AND POWERS

45. 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 his initial standing vote. Committee members holding more than one committee position or also being a Trustee shall only cast one vote.
46. The Committee are authorised to carry out negotiations and make decisions in the interest of the Club or on behalf of the membership where necessary without consulting the members. Approval from the membership at an Ordinary Meeting must be sought for non-regular expenditure greater than £300.00 (adjusted for inflation).
47. Committee officers may be required to submit personal information, such as address, date of birth or NI number for Bank references, as HMRC identification or to other official bodies as part of the administration of the Club.
48. The Club Secretary must be informed of any negotiations proposed by club members which affect the Club and copies of any written correspondence must be submitted to him for record purposes.
49. The Club Secretary will receive an annual honorarium to cover out of pocket expenses not covered under the normal conditions of withdrawal from club funds, the amount of which will be decided at the Annual General Meeting. He may also present a quarterly claim towards telephone costs for consideration by the Committee
50. No member of the Committee or Officer of the Club may be a Committee Member or Officer of another model flying club.
51. Any Club Committee member or Officer wishing to resign must do so in writing.
52. Any member of the Club Committee who is absent from three consecutive Committee meetings (where his attendance was requested) without reasonable cause will automatically forfeit his seat on the Committee.
53. The Committee may pay accounts and incur any normal liabilities on behalf of the Club.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

54. All Committee Meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the secretary.
55. A quorum of any Committee meeting shall consist of a majority of Committee Members.
56. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
57. Voting will normally be by a show of hands; however, a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.
58. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
59. Non-committee members may attend committee meetings as observers by applying to the Secretary at least 7 days before the meeting. Any non-Committee Member may be asked to leave the meeting subject to approval from the Committee.

VOTING AND CONDUCT OF GENERAL MEETINGS

60. All General Meetings will be agenda'd and minuted. 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.
61. A quorum of any general meeting is to be at least one quarter of the membership.
62. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this Constitution.
63. Voting will normally be by a show of hands; however, a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted. Voting is by paid subscription members only.
64. Amendments to proposals must be voted upon first.
65. An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
66. Non-club members may attend club meetings as observers as invited guests of a club by applying to the Secretary at least 14 days before the meeting. Any non-club member may be asked to leave the meeting subject to approval from the Committee.

67. 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.
68. Patrons of the Club have no voting rights but are free to attend all club meetings.

ANNUAL GENERAL MEETINGS

69. A date for the Annual General Meeting will be decided each year by the Committee. At least 10 days' notice of the meeting will be given in writing to all club members.
70. AGMs shall normally be held at or near the club site on a Sunday morning in September.
71. The Club Treasurer shall provide a summary of the Clubs bank balance, its income and expenditure for the previous 12 months, current assets and likely expenditure for the next year.
72. Annual subscriptions for the following year will be set and approved by the attending members by means of a show of hands.

EXTRAORDINARY GENERAL MEETINGS

73. The Secretary shall convene an Extraordinary General Meeting of the Club by a resolution of the Committee stating the business to be brought before the meeting, of which at least 10 days' notice has been given to all members in writing stating the business to be discussed.
74. The Secretary shall convene an Extraordinary General Meeting of the Club on receipt of a request in writing signed by not less than 2 members of the Club, stating the business to be brought before the meeting. The meeting must be called within 28 days of request and 10 days notice must be given to all members in writing stating the business to be discussed.
75. When a request for a meeting is made in accordance with the previous Article and it is not called within 28 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 10 days' notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

INSURANCE AND INDEMNITY

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

- 77. The Club will indemnify all committee officers and committee members if they incur any liability on behalf of the Club.
- 78. 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.
- 79. When there is a joint meeting between Breckland 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.

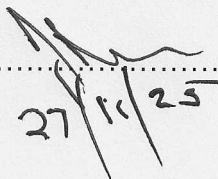
DISSOLUTION OF THE CLUB

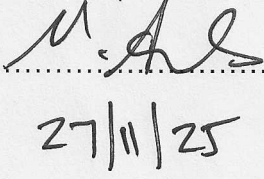
- 80. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.
- 81. Upon notice of dissolution of the Club, if funds remain, remaining members will receive a partial refund of their annual club membership fee (excluding any BMFA subscription fees) and any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body (BMFA) for use by them in related community sports as decided at the final Extraordinary General Meeting

Signed for and on behalf of **Breckland Model Aero Club**

John Gillingham (Club Chairman)

Mark Adams (Club Secretary)

.....

 Date: 27/11/25

.....

 Date: 27/11/25

REVISIONS

Rev	Date	Comments
0	20-10-18	First draft
1	23-10-18	Reviewed & accepted by Committee
2	10-03-19	Reviewed & accepted by Members (EGM)
3	14-04-19	Amended following CASC review
4	28-04-19	Reviewed & accepted by Members (EGM)
5	17-09-23	Reviewed & accepted by Members (AGM)
6	27-11-25	Reviewed & accepted by Full Committee

Appendix A - Club Structure

