

DRAFT CLUB CONSTITUTION

Note: This specimen is only an example or suggested template for a club constitution for model flying clubs. The requirements and activities of the club may differ from this, or other club constitutions, and clauses may be added to suit the purposes of the club.

(Club name.....)

1. NAME

The name of the Club (hereinafter referred to as "The Club") shall be the The headquarters of the Club will be at such address as the Committee may select.

2. OBJECTIVES

- a) To cultivate and foster the hobby and sport in all forms of model aircraft building and flying.
- b) To provide a flying site suitable for all branches of the hobby/sport which may interest the members.
- c) To purchase, take on, lease, or otherwise acquire (or sell, dispose of, or lease) any building, tenements or property, real or personal, deemed necessary in the running of the Club.
- d) To set and regulate safety standards amongst members;
- e) To arrange suitable public liability SAMAA insurance cover for the members of the club.
- f) To abide by all rules and regulations, and the Manual of Procedures of the SAMAA.
- g) To communicate and liaise with other bodies or organisations with similar aims and objectives;

3. MEMBERSHIP

Membership of the Club shall be open to all persons interested in the hobby and sport.

There shall be the following classes of members:

- a) **Honorary Life Members**
Any Member who has conferred some special benefit upon the Club, and who has been nominated by the Committee and whose election is agreed by a two-thirds majority of the Members present at any Annual General Meeting, may be elected as an Honorary Life Member. Honorary Life Members are not required to pay annual subscriptions.
- b) **Foundation Members**
Any person invited to and attending the inaugural meeting of the Club (and including a person invited and who submitted an apology) at which the original Constitution was adopted, and applying for membership in terms thereof, shall be admitted to membership, and such persons shall be initial members of the club. Thereafter they shall be considered as Foundation Members.
- c) **Ordinary Members**
An Ordinary Member shall be a member of over 18 years of age, who shall have been admitted by the majority decision of the Committee, after having been duly proposed and seconded by two members in good standing.
- d) **Junior Members**
A junior member shall be a member of 18 years of age and under. A Junior member shall automatically become an Ordinary Member on attaining the age of 19 years. The conditions of membership pertaining to Ordinary Membership shall then apply.
- e) **Temporary Members**
A Temporary Member shall be a person who has been introduced to the Club by a member in good standing. Temporary Members may be introduced up to maximum of 4 times in one financial year. The daily fee for Temporary (or casual) members shall be set by the committee, and reviewed from time to time.
- f) **Senior Citizen Members**
A Senior Citizen Member shall be a member of over 60 years of age, who shall have been admitted by the majority decision of the Committee, after having been duly proposed and seconded by two members in good standing.
- g) All members and flying visitors to the Club are required to be paid-up members of the South African Model Aircraft Association (SAMAA) prior to partaking in any flying activities.

4. SUBSCRIPTION AND ENTRANCE/JOINING FEES

Subscription fees are due on each year and this coincides with the first day of the second month of the Clubs financial year. Any member, who has not paid to the Club, the fees due by him or her by the 31st July shall cease to be a member. New Members shall pay the annual subscription fee pro rata to the date of application for Membership as follows:

- a) For the 1st eight months of the financial year - the full subscription fee is due.
- b) Through the last four months of the financial year – 50% of the subscription fee is due.
- c) Upon joining, all SAMAA membership fees are due by the member. SAMAA membership for flying members is mandatory.

ENTRANCE (JOINING) FEE

An entrance fee will be payable by all new members. The entrance fee will be set by the Committee and reviewed from time to time.

5 COMMITTEES AND OFFICERS

The affairs of the Club shall be managed and conducted by a Committee elected by members at an Annual General Meeting in accordance with the following:

- a) Voting at elections will be by secret ballot; the candidates obtaining the greatest number of votes shall be elected.
- b) The committee shall consist of minimum of three members.(Chairman, Secretary/Treasurer, and Safety Officer.)
- c) Three members of the Committee will be elected each year, those members retiring being those who have been longest in office.
- d) Members of the Committee will hold office for two years.
- e) Nominations for members of the Committee must be proposed and seconded, each by a Member of the Club in good standing, seconded, and consented to by the candidate. Nominations must be in writing and must be received by the Secretary at least three (3) days before the Annual General Meeting.
- f) Retiring Members of the Committee shall be eligible for re-election, without such written nomination, but indicating their consent.
- g) No commercial dealer or employer thereof, shall be eligible for membership of the Committee.

The duly elected Committee shall hold its first Committee meeting within one week of the Annual General Meeting and at this meeting, elect a Chairman, Secretary/Treasurer, and Safety Officer.

6. POWERS, DUTIES, AND PROCEEDINGS OF THE COMMITTEE

- 6.1. The Committee shall have the power to:
 - 6.1.1 Make or amend the rules and regulations;
 - 6.1.2 Fill casual vacancies on the Committee;
 - 6.1.3 Assess all new membership applications;
 - 6.1.4 Limit membership at any time when circumstances are deemed appropriate;
 - 6.1.5 Increase or decrease annual subscriptions and entrance fees, and impose any other reasonable charges, which may be deemed necessary and justified from time to time.
- 6.2 The quorum at a Committee meeting shall be three;
- 6.3 The place and time of Committee meetings shall be determined by the Committee, or failing this by the Chairman, or failing him, by the Secretary/Treasurer;
- 6.4 Committee meetings shall be held as necessary, and not less than four committee meetings per year. Each member of the Committee shall be notified by the Secretary of the time, date, and place of the committee meeting, either in writing/electronically, or telephonically;

- 6.5 Questions arising at any meeting of the Committee shall be decided by a majority of votes, but in the case of an equality of votes the Chairman shall have a casting vote;
- 6.6 The Committee shall have full power to arrange and transact all the business of the Club, to deal with any matters that may arise and are not provided for herein, and have the power to co-opt members, and appoint sub-committees for special purposes;
- 6.7 The Committee will cause proper accounts to be kept;
- 6.8 The Committee may hold and organise contests between members, and also with other Clubs, in all branches of the sport;
- 6.9 The Committee shall have the power to make any final decision concerning any matters arising out of the running of the Club, to the benefit of the Club and its members, except for any action taken by the Disciplinary Committee.

7. MEETINGS

7.1 Annual General Meeting

The Annual General Meeting shall be held duringeach year. The business to be conducted at the Annual General Meeting shall be:

- 7.1.1 To confirm the minutes of the last Annual General Meeting and/or any Special Meeting;
- 7.1.2 To consider and approve the Annual Report of the Chairman, the Balance Sheet and Financial Statements for the past year;
- 7.1.3 To make new Constitution clauses, or alter the existing constitution, or rules;
- 7.1.4 To elect the Members of the Committee;
- 7.1.5 To elect Honorary Life Members, if any.

NOTE: Any items to be added to the Agenda, must be communicated to the Secretary, in writing not less than 14 (fourteen) days before the A.G.M.

7.2 Special General Meetings

The Committee shall, at its discretion, on receiving a requisition signed by not less than 5 (five) members, call a special General Meeting of the Club. Such requisition is to state the object of the proposed meeting, and shall be addressed to the Secretary. The Chairman shall also have the power to call a Special General Meeting for any specific purpose. At such meeting, which shall be called within two months of such notice and on notice to all members, no vote may be taken on any other subject except that for which the SGM was called.

7.3 Notice of Meetings

The Secretary shall send a Notice of any Annual or Special General Meeting of the Club, publishing the agenda, to each ordinary member in good standing at the last known address of each member of the Club, at least 21 (twenty one) days before the date of such meetings. The accidental omission to send such notice to any such member shall not invalidate such General or Special Meeting. Each member shall register his address with the Secretary of the Club, and in case he should fail to do so shall be taken to have waived his right to any and all notices of General Meetings, Special, and Ordinary.

7.4 Quorum of Annual and Special General Meetings

The Ordinary Members personally present and entitled to vote shall form a quorum for any General Meeting of the Club. Should the number of such members required to form a quorum fail to attend at any such meeting, it shall stand adjourned to such place and time as the Committee shall determine, and those present at such subsequent meeting shall be deemed to be quorum.

7.5 Voting at Meetings

Only Members in good standing are entitled to vote on Club matters at any meeting called, irrespective of whether the meeting is a General Club Meeting or a Special Meeting or an Annual General Meeting. At these meetings, a member in good standing is one who is fully paid-up with club subscriptions at the time of the meeting.

Only Honorary, Foundation and Ordinary Members shall have the right to vote for the election of the Members of Committee. Any Member not present, may vote by written proxy on any point on which the meeting is required to vote.

8. FUNDS AND ACCOUNTS

Funds of the Club shall be deposited in an account with a recognised bank or financial institution. These accounts shall be operated by the Treasurer/Secretary, in conjunction with the Chairman. The Treasurer shall keep a full, faithfully, and business-like record of all transactions of the monies of the Club, and preserve all vouchers and documents pertaining thereto. He shall submit at the monthly meetings, an account of receipts and expenditure, and for the month ending 30 August, proceedings based on an internal audit, which shall be conducted annually by the Chairman and one other Committee Member. Disbursements shall be authorised by the Committee.

9. SIGNING OF DOCUMENTS

All documents which are required to be executed, if signed by any two of the following: The Chairman, Secretary/Treasurer, Safety Officer, or a member of the Committee duly authorised by the Chairman for that purpose.

Cheques shall be signed by the Secretary/Treasurer, and one other committee member, if duly appointed.

10. DISCIPLINE

All members shall adhere to the rules of the Club, and that of the South African Model Aircraft Association (SAMAA). Should any members be in breach of the rules or conduct themselves in such a manner as to bring the Club into disrespect, they shall be liable to action by the Disciplinary Committee of the Club, following due process.

Signed by Chairman of the Club Signature.....

Name and Surname..... Date

Committee member name & surname..... Signature.....

Date.....