



# FOG Constitution

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## Club Name and Affiliation

The club will be called Fins Over Gwent (FOG) and will be affiliated to the British Model Flying Association (BMFA).

## Aims and objectives

FOG is a specialist club whose activities are restricted to the flying of model rockets.

The aims of FOG are:

- To promote model rocketry as a safe and enjoyable hobby for people of all ages
- To use model rocketry to promote an interest in science among young people.
- To ensure a duty of care to members of the club, visitors and the public

## Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Any person who has paid the annual subscription is a member of FOG. In order to launch rockets the member must comply with the requirements of BMFA insurance.

Members will be enrolled in one of the following categories:

- Full Member
- Junior Member
- Day Member

## Membership fees

Membership fees will be set annually and agreed by the Committee or determined at the Annual General Meeting.

Fees, except for Day Members, will be paid by annual subscription.

## Officers of the club

FOG will be run by a Committee comprising the officers of the club. The officers of the club will be:

- Chair
- Secretary
- Treasurer
- Senior Range safety Officer
- Welfare Officer

Officers will be elected annually at the Annual General Meeting. All officers will retire each year at the end of the AGM unless re-appointed.

The post of senior range safety officer will not be subject to ballot but will be an automatic appointment based on date seniority as an RSO.

Mindful of the small size of the club it is permissible for one person to hold two or more appointments on the Committee, provided that there are at least two members on the committee. The Chair may co-opt suitable and willing members onto the committee to fill vacancies.

## Committee Procedure

Committee procedures are defined as follows:

- Only the officers of the club will have the right to vote at meetings of the Committee.
- The Committee meetings will be convened by the Secretary of the club and held no less than two times per year.
- The quorum required for business to be agreed at Committee meetings will be: The Chair plus at least one other officer of the club
- The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations /constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

## Finance

The Club Treasurer will be responsible for the finances of the club and arranging for banking facilities, if required.

The financial year of the club will end on 31 December.

An **independently checked** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any expenditure against club funds requires a recorded majority vote of the committee. If a bank account is activated then cheques must be signed by the Treasurer and countersigned by either the Chair or Secretary.

## **Annual General Meetings**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members through the website and by email.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Nominations for officers of the Committee will be sent to the Secretary at least 1 week prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be at least 25% of the membership

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **Discipline and appeals**

The club Welfare Officer is the lead contact for all members in the event of any child protection concerns. The Senior RSO is the lead contact for any safety concerns. All other matters should be addressed to the Chair

The Committee will meet to hear complaints within 14 days of a complaint being raised to the appropriate committee member. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **10. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. After such a vote no new members will be accepted.

In the event of dissolution the assets of the club will be auctioned among members. Any assets not bought will be disposed of by the outgoing committee. The cash that remains will be divided among the members of the club.

## **11. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **12. Declaration**

FOG hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:** \_\_\_\_\_ . **Date:** \_\_\_\_\_ .

**Name:** \_\_\_\_\_ .

**Position: Club Chair**

**Signed:** \_\_\_\_\_ . **Date:** \_\_\_\_\_ .

**Name:** \_\_\_\_\_ .

**Position: Club Secretary**

## **Terms of Reference Chair**

The Chair is responsible for:

- Chairing committee meetings and AGM
- Arranging club launch meetings
- Liaison with landowners
- Coordinate publicity and outreach
- Chair any disciplinary hearings
- Liaising with BMFA and UKRA on operational issues

## **Terms of Reference Secretary**

The Secretary is responsible for:

- Correspondence and email
- Issue of membership cards
- Agenda and minutes for committee meetings
- Agenda and minutes for AGM
- Producing ballot papers for votes

## **Terms of Reference Treasurer**

The Treasurer is responsible for:

- Maintaining a record of club accounts
- Presenting accounts at the AGM
- Arrange for external validation of the accounts for the AGM
- Receipt and forwarding of membership fees to BMFA
- Providing secure storage of club cash
- Maintain and periodically check an inventory of club assets

## **Terms of Reference Senior Range safety Officer**

The Senior RSO is responsible for:

- Providing safety advice to the committee as required
- Local interpretation of any relevant safety codes
- Maintaining high safety standards on the range.

## **Terms of Reference Welfare Officer**

The Welfare Officer is responsible for:

- Maintaining and implementing the FOG Welfare Policy
- Producing a code of conduct for visitors to the club
- Liaising with BMFA on welfare policy