

# Derbyshire Soaring Club

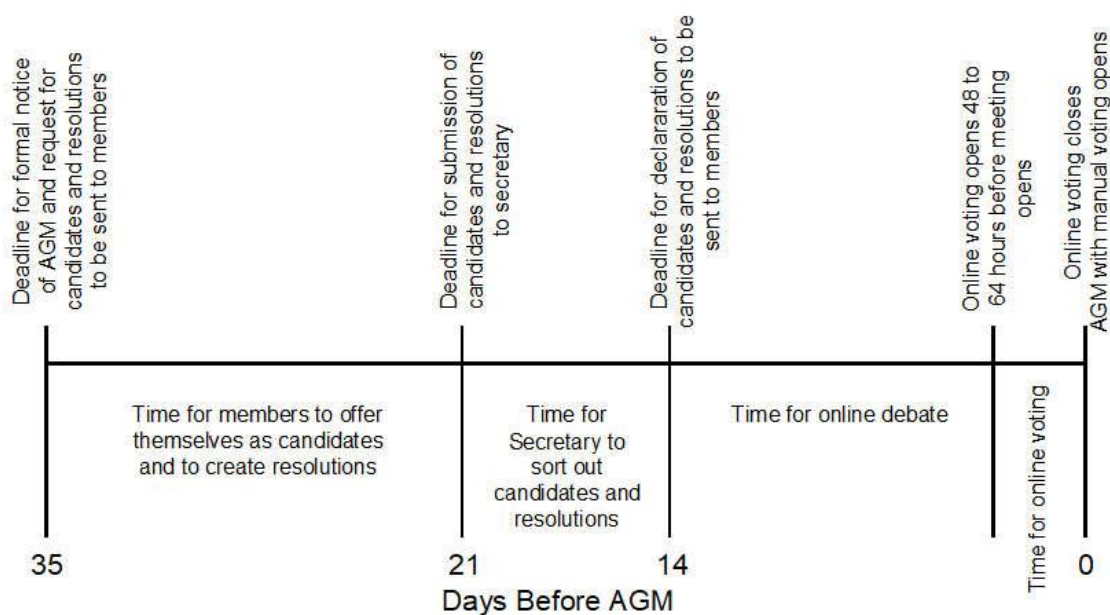
## 2020 Constitution

### 1. Purpose & Objectives

- 1.1. The Derbyshire Soaring Club (DSC) shall promote the sport of hang gliding and paragliding and provide for the interests of hang glider and paraglider pilots in the Derbyshire Peak District region and adjoining areas of the UK. The club will:-
  - 1.1.1. Negotiate and administer flying rights and sites in the Derbyshire Peak District and adjoining areas for use of its members
  - 1.1.2. Positively represent hang gliding and paragliding to outside bodies and the public
  - 1.1.3. Represent the membership in liaising with BHPA (of which DSC shall remain a member club) and other national bodies
  - 1.1.4. Promote safety and excellence in the sport
  - 1.1.5. Encourage coaching and development for all its members at all levels of achievement
  - 1.1.6. Promote a supportive and inclusive social aspect to the club environment

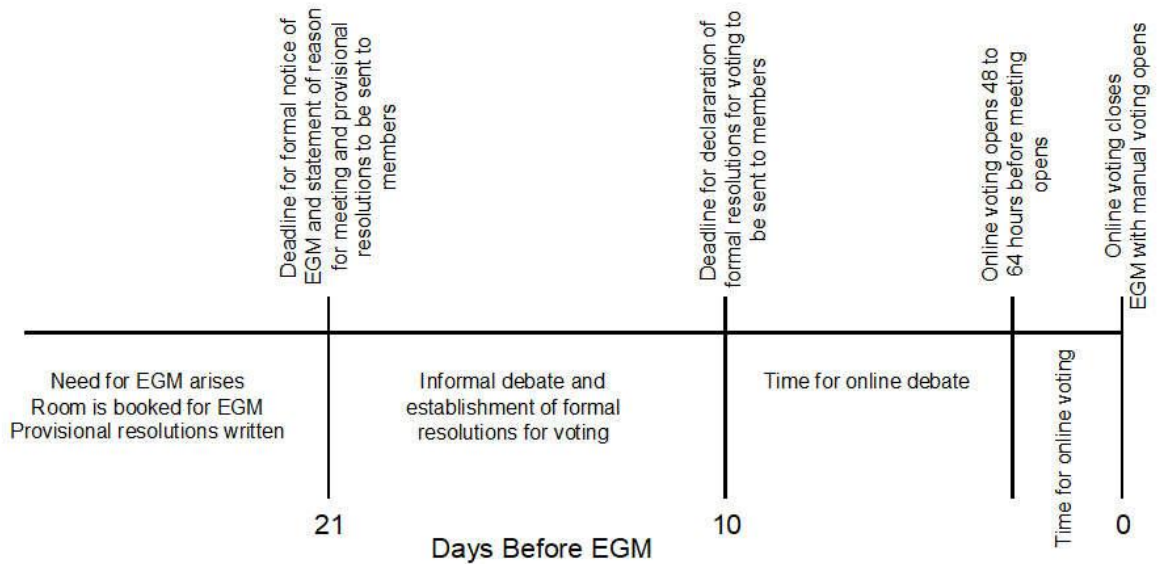
### 2. Meetings

- 2.1. The club will meet for educational or social purposes from time to time
- 2.2. The club will hold an Annual General meeting (AGM), normally in October or November. The meeting to be held at a venue in the Derbyshire Peak District. The timetable for the meeting is shown below. Resolutions should be proposed and seconded, and the proposer or seconder should attend the meeting to support the resolution. Should there be more than one candidate for a post, and for any resolutions put forward, members may choose to vote by electronic voting prior to the meeting or in person at the meeting. The result will be determined by a simple majority, except for resolutions for changes to the constitution which require a 2/3 majority.



Timetable for voting at AGMs

2.3. The club will hold an Extraordinary General Meeting (EGM) if called by a majority of the committee or a resolution supported by 5% of the members, or 20 members, whichever is fewer. This could include matters which the committee are not authorised to determine (such as a change of constitution); matters which are contentious within the club and/or committee; for the membership to remove the committee, or overturn decisions taken by the committee. Because such matters may have a sense of urgency, the minimum timescales are shorter but enough to allow for proper organisation and consultation. Other arrangements (venue, voting etc) are as for an AGM.



Timetable for voting at EGMs

### 3. Committee

- 3.1. The club will elect a committee at the AGM. The committee will be dissolved at each AGM, or at an EGM called for that purpose, and a new one elected. Members of the current committee can stand for re-election.
- 3.2. Anyone standing for, or co-opted onto, the committee shall declare any financial or other interest which may impact or conflict with the objects of the club. They must withdraw from any committee business which may be prejudiced by their interest.
- 3.3. The committee will consist of a chairman, secretary, treasurer, chief coach, membership secretary, safety officer and at least 2 sites officers; together with up to 8 other members for roles the committee feels are needed at the time, all of whom must be and must remain members of the DSC.
- 3.4. Any unfilled committee posts may be filled by the committee co-opting members at any committee meeting.
- 3.5. The committee will always act in the best interests of the membership, in line with the purposes and objectives of the club, and in accordance with this constitution.
- 3.6. Committee meetings
  - 3.6.1. Committee meetings should be held regularly and normally not less than 4 weeks or more than 12 weeks apart.

- 3.6.2. The secretary should normally give notice of the meeting to the committee at least 7 days beforehand. However, if urgent matters arise then they can be arranged at short notice when attempts to contact committee members individually should be made.
  - 3.6.3. Committee members should whenever possible, provide notice of items they wish to raise, and this should be on the agenda circulated before the meeting
  - 3.6.4. The committee meeting is quorate provided at least 5 members are present, in person or via internet link
  - 3.6.5. Any resolutions require a simple majority of the committee members voting (whether in person or by registering their vote with the secretary in advance of the meeting if not able to be present); except for expulsion of members, or expenditure of contingency fund where a 2/3<sup>rd</sup> majority of the whole committee is required.
  - 3.6.6. The secretary should issue minutes of the meeting in a timely manner. As a minimum, minutes for AGMs, EGMs and committee meetings should contain the following:
    - 1. Venue of physical meeting or method of online meeting.
    - 2. Name of each participant indicating whether they are attending in person or electronically.
    - 3. Details of any resolutions voted and results.
    - 4. Agreed actions
 Minutes must be kept indefinitely and filed in a manner such that they can be searched easily and must be available for inspection by club members at reasonable notice.
  - 3.6.7. Club members are welcome to attend committee meetings as observers or be invited to contribute but may not vote. If any sensitive, confidential, or personal business is to be discussed by the committee, the chairman may require observers to withdraw whilst this is conducted.
- 3.7. Committee members shall not receive any remuneration, but their membership fees will be waived whilst they remain in office. Committee members may be reimbursed unavoidable expenses incurred on club business subject to approval by the committee.

## 4. Money

- 4.1. The club will hold an Operating (current) account and a Development & Contingency Fund (deposit) account.
- 4.2. The treasurer will carry out all financial transactions on behalf of the committee, shall keep proper records, and provide a summary report to the committee at committee meetings. These records shall also include a register of property and equipment owned by the club, and its cost and date of purchase.
- 4.3. The objective of the committee should be for expenditure over the year to be equal to or less than income from membership fees. The committee should not commit to any expenditure not covered by club funds without approval from an EGM or AGM. All expenditure shall be in line with the purposes and objectives of the club.
  - 4.3.1. The Development and Contingency Fund should be reserved for opportunities such as acquiring or securing long term access to sites, threats to paragliding and hang-gliding such as loss of sites or airspace, or other unexpected costs. It should not be used for social events, competitions, flying events or other planned events. Where possible the committee will make the membership aware of any impending expenditure from the Development and Contingency Fund but may decline to do so if breach of confidentiality may jeopardise the associated purchase, contract, or agreement.

- 4.3.2. Any decision to spend money from the contingency fund must be supported by a vote of not less than 2/3<sup>rd</sup> of the full committee
- 4.4. The committee may arrange activities for the club and subsidise and/or charge fees at their discretion. Activities which are purely social should be self-financing beyond any initial float funds agreed.
- 4.5. At the end of each year any surplus in the operating account not required for current purposes should be transferred to the contingency account.
- 4.6. The treasurer is to account for all income and expenditure and shall provide a statement of income and expenditure, to members in advance of the AGM (and at any other reasonable request from members)
- 4.7. The accounts shall be independently examined annually by a competent person.

## **5. Membership**

- 5.1. Membership is open to all, and all members have equal rights and responsibilities as set out in this constitution.
- 5.2. Members will pay annual subscriptions as set out by the committee and allow the club to access personal information for the purpose of administration of the club only via webcollect or whatever successor system the club adopts.
- 5.3. Classes of membership shall be as follows:
  - 5.3.1. Honorary Life Membership. Honorary life membership may be awarded by the committee to any person, whether already a member of the DSC or not, in recognition of outstanding service to the DSC, or of especially notable achievement in, or particularly dedicated service to, hang gliding or paragliding.
  - 5.3.2. Full Membership.
  - 5.3.3. Associate Membership. Associate membership is open to all who are already full members of a member club of the BHPA. Associate members shall have identical rights and privileges as full members including financial benefits such as subsidies for training courses.
  - 5.3.4. Temporary Membership. Temporary membership is open to all visiting pilots who are full members of the BHPA on payment of a fee entitling them to membership for 10 consecutive days. Temporary members shall receive all rights of full membership except they may not vote, be committee members, attend committee meetings other than by invitation of the committee, and may not receive financial benefits such as subsidies for training courses.
- 5.4. Students under training in schools properly registered with the DSC shall have free temporary membership for the duration of their training.
- 5.5. In accordance with BHPA rules all classes of membership are valid only whilst the person is a member of the BHPA.
- 5.6. Alongside the rights and privileges of membership, members have a responsibility to act in accordance with the club's purposes and objectives, and to adhere to any site rules set out by the club. Members failing to do so may be cautioned by the committee or, in extreme cases, expelled from the club on a vote of not less than 2/3<sup>rd</sup> of the full committee.

## 6. Communications

6.1. Club communications and notices will be by email to addresses provided by members.

## 7. Constitution

7.1. This constitution can only be changed by passing a resolution at an AGM, or EGM called for that purpose.

7.2. Any resolution to change the constitution requires a 2/3<sup>rd</sup> majority of those members voting and must clearly state the current wording to be removed or changed, and the proposed new wording and its location.

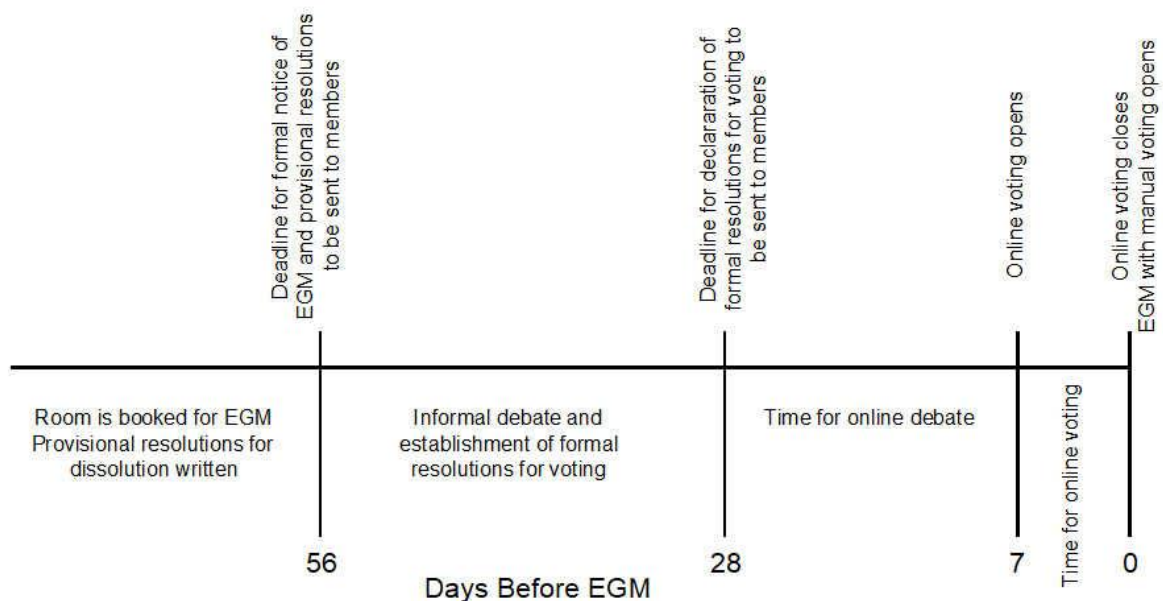
## 8. Dissolution of club

8.1. The club can only be dissolved by the passing of a resolution, at an EGM called specifically for that purpose, by the committee.

8.2. The resolution to dissolve the club must be supported by a 3/4 majority of those voting.

8.3. If upon dissolution there are surplus funds after all liabilities have been discharged, then the funds should be transferred to an organisation sharing the purposes of the club. Should that not be possible they should be transferred to the BHPA sites fund.

8.4. The timescale for such an EGM is shown in the diagram below.



Timetable for voting at EGM for dissolution of the club