

THE DERBYSHIRE SOARING CLUB. CONSTITUTION.

1: TITLE:

The Title of the body herein constituted shall be **THE DERBYSHIRE SOARING CLUB** (hereinafter called "The Club").

2: FUNCTION:

The Club shall be the representative body for Hang Gliding and Paragliding activities undertaken by members of The Club, in the Northern Peak District of Derbyshire and geographically related areas.

3: OBJECTS:

- a) To promote the sports of Hang Gliding and Paragliding within the geographical area of The Club's activities.
- b) To negotiate for, maintain, administer, and protect sites for the practice of these sports by members. The Committee shall set appropriate rules for the safe and responsible use of such sites.
- c) To represent the interests of these sports, and of members, in dealings with administrative, environmental, and other sporting bodies at both local and national level, and to promote good relations with such bodies and local communities.
- d) To co-ordinate the activities of members of The Club, and to facilitate communication and exchange of information between The Club and members, or between member and member.
- e) To encourage the maintainance and development of standards of safety, responsibility, and skill in the flying of Hang Gliders and Paragliders, and in the use of sites for these activities by members, by the distribution of information, meetings of members, coaching, training, and competition, or by any other means which the Committee may see fit to adopt.
- f) To provide such additional facilities for the practice of these sports as the Committee may deem necessary.

4: MEMBERSHIP OF OTHER BODIES:

The Club shall be, and shall remain, a Member Club of the British Hang Gliding and Paragliding Association. At the discretion of the Committee the club may become a member of, or affiliated to, any other local, national, or international body which shares a common interest or purpose with The Club.

5: THE COMMITTEE AND THE OFFICERS OF THE CLUB:

- a) The Committee shall consist of the Chairman of The Club, the Secretary, the Treasurer, the Safety Officer, the Club Coach, at least two Sites Officers, and not less than three and not more than thirteen other Members of the Committee. The specific duties of

these additional Officers shall be defined by the Committee in order to perform the objects of The Club.

- b) All Officers and Members of the Committee must be, and remain, members of The Club throughout the entire term of their service.
- c) Any person nominated as an Officer of The Club, or as a Member of the Committee, who has any Business, Commercial or Financial Interest in Hang Gliding or Paragliding, or any other Interest as may come into conflict with the Objects of The Club, shall declare such Interest, and, if he or she be duly elected may be required to withdraw from any proceedings of the Committee which may be prejudiced by such Interest.

The Declaration detailing the existence and nature of such interest shall be made in writing, shall be signed by the nominee and must be deposited with the Secretary before the time of the election. The existence of such a declaration, but not its contents, shall be made known to the Membership before any vote takes place. If the nominee is unsuccessful in his or her bid for election the declaration shall be returned to them at the earliest opportunity.

The Secretary is empowered, should it be considered necessary, to establish a standard form of words for such a declaration.

If the nominee is duly elected as an Officer of the Club or as a Member of the Committee the declaration shall be filed by the Secretary in a Register of Interests. This Register shall be made available on request for inspection by any Officer of the Club or Member of the Committee. The Register may also be inspected by any Member of the Club who can justify to the Committee that they have a satisfactory reason to inspect the Register.

All Officers of the Club and Members of the Committee are required to ensure that this Register of Interests is at all times current and up to date, and to notify to the Secretary any change to their entry or entries in the Register whenever and however their personal circumstances may change with regard to their interests.

- d) Any vacancy which may occur on the Committee during its term of office shall be filled by election at a General Meeting of The Club, however, the Committee may, if required, appoint or co-opt any person to fill the vacant position until such time as a General Meeting can be held.

6: SPECIAL AND STANDING COMMITTEES:

The Committee may appoint such Special and Standing Committees and Working Parties as may be deemed necessary, and may determine the Terms of Reference, Powers, Duration, and Composition of such Committees and Working Parties.

7: DISSOLUTION OF THE COMMITTEE:

The Committee shall be dissolved at each Annual General Meeting, or by a Resolution passed by a majority of at least two-thirds of the members voting at an Extraordinary General Meeting called to consider that Resolution. A new Committee shall be elected at the General Meeting at which the previous Committee has been dissolved. Retiring Officers or Members of the Committee may stand for re-election for the same, or any other, position.

8: PROCEEDINGS OF THE COMMITTEE:

- a) The Committee shall meet not less than six times during its term of office, and no more than twelve weeks shall elapse between two such meetings. The Committee shall determine the required number, frequency, and time and place of its meetings. A special meeting of the Committee shall be called on the requisition of the Chairman, or any four or more Members of the Committee.
- b) The Secretary shall notify every Member of the Committee of the time and place of each meeting in writing at least seven clear days before such meeting, unless urgent circumstances demand shorter notice.
- c) The Chairman of The Club shall be the Chairman of meetings of the Committee. If the Chairman be absent from any meeting then the Secretary shall take the chair. If the Secretary should also be absent then those Members present shall select one of their number to chair that meeting.
- d) The quorum at a meeting of the Committee shall be five Members.
- e) All questions shall be decided by a simple majority of the Committee Members present and voting. The method by which a vote is conducted shall be decided by the Committee. In the case of equality of votes then a second vote shall be taken if any Members present had chosen to abstain. If there is equality in this second vote, or if all present voted at the first vote, then the Chairman of The Club shall have a second or casting vote.
- f) The proceedings of the Committee shall not be invalidated by any failure to appoint, absence of, resignation of, or any defect in the appointment or qualifications of, any Officer or Member of the Committee.
- g) The Secretary shall ensure that a proper record is kept of all proceedings of the Committee, and that the Minutes of Meetings are circulated to all Committee Members.
- h) Any current member of The Club may attend any open meeting of the Committee as an observer, but may not vote, and may not address the meeting unless requested or required to do so by the Chairman. If, however, any business of a sensitive, confidential, or personal nature is to be raised in any meeting of the Committee then the Chairman may declare all or part of that meeting to be in closed session, and all observers must then withdraw.

9: DUTIES AND RESPONSIBILITIES OF THE COMMITTEE:

- a) The Officers and Members of the Committee shall take office at the end of the meeting at which they are elected.
- b) The Committee may arrange activities for The Club in accordance with the Objects and raise funds therefor and defray expenses thereof. It may charge such fees for membership and incur such liabilities as it may deem proper provided that the Committee may not, without the prior approval of a General Meeting, incur liabilities in excess of the assets including therein the reasonably expected income.
- c) The Committee shall hold and administer for the general benefit of members, and the pursuance of the Objects, all funds, property, and equipment in the general ownership of The Club.

- d) The Treasurer shall keep proper Books of Account of income and expenditure, and shall present a summary of these Accounts to the Committee at intervals of not more than four months.
- e) The Committee shall appoint a responsible and qualified person, other than the Treasurer, to conduct an annual inspection and audit of the Books of Account within a period of two months preceding the Annual General Meeting.

A Summary Report of Income and Expenditure in all areas of the Club's Activities for the period 1st August of the previous year to 31st July of the current year shall be distributed to every Member in advance of the Annual General Meeting.

- f) The Committee shall endeavour to ensure that Goods or Services supplied to the Club are fit for purpose and are supplied at a fair market price.

Where the value of such Transactions exceeds a Specified Amount, to be specified from time to time by the Committee, a Written Contract must be made between the Club and the Supplier prior to the supply of the goods or services. This Contract shall be signed by a Duly Authorised Officer of the Club who has no Personal Interest in the Transaction. Copies of such Contracts shall be retained by the Secretary and the Treasurer of the Club.

Where Goods or Services are be supplied by Club Members, Members' Employers, Members' Companies or their Associates the full provisions of Section 5: Clause c) of this Constitution shall be applied to all relevant Proceedings of the Committee and Meetings with any Interested parties.

- g) With the exception of Consumable Items required for the day to day operation of the Club, Property and Equipment (which shall be understood to include Computer Software Licenses) may only be purchased with the Prior Approval of the Committee.

The Secretary shall maintain an Inventory of all Property and Equipment as specified above in the Possession of the Club. This Inventory shall be kept up to date and may be inspected by any Member of the Club at reasonable notice.

For each such Item the Inventory shall include details of the Approval of Purchase, Date of Purchase, Purchase Price paid and shall record the Member responsible for the Safe Keeping and Maintenance of the Item.

Prior to each Annual General Meeting an Estimate shall be made of the Current Value of each Item, and this Current Value shall be recorded in the Inventory. A copy of the Inventory shall be available for inspection at the Annual General meeting and shall be appended to the minutes of that Meeting.

Any Items which would require Prior Approval of Purchase by the Committee shall also require the Prior Approval of the Committee before their Disposal.

Following such Approval the Item may be Disposed of by any Legal Means as the Committee may see fit, wherever possible seeking to maximise any Income to the Club as a result of the Disposal. The Secretary shall then remove the Item from the Inventory.

The Secretary shall enter details of the Item so Disposed of into a Permanent List of Disposed Property and Equipment. This List shall be kept up to date and may be inspected by any Member of the Club at reasonable notice.

For each Item the List shall include details of the Date of Purchase, Purchase Price paid, the Approval for Disposal, Date of Disposal, Value at the time of Disposal, Method of Disposal and any Income received by the Club as a result of the Disposal.

- h) The Committee shall, as far as is practicable, insure the property and equipment of the club against all usual property risks.
- i) The Committee may award to any member such honorarium as it shall deem proper for necessary technical or professional services to The Club, which would otherwise have required the services of an independent contractor, and may reimburse any out of pocket expenses incurred, with the authority and approval of the Committee, by any member acting in the service of The Club.
- j) The Committee shall ensure that the views, opinions, and interests of the members of The Club are represented in meetings of the British Hang Gliding and Paragliding Association, and any other body of which The Club is a member, or to which The Club is affiliated.
- k) The Committee may from time to time make, repeal, and amend regulations (which shall be consistent with this Constitution) as it shall believe proper for the management of The Club, to achieve the objects of The Club, for the development, the effective operation, and the safety of Hang Gliding and Paragliding activities undertaken on sites administered by The Club, and for the conduct of members while engaged in these activities.
- l) The Committee is not authorised or permitted to pass any resolution, or make or amend any rule or regulation, if the implementation of that resolution, rule or regulation may result in an actual or potential breach of any part of this Constitution.

10: MEMBERSHIP:

- a) Membership shall be open to all persons meeting the requirements of The Club, as laid down from time to time by the Committee. The Committee may refuse to admit any person as a member, but if requested to do so by that person must reveal in confidence the reason or reasons for such refusal, and shall allow that person the right of appeal to the Committee against such refusal.
- b) There shall be no discrimination between members, except in that the Committee may set such Regulations as it may see fit to restrict the activities of certain members, on certain sites, in the interests of the safety of such members, other members, and the general public, on the grounds of flying qualifications, skills, experience, or the equipment used by such members.
- c) The Classes of membership shall be as follows, these classes being defined in an Appendix to this Constitution:-
 - i) Honorary Life Membership.
 - ii) Full Membership.
 - iii) Associate Membership.
 - iv) Institutional Membership.
 - v) Affiliated Membership.

- d) Members shall abide by this Constitution and by any Rules, Regulations, or Code of Conduct made by the Committee, or agreed between the Committee and any other Party or Parties.

11: RIGHTS OF MEMBERS:

All Individual Members and Institutional Member Clubs shall be entitled:-

- a) to receive a copy of such magazine or newsletter as The Club may from time to time publish.
- b) to receive a copy of any Rules, Regulations, or Code of Conduct made from time to time by the Committee.
- c) to such information as to sites, safety matters, and other activities consistent with the Objects of The Club as The Club can reasonably provide.
- d) On reasonable notice, to inspect the Minutes of General Meetings and Meetings of the Committee.
- e) On reasonable notice, to inspect the Books of Account of The Club.

12: RESPONSIBILITIES OF MEMBERS:

- a) While on or in the vicinity of sites for Hang Gliding or Paragliding which are administered or controlled by The Club, or while engaged in Hang Gliding or Paragliding or any associated activities, members are expected to be mindful of the interests, reputation, and public perception of these sports, and of The Club and the Objects thereof. Members should ensure that, by their actions and behaviour, no damage or discredit is done to these various interests. Members should always act and behave in an ethical, decent and honest manner in all dealings with fellow members, Officials, Landowners, Farmers and members of the General Public.
- b) Members may not use the name of The Club to obtain, or to attempt to obtain, any monies, property or material goods, facilities, services, access to land, or benefits from any person or persons, except when acting with the direct authority of the Committee on behalf of The Club and the entire membership thereof.
- c) While engaged in Hang Gliding or Paragliding, or any associated activities, members are required to observe all Laws, Bylaws, Orders, Regulations, and Conditions governing these activities, and the use of sites where these activities are being undertaken.
- d) Members are expected to show due and proper respect for the land, and any people, property, vegetation, wildlife, and other amenities situated on that land, which they may use, visit, or pass through or over while engaging in Hang Gliding or Paragliding, or any other associated activities. Every effort should be made to avoid any accidental or inadvertent damage during the course of such activities.

13: MISCONDUCT OF MEMBERS:

- a) Members are expected to report to the Committee any action or behaviour of any member or members which is contrary to the Objects of The Club, or detrimental to the interests or the safety of the sports of Hang Gliding or Paragliding on or in the vicinity of sites administered by The Club.

- b) Where the Committee accept that there is a case for consideration the member or members concerned:-
 - i) shall be given notice in writing by the Secretary of the report together with a summary of such report.
 - ii) may within twenty-eight clear days of the receipt of such notice make representations in writing to the Committee, or give notice to the Secretary of his or her or their wish to make oral representations at the next meeting of the Committee, the time, date, and place of which the Secretary shall notify to such member or members.
- c) The Committee shall consider the report together with any written representations and any oral representations.
- d) Any member or members held to be guilty of such action or behaviour, according to the severity thereof, may:-
 - i) be warned in writing as to the consequences of such future action or behaviour.
 - ii) be censured in writing by the Committee, such censure being reported to the members of The Club.
 - iii) have his, or her, or their, membership suspended or cancelled on a Resolution passed by a majority of not less than three-quarters of the Officers and Members of the Committee present and voting. Such a decision may be reported to the British Hang Gliding and Paragliding Association.
 - iv) be required, in addition to any warning, censure, or suspension or cancellation of membership imposed by the Committee, to make an apology or recompense to any party injured or affected by his, or her, or their, action or behaviour.

14: GENERAL MEETINGS OF THE CLUB:

- a) The Annual General Meeting of The Club shall be held on a Saturday or Sunday during the month of October of each year at such time and at such a place within the County of Derbyshire as the Committee shall determine. A notice of the Annual General Meeting shall be published in writing by the Secretary to all Members not less than twenty eight clear days before the date appointed.

This Notice, which may be published in any Newsletter or Journal produced by The Club which is distributed to all Members, will include a list of all Candidates for Election as Officers of The Club and a statement of any Resolution or Resolutions received by the Secretary for consideration at the Annual General Meeting.

Once the aforementioned Notice of the Annual General Meeting has been published the date, time or venue of the meeting may not be changed unless exceptional circumstances render the venue inaccessible or unusable.

- b) At the Annual General Meeting of The Club the business shall include:-
 - i) Consideration of an Annual Report by the Chairman on the activities of The Club.
 - ii) Consideration of the reports of the retiring Officers and Members of the Committee.

- iii) Consideration of a statement by the Treasurer of the financial situation of The Club, accompanied by the Accounts of Income and Expenditure during the past year.
 - iv) The election of Officers and Members of the Committee.
 - v) Consideration of any Special Resolutions proposed by any member or members.
 - vi) Such other business as the Committee shall determine.
- c) An Extraordinary General Meeting of The Club, with the exception of a meeting called to consider a Resolution for the Dissolution of The Club, shall be called at not less than twenty-eight clear days notice in writing by the Secretary to the members upon the written demand of:-
- i) Not less than 10% of the current members at that time, or
 - ii) The Committee.
- d) No business other than business of a formal nature should be brought forward at any General Meeting unless notice thereof shall have been given to the Secretary not less than seven clear days before the appointed date of that meeting.
- e) All matters to be decided by vote at a General Meeting, with the exception of those for which a special majority is required by this Constitution, shall be decided by a simple majority of votes.
- f) Voting at a General Meeting shall be by individual Members in classes i), ii), iii) and v) only. Voting on any Resolutions, or in any Election of Officers, shall be by means of Voting Papers which shall be distributed to all Members qualified to vote. The Voting Papers shall be distributed along with the Notice of the General Meeting, the Notices of the Resolutions, and the Notices of Candidates for Office.

A Member may present his or her Voting Paper at the meeting, may present his or her Voting Paper to a Proxy to be presented at the meeting, or may send his or her Voting Paper by post to the Secretary or another Officer appointed by the Committee, to be received prior to the date of such meeting. Postal Votes must not be opened, examined, or counted before the meeting at which voting on the Resolutions or in the Elections takes place.

Only those Members in possession of, or registered as having received, a valid Voting Paper may participate in any Vote during the proceedings of a General Meeting, for example on any matters of business brought forward under Section 14: Clause d) of this Constitution.

15: NOTICES OF MEETINGS:

The accidental omission to give notice of a meeting to, or the non-receipt of the notice of a meeting by, any member shall not invalidate any Proceedings or Resolutions at any meeting of The Club, or the Committee, or any Special or Standing Committee or Working Party.

16: FINANCES OF THE CLUB:

- a) All monies and other property from time to time belonging to The Club shall be paid or applied as the Committee shall think fit towards the furtherance of the Objects of The Club.

- b) All monies payable to The Club shall be received by the Treasurer or such other Officer or Bank as shall be appointed by the Committee to receive the same. All funds belonging to The Club shall be deposited in a Bank Account or Accounts in the name of The Club. No sums shall be withdrawn from such an Account except by cheques signed by such person or persons as the Committee shall authorise. Any monies not required for immediate use may be invested by the Committee in such manner as the Committee think proper.
- c) Members shall pay such subscription and fees as the Committee may decide from time to time.

17: ALTERATIONS TO THE CONSTITUTION:

- a) The Constitution may not be altered except on a Resolution passed by a majority of not less than two-thirds of the members voting at a General Meeting called for that purpose.
- b) A Resolution for the alteration of the Constitution shall be received in writing by the Secretary not less than fifty-six clear days before the date of the meeting at which the Resolution is to be brought forward.
- c) The notice in writing of such a meeting given by the Secretary to the members shall include a complete statement of the Resolution proposed for the alteration of the Constitution.

18: DISSOLUTION:

- a) The Club may be dissolved by a Resolution passed by a majority of not less than three-quarters of the members voting at an Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- b) A Resolution for the Dissolution of The Club shall be received in writing by the Secretary not less than eighty-four clear days before the date of the meeting at which the Resolution is to be brought forward.
- c) The Secretary shall give notice in writing of the Resolution for Dissolution, and the date, time and place of the General Meeting at which the Resolution is to be brought forward, to all members not less than fifty-six clear days before the date of such meeting. The notice of the meeting shall contain a complete statement of the Resolution for Dissolution, and a full explanation of the circumstances under which Dissolution is proposed. In addition the Committee may, at its discretion, make a recommendation to the members that the Resolution be accepted or rejected, with the reasons for that recommendation.
- d) Voting on a Resolution for Dissolution shall be by means of voting papers which shall be distributed to all members with the notice of the Resolution and the meeting at which such Resolution is to be brought forward. A member may present his or her voting paper at the meeting, may present his or her voting paper to a proxy to be presented at the meeting, or may send his or her voting paper by post to the Secretary, to be received not less than seven clear days before the date of such meeting. Postal votes must not be opened, examined, or counted prior to the meeting at which the Resolution is brought forward.
- e) If upon the Dissolution of The Club there remain after satisfaction of all debts and liabilities of The Club any monies or any other property whatsoever the same shall not be paid, applied, or distributed among the members, but shall be applied by the

Treasurer, or by Trustees appointed by the meeting held for the purpose of Dissolution, to the furtherance of Objects similar to those of The Club, and if and so far as effect cannot be given to the foregoing provision then such monies or property shall be applied for any charitable purpose connected with sporting aviation.

Adopted by a Resolution of the Annual General Meeting of The Derbyshire Soaring Club held in the Clubhouse of the Derbyshire and Lancashire Gliding Club on Saturday the Sixth of October 1990.

Amended by Resolutions of the Annual General Meeting of The Derbyshire Soaring Club held in the George Hotel, Tideswell, on Saturday the Fourteenth of October 1995.

Amended by Resolutions of the Annual General Meeting of The Derbyshire Soaring Club held in the Clubhouse of the Derbyshire and Lancashire Gliding Club, on Saturday the Thirtieth of October 2004.

APPENDIX TO THIS CONSTITUTION.

CONDITIONS AND CLASSES OF MEMBERSHIP.

19: CLASSES OF MEMBERSHIP:

a) **Honorary Life Membership:**

Honorary Life Membership may be awarded by the Committee to any person, whether already a member of The Club or not, in recognition of outstanding service to The Club, or of especially notable achievement in, or particularly dedicated service to, Hang Gliding or Paragliding.

b) **Full Membership:**

In accordance with the Constitution and Rules of the British Hang Gliding and Paragliding Association, all flying members must be Full Members of The Club, unless they are already Full Members of another Member Club of the British Hang Gliding and Paragliding Association.

c) **Associate Membership:**

Associate membership is open to all who are already Full Members of a Member Club of the British Hang Gliding and Paragliding Association.

d) **Institutional Membership:**

Institutional membership is open to properly constituted Hang Gliding or Paragliding Clubs in Universities, Polytechnics, and other Establishments of Further Education. By virtue of such membership of The Club such clubs may fulfil the requirements, according to the Constitution of the British Hang Gliding and Paragliding Association, for affiliation to that body.

e) **Affiliated Membership:**

Affiliated membership is open to all current members of an Institutional Member Club who are qualified according to the conditions for flying members specified below, and who are engaged in a course of further education at the establishment in which such club operates. No fee is payable for Affiliated Membership, but such members must register with The Club in order to gain the rights of membership.

20: SUBSIDIARY CLASSIFICATIONS OF MEMBERSHIP:

a) **Flying Membership:**

Any member who flies, or intends to fly, Hang Gliders or Paragliders during the term of their membership, whether on sites administered by The Club or elsewhere, is to be considered a Flying Member. Such members must, throughout the whole of their term of membership, be members of the British Hang Gliding and Paragliding Association and must comply with such terms and conditions as may be imposed by that body so as to be covered by Public Liability Insurance while undertaking such activities. If such membership shall cease then membership of The Club shall also be terminated. The Club shall assume that all members are Flying Members unless specifically advised to the contrary.

b) Non-Flying Membership:

Persons who wish to support The Club and the Objects thereof but who do not wish to fly, do not intend to fly, or are unable to fly Hang Gliders or Paragliders may become Non-Flying Members in any of the categories of individual membership defined in 19:a), b), c), or e). Applicants for Non-Flying Membership, or members wishing to transfer to Non-Flying Membership, must make clear their status to The Club. The requirements of membership of the British Hang Gliding and Paragliding Association, and coverage by Public Liability Insurance are waived for these members.

21: APPLICATION FOR MEMBERSHIP:

Persons applying for membership of The Club in Classes b) or c) must fully complete an Application Form provided for such purpose by The Club, pay such subscription and fees as may be applicable at that time, and ensure that such form and subscription or fees are received by the Officer of The Club responsible for such applications.

Persons wishing to register as Affiliated Members must fully complete the Registration Form provided for such purpose by The Club and ensure that such form is received by the responsible Officer of The Club.

Completion of the abovementioned Application or Registration Form shall include such evidence of membership of the British Hang Gliding and Paragliding Association as the Committee shall deem necessary.

A Body wishing to become an Institutional Member Club of The Club should approach the responsible Officer for details of the currently applicable procedure.

22: PERIOD OF MEMBERSHIP:

- a) The period of Full or Associate Membership shall be twelve months commencing on the first day of the month closest to the date on which the application for membership was accepted by the responsible Officer, or on the anniversary of that date. Membership shall be due for renewal on the first day of the same month in the year following.
- b) Honorary Life Membership shall commence from the day on which such honour was conferred on the recipient, and shall remain effective until the death of the member.
- c) Institutional Membership shall commence on the first day of November, and shall be due for renewal on the first day of November in the year following.
- d) The period of Affiliated Membership shall coincide with the period of Institutional Membership of the club of which they are a member.
- e) The period of membership may be terminated at any time if the member fails to abide by any mandatory conditions of membership, or by disciplinary action taken by the Committee, or by the resignation of the member.

23: RENEWAL OF MEMBERSHIP:

- a) A reminder that Full or Associate Membership is due for renewal shall be made in writing to each member shortly before the due date. Membership shall be classed as Pending for a period of three months following the due date, and during such period all rights of membership will continue. Renewal of membership shall be implemented on receipt of any subscription or fees applicable at that time, accompanied by a fully completed Renewal Form provided by The Club for such purpose at the time that the

renewal reminder is issued, and shall take effect from the due date. If membership is renewed after the three month period of Pending membership then a rejoining fee which the Committee may see fit to impose will be payable unless the member concerned can show to the satisfaction of the Committee or the responsible Officer that he or she was prevented from making, or unable to make, such renewal, for example by illness, incapacity, or absence from the country.

- b) Institutional Membership shall become due for renewal on the first day of November in each year, and at such time a reminder of the requirement for renewal, and an invoice for any subscription or fee due shall be issued in writing. Membership for that period will become effective on receipt of such subscription or fee, and any associated information which the Committee may see fit to require.
- c) In order to continue to receive the rights of membership Affiliated Members must ensure that their registration is renewed at the commencement of each new period of Institutional Membership of the club of which they are a member. Institutional Member clubs are advised to ensure that all their qualified members so register.
- d) Renewal or Registration of membership must be accompanied by such evidence of membership of the British Hang Gliding and Paragliding Association as the Committee shall deem necessary.