

Constitution of the
Wrexham Model Aircraft Club



Revised 30th November 2015

Table of Contents

General	3
Aims & Objectives	3
Members	3
Classes of Membership	4
Annual Subscriptions	4
Termination of Membership	4
Rules, Discipline & Safety	5
Flying & Club Safety	6
Caring for Junior Members	6
Club Structure & Appointments	7
Committee Organisation and Powers	8
Finance	8
Voting and Conduct of Committee Meetings (Regular & ECMs)	9
Extraordinary Committee Meetings (ECMs)	9
Voting & Conduct Of General Meetings (AGM & EGM)	9
Annual General Meetings	10
Extraordinary General Meetings	10
Club Competitions & Events	11
Insurance and Indemnity	11
Alteration of the Constitution	11
Dissolution	12
Signatures	13
Appendix 1 Disciplinary Procedure Guidance	14

General

- 1 The name of the Club shall be **Wrexham Model Aircraft Club**. Hereinafter referred to as *The Club* and affiliated to the *British Model Flying Association (BMFA)*.

Aims and Objectives

- 2 The Club's principal aim is the promotion of safe and responsible model aircraft flying. It will do this by the following objectives:
 - a) Ensure that safety is the primary consideration of ALL members when participating in the sport at ALL levels. This entails adherence to the Club Flying Field Rules and BMFA guidelines by all members.
 - b) Promoting and developing the sport of flying of model aircraft in all its forms.
 - c) Encouraging newcomers of all ages to the sport and to ensuring proper training is provided in accordance with the BMFA RC Achievement Schemes.
 - d) Encourage disabled people of all ages to the sport and to provide assistance wherever and whenever necessary.

Members

- 3 A Member means any class of Membership
- 4 The Committee has the right to refuse membership to new applicants. New members shall be approved by the majority of the committee before being permitted to join. The reason for any refusal shall be documented in the meeting minutes. There will be no discrimination on the grounds of race, occupation, sex, religion, political or other opinion.
- 5 Membership of The Club shall be open to anyone who is interested in helping the Club to achieve its aims and objectives and willing to abide by the rules of the Club and these of the BMFA.
- 6 Membership is for one calendar year i.e. January 1st to 31st December inclusive.
- 7 Application for membership shall be made to the Membership Secretary using the appropriate membership renewal form.
- 8 *The* Committee shall have the power to refuse membership to any new applicant or existing WMAC member, where it is considered such membership would be detrimental to the aims, purposes or activities of the Club.
- 9 Membership shall become effective payment of fees. All new members will serve a probationary period for the first 12 months of membership. During this time they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.
- 10 The Club will limit membership to a maximum of 100 senior members. Junior members up to and including 16 years of age, or 18 years of age if in full-time education, will be in addition to the number.
- 11 All flying members **must** be members of the BMFA, for the purposes of insurance. BMFA membership can be administered through the Club at the time of joining, or at annual renewal. Anyone obtaining BMFA membership by any other means **MUST** independently provide proof of payment submitted with their membership form. The membership form will

not be accepted or processed without this proof. The only exception is social members who play no active part in the club whatsoever.

- 12 All members, without exception, must comply with this Constitution and all Flying Field rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.
- 13 An existing member may bring a flying guest onto the Flying Field for the purpose of flying model aircraft for a *maximum of three visits* in any membership year.

Classes of Membership

- 14 The Wrexham club's classes of membership are:
 - a) *Senior Member* - aged 18 years and over.
 - b) *Junior Member* - up to and including 16 years of age, or 18 years of age if in full-time education.
 - c) *Non-flying Member* – available to all age groups.
 - d) *Family Membership* - is available to families living at the same address. To qualify for Family Membership, one full Senior Member must register as Head of Family; a spouse/partner and all children under 18 years old can then register as Family members at a reduced fee.
 - e) *Honorary Life Member* – Honorary Life membership is awarded to long serving senior members for outstanding contribution and service to the WMAC. Honorary Life members retain voting rights and no annual WMAC subscription fee is payable. Honorary flying members must obtain, at their own expense, full BMFA membership.

Annual Subscriptions

- 15 A Joining Fee is payable by all new members. This fee is agreed annually at the AGM.
- 16 The Annual Subscription fee to be proposed by the Committee and agreed at the AGM.
- 17 Renewal fees are due on 1st December (of the preceding year) and MUST be paid no later than 31st December (of the preceding year). Failure to do so will be deemed as lapsed membership and a new application will be necessary including payment of the Joining Fee.
- 18 All members will be issued with a Membership Card which remains the property of the Club and, should a member leave the Club for whatever reason, be returned to the Membership Secretary.
- 19 All members will be issued with a copy of the latest Club Constitution and Flying Field Rules by the Club Secretary.

Termination of Membership

- 20 Any member of the Club may resign his/her membership by giving to the secretary of the Club written notice to that effect. All paid subscriptions/fees are non-refundable.
- 21 The committee shall be empowered to dismiss any member considered to have infringed the Wrexham Model Aircraft Club's Constitution, Flying Field Rules and any other rules adopted by the Club, or, who, in the opinion of the committee, is guilty of misconduct prejudicial to the interests of the Club.

- 22 In such cases of gross misconduct, immediate dismissal without warning may be considered by the committee, but the member must still be accorded his/her rights to present their case to the Committee and be given a right of appeal in accordance with article 27 c, d and e detailed below.

Rules, Discipline & Safety

- 23 Additions and amendments to Club's field safety rules and regulations can only be made by proposals at a General Meeting.
- 24 Field safety rules 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.
- 25 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.
- 26 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.
- 27 The Committee may impose a suspension from club activities including attendance at the club flying site in the event of misconduct, the duration of which will be decided by the committee depending on its nature. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 28 and reference will be made to Appendix 1).
- 28 The Committee may consider removal of membership where conduct on the field, or elsewhere is considered to be prejudicial to the club. Dismissal will be in accordance with the following procedure in order 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 their misdemeanour and what he/she is reasonably required to do to make amends.
 - b) If the member still fails does not to fully comply, a written warning will be given by an authorised Committee Member to advise of the misdemeanour and what is reasonably required to do to make amends.
 - c) If the member still fails to fully comply, the Committee will invite the member in writing (giving 7 days notice), to meet with them at a previously agreed place, date and time to discuss the situation, advising they are considering withdrawal of membership.
 - d) If the member still fails to fully comply or fails to attend without reasonable cause, the Committee can advise in writing that membership is withdrawn, stating the reasons why this decision was reached.
 - e) When the member is advised of withdrawal of membership, he/she must be given the right of appeal. If he/she opts to appeal, this will be up to the Club Membership at an EGM which the Committee will call on his/her behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it will be in accordance with the voting procedures set out in the Club Constitution.
- 29 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.

Flying & Club Safety

- 30 Safety shall be of paramount importance within the Club and every member MUST comply with the safety codes contained in the latest edition of the BMFA Members' Handbook and the Club's own Flying Field Rules. Persistent failure to do so will be deemed a disciplinary matter and will be dealt with as per article 28 of this Constitution. In the event of conflict the Club's rules will take precedence.
- 31 The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
32. All flying members must attain the minimum standards of flying required under the Wrexham Model Aircraft Club training scheme before receiving the BMFA 'A' Certificate and before being permitted to fly indirectly supervised.
- 33 Any member whose flying standards drop below the minimum ('A' Certificate) solo standard requirement will be required to rejoin the training scheme until the desired standards of flying are met.
- 34 The elected Safety Officer/s shall competently and responsibly monitor flying activities at the Club Flying Field by ensuring that operations are conducted in as safe a manner as possible in line with the safety codes contained in the latest edition of the BMFA Members' Handbook and the Club's Flying Field Rules, and shall lead by example.
- 35 The elected Safety Officer/s shall educate and encourage Club members, particularly new and/or junior members, and will ensure that Wrexham Model Aircraft Club's Flying Field Rules are fully understood through one to one discussions with members and trainers.
- 36 The elected Safety Officer/s shall have the power to enforce the safety codes contained in the latest edition of the BMFA Members' Handbook and the Wrexham Model Aircraft Club's Flying Field Rules.
- 37 Members and/or guests of members who are clearly and persistently in breach of the Codes and Rules must be reported to the Committee and requested to leave the field immediately by any WMAC member.

Caring for Junior Members

- 38 A responsible adult is defined as a senior member or parent/guardian who has the experience commensurate with the type and degree of supervision required.
- 39 Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
- 40 Junior members under the age of 14 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
- 41 No junior member under the age of 14 years shall fly a model aircraft unless supervised by a responsible adult or the junior member holds the minimum of a BMFA Achievement Scheme 'A' certificate.

- 42 No senior member is to be expected to assume responsibility for a junior member unless specifically requested to do so by the junior member's parent/guardian. If required to do so, he/she is to assume complete and total responsibility for the junior member whilst he/she is in their charge.
- 43 Notwithstanding the requirements of article 41 above, should a member discover a junior member is unsupervised they must assume responsibility for the junior member's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the junior member's parent/guardian or nominated supervisor. Any instance of such an occurrence is to be reported to the Committee as soon as possible.
- 44 Whilst supervising junior members, senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA Leicester Office or from the Club Secretary.

Club Structure & Appointments

- 45 Wrexham Model Aircraft Club shall be administered by a Committee of not less than five (5) and not more than fifteen (15) members elected at the Club's Annual General Meeting.
- 46 The officers of the Committee shall be elected at the AGM for a ONE year term of office
- 47 The minimum Officers of the committee shall be Chairperson, Vice Chairperson, Secretary, Treasurer and Safety Officer

Other members of the Committee may be:

- i. Membership Secretary
- ii. Events Secretary
- iii. Additional Safety officer
- iv. Field and Equipment Maintenance Officer
- v. And such other persons the Club shall deem necessary at the AGM.

- 48 Committee Members or who is involved in any organisational position within the Club must be; WMAC members for at least 12 months, be at least 18 years old and hold membership of the British Model Flying Association.
- 49 Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 28 days prior to the meeting, to serve for a period of one year.
- 50 Any member applying for election to a committee position must be nominated and seconded by senior members of the club.
- 51 All unopposed positions within the Committee shall be voted upon by a show of hands from the floor by the membership at the AGM.
- 52 Should a committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting.
- 53 If more than one person is nominated for election to a specific position, each candidate (or their representative) should be invited to address the membership at the AGM in support of the nomination and advising the membership prior to the vote being taken if the candidate is a member or committee member of any other model aircraft Club.

- 54 The candidate will then be selected by a vote taken on a show of hands from the floor by the membership at the AGM.

Committee Organisation and Powers

- 55 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.
- 56 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 expenditure greater than **£200.00**
- 57 The Secretary must be informed of any negotiations proposed by Club members affecting the Club as a whole and copies of any written correspondence must be submitted to him for record purposes
- 58 The committee shall have the power to set up sub-groups and working parties as deemed necessary, which shall be accountable to the committee.
- 59 The Committee will ensure that the Club and any Sub Committee stays within the budget
- 60 Any Committee Member or Officer wishing to resign must do so in writing.
- 61 Any Committee member who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his/her seat on the Committee.
- 62 The Committee shall **NOT** be responsible for the actions of **ANY** Club member.

Finance

- 63 The Club Financial Year shall be from 19th November to 18th November inclusive.
- 64 Any monies given to the Club other than that obtained to pay member BMFA subscription fees shall be used for Club purposes only.
- 65 Any bank accounts opened for the Club shall be in the name of the Club.
- 66 Each Committee officer is required to submit a sample of his signature for banking reference purposes.
- 67 Any Cheque issued shall be signed by a minimum of two of any three nominated signatures.
- 68 The Committee may pay accounts and incur any normal liabilities on behalf of the club.
- 69 The Treasurer will invest and control Club funds, shall will give an account at each committee meeting and have the account records on hand for any committee member to inspect if they so wish.
- 70 The Treasurer will arrange for the accounts to be audited and signed off as an accurate record by an independent auditor at the end of the Club's Financial Year. This shall verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and its liabilities, before presenting them to the Club membership at the Club's AGM.

Voting and Conduct of Committee Meetings (Regular & ECMs)

- 71 The Chairperson of the Club shall normally chair these meetings and set the agenda
- 72 All meetings must be minuted by the secretary and made available to ALL WMAC members.
- 73 The committee shall meet at least Four (4) times each year.
- 74 The quorum for a Committee Meeting shall be five (5).
- 75 Voting at Committee Meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote. Proxy and postal votes will be permitted.
- 76 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.
- 77 Non committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.
- 78 The committee shall act upon decisions made at committee meetings and shall be accountable to the members of the Club at all times.
- 79 All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

Extraordinary Committee Meetings (ECMs)

- 80 In the event of any grievance caused by an action or decision made by the committee or any member of the committee, an Extraordinary Committee Meeting (ECM) may be called at anytime at the request of at least ten (10) club members by giving written notification listing their proposal, to the Club Secretary and giving the committee at least five (5) days notice to hold the meeting.
- 81 Committee members will hold a meeting with the named Club members within (5) days from receipt of the proposal to discuss the proposal agree a remedy with the members of the meeting.
- 82 If agreement on the proposal cannot be reached at the meeting then an EGM must be called as outlined in articles 94-98 where the proposal will be placed before the membership, discussed and voted upon.

Voting & Conduct Of General Meetings (AGM & EGM)

- 83 All General Meetings must be minuted by the secretary and made available to any interested party.
- 84 Every senior member shall have one vote at General Meetings.
- 85 Non-flying members aged 18 years and over shall have full voting rights.

- 86 Voting at General Meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote. The committee will accept Proxy Votes at this meeting.
- 87 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.
- 88 Amendments to proposals must be voted upon first.
- 89 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.
- 90 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.

Annual General Meetings

- 91 The Club shall hold an Annual General Meeting (AGM) at 12 and not more than 15 month intervals, and normally in December.
- 92 Where possible, members shall be notified personally, otherwise notice will be deemed served by advertised in the Club House at the Field giving at least 14 days' notice of the AGM.
- 93 The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be WMAC committee members.
- 94 The business of the AGM shall include...
- a) A report from the Chairperson of the Club's Managerial, operational and member activities over the year and readout adopting the minutes of the previous AGM.
 - b) A report and presentation of the last financial year's accounts from the Treasurer on the finances of the Club, provide recommendations to the membership for any changes to subscription fees and/or joining fees and to provide the membership with a projected budgetary spending cost for the coming year.
 - c) A report from the Events Secretary of the Club's Event activities over the year.
 - d) Election of Committee Members
 - e) Agreeing the Joining Fee for the following year.
 - f) Agreeing the Club Subscriptions for each membership category for the following year.
 - g) Any Other Business

Extraordinary General Meetings

- 95 The Chairperson of the Club will convene an Extraordinary Committee Meeting within 14 days on request from any officer of the Committee, stating the business to be discussed.
- 96 The Chairperson shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 3 members of the club, stating the business to be

brought before the meeting. The meeting must be called within 28 days of request and 28 days notice must be given to all members in writing stating the business to be discussed.

- 97 When a request for a meeting is made in accordance with Article 95 and it is not called within 28 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 28 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.
- 98 At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- 99 The quorum for an Extraordinary General Meeting is six (6) excluding current Committee members.

Club Competitions & Events

- 100 The Club may, at the decision of the Committee, organise and run several competitions throughout the membership year.
- 101 All Competition Rules shall be approved by the Committee.
- 102 At the discretion of the Committee, trophies and/or prizes may be awarded to competition winners.
- 103 The Club Events Secretary shall be responsible for the organisation, administration and advance publicity for ALL Club competitions and events, appropriately supported by the Committee and membership.
- 104 The Club Events Secretary shall ensure that Competition Rules are available for all members and that Competition Dates and Competition Rules shall be published and on the Club Website.
- 105 The Club Events Secretary shall arrange for the Dates and Details of Events which are open to non-members to be published in recognised RC Magazines and the BMFA Magazine.

Insurance and Indemnity

- 106 The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
- 107 The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
- 108 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.
- 109 When there is a joint meeting between Wrexham Model Aircraft Club and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event. (eg IMAC)

Alteration of the Constitution

- 110 Proposals for amendments to this constitution must be delivered to the secretary in writing. The secretary in conjunction with all other officers of the Club shall then decide on the date of a meeting to discuss such proposals, giving at least four weeks (28 days) clear notice of any such meeting.
- 111 Upon completion of the meeting, an EGM or AGM will then be called by the Secretary in accordance with Articles 83-90 whichever is applicable.
- 112 Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any EGM or AGM.

Dissolution

- 113 The Club may be wound up at any time if agreed by two thirds of those members present and voting at any EGM or AGM. Any assets shall be returned to their providers, if they require it, or may be passed to another Club with similar aims, Club assets may also be liquidated and any monies obtained added to the final balances. Final distribution of all monies contained in any Club bank accounts and also any outstanding Petty Cash is to be decided upon by majority vote by members present and voting at any EGM or AGM.
- 114 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 proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

This constitution was amended by the members present at the AGM/EGM held on:

Date :

Signed:

.....(Chair)

..... (Vice-Chair)

..... (Secretary)

..... (Treasurer)

..... (Membership Secretary)

..... (Member)

..... (Member)

.....(Member)

Appendix 1

1) Disciplinary Procedure Guidance

Minor faults or shortcomings in behaviour should normally be dealt with informally by a committee member with a view to reaching agreement on the improvement required. Informal warnings should not form part of the formal disciplinary procedure and the formal procedure would not be followed before an informal warning is given. If, however, where the problem persists or if the matter is more serious, action under the formal disciplinary procedure outlined in the constitution should normally be taken.

The disciplinary procedure is intended to provide a formal framework to deal with the situation where an individual's conduct falls below acceptable standards and to ensure fair and consistent treatment of all members in such circumstances. The procedure outlined is a good practice guide on how clubs should deal with disciplinary issues.

2) Invitation to a meeting

The committee should set out in writing to the member, the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal and the member should be invited to a meeting to discuss the matter.

3) Disciplinary meeting

The meeting should take place before any action is taken (other than suspension, in the event of alleged gross misconduct or police investigation, to enable a full investigation to take place).

The meeting should not take place until:

- (i) The member has been informed of the basis for the grounds given in the original notice of formal action or dismissal and
- (ii) the member has had a reasonable opportunity to consider their response to such information.

At the meeting the committee should explain the complaint against the member concerned and go through the evidence that has been gathered. The member must take all reasonable steps to attend the meeting. After the meeting the member should be informed in writing of the committee's decision and their right of appeal against such decision to the members at a general meeting if they are not satisfied with it.

4) Appeal

- If the member wishes to appeal they should inform the secretary in writing within the time frame stated in the decision notice.
- The member should set out specific reasons for the appeal.
- The Secretary should call an Extraordinary General meeting of the club to hear the appeal
- The member must take all reasonable steps to attend the meeting.
- The appeal general meeting may take place after the disciplinary action or dismissal takes effect.
- After the appeal general meeting the member must be informed of the general meetings final decision.
- At any meeting under the disciplinary procedure the member concerned should be given the right to be accompanied by another club member to act in a supporting capacity but such companion may not usually answer questions on behalf of the member subject to the procedure.

- The member concerned also has the right to call witnesses or ask questions of any witnesses called by the committee.

5) General principles for the operation of the disciplinary and dismissal procedure

- Formal disciplinary action should not normally be taken until the matter has been investigated.
- 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.
- the member should be informed that suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt.
- The member should be advised of the allegations against them and have an opportunity to state their case before any formal disciplinary decision is made.
- The member should be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- At every stage of the formal disciplinary procedure, the member will have a right to be accompanied at any disciplinary meeting by another Club member.
- A member should not be dismissed for a first breach of the rules, except in the case of gross misconduct, when the penalty will normally be immediate dismissal.
- The member concerned will have the right to appeal against any formal disciplinary penalty.
- Although the disciplinary penalties which may be imposed under this procedure will normally be imposed in the order set out in the constitution, the procedure may be commenced at any stage if the seriousness of the members alleged misconduct justifies this.

6) Disciplinary sanctions

As part of any disciplinary procedure, where the committee considers it appropriate to do so, they may impose a disciplinary sanction, which is a penalty. These will generally take the form of some type of warning.

- **Verbal warning notice** If conduct does not meet acceptable standards, a member may be given a formal verbal warning. This should set out the conduct problem, confirmation of improvement required and time scale for improvement to be made, together with the assistance to be provided to meet the objectives. A record of the verbal warning will be kept, but the warning will be disregarded after usually a six month period (the time frame is dependent on the committee's decision) provided conduct has been satisfactory.
- **Written warning** If the offence is more serious or if there is insufficient improvement after a verbal warning or if a further broadly similar offence occurs whilst verbal warning remains in force, a written warning may be given. This will set out the nature of the conduct problem and confirmation of improvement required and time scale for improvement to be made, together with the assistance provided to meet the objectives. The warning should also inform the member that should your conduct fail to improve or you commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the committee) then you will be issued with a final written warning. The written warning will be kept on file, and the member should be informed after what time period it will be disregarded providing their conduct, attendance or performance has been satisfactory.
- **Final written warning** If there is still insufficient improvement after a verbal and/or written warning has been issued or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given. This will provide details of

the complaint, the improvement required and the timescale for the improvement. It will also warn that a failure to improve or any further disciplinary offences over the next period referred by your employer may lead to dismissal or some other action short of dismissal. The final written warning will be kept on file and the member should be informed when the warning will be disregarded provided your conduct, attendance or performance has been satisfactory.

- **Dismissal or other sanction** If there is still further misconduct or a failure to improve conduct the final stage in the procedure may be dismissal.

7) Examples of misconduct

Examples of misconduct which may lead to disciplinary action being taken include, but are not limited to:

- Failure to comply with field safety rules
- Breach of club policies and practices

8) Examples of gross misconduct

The club may consider some types of misconduct to be so serious that a disciplinary warning would be an insufficient penalty. Such offences are known as offences of gross misconduct. Where the offence is one of gross misconduct the normal penalty will be dismissal without a prior warning being issued (summary dismissal).

Dismissal for gross misconduct will not normally occur until a disciplinary meeting has taken place.

Matters which may justify summary dismissal include, but are not limited to:

- Dishonesty, theft and fraud from the club or its members
- Deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the club, etc.
- Vandalism or sabotage of club equipment and property
- Fighting, or seriously disruptive behaviour or offensive or abusive language
- Serious misuse of computer, email and internet systems, including posting to club websites or emailing pornographic, offensive or obscene emails to members
- Misuse of club financial or other confidential club information
- Acts of bullying, harassment or discrimination
- Model flying under the influence of drinks, illegal drugs or other intoxicants
- Misconduct which may bring the club into disrepute
- Serious breaches of the clubs policies, procedures and safety rules
- Deliberate or serious damage to the clubs/landowners property or causing loss, damage or injury through serious negligence
- Any criminal offence carried out at the club site or during club meetings/events where such offence impacts or may impact upon the club

----- END -----