



# Constitution of the BHPFC

## 1 NAME

- (a) The club shall be known as the “British Human Powered Flying Club”, hereinafter referred to as “BHPFC” or “the club”

## 2 OBJECTIVES

- (a) The aims of the BHPFC shall be:-
- To promote all aspects of human powered flying, including designing and building of Human Powered Aircraft (HPAs).
  - To assist members to improve their standards of building and flying (HPAs).
  - To ensure a duty of care to all members of the club through the BHPFC rules of competition and other means.
  - To encourage social activities and exchange of ideas.
  - To hold flying events from time to time.
  - To encourage schools and universities in the country to design and build HPAs.
  - To raise funds in order to organise and hold flying events from time to time.

## 3 MEMBERSHIP

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in Human Powered Flying, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
- Full member
  - Honorary member
- (c) 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.
- (d) Full members will pay membership fees, as determined at the Annual General Meeting.
- (e) Honorary membership shall be conferred on distinguished members at the discretion of the committee. Honorary members will be entitled to receive, free, the full benefits of membership for life, or until revoked by majority vote of the committee or membership.
- (f) The committee may limit the number of members admitted to the club, in the event it is considered necessary. Such a limit will be effective only until revoked by the committee or until the next AGM or EGM.
- (g) Full membership of the club expires on 31<sup>st</sup> December of each year. Those members not renewing their membership prior to this date will be required to re-apply for membership on a first come – first served basis.

- (h) All members shall have the right to attend, participate in and vote at all general meetings of the club, to make nominations for election and be nominated for election to the committee, and draw up motions to change any aspect of the club's organisation for consideration at a general meeting. Voting rights will be via attendance only at such meetings, and provided membership subscriptions have been paid for the year. In the event that a member is genuinely unable to attend a meeting for a vote, the committee may, at its discretion, allow a vote presented in writing.
- (i) The Membership Officer, if appointed, shall be responsible for collecting all membership fees and maintaining a record of all members. If a Membership Officer is not appointed, this responsibility shall fall to the Treasurer.

#### **4 COMMITTEE**

- (a) The affairs of the Club shall be conducted by a committee which shall consist of, at a minimum, the Chair, Treasurer, and Secretary, who shall be elected at the Annual General Meeting.
- (b) All Committee members shall be considered as Full members and shall be exempt from membership fees for the duration of office.
- (c) Additional committee members may be elected at the AGM, up to a total of 9 persons. Additional committee members may include, but are not limited to,
  - Webmaster,
  - Safety Officer,
  - Membership Officer,
  - Media Officer.
- (d) Committee members elected at the AGM shall hold office from the conclusion of the meeting.
- (e) The committee shall have the authority to co-opt up a further two members to the committee, up to a total of 9 committee members.
- (f) Any committee member may call a committee meeting at any time in order to conduct club business by notifying all committee members.
- (g) The Chair shall be responsible for chairing all committee meetings.
- (h) The Treasurer shall recommend to the committee, at the committee meeting immediately prior to the AGM, the following year's membership fee.
- (i) A quorum of any committee meeting shall consist of a minimum of 50% of the elected committee members.
- (j) The committee shall normally meet not less than once per calendar year.
- (k) Committee decisions will be passed on a simple majority, with the Chair holding a casting vote. In the event of the Chair being absent then the members will appoint a chairperson for that meeting and that member will act as if they were the Chair in all respects of a casting vote

- (l) The secretary shall be responsible for recording minutes of meetings including proposals of club rules, seconds and voting results.
- (m) The Secretary shall circulate copies of the minutes of each committee meeting to committee members at least 7 days prior to the next meeting.
- (n) In the event of a resignation of the chair and/or secretary and/or treasurer, an EGM shall be called to elect replacement(s) committee member(s)

## **5 COMPETITION RULES AND REGULATIONS**

- (a) All teams and pilots participating in BHPFC organised competitions will abide by all rules of the BHPFC Rules of Competition, specific event rules, the British Hang Gliding and Paragliding Association (BHPA) codes of practice and those set out by host venues.
- (b) All pilots competing in BHPFC competitions must carry insurance as specified by the BHPFC, BHPA and/or host venue.
- (c) The committee shall be responsible for maintenance of the BHPFC Rules of Competition.

## **6 SAFETY**

- (a) All members must ensure that they are familiar with the current BHPA safety procedures, BHPFC Rules of Competition, and any other event rules. These must be observed at all times.
- (b) All teams competing in BHPFC organised competitions must carry out minimum risk assessments for all activities relating to the team's aircraft and operations.
- (c) The Safety Officer, if appointed, shall be responsible for ensuring the safety of all members at club events, including enforcement of rules where necessary. If a Safety Officer is not appointed, this responsibility shall fall to the Chair.

## **7 INDEMNITY**

- (a) If a club committee member engages or becomes involved in court proceedings, whether criminal or civil in their representative capacity on behalf of the club, as opposed to in their capacity as a private individual notwithstanding that they are taking part in club activities but in circumstances where it would be unreasonable for the club as a whole to ratify their actions then in the former instance, i.e. In their representative capacity, the club will indemnify the committee member in respect of any fines or damages or costs awarded against the committee member. In the event of a committee member being awarded damages or costs in the course of proceedings taken by them in a representative capacity, such damages or costs will belong to the club and not the committee member personally and forthwith upon receipt by the committee member will pay them to the club Treasurer. The committee shall be responsible for notifying any relevant authorities or governing bodies within 28 days – in writing, of any potential legal action against any office-bearer or committee member so that benefit can be obtained from their legal services/insurance.

## **8 ANNUAL GENERAL MEETINGS**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of June or July to:

- Approve the minutes of the previous year's AGM,
  - Receive reports from the Chair and Secretary,
  - Receive a report from the Treasurer and approve the Annual Accounts,
  - Elect the officers on the Committee,
  - Agree the membership fees for the following year,
  - Consider any proposed changes to the Constitution,
  - Deal with any other business.
- (c) The Secretary shall be responsible for notifying all members of the date of the AGM not less than 28 days prior to that date.
- (d) Any member wishing to propose a change to the Constitution shall notify any such proposal to the Secretary in writing 14 days prior to the AGM together with the name of the seconder.
- (e) Normally, only club members in attendance at an AGM will be eligible to stand as a committee member of the club.
- (f) In the event that a member is unable to attend the AGM to stand for the incoming committee, the present committee may, at its discretion, allow a nomination to be accepted. The request must be in writing, and a seconder must be named.
- (g) All members, present at the AGM, have the right to vote. The committee may, at its discretion, accept a proxy vote which has been submitted in writing prior to the meeting.
- (h) Any member wishing to raise a subject for discussion at the AGM must inform the secretary, in writing, at least 14 days prior to the AGM.
- (i) The Agenda of the AGM shall be circulated by the Secretary to all members at least 7 days before the AGM.
- (j) In the event of a tied vote, the Chair shall hold the casting vote.
- (k) In the event of the Chair being absent then the present committee members will appoint another committee member as chairperson for that meeting and that member will act as if they were the Chair in all respects of a casting vote.

## **9 EXTRAORDINARY GENERAL MEETINGS**

- (a) An Extraordinary General Meeting (EGM) shall be called by an application in writing, detailing the proposed intent of the meeting, to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (b) All procedures shall follow those outlined above for AGMs.
- (c) An extraordinary general meeting may not be called within 21 days before or after a notified AGM.



## 10 FINANCE

- (a) The Treasurer will be responsible for the finances of the club.
- (b) All club monies will be banked in an account held in the name of the club.
- (c) The Chair and Treasurer shall be named on the club account.
- (d) The Treasurer shall be responsible for settling all expenses incurred by the club, from the club account.

## 11 WEBSITE

- (a) The Webmaster, if appointed, shall be responsible for keeping the club's website up-to-date and ensuring that it is kept "live" at all times. If a webmaster is not appointed, this responsibility shall fall to the Secretary.

## 12 DISCLAIMER

- (a) The club and its officers shall not be responsible for any loss or damage to any members' personal property or any third-party injury. All claims will be deemed to be against the individual members' personal insurance or via the cover provided under any approved insurance policy. Each member is responsible for ensuring that the secretary is immediately notified of any incident that may potentially lead to a claim under any such policy.

## 13 DISSOLUTION

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain following this shall be donated to a charity, to be selected by majority vote at the AGM or EGM.

## 14 DECLARATION

The British Human Powered Flying Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

| Name            | Position  | Sign  | Date  |
|-----------------|-----------|-------|-------|
| Tamara Ivancova | Chair     | _____ | _____ |
| Charles Dhenin  | Secretary | _____ | _____ |
| Lewis Rawlinson | Treasurer | _____ | _____ |