

Constitution of the North East Kite Fliers

Title

The club shall be called the "North East Kite Fliers", hereinafter to be referred to as "NEKF" or "the Club"

Objectives

To promote the hobby of making and flying kites as a cooperative group, where the sharing of knowledge and skills, in an informal friendly atmosphere.

Affiliation

The Club shall be affiliated to the British Kite Flying Association (BKFA)

Membership

Membership is open to individuals who:

- Accept the stated objectives of the Club
- Agree to follow the Club's Code of Practice for Safe Kite Flying
- Complete a membership application form
- Pay the relevant subscription as determined by the Annual General Meeting (AGM) of the club Members.

There are two classes of Membership:

Full: Aged 18 and over on the date of the AGM (voting)

Junior: Up to the age of 18 on the date of the AGM (non-voting at the AGM or SGM)

No person who is known to be registered as a sex offender or known to be a risk to children shall be permitted to become a member, unless proved to be of no risk by appropriate authorities and accepted by the membership (see also the NEKF Safeguarding Policy)

Subscriptions

The subscription fee for the following year will be agreed at the AGM.

The subscription year will run until the end of February, subscriptions are due by 31st March otherwise membership will lapse.

Anyone joining the club after 1st November will be deemed to have paid their membership fees for the next membership year.

There will be a single subscription fee, which will cover all members living at the same address or dependent children up to the age of 18.

Refusal, Suspension or Termination of Membership

The Committee may refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club.

Members of the Club whose conduct is deemed inappropriate or who decline to abide by any of the rules may be expelled or suspended by a resolution passed at a meeting of the Committee where their subscriptions may be forfeited.

Officers

The Officers of the club shall be:

- Chairperson
- Secretary
- Treasurer

Election of Officers

The Officers shall be elected at the AGM from, and by, the Full members of the Club.

The term of office will be 3 years. During this period, an Officer may step down at any time, on giving notice in writing to the Committee. If this is not at the AGM, the Committee may choose to approach another member to act in the vacant post until the next AGM. If this is not possible, the Committee will convene a Special General Meeting to elect a new Officer. At the end of an Officer's term, he or she may stand for re-election for a further period in the current or new post.

General Committee

The affairs of the Club shall be controlled by a Committee comprising of:

- Chairperson
- Secretary
- Treasurer
- Up to 4 Committee members, plus 1 member from the Junior section of the membership(if available), elected annually by members at the AGM

The quorum of Committee meetings shall be 2 Officers and 2 Committee members

The following specific duties shall be allocated from the Committee members:

- Health & Safety Officer
- Events Co-ordinator
- Safeguarding Officer

These roles may be undertaken by an Officer in addition to their own duties, or by other members of the Committee. If required, members may be co-opted to carry out these roles

The Committee shall meet at agreed intervals and not less than twice a year.

The duties of the Committee shall be:

- To control the affairs of the club on behalf of the Members
- To keep accurate accounts of the finances of the club through the Treasurer. These shall be available for reasonable inspection by Members and shall be audited and circulated before every Annual General Meeting.
- To make decisions on the basis of a simple majority vote in the case of a tied vote the chairperson will have an additional casting vote.
- To communicate decisions to the membership
- To appoint an Internal Auditor for the club accounts.

Committee Roles

Chairperson

- Chair the AGM
- Chair meetings of the General Committee
- Chair Special General Meetings

Secretary

- Dealing with all correspondence relating to Club
- Keeping minutes of all committee and general meetings.
- Arranging all meetings of the Club
- Acting as a single point of contact for enquiries

Treasurer

- The proper administration of Club finances and property under the general guidance of the committee
- Keeping the accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to 1 January in each year which shall be presented to the members at the AGM. The accounts will then be made available for audit if so required.
- Maintaining the membership list and sending out membership reminders

Health & Safety Officer

- Act as point of contact for Health & Safety issues
- Maintaining the Club Health & Safety Risk Register
- Report safety related incidents to the BKFA
- Acting as Safety Controller during Club Events (not fly-ins)

Events Co-ordinator

- The Events Secretary shall be responsible for arranging all the Club's formal Events & activities

Safeguarding Officer

- To ensure the clubs safeguarding policy is followed and maintained.

Finance

The club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson, Treasurer, Secretary and one other nominated member of the Committee. Signatories may not reside at the same address.

Health & Safety

All members should act courteously and responsibly when flying. (If in any doubt as to what safe flying constitutes please refer to the Health & Safety Officer). They shall read the Safety and Courtesy notes which were given them upon becoming members and take special note of the following:

- Do not fly any higher than 60 metres; unless covered by special Civil Aviation Authority (i.e. For a Festival).
- Do not fly within 5 kilometres of an airfield.
- Do not fly near overhead power-lines or in thundery weather.

All members present are responsible for ensuring safety at all club Events. NOTE: Club activities include flying all types, sizes and styles of single and multiple line kites along with kite traction.

Public Liability Insurance

Cover for Club members is provided annually to paid-up members under the terms set out by the insurance company and NEKF. Safety rules and the cost and terms of the policy to be reviewed by the Committee as required and at each AGM.

Please note that Club Public Liability insurance (a copy is available on request from the Secretary) does not extend cover to members participating in kite traction, kite jumping or other dangerous activities and therefore these must be covered by the individuals own insurance or by membership of specific activities own club or governing body. Proof of insurance cover must be provided.

For further details, see the NEKF H&S Policy

Annual General Meeting

The Annual General Meeting of the Club shall be held not later than the end of February each year. 21 clear days written notice shall be given to members of the Annual General Meeting by circulating a copy of the notice to every member via email or by post to their home address and by posting the notice on the Club Website.

Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before the meeting.

The secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before a meeting.

The business of the Annual General Meeting shall be to:

- Approve the minutes of the previous Annual General Meeting and any Special General Meeting held since the last Annual General Meeting.
- Receive the audited accounts for the year from the Treasurer
- Receive the annual report of the Committee from the Secretary
- Elect the Officers and General Committee of the Club
- Review Club subscription rates and agree them for the forthcoming year
- Transact such other business received in writing by the secretary from Full Members 14 days prior to the meeting and included on the agenda.
- The agenda will provide for "Any Other Business"

Nominations of candidates for election of Officers shall be made in writing to the secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full members and must be seconded by another member. In the absence of written nominations, nominations may be taken from the floor at the AGM.

At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the club or by members attending the meeting.

Decisions made at the Annual General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote. Each member of the Club shall be entitled to one vote at General Meetings.

A quorum for a General Meeting shall be 25% of the current Full Membership plus 2 Officers of the club. In the event of a quorum not being present at a meeting, another meeting will be called and a quorum for that meeting will be 5 members.

Special General Meetings

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing, from not less than 10 members of the club. At least 21 days notice of the meeting shall be given. The quorum and voting rules for Special General Meetings shall be the same as for AGMs.

Equipment

Any equipment or kites purchased using Club funds will remain the property of the Club. Disposal will be by Committee decision, and the resulting funds returned to the Club account

Payment and prizes awarded to Club members

Any Payments or prizes awarded to the club shall be deemed to be the clubs property. Any club member either individual or group, who is invited to put on a display at an event in their own name, and receives payment in any form (expenses, or otherwise) must have their own insurance in place. Awards made to individuals at events on the day (i.e. for best kite etc) will be kept by the members concerned.

Alterations to the constitution

Any proposed alteration to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the Club and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.

Dissolution

If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at the Special General Meeting, the resolution is carried by at least two-thirds of the members present at the meeting, the Committee shall thereupon, or at least at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the club but shall be given to a local charity to be named at that meeting with the exception of kites and accessories from The European Air Gallery, the disposal of which will be agreed at the meeting.

Approval Of Constitution

This Constitution was agreed by a majority vote at the Special General Meeting held on 7th April 2013