

# Constitution for the North East Kite Fliers

## 1 Name of Club

The club will be called The North East Kite Fliers (Hereinafter will be referred to as The Club) and may also be known as NEKF. The North East Kite Fliers will be affiliated to the British Kite Flying Association.

## 2 Aims and Objectives

The aims and objectives of the Club will be:

- To promote the hobby of making and flying kites as a cooperative group, through
  - sharing of knowledge
  - workshops to teach kite flying skills and kite making
  - promoting and attending events to which the general public and members of other like-minded clubs may be invited
- To promote the Club within both the local and the wider kite flying communities
- To ensure a duty of care to all members of the Club
- To seek to retain an inclusive, informal atmosphere and to welcome everyone into membership regardless of any personal characteristic
- To provide all its services in a way that is fair to everyone

## 3 Membership

- (a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in kite 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
- Junior member below the age of 18 on the 1<sup>st</sup> March. Junior members should be accompanied at NEKF events by a parent, guardian or close family member who is a full member of NEKF. Junior members may not vote at an AGM or EGM.
- (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 in each category will pay membership fees, as determined at the Annual General Meeting. Junior membership is free.
- (e) The subscription year will run from 1<sup>st</sup> March to the last day of February. One months' grace will be allowed for the late renewal of memberships after which the membership will lapse, and all benefits of membership will cease with immediate effect. Anyone joining after 1<sup>st</sup> November will be deemed to have paid for the following year's membership in full.

- (f) There is no provision for joint membership for more than one member living at the same address.
- (g) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.
- (h) The Committee may refuse membership (or re-admittance to membership) where they believe such membership would be prejudicial to the objectives or the fair and effective running of the Club.

#### **4 Sports Equity**

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### **5 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary plus up to four committee members and one junior member, should such a member be available, who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of the Club.
- (c) If required, the Committee shall elect a Vice Chair from among its members.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.

- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will appoint from amongst its number:
  - a. Health & Safety Officer
  - b. Safeguarding OfficerThese posts may be held by one or more of the officers of the Club.
- (g) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- (h) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (i) The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (j) The committee meetings will be convened by the Secretary of the Club and be held no less than three times per year.
- (k) Only members of the Committee will have the right to vote at committee meetings. The Chair will have a casting vote.
- (l) The quorum required for business to be agreed at Management Committee meetings will be two officers and two committee members.

## **6 Finances**

- (a) The Club shall retain any and all income from any events or activities and such income will be used to defray the costs of running the Club and attending such events. The Club will not distribute any profit.
- (b) The Club Treasurer will be responsible for the finances of the Club.
- (c) The financial year of the Club will run from 1<sup>st</sup> March to the last day of February.
- (d) All club monies will be banked in an account held in the name of the Club.
- (e) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- (f) Any cheques drawn against club funds should hold the signatures of two from the Chair, Treasurer, Secretary and one other nominated member of the Committee.

(g) Any payments or prizes (whether in cash or otherwise) awarded or given to the Club will be the Club's property. The Committee will decide whether any payment should be made to members to help defray costs.

(h) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **7 Annual General Meetings and Extraordinary 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 February to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers and general committee of the Club.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Transact any other business notification for which is received in writing by the Secretary from full members 14 days prior to the meeting.
- Deal with other relevant business.

(c) Notice of the AGM will be given by the Club Secretary with at least 21 days' notice to be given to all members.

(d) Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.

(e) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

(f) All full members have the right to vote at the AGM.

(g) The quorum for AGMs will 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.

(h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

(i) An Extraordinary General Meeting (EGM) shall be called by an application in writing 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.

(j) All procedures shall follow those outlined above for AGMs.

## **8 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **9 Discipline and appeals**

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

## **10 Dissolution**

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership. If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- (b) If at the Extraordinary 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.
- (c) In the event of dissolution, all debts should be cleared with any Club funds. The assets of the Club that remain following this will become the property of another club with similar objectives or The British Kite Flying Association, such disposal to be

agreed by a majority of those members present and voting at the Extraordinary General Meeting where it is agreed to dissolve the Club.

**11 Declaration**

The North East Kite Fliers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**AMENDMENTS** which have been incorporated in this version

- 1) At the 2020 AGM it was agreed that Clause 3(f) be amended to reflect the decision that the subscription be one person, one subscription.
- 2) At the 2022 EGM changes were made to synchronise the membership year and the subscription year and to clarify the position of junior members in clause 3(b).