

# **Elmbridge Model Club**

## **GENERAL RULES**

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**PURPOSE & OBJECTS:**

1. The name of the Club shall be Elmbridge Model Club (hereinafter called "the Club").
2. Vision:
 

**We strive to be the best multi-discipline model club in the country.**
3. Mission:
 

**To encourage safe and social participation in all aspects of modelling for our members, and to actively promote modelling for all.**
4. The objects of the Club are:
  - i. To promote and encourage interest and participation in the sport and pastime of modelling.
  - ii. To consider and promote all measures to further and improve the art of model making.
  - iii. To foster and promote a feeling of good fellowship and if necessary to arrange events amongst members by means of meetings, debates, lectures, symposia, demonstrations, competitions, and social activities.
  - iv. To borrow money or raise loans required for the purposes of the Club upon such securities as may be determined.
  - v. To purchase, take on lease, in exchange, hire, or otherwise acquire any real or personal property and any rights or privileges, which the Club may think necessary or convenient for the purpose of its business.
  - vi. To sell, improve, manage, develop, lease, mortgage, dispose of or otherwise deal with all or part of the property of the Club.
  - vii. To subscribe to and support from the funds of the Club such local charitable institutions as may be deemed worthy.
  - viii. To organize and conduct fund-raising activities in support of the above objects
5. The Club may be affiliated to the BMFA (or successor in title) and other appropriate national modelling bodies, and may become a component unit thereof.
6. The Club shall be an unincorporated association comprising those categories of Member described in rules 13-21.
7. Elmbridge Model Club owns the show title "Sandown Park Model Symposium", and has licensed use of the title to a third party. The Club has undertaken to supply staffing, advice and assistance to the Licensee in order to assure the continued success of the show. The Club shall appoint a Symposium Director to supervise the show.

**STRUCTURE:**

8. The Club shall be divided for administrative purposes into **Sections**, each specializing in a particular modelling discipline. For example, but not limited to: Air, Marine, Car, and Railway.
9. Each Member shall be associated with one **Lead Section** according to their primary interest; Full members may be associated with more than one Section.
10. A Section Secretary shall represent each Section within the General Committee of the Club as detailed in rule 52, and shall form a subcommittee by which to manage the activities of that Section.
11. Members of the General Committee of the Club are considered to have been co-opted onto every Section subcommittee, and carry the same authority as Section subcommittee members.
12. Section subcommittees shall conduct regular meetings, at least quarterly, and shall submit minutes of these to the Secretary of the Club.

**MEMBERSHIP:**

## Classes of Membership

13. **Founder Members** comprise the first 20 Ordinary Members, whose names are now a matter of historical record. As of March 2003, the surviving founder members are Ken Dalziel, Bill Gibson and Bob Webbe.
  - i. No further Founder Members may be elected.
  - ii. Founder Members shall not be liable to pay any subscription fee during their life.
  - iii. Founder Members shall be entitled to all the privileges of membership.

- iv. Each Founder Member shall be entitled to one (1) vote on each issue to be resolved at any AGM or EGM of the Club.
  - v. Founder Members are eligible for election to serve on the General Committee of the Club.
14. **Life Members** may be elected by the Club from within the existing membership, or removed, in an AGM or EGM convened under rules 73-78.
- i. Life Members shall not be liable to pay any subscription fee during their life
  - ii. Life Members shall be entitled to all the privileges of membership.
  - iii. Each Life Member shall be entitled to one (1) vote on each issue to be resolved at any AGM or EGM of the Club.
  - iv. Life Members are eligible for election to serve on the General Committee of the Club.
15. **Ordinary Members** may be elected by the General Committee of the Club, following their successful application for membership under rules 22-26.
- i. Ordinary Members shall be liable to pay a registration fee, which may be paid in instalments as described under rules 64-66.
  - ii. Ordinary Members shall be liable to pay an annual membership subscription fee.
  - iii. Ordinary Members, having been accepted and having paid their registration fee in full, shall be entitled to all the privileges of membership.
  - iv. Each Ordinary Member, having been accepted and having paid his or her registration fee in full, shall be entitled to one (1) vote on each issue to be resolved at any AGM or EGM of the Club.
  - v. Ordinary Members, having been accepted and having paid their registration fee in full, are eligible for election to serve on the General Committee of the Club.
16. Founder, Life, and Ordinary Members having paid their registration fee in full, are collectively referred to as the **Full Members**. References above to "the privileges of membership" shall be based on those separately accorded to the various classes comprising membership as "Full Members"
17. **Honorary Members** may be elected or removed by the Club in an AGM or EGM convened under rules 73-78, provided that there shall not, at any time, be more than 10 Honorary Members.
- i. Honorary Members shall not be liable to pay any registration fee.
  - ii. Honorary Members shall not be liable to pay any subscription fee during the term of their membership.
  - iii. Honorary Members shall be entitled to all the privileges of membership, except the restrictions described below.
  - iv. Honorary Members are not entitled to vote at any AGM or EGM of the Club.
  - v. Honorary Members are not eligible for election to serve on the General Committee of the Club.
18. **Junior Members** may be elected by the General Committee of the Club, following their successful application for membership under rules 22-26.
- i. Junior Members shall be under the age of 18 years at the beginning of the membership year (1st January).
  - ii. Junior Members shall not be liable to pay any registration fee. Junior Members attaining 18 years of age upon renewal shall be eligible to renew their membership as Ordinary Members without payment of any registration fee, and shall be exempt from any waiting list otherwise described under rule 27
  - iii. Junior Members shall be liable to pay an annual membership subscription fee.
  - iv. Junior Members shall be entitled to all the privileges of membership, except the restrictions described below.
  - v. Junior Members are not entitled to vote at any AGM or EGM of the Club.
  - vi. Junior Members are not eligible for election to serve on the General Committee of the Club.
19. **Country Members** may be elected by the General Committee of the Club, following their successful application for membership described below under rules 22-26.
- i. Country membership is intended as a single-Section single-year trial membership without commitment to the registration fee, and may be suspended on the recommendation of the Section Subcommittee and agreed by vote within the General Committee of the Club.
  - ii. Existing Country Members shall be offered first refusal for Full membership places, should country membership in their Section be suspended.
  - iii. Country Members shall not be liable to pay any registration fee.
  - iv. Country Members shall be liable to pay an annual membership subscription fee.

- v. Country Members shall be entitled to all the privileges of membership, except the restrictions described below.
  - vi. Country Members are not entitled to vote at any AGM or EGM of the Club.
  - vii. Country Members are not eligible for election to serve on the General Committee of the Club.
  - viii. Country Members may participate only in a single Section of the Club.
  - ix. Country Members are not guaranteed rights to renew their membership each year.
20. **Associate Members** may be elected as individuals by the General Committee of the Club, following their successful application for membership in an affiliated organization, group or society<sup>1</sup>.
- i. Associate Members may be elected as a group from an affiliated organization, group or society by the Club in an AGM or EGM convened under rules 73-78.
  - ii. Associate Members shall not be liable to pay any registration fee.
  - iii. Associate Members are not entitled the general privileges of membership.
  - iv. Associate Members are not entitled to vote at any AGM or EGM of the Club.
  - v. Associate Members are not eligible for election to serve on the General Committee of the Club.
21. **Family ("Lead") Members** may pay a premium membership subscription fee in order to confer membership privileges upon their children below the age of 18 years, and their spouse or partner, and are in all other respects equivalent to Ordinary Members or Country Members.
- i. **Family Junior Members** are not liable to pay any fees or subscriptions additional to those of their Lead Member.
  - ii. Family Junior Members are in all other respects equivalent to a Junior or Country Member, according to the class of membership enjoyed by their Lead Member.
  - iii. **Family Spouse/Partner Members** are not liable to pay any fees or subscriptions additional to those of their Lead Member.
  - iv. Family Spouse/Partner Members are not entitled to vote at any AGM or EGM of the Club.
  - v. Family Spouse/Partner Members are not eligible for election to serve on the General Committee of the Club.
  - vi. Family Spouse/Partner Members are in all other respects equivalent to an Ordinary or Country member, according to the class of membership enjoyed by their Lead Member.

#### Application for Membership

- 22. The General Committee of the Club shall elect candidates for new membership, having reviewed each application satisfying rules 23-26.
- 23. Two Members of the Club shall propose each applicant for new membership at least one of which shall be a Full Member.
- 24. Each application for new membership shall be accompanied by a registration fee (or instalment thereof) and the first annual subscription fee (or instalment thereof), as appropriate to the class of membership under application.
- 25. Each application for new membership shall state the "Lead" Section, being the primary section) in which they intend to participate.
- 26. Acceptance of annual renewal of membership is at the discretion of the General Committee; any Member whose renewal has been refused has the right of appeal to the General Committee, at which time the reason for refusal shall be given.

#### Waiting Lists

- 27. The Club may from time to time impose a limit on the number of adult members in a particular Section.
  - i. The limit is proposed by the Section Secretary with the backing of the Section Subcommittee, and agreed by vote within the General Committee of the Club.
  - ii. Having imposed a limit on the number of its members, that Section is considered to be operating a waiting list, on which new membership applications are held until vacancies become available.
  - iii. New membership applications shall be processed from within a waiting list according to the strict order in which the Membership Secretary received the applications.

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<sup>1</sup> For example, a Slope Soaring Association might be accepted as an affiliated organization, its members then being admitted as Associate Members of Elmbridge Model Club.

28. Junior Membership applications are exempt from any limit on the number of adult members in a Section; new Junior Membership applications shall not be held on a waiting list.
29. Country Membership shall not be offered within any Section that operates a membership waiting list, even if there are no applicants currently waiting.
30. Full Members (other than Country Members) wishing to take up a new participation in a Section for which a waiting list exists must either have held membership for more than 2 years, or must join the waiting list for transfer into that Section as their lead Section.

#### Dormant Members

31. Full Members who expect to be absent from the Club for a period of time, such as working assignments overseas, may apply to the General Committee to suspend their membership until their return, during which time their membership shall be referred to as "Dormant".
32. No refund of membership fees shall be given when a Full Member becomes dormant.
33. A Dormant member may resume their membership on payment of the relevant annual membership subscription fee, but shall not be liable for any additional registration fees.
34. Dormant members wishing to resume their membership shall be exempt from any waiting lists.
35. Dormant members have no vote at any meeting of the Club, and may not exercise any of the privileges of membership.

#### COMMITTEE:

##### Composition & Election

36. The affairs of the Club shall be managed by a General Committee elected from the Club Membership at an AGM convened under rules 73-78, and the General Committee shall be bound by these rules.
37. A President or Patron may from time to time be appointed by the General Committee to represent the Club at public functions, this being a figurehead appointment that has no authority other than as directed by the General Committee of the Club.
38. [deleted].
39. The General Committee shall comprise from 8 to 16 persons (from 2001 AGM) and include a **Chairperson**, **Treasurer**, **Secretary**, **Membership Secretary** and **Section Secretaries** for each active section of the Club.
40. The Chairperson, Treasurer, Secretary shall be elected in staggered yearly rotation, serving until the third AGM following their election and be eligible for re-election. If there are no other candidates for election into the post the retiring member will be deemed re-elected if they wish to continue to serve in that post. If any post becomes vacant in mid term, the General Committee will appoint from their number someone to undertake those duties until the next following AGM when the post will be open for election in the normal manner. The incoming Chairperson, Treasurer or Secretary shall then serve the remainder of the existing term, after which the term shall revert to three years..
41. Ordinary Committee Members shall serve until the third AGM following their election, but shall be eligible for re-election. If there are no other candidates for election into the post the retiring Member will be deemed re-elected, if they wish to continue to serve in that post.
42. All members of the General Committee shall be individually elected.
43. A Symposium Director shall also be elected in the same manner as the Ordinary members of the General Committee. Although this post is not itself a General Committee post, it may often be the case that the Symposium Director also holds a post on the General Committee. Although elected within the club, the Symposium Director must also be acceptable to the licensee.

##### Co-Opted Members

44. The General Committee may from time to time co-opt additional members onto the General Committee, provided that the number of co-opted members does not exceed 25% of the elected membership of the General Committee.
45. Co-opted members of the General Committee must be Full Members of the Club
46. Each co-opted members shall be entitled to one vote within the General Committee of the Club
47. The term during which a co-opted members serves shall expire at the next AGM of the Club.

##### Duties & Responsibilities

48. The duties and responsibilities of the **Chairperson** are:
  - i. Above all, to protect the interests of the Club and the safety of its Members
  - ii. To chair meetings of the general committee of the Club, and to chair any AGM or EGM of the Club.

- iii. To provide the Club with leadership, strategy and direction consistent with the goals described in rules 1-7.
  - iv. To act upon and resolve without bias any matters which would otherwise span the responsibilities of more than one Section Secretary.
  - v. To promote and develop the Club, and to represent its interests externally.
  - vi. To manage, through delegation, the activities of the Club as a whole.
  - vii. To appoint a Vice-Chairperson from within the General Committee of the Club
49. The duties and responsibilities of the **Treasurer** are:
- i. To keep proper books of accounts in the manner prescribed by law.
  - ii. To pay from Club funds any debts or taxes owed by the club, at the appropriate time
  - iii. To pay from Club funds any Members' expenses incurred in the conduct of the business of the Club, in advance of the expense having been incurred, and as authorised by the General Committee.
  - iv. To pay from club funds any Members' expenses incurred in the conduct of the business of the club, subject to approval by an Officer of the Club prior to the expense having occurred, and authorised by the General Committee of the Club after the expense has occurred.
  - v. To present at every Annual General Meeting of the Club, or at any other time if required (on reasonable notice to him) by the General Committee, an accurate report and statement concerning the finances of the Club.
  - vi. To support the Chairperson in the provision of leadership, strategy and direction.
  - vii. To further assist the Chairperson in managing the activities of the Club as a whole.
50. The duties and responsibilities of the **Secretary** are:
- i. To convene, administer and record minutes of any AGM or EGM of the Club as prescribed by rules 73-78.
  - ii. To develop the social life of the Club by the provision of social events and other activities.
  - iii. To maintain contact with all Members and, in cases of hardship, illness or difficulty, to coordinate whatever help and support the Club may be able to offer.
  - iv. To form the primary correspondence contact for the Club, and thus to liaise with all club members, committees and external bodies regarding any correspondence sent or received.
  - v. To support the Chairperson in the provision of leadership, strategy and direction.
  - vi. To further assist the Chairperson in managing the activities of the Club as a whole.
51. The duties and responsibilities of the **Membership Secretary** are as follows:
- i. To maintain accurate records of the membership of the Club.
  - ii. To maintain and increase the membership of the Club within the limits which any particular Section may from time to time impose.
  - iii. To administer the Club's affiliation with national bodies.
  - iv. To promote the Club to candidate members and candidate Associate organisations.
  - v. To issue membership badges and to issue copies of the current Rules to all new members.
  - vi. To issue and administer annual membership renewal notices, and one annual renewal reminder notice, to all Members of the Club.
  - vii. To assist in the general management of the Club wherever directed by the General Committee.
52. The duties and responsibilities of the **Section Secretaries** are as follows:
- i. To appoint a Section Sub-committee from amongst the Section membership, comprising at least 4 members who shall assist the Section Secretary in all matters pertaining to the Section, and who shall represent the various interests within the Section.
  - ii. To manage and oversee all matters of site upkeep and maintenance at the Section's facilities, including work parties, safety issues and security.
  - iii. To promote interest in their Section.
  - iv. To advise and introduce potential new members.
  - v. To arrange and maintain a diary of events, both internal and invitational, and to advertise these dates accordingly.
  - vi. To liaise and maintain contact with National bodies representing the Section interests.
  - vii. To Chair regular Section meetings to discuss and determine issues relevant to the Section.

- viii. To attend General Committee meetings and represent Section opinions and membership.
  - ix. To liaise with the general public and with other users of the Section facilities. For example: fishing clubs, farmers.
  - x. To formulate and enforce a collection of Section operational byelaws, primarily with regard to the safety of the public, Members, property and facilities used by the Club, and also to ensure that the Section is properly managed and in a manner that maximises the enjoyment of all its Members.
53. The individual responsibilities of Ordinary Committee Members are subject to the instruction and guidance of the General Committee, which may from time to time charge Ordinary Committee members with specific duties according to their expertise, their ability, and the needs of the Club
54. Any ordinary member of the General Committee of the Club, who fails to attend more than three consecutive meetings of the General Committee, without having given notice or apology for absence with reasons that are accepted by the General Committee, may be dismissed from their post.

#### Sub-Committees

55. The General Committee may from time to time appoint one or more Sub-committees for such purposes as are deemed appropriate.
56. The appointment of subcommittees shall be reported in a notice circulated to all members.
57. One person from each appointed sub-committee shall give a report of its activities to the next AGM of the Club.

#### Symposium Director

58. The duties and responsibilities of the **Symposium Director** are as follows:
- i. Liaise and advise on Dates for the show, with the Licensee.
  - ii. Be the central point of contact between the Club and Licensee.
  - iii. Appoint Section Leaders to ensure that agreed tasks are completed in readiness for the Opening Date.
  - iv. Arrange progress meetings with the Licensee.
  - v. Arrange progress meetings with all Section Leaders.
  - vi. Ensure that Insurance for display pilots is in place and correct.
  - vii. Ensure that CAA permission has been obtained for the show (Sandown is on the London Flight path)
  - viii. Produce a Flying Programme for the weekend.

#### TRUSTEES

59. There shall be three Trustees of the Club who shall be appointed at an AGM or EGM of the club.
60. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the General Committee or until removed from office by an AGM or EGM of the Club.
61. All property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own name so far as is practicable, on trust by them for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the General Committee shall take steps to procure the appointment of a new Trustee in his place as described under rule 59, and shall at the Club's own expense and as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after the said appointment.
62. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the General Committee, and shall have the power to sell, lease, mortgage or pledge any property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the General Committee's directions. No purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
63. The Trustees shall be entitled to be paid their out-of-pocket and third party expenses reasonably incurred in discharging their duties and responsibilities as Trustees for the Club.

#### SUBSCRIPTIONS, FINANCES AND ACCOUNTS:

##### Registration Fees

64. The registration fee shall be such sum as the General Committee may from time to time determine, and shall be presented by the Treasurer for acceptance at the next AGM of the Club.
65. The registration fee may be paid in up to three annual instalments of equal value.
66. Members liable for the registration fee shall not receive the full privileges of membership until their registration fee is paid in full. In particular:
- i. They shall not be entitled to vote at any AGM or EGM convened under rules 73-78.

- ii. They shall not be entitled to stand for election to serve on the General Committee of the Club.

#### Subscription Fees

- 67. Annual subscription fees shall be such sum as the General Committee may from time to time determine, and shall be presented by the Treasurer for acceptance at the next AGM of the Club.
- 68. At the discretion of the General Committee, a Member may be allowed to pay a reduced subscription for any period less than a year.
- 69. Annual subscriptions shall be payable upon election as described in Rules 13-21 and thereafter without demand on 1<sup>st</sup> January in every year.
- 70. Members who cannot pay their annual subscriptions in full before 1<sup>st</sup> February may apply to the Membership Secretary in order to agree a mutually acceptable alternative arrangement.
- 71. The membership of any Member who is liable for annual subscription fees and has not agreed otherwise with the Membership Secretary, and whose annual subscription remains unpaid on the 1st February, shall terminate forthwith

#### Books of Accounts

- 72. The Treasurer shall keep books of accounts as described under rule 49.

#### GENERAL MEETINGS:

##### AGM

- 73. An Annual General Meeting [**AGM**] of the Club shall be held in every year, preferably in April.
- 74. The Secretary shall advise the Members of the date, time, venue and preliminary agenda for the AGM in a notice circulated to all members no later than 28 days prior to the AGM. Minutes of the previous AGM shall be included with this notice.
- 75. The Secretary shall invite further written proposals for discussion at the AGM, and nominations for vacant posts, to be received by the Secretary no later than 21 days prior to the AGM.
- 76. The Secretary shall advise the Members of the final agenda for the AGM in a notice circulated to all members no later than 14 days prior to the AGM.

##### EGM

- 77. An Extraordinary General Meeting [**EGM**] of the Club may be summoned at any time, by written proposal submitted to the Secretary, from a representative group of members, i.e. any of the following:
  - i. The General Committee of the Club.
  - ii. or, 15 or more Full Members of the Club.
- 78. The Secretary shall advise the Members of the date, time, venue and agenda for the EGM in a notice circulated to all members no later than 14 days prior to the EGM.

#### CONDUCT OF MEETINGS:

##### Voting

- 79. At any AGM or EGM of the Club, Full Members shall be entitled to one vote upon each proposal or nomination, according to the voting rights described earlier in rules 13-21.
- 80. Ordinary voting at any Meeting<sup>1</sup> of the Club, including the election of Officers and Ordinary Members of the General Committee, shall be resolved by simple majority vote.
- 81. At any Meeting<sup>1</sup> of the Club, there shall be no block- or transferable votes, nor any postal or proxy votes from Members who are absent from the meeting.
- 82. In the event that any vote is tied, the Chairman (or a Member<sup>2</sup> elected to the Chair for the occasion by the Meeting<sup>1</sup> before any other business is opened) shall have a second or casting vote.

##### Quorum

- 83. The quorum at any meeting of the General Committee, appointed Sub-committee or Section Sub-committee shall be the lesser of half its membership (rounded up), or 5 persons. In the case of the General Committee, the quorum shall be determined from its elected membership, excluding any co-opted members and any members who are also Trustees.

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<sup>1</sup> The term "Meeting" here refers to any AGM or EGM of the Club, or to any meeting of the General Committee of the Club, or any any meeting of its subcommittees.

<sup>2</sup> The term "Member" here refers to those persons present and entitled to vote at the Meeting.



84. The quorum at any AGM or EGM of the Club shall comprise all of the following:
  - i. A quorate attendance of the General Committee of the Club as described under rule 83
  - ii. and, 15 Full Members of the Club, who are not also members of the General Committee of the Club

VISITORS:

85. Members may introduce and entertain guests at Club premises and events.
86. Having introduced guests, a Member shall not leave the premises (or event) before his guests.
87. The Member introducing guests shall be responsible for the safety and conduct of his guests, including strict observance of these Rules, Club byelaws, and Section operational rules.
88. No person whose membership of the Club has been terminated under rule 103 shall be introduced as a guest.

BYELAWS:

89. The General Committee may from time to time make, vary and revoke byelaws consistent with these Rules, for the regulation of the internal affairs of the Club and the conduct of the Members, and the byelaws for the time being in force shall be binding on all Members.
90. Section operational rules are issued and revised under the authority of the Section secretary and the Section subcommittee, and agreed as bye-laws by vote within the General Committee of the Club.
91. Other than the Section operational rules, any additional byelaws shall be written-down and advised to the membership in a notice circulated to all members, according to the urgency of the business in hand.
92. Other than the Section operational rules, any additional byelaws must be renewed at every AGM, or otherwise shall expire at the next AGM following their introduction.
93. As of 9<sup>th</sup> April 2003, there are no byelaws in force other than the Section operational rules.

CONDUCT OF MEMBERS:

94. No lottery or raffle will be held at Club premises or events without permission of the General Committee, and any profits there from will belong to the Club but may be passed to a charity or other worthy cause at the discretion of the General Committee, subject to the provisions of any statute in force at the time.
95. Where Club facilities have been hired to a third party a member may act on behalf of that party in any legitimate fund raising activity provided the activities do not reflect adversely on the Club.
96. No Member shall seek to profit from the Club, from its assets, or from other members whilst in the conduct of the Club's business.
97. Each Member shall keep the Membership Secretary informed of that Member's private address, or of some other address to which communications may be addressed for him.
98. Members shall refrain from smoking whenever the Club meets indoors and with exclusive use of the meeting premises at that time.
99. A Parent, Guardian, or other person consenting to that role under the instruction of the legal Parent/Guardian, must always accompany Junior Members below the age of 16 years at Club events and premises.
100. Members shall wear and clearly display club membership badges at Club sites or events at which models are operated, as proof of current membership.
101. Wherever possible, all adult Members are expected to assist with the organization and running of the annual Sandown Model Symposium.

Disciplinary Matters

102. Wherever possible, each Section is expected to manage its own disciplinary matters, keeping the General Secretary informed at all times, and escalating to the procedure described in the following rules only as a last resort.
103. Subject to rules 104-108, the General Committee may terminate the membership of any Member whose conduct, whether on the Club premises or elsewhere, is or has been in the opinion of the Committee, in breach of these rules or otherwise contrary to the interests of the Club or injurious to its reputation.
104. If a verbal warning has not already been given, the Secretary shall contact the Member and give verbal notice that their membership may enter disciplinary review, but shall not take the matter further at this stage.
105. Subsequent to the verbal warning, if the Member's conduct continues to be unacceptable as described in rule 103, the Secretary shall contact the Member and give written notice that their membership is now subject to formal disciplinary review, but shall not take the matter further at this stage.
106. Verbal and written warnings having been given, if the Member's conduct continues to be unacceptable as described in rule 103, the Secretary shall contact the Member and give written notice that his membership will be subject to disciplinary review at a meeting of the General Committee. This notice shall be issued at least 14 days

prior to said meeting, and shall invite the Member to attend said meeting accompanied by up to two further persons who may speak in his favour.

107. At such meeting, any allegations against the Member shall be related (in his presence, if he attends) to the Meeting by a member of the General Committee, and the Member shall (if he desires) be heard in answer. At the discretion of the Meeting, a reasonable adjournment may be allowed for him to prepare his response.
108. The decision of the General Committee at the said meeting whether to terminate membership shall be final and binding.
109. At the discretion of the general committee, the balance of a terminated Member's annual subscription may be refunded, pro-rata for the remaining membership term. Registration fees are not refundable.

#### NOTICES:

110. Each Member entitled to vote at Meetings of the Club shall be entitled to receive a written notice in accordance with the requirements of rules 73-78 of every Meeting of the Club at such address as the Member has given to the Membership Secretary.
111. The accidental omission to give notice of a Meeting to, or the non receipt of notice of a Meeting by, any Member entitled to receive notice shall not invalidate the proceedings at any such Meeting.

#### EXCLUSION OF LIABILITY:

112. To the extent permitted by law, neither the Club nor any officer thereof shall be liable to any Member or guest of a Member for any loss of or damage to any property occurring from whatever cause, in or about the Club meeting place; nor for any injury sustained by any Member or guest whilst on or entering or leaving the Club meeting place.

#### DISSOLUTION:

113. If the number of Ordinary Members of the Club shall at any time fall below ten, or if at any time the Club shall pass in any AGM or EGM a resolution under rules 73-78 of its intention to dissolve, the General Committee, or failing them the Trustees, shall take immediate steps to convert into money all the property of the Club, with the power however to postpone or delay the conversion of any particular property if the Club in its AGM or EGM shall so authorise.
114. Out of the proceeds of such conversion, the Trustees shall discharge all debts and liabilities of the Club, including the expenses of such conversion and they shall dispose of any balance remaining in their hands in equal proportion to the following charities provided that they remain as Registered Charities on the date of dissolution:
- Cancer Research UK (Registered Charity No. 1089464)
  - Age Concern (Registered Charity No. 261794)
  - The White Lodge (Registered Charity No. 286238)
  - Great Ormond Street (Registered Charity No. 235825)
  - British Heart Foundation (Registered Charity No. 225971)
115. The Trustees having disposed of this balance, the Club shall for all purposes be dissolved.

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Subsequent pages contain only a history of revisions to this document, and may be omitted in order to reduce printing/photocopying costs.

## Revision History

30-Apr-05	G Macfarlane	Updated following AGM of 21-Apr-05 - rule 37: typing error corrected - rule 38 deleted re: composition of committee - rule 39 revised re: composition of committee - rule 40 replaced, re: period of office and re-election. - rule 42 revised, simply refers to "all members of the committee" - rule 83 replaced, re: quorum
13-Mar-03	G Macfarlane	Minor edits to grammar and formatting after ratification by general committee meeting on 12-Mar: - "As of" date, now set to the date of the AGM at which the rules will be offered for acceptance, ie 9-Apr-03 - rule 7: "... The club appoints..." => "...The club shall appoint..." - rule 58: formatting correction - rule 93: typing error - rule 94: "...passed to Charity..." => "...passed to a charity..." - rule 112: "either" s/be "neither" - rule 82: missing footnote, reinstated
12-Mar-03	G Macfarlane	"Draft" watermark removed before circulation to all members to the AGM. Anticipating acceptance by the AGM, removing the "Draft" watermark will save effort and expense in a second circulation of the new rules to all members following the AGM.
7-Mar-03	G Macfarlane	Revisions based on proof-reading and minor feedback from G Kearsey: - rule 108: typing error "...whether or..." s/be "...whether to..." - rule 83: appended "...In the case of the General Committee, the quorum shall be determined from its elected membership, excluding any co-opted members."
6-Mar-03	G Macfarlane	Revisions based on proof-reading and minor feedback from G Kearsey: - rule 78: (wording) - rule 110: deleted statements concerning when messages are <u>received</u> , given that all other rules refer only to <u>sending</u> messages with a particular notice period, rather than receiving them. We trust that the post office will deliver them in a reasonably timely manner.
5-Mar-03	G Macfarlane	Minor typing errors only. This revision will be offered to General Committee for ratification before final circulation prior to AGM Revision marking is OFF.
4-Mar-03	G Macfarlane	Widespread update following final review by Rules Committee, Secretary, Chairman & Treasurer - rule 5: wording altered - rule 7: added (rights to "Sandown" title) - rule 13: Founder Members listed by name - rules 12-20: numerous minor wording changes - rules 25-26: reasons for refused renewal shall be given on application - rule 35: "rights" => "privileges" - rule 43: a Symposium Director shall be elected - rules 44-47: co-opted members, revised. - rule 48: duties of chairperson, revised - rule 58: Symposium Director (added) - rule 61: Trustees ... at the Club's own expense... - rules 64, 67: wording re-ordered - rule 71: grammar. - rules 73-76: notice of AGM, updated - rule 77-78: summoning an EGM, revised. - rule 78 – Secretary to take minutes – deleted (duplicated elsewhere) - various: "special resolutions" deleted as un-necessary - rule 84: Quorum: simplified - rule 93: Byelaws, date amended to that of forthcoming AGM - rule 96: ... "from its assets" added - rule 98: "...at that time" added - rule 101: adult members are expected to assist at Sandown - rules 102+: (disciplinary matters) – extensively revised - rule 112: (exclusion of liability): "to the extent permitted by law..." - rule 113+: Wording (re: deletion of special resolution), named charities now listed Added statement re: "revision history" may be omitted from published rules, to save paper
28-Jan-03	G Macfarlane	Include "Sandown" information under "mission" Include request for members to assist with Sandown under "conduct of members" Include definition of the role of Symposium Director
09-Jan-03	G Macfarlane	Revision marking enabled; corrections and annotation for further discussion, arising from feedback received at General Committee Meeting of Wed 8-Jan-03 - rule 5: club may affiliate to other national bodies, not just BMFA - rule 40: wording and clarification, allow time to find new candidates for election before calling an EGM - rule 41: wording and clarification - rule 45: co-opted members of main cttee are entitled to vote - rule 48: additional responsibilities of the Treasurer - rule 49: additional responsibilities of the Secretary - rule 51: additional responsibilities of Section Secretaries - rule 84: clarification, this vote is within the General Committee, not an AGM/EGM Quorum and EGM convening rules: - rule 74(iii): although the intention is agreed, current wording on this rule is not universally understood => rewritten - rule 87(iii): although the intention is agreed, current wording on this rule is not universally understood => rewritten
06-Jan-03	G Macfarlane	Corrections received from membership:

		<ul style="list-style-type: none"> <li>- rule 9, grammatical correction</li> <li>- rule 37, more elegant wording</li> <li>- rule 51(iii), grammatical correction</li> <li>- rule 114, typing error</li> <li>- rule 8, term "lead section" introduced in bold face</li> <li>- rule 74(ii), wording clarified</li> <li>- rule 71, April is just the "guideline" date for AGMs</li> </ul>
23-Dec-02	G Macfarlane	<ul style="list-style-type: none"> <li>- Revision history re-ordered and moved to the back of the document</li> <li>- "Dissolution" rules amended in accordance with direction given by main Cttee mtg Wed 11-Dec-02</li> </ul> <p>Other amendments in accordance with feedback received from members:</p> <ul style="list-style-type: none"> <li>- "Objects" (Rule 4(iii)) – added "competitions"</li> </ul>
1-Dec-02	G Macfarlane	<ul style="list-style-type: none"> <li>update following "Rules Committee" meeting of 29-November.</li> <li>- minor general wording changes</li> <li>- "Trustees" rules re-drafted; Trustees need no longer be members of the club.</li> <li>- "Liability" rules reviewed and retained without alteration</li> <li>- "Dissolution" rules re-drafted.</li> </ul>
17-Nov-02	G Macfarlane	<ul style="list-style-type: none"> <li>Revision markings reset; minor alterations implemented for consistent format and presentation, general clean-up.</li> <li>- Change tracking re-enabled.</li> </ul>
17-Nov-02	G Macfarlane	<ul style="list-style-type: none"> <li>Un-reviewed wording proposed by G Macfarlane</li> <li>- role &amp; responsibility of chairman, secretary and treasurer</li> <li>- new section "conduct of meetings"</li> </ul>
17-Nov-02	G Macfarlane	<ul style="list-style-type: none"> <li>Update with changes following Rules Committee meeting of Fri 15-Nov-02</li> <li>- Dormant members have no rights of membership whilst dormant</li> <li>- Various amendments to wording</li> <li>- General Cttee may set subscription fees but Treasurer must present these for acceptance at next AGM</li> <li>- Proposed rules concerning profitability of events, retracted: these are guidelines not rules to govern the membership.</li> <li>- "Preliminary" section re-drafted and re-titled "Purpose &amp; Objects"</li> <li>- New section entitled "Structure"</li> </ul>
14-Nov-02	G Macfarlane	<ul style="list-style-type: none"> <li>Update with changes arising from feedback gathered at General Cttee meeting of Wed 13-Nov:</li> <li>- Rule 55, funding from events</li> <li>- Rule 24, dormant members</li> <li>- Rule 15, proposer for new members; agreed and wording clarified</li> <li>- Newsletter editor need not be a main cttee member.</li> <li>- References to newsletter replaced with "a notice circulated to all members"</li> <li>- Main cttee endorses ordinary cttee membership term of 3 years</li> <li>- Registration fees are determined by main Cttee, being independent and protected against any possible vested-interest vote by any single section.</li> <li>- Since registration fees do not require an AGM, there is no need to move AGM from April</li> <li>- Rule 38, committee members must not miss more than 3 consecutive meetings</li> <li>- Rule 43, co-option to main cttee</li> <li>- Widespread wording clarifications</li> </ul>
1-Nov-02	G Macfarlane	<ul style="list-style-type: none"> <li>Update following re-draft of "Committee" rules, discussed at Rules Cttee Mtg of 28-Oct-02</li> <li>- Rules 24-28 (Committee), re-drafted, becoming rules 24-42</li> </ul>
1-Nov-02	G Macfarlane	<ul style="list-style-type: none"> <li>Revision following feedback from the membership:</li> <li>- Rules 6&amp;9, Life/Hon. Members may also be removed/downgraded</li> <li>- Rule 11, authority to suspend country membership</li> <li>- Rule 12, rights of Associate members</li> <li>- Rule 15, proposal of new members, flagged for further review</li> <li>- Rule 20, slight correction to wording re: Waiting Lists</li> <li>- Rule 35, flagged for explicit confirmation by the treasurer (I believe this is already confirmed, but check)</li> <li>- Rule 41, schedule for AGMs, flagged for further discussion</li> <li>- Rule 45, Quorum for AGMs, flagged for further discussion</li> <li>- Rule 53, deleted (redundant)</li> <li>- Rule 54, Section operating rules must be ratified by General Cttee</li> <li>- Rule 56, bye-laws to be renewed or otherwise expire at next AGM</li> <li>- Rule 64, wearing of membership badges, re-worded</li> <li>- Rule 68, disciplinary council: section secretaries themselves may be reviewed</li> <li>- Rule 76+, suggestion that dissolution rules are separately distributed.</li> </ul>
11-Oct-02	G Macfarlane	<ul style="list-style-type: none"> <li>Revision following feedback from the membership:</li> <li>- Revision marking re-enabled</li> <li>- Rule 68, quorum for disciplinary meeting of main cttee</li> <li>- Rule 47, quorum for AGM/EGM</li> <li>- Rule 45, matched to quorum for AGM/EGM</li> </ul>
2-Oct-02	G Macfarlane	<ul style="list-style-type: none"> <li>Revisions per "Rules Committee" Meeting of 24<sup>th</sup> September 2002:</li> <li>- Wording re: "Associate Members", clarified (example added)</li> <li>- Rule 23, "Members" refers to "Full Members"</li> <li>- Rule 44, "15 or more ordinary members", refers to 15 or more Members".</li> <li>- Two rule cross-reference numbers corrected</li> <li>- Rule 64, reworded (clumsy wording)</li> </ul>
12-Sep-02	G Macfarlane	<ul style="list-style-type: none"> <li>- Layout adjusted, to occupy fewer pages for distribution with "AirWaves"</li> <li>- All prior changes "accepted": revision marking reset.</li> <li>- "DRAFT" watermarking reinstated</li> <li>- Sections which have not yet been reviewed are shown in italics</li> </ul>

		- Updated cross-references between rules
		- THIS ISSUE HAS NOT BEEN PROOF-READ; CROSS-REFS HAVE NOT BEEN CHECKED.
11-Sep-02	G Macfarlane	Revisions per "Rules Committee" Meeting of 9 <sup>th</sup> September 2002:
		- Throughout, "entrance fee" is now described as "registration fee"
		- "Conduct of Members", children must be accompanied, badges must be worn, no smoking
		- "Bye-Laws", reference to sectional operational rules
		- "Membership", section rewritten
		- "Subscriptions, Finances & Accounts", section rewritten
27-Aug-02	G Macfarlane	Revisions per "Rules Committee" Meeting of 19 <sup>th</sup> August 2002:
		- "Intoxicating Liquor", section deleted
		- "General Meetings", section revised
		- "Visitors", section revised
		- "Bye-laws", section revised
		- "Conduct of Members", section revised
		- "Notices", section revised
		- "Alteration of Rules", section revised
15-Mar-02	G Macfarlane	Draft approved by committee meeting 13-Mar-02; "Draft" wording removed
10-Mar-02	G Macfarlane	Cover sheet added, with revision history
10-Mar-02	G Macfarlane	Reinstated references between rules (as "bookmarks" so that these will be preserved across future edits)
23-Feb-02	G Macfarlane	Reformatted and presented in draft electronic form for temporary issue, pending completion of ongoing rules review