





South East Wales Hang Gliding and Paragliding Club Ltd

Document Title:	Club Constitution		
Reference Number:	MP0003	Rev: 4	Initial SJB


Section	Release/Amendment Summary	Rev	Date
All	Initial issue	0	01/04/2016
7,8	Adjustment to the definition of a Quorum and a revision of the titles for positions held by committee members	1	14/2/2018
6	The addition of the clause about free membership for elected members of the committee	2	4/4/18
6, 7, 11	Section 6. the words 'and the BHPA' are to inserted into the second sentence after the word Club. Section 6. Members who have served as a registered director of the club for 4 years or more be offered with free lifetime membership. Section 7. The position of Paramotor Officer is to be retired. Section 11. The minimum number of committee meetings will be reduced from 8 to 6 per year.	3	09/02/2021
All, 2, 7, 9, 11, 12, 13, 14, 15	All. Correct Constitution to reflect Gender Neutral tense. Section 2. Replace Objective with Objectives Section 7. Add Diversity and Inclusivity Officer Section 9. Add Travel Expenses Section 11. Change periodicity of Committee Meetings to once every two months and add standard agenda. Sections 12 & 13. Detail Sanction Process for Club Members. Section 14. Add Diversity and Inclusivity Statement. Section 15. Formally acknowledge which Social Media sites are administered by SEWHGPG Club	4	15/02/2023

Created By:	Stuart Blackburn Chairman	Date & Sign:	25 Apr 23 
Reviewed By:	Martin Cray Bloreng Officer	Date & Sign:	26 Apr 23 



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Approved By:	Kate Bresner D&I Officer	Date & Sign:	 28 Apr 23
Management Representative:		Date & Sign:	



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CONSTITUTION AND RULES AS REVISED AND APPROVED ON 1st April 2016

1. TITLE

The title of the club is ' The South East Wales Hang Gliding and Paragliding Club (hereinafter called The Club).

2. OBJECTIVES

The objectives of The Club are to encourage and to provide opportunities for members to fly hang gliders and/or paragliders and generally to advance and promote the sport of free flying in South East Wales and surrounding areas.

3. MEMBERSHIP

Membership shall be open to all current members of the BHPA. The Committee may refuse to admit any person as a member without giving any reason for such refusal.

The Club shall consist of Members who shall be bound by the Constitution and Rules of The Club.

The form and privileges of membership shall be at the sole discretion of the Committee, who may from time to time divide the membership into different classes and attach special designation, restrictions or privileges to each class.

Only paid up annual members shall be entitled to vote.

4. PERIOD OF MEMBERSHIP

The Clubs membership runs on an annual rolling basis (12-month period). Membership fees must be paid prior to your membership expiry.

5. AGE LIMITS

No person under the age of eighteen years shall be a member of The Club unless his/her parent or guardian shall have signed a consent certificate approving his/her application for membership and accepting all legal responsibility for the member.

6. SUBSCRIPTIONS

The subscriptions for each year shall be set at the Annual General Meeting or an Extraordinary General Meeting. Payment of subscription by a member shall be deemed to be acceptance of, acquiescence in and submission to the rules, regulations and bye-laws of The Club and the BHPA, to the penalties they exact and to any additions or alterations which may be made in them from time to time. Elected members of the Committee will not be required to pay the fee for club membership for the year that they are serving on the committee. Members who have served as a registered director of the club for 4 years or more are to be offered with free lifetime membership.

7. CONSTITUTION

The business of The Club shall be managed by a Committee consisting of not less than five or more than twenty members, in which number shall be, included the undermentioned officers of The Club:

Chair

Secretary



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Treasurer

Chief Coach

Competition Organiser (Paragliding)

Competition Organiser (Hang Gliding)

Sites Officer

Safety Officer

Social Secretary

Membership Secretary

Public Relations Officer (Media)

Website Officer

Diversity and Inclusivity Officer

A member may hold more than one of the above offices. Where a committee member holds more than one office, he/she shall only have one vote at a committee meeting.

The Committee shall initially be elected (by vote) at the first General Meeting. Subsequently at each AGM all members of the Committee shall retire and shall be eligible for re-election by members of The Club in the General Meeting. Any member of the Club shall be eligible for appointment to the Committee. No nomination shall be accepted without a proposer and seconder, or without the nominee's prior consent. A member may not propose or second himself/herself.

The Committee may appoint sub-committees as may be desirable from time to time from the members of The Club (provided that any sub-committee must include at least one member of the Committee) and may co-opt members of the Club either to act as additional members of the Committee or to provide advice or assistance to the Committee on a non-voting basis.

8. QUORUM

10% of the membership or a minimum of 25 members shall constitute a Quorum at any General Meeting. The quorum for Committee meetings shall be 5 officers or such persons who hold in total 5 offices.

9. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

The Committee shall hold and administer for the general benefit of all members, all funds, property and equipment in the general ownership of The Club.

The Committee may arrange activities for The Club in accordance with the Objectives and incur such liabilities as it may deem proper provided that the Committee may not without the prior approval of a General Meeting incur liabilities in excess of the assets.



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The Committee may award to any member such honorarium as it shall deem proper for necessary technical or professional services to The Club, which would otherwise have required the employment of an independent contractor, and may reimburse authorised out of pocket expenses incurred by any member in the conduct of the affairs of The Club. For Travel Expenses, the rate of Motor Mileage Allowance shall be the HRMVC Business rate for the appropriate Tax Year.

10. ACCOUNTS

The Treasurer shall keep proper books of account, and the funds of The Club shall be under the control of the Committee.

Cheques must be authorised by any two key members and signed by at least one of the following; the Treasurer; the Chair; the Secretary.

Any monies that have been collected on behalf of The Club and are owing to The Club by any Ordinary member or Committee member shall be transferred to the Club's bank account before each AGM and detailed in the accounts.

“Any such monies so collected and owing during the following three months will be transferred to the Club’s bank account at least once per month and at each of the next three Committee meetings after the AGM, the Treasurer and any member with control of such monies shall provide such evidence as the Committee shall reasonably require to demonstrate that this has been done. Provided always that the Treasurer shall be permitted to retain such a cash float as the Committee may approve”.

11. MEETINGS

Committee meetings shall be convened by the Chair at least once every other month when possible but a minimum of 6 a year. As a planning assumption the Committee Meeting will take place on the first Monday of the month.

Committee Meetings are to have a standard agenda in the following format:

Introduction:	Chair
Apologies:	Sec
Agree Minutes of Last Meeting	All
Matters Arising from Last Meeting:	Chair/Sec
Outstanding Actions:	Chair/Sec
Financial Report	Treasurer
Sites Report:	Sites Officer
Bloreng Report:	Bloreng Officer
Chief Coaches Report	Chief Coach
Safety Report	Safety Officer
AOB	
Summary of Actions:	Sec
DONM:	Sec

An Extraordinary General Meeting may be called by a minimum of ten members or four committee members and a minimum of ten days’ written notice shall be given by the Secretary.



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An Annual General Meeting shall be held in April/May each year to:

- a. Receive and adopt Annual Reports and Financial Statement for the previous year.
- b. Elect the Committee.
- c. Approve the level of subscriptions for the forthcoming year.
- d. Deal with any appropriate business.

The Chair shall take the chair at all Committee and General Meetings. In his/her absence those present shall appoint a Chair for the meeting.

In the event of an equality of voting at any meeting, the Chair shall be entitled to a second casting vote. The Secretary will ensure that the Minutes of the proceedings of each meeting are recorded.



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12. CONDUCT

All members must be current members of the BHPA and any member whose membership of the BHPA expires shall notify the Membership Secretary of that fact and shall automatically cease to be a member.

Any member whose manner or behaviour is deemed to be unseemly, offensive or calculated to bring The Club into disrepute may be referred to the Committee and may receive the sanctions as detailed in Paragraph 13 below. This may result in their privilege of membership suspended or withdrawn (without recompense at the Committee's discretion).

13. SANCTION PROCESS

Any member whose behaviour, in accordance with Paragraph 12 above, is brought before the Committee will be sanctioned in the following manner:

- i. Informal Warning, usually Verbal, to inform individual of the issue at hand and to understand the Sanction Process has started. An Informal Warning is usually for a period of 3 months. If incident is resolved the Informal Warning is removed. If the poor behaviour is repeated, then escalation is required.
- ii. Formal Warning, by written letter, to inform individual the penultimate warning has been issued and the next sanction is the removal of the individual from the Club. The Formal Warning will remain in place for 3 months. If the incident is resolved the Formal Warning is removed and the individual is placed on a one-month Informal Warning. If the poor behaviour continues, then the final sanction is issued
- iii. Membership Suspension. If the poor behaviour continues beyond the Formal Warning, the individual's membership is revoked for a period deemed appropriate by the Committee.
- iv. Repeat Offenders. If an individual receives three Membership Suspensions, over any number of years, they will be permanently removed from the Club. An individual who is permanently removed will be brought to the attention of the BHPA Exec Committee.

However, any member may be expelled at any time if a resolution to that effect is passed at the Annual General Meeting or an Extraordinary General Meeting by the members by simple majority of those voting.

The actions detailed above have been agreed as an appropriate process by a BHPA Technical Officer.

14. DIVERSITY AND INCLUSIVITY

The Club is committed to ensuring everyone is able to access and enjoy Hang Gliding and Paragliding in South East Wales regardless of their identity, background or gender. The Club is also committed to promote equal access to Hang Gliding and Paragliding, championing diversity in all free flight spheres and creating an inclusive attitude across the membership. Helping to build a more equal, diverse and inclusive environment is everyone's responsibility including all SEW Members and visiting Pilots.

15. SOCIAL MEDIA

The Club retains direct ownership of the following Social Media Sites as detailed in the SEW Communications Policy:



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South East Wales Hang Gliding and Paragliding Facebook Page

Telegram:

SEW Chat	Open
SEW Planning	Members Only
SEW Site Reports	Members Only
SEW Low Air Time	Members Only
SEW Coach	Club Coaches Only
SEW Speed Flying	Members Only
SEW BCC	Members Only
SEW Committee	Committee Members Only

As such, the Committee apply the same principles of Conduct as detailed in Paragraphs 12, 13 & 14 above. Offensive behaviour directed towards any individual, regardless of their membership status, will not be tolerated and the Committee are empowered to remove members from the Social Media sites without recompense for an undetermined period of time. 3 such removals will result in the Committee's consideration for removal of the individual from the Club for one calendar year.

16. GUESTS

Members of The Club are encouraged to bring guests to Club functions.

17. DISCIPLINE

The Committee will appoint Chief Coaches (acceptable to the BHPA and in accordance with the BHPA Technical Manual) in respect of the Paragliding and Hang Gliding activities of the Club who will abide by the rules and undertake the Responsibilities for Chief Coaches as laid down in the BHPA Technical Manual.

18. DISSOLUTION

The Club may be dissolved by a resolution passed by a majority of not less than three quarters of the members present and voting (or casting their votes by returning completed ballot papers) at an Annual General Meeting or at an Extraordinary General Meeting called for the purpose.

If upon the dissolution of The Club there remains after satisfaction of all its debts and liabilities any money or other property whatsoever, then a majority of not less than three quarters of the members voting at the Annual General Meeting or Extraordinary General Meeting at which a resolution has been passed to dissolve The Club may resolve either that the same shall be paid, applied or distributed among the members or shall be applied by the Treasurer, Trustees or other persons appointed by that meeting for that purpose to the furtherance of such objects similar to those of The Club.

19. ALTERATIONS TO THE CONSTITUTION

The Constitution may not be altered except on a resolution passed by a majority of not less than two-thirds of the members voting at an AGM or EGM.

Members will be notified of any resolution for the alteration of the Constitution, following which a period of at least 28 days shall be allowed for the distribution and collection of ballot papers to enable any member who is unable to attend the meeting in question to cast his vote. The notice in writing of such a ballot shall be given by the Secretary to the members and shall include notice of the alterations proposed and instructions on how to return the ballot paper (which may include delivery by email).



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20. NOTICES

The accidental omission of sending notice to or the non-receipt of the notice of a meeting by any member shall not invalidate any proceedings or resolutions at any meeting of The Club or Committee. Notices may be given by first class prepaid post or by hand delivery to each member's address as shown in the Club's records or by email to the member at his/her email address as shown in the Club's records giving not less than 14 days' notice of the meeting.

21. DATA PROTECTION

Each member, by becoming a member, accepts that the Club and its Committee members will hold personal data (including contact details) about that member and authorises them to use that data with appropriate discretion for the benefit of the member concerned, for the internal purposes of the Club and for other bona fide uses agreed by the Committee, but no such data shall be generally publicised or made available for commercial purposes to any third party without the member's consent. Any member shall at any time be entitled to access to all data held on him/her by the Club.