



HEANOR and DISTRICT MODEL AIRCRAFT CLUB

Constitution

Revision Date: 1st December 2023

This document replaces all previous versions of the HDMAC constitution.

Contents

	Page
General	3
Members	3
Field Safety Rules – Amendment & Review	4
Junior Members – Additional Rules & Safeguarding Policy	4
General Data Protection Regulation (GDPR)	5
Misconduct	5
Flying	6
Committee Structure and Appointments	6
Committee Organisation and Powers	7
Voting and Conduct of Committee Meetings	7
Virtual Club Meetings	8
Voting and Conduct of General Meetings	8
Annual General Meetings	9
Extraordinary General Meetings	9
Insurance and Indemnity	10
Dissolution of the Club	10
Charity Guidelines	10

Appendix

1) Safeguarding Policy & Rules Relating to Junior Members	12
2) Guidance on the Misconduct Procedure	14

Note: Throughout this constitution, words of masculine gender should be taken to include the feminine gender unless the context indicates otherwise.

GENERAL

1. The club shall be called “Heanor and District Model Aircraft Club” (HDMAC) and will be affiliated to the British Model Flying Association (BMFA).

2. The clubs principal aim is: “The promotion of safe and responsible flying of electrically powered fixed wing model aircraft and gliders”.

Notes:

- I. Fixed wing model’s powered by bungees or winches may be flown.
- II. Rotary Wing Models (i.e. Helicopters and Drones) and the use of First Person View technology are subject to restrictions as described in the Field Safety Rules.
- III. Models powered by an Internal Combustion Engine or Gas Turbine may not be flown unless the pilot has been granted permission by the committee.

3. Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

MEMBERS

4. A “member” means any class of membership.

5. As a private members club the Committee has the right to refuse membership to new applicants. The committee will limit membership numbers in order to appropriately manage any capacity issues which may arise. Examples of capacity issues are, but not limited to: The time pilots are waiting to fly during Club Flying Sessions and Car Parking. Should the club membership exceed 30 flying members, and a capacity issue becomes apparent the committee has the authority to close the club to new membership with immediate effect.

In order to manage any impact on capacity which may be caused by a sudden increase in membership the club will, at all times, accept no more than four new flying members in any rolling two month period.

Whenever the club is closed to new members the Secretary will maintain and manage a waiting list of anyone applying to join the club by date order of their application.

6. New members will be required to serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.

7. Members’ subscriptions shall be dependent on their membership class, new members may be charged a joining fee. New members who join after the 30th June will pay half of the annual fee for their class of membership. New members joining after 1st Nov will pay the full annual subscription which will run until the end of the following year.

8. Subscriptions are due by 1st January each year. Any member, who has not paid the subscriptions for the ensuing year by 31st January, will not be permitted to fly until they have done so. BMFA membership and insurance must be in place before flying.

9. Members who have allowed their membership to lapse for less than three months will not normally be asked to re-apply for membership or pay the joining fee, but will be required to pay a full 12 months subscription. The Committee reserves the right to ask for a formal membership application if it so wishes.

10. Members who have not renewed their membership by 1st April will be deemed to have left the club and a renewal after this period will be treated as a new membership application. The Committee, through the Treasurer, has the discretion to waive an individual's re-joining fee in cases of illness, hardship or similar circumstances.

11. All club members must be members of the British Model Flying Association and must be able to provide evidence of such on request. The only exception to this is for those members who do NOT fly at the club or serve on the Committee; i.e. social members only.

12. A member may be made a life member for extensive services to the Club. Life members can only be created by a majority ballot of club members at an Annual General Meeting.

13. All members, without exception, must comply with all Club rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal. All members should take note of Appendix 1 which contains the Club rules and policy relating to the care of Junior Members.

14. Members may invite guests who have BMFA insurance to fly at the Club site. The Club member must accompany the guest and assume total responsibility for their actions and safety. The same person may only fly as a guest on a maximum of four occasions in any rolling twelve month period.

FIELD SAFETY RULES - AMENDMENT & REVIEW

15. Additions and amendments to the Field Safety Rules can only be made by a proposal at a General Meeting. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

16. Field Safety Rules will be reviewed annually, and will be considered binding for twelve months, excepting where urgent action is required. Any proposed changes must then be ratified by the members at the next General Meeting.

JUNIOR MEMBERS – Additional Rules and Safeguarding Policy

17. A Junior Member is defined as any member under the age of eighteen years old.

18. The club safeguarding policy and rules relating specifically to the care and safety of its Junior Members are contained in Appendix 1.

GENERAL DATA PROTECTION REGULATION (GDPR)

19. The Club's Data Policy is documented in the Club's Data Privacy Notice.
20. Additions and amendments to the Club's Data Privacy Policy can only be made by a proposal at a General Meeting. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.
21. The Club's Data Privacy Notice will be reviewed annually, and will be considered binding for twelve months, excepting where urgent action is required. Any proposed changes must then be ratified by the members at the next General Meeting.

MISCONDUCT *(see Appendix 2, for guidance on the Misconduct procedure)*

22. Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed by the Committee.
23. Where an allegation of misconduct is made against a member, the member may be suspended from all Club activities while an investigation is carried out.
24. The Committee may impose a suspension from Club activities including attendance at the Club flying site, not exceeding one hundred and twenty (120) days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 25.
25. The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the Club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice:
 - a. The member is to be given a verbal warning by an authorised Committee Member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.
 - b. If the member does not respond, he is to be given a written warning by an authorised Committee Member to advise him of his misdemeanour and what he is reasonably required to do to make amends.
 - c. If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.
 - d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.
 - e. When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be, in person, to the Club membership at an EGM which the Committee would call on his behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.
 - f. In the event of gross misconduct, immediate dismissal without warnings may be considered, however, the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.

g. In the event of dismissal the Committee will arrange for the member's current membership fee (excluding BMFA subscription) to be reimbursed on a pro rata basis (by month).

FLYING

26. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.

27. All flying will be carried out in accordance with the Field Safety Rules.

28. Any member who has concerns over safety or flying standards in general should in the first instance discuss the matter with the Safety Officer. If the situation is not resolved within a reasonable timeframe they should write to the Secretary who will bring the matter to the attention of the Committee for resolution.

COMMITTEE STRUCTURE AND APPOINTMENTS

29. The Committee of the Club will comprise of a: Chairman, Secretary, Treasurer and Safety Officer as an absolute minimum. Ideally the Committee shall comprise of: Chairman, Vice Chairman, Secretary, Treasurer, Competition Secretary, Safety Officer and two additional Club Members.

30. The Vice Chairman will normally act as Welfare Officer. The duties of Welfare Officer will include the role of Child Protection and Safe Guarding Lead (Appendix 1). If the Vice Chairman is unable or unwilling to act as Welfare Officer a replacement will be co-opted, article 34 applies.

31. The Secretary will normally act as the Clubs' BMFA Delegate. If the Secretary is unable or unwilling to act as BMFA delegate a replacement delegate will be co-opted, article 34 applies.

32. Any Committee Member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.

33. Committee Officers and members shall be elected at the Annual General Meeting from written nominations received no later than 28 days prior to the meeting, to serve for a period of one year. The Committee will be elected by majority vote. All fully paid up members and life members are eligible to vote. Voting will normally be by a show of hands; however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.

34. Should a Committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting.

COMMITTEE ORGANISATION AND POWERS

35. Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote in addition to his initial standing vote.

36. The Committee are authorised to carry out negotiations and make decisions in the interest of the Club or on behalf of the membership where necessary without consulting the members. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £200 (Two hundred pounds).

37. Subject to any limitations imposed by the bank, any three of the: Chairman, Vice Chairman, Treasurer and Secretary will be authorised signatories on the Club bank account(s).

38. Money may only be withdrawn from the Club account(s) upon the authorisation of the Treasurer **and** one of the other Officers listed in article 37 above (i.e. two signatures required). Should the Treasurer be unable to act, (e.g. due to illness) for a period exceeding 21 days then, subject to approval by the Committee, the two other signatories may sign.

39. The Secretary must be informed of any negotiations proposed by Club members which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.

40. The committee, by majority vote, may nominate any Club member to be awarded an honorarium to cover out of pocket expenses that are not covered under the normal conditions of withdrawal from Club funds. Any such award may only be granted by a majority vote of Club members at the Annual General Meeting. The member being nominated must withdraw from all meetings whilst the honorarium is being discussed.

41. No member of the Committee or Officer of the Club may be a Committee Member or Officer of another model flying club.

42. Any Committee Member or Officer wishing to resign must do so in writing.

43. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.

44. The Committee may pay accounts and incur any normal liabilities on behalf of the Club.

45. At the Chairman's discretion the Committee may meet "virtually" via: telephone, e-mail or an internet meeting service, provided that the meeting is called and conducted in line with the articles relating to Voting and Conduct at Committee Meetings.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

46. All Committee Meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the Secretary.

47. A quorum of any Committee Meeting shall consist of: Three Committee Members if the Committee has Five or less members **or** Four Committee Members if the Committee has Six or more members.

48. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

49. Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.

50. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

51. Non Committee Members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non-Committee Member may be asked to leave the meeting subject to approval from the Committee.

Virtual Club Meetings

52 In order to foster a sense of community and good will between Club members and to support local business the Club will hold its meetings “face to face” in a venue local to the Club Flying Field whenever possible. Should extenuating external circumstances dictate that “face to face” meetings are not possible, the Committee, by majority vote, may call and hold any type of club meeting via a telephone or internet based meeting service providing that:-

- a) The service is readily available, easily used and works on the devices owned by the majority of Club Members.
- b) The meeting is called and conducted in line with the articles relating to the type of meeting being held.
- c) Any costs associated with obtaining or using the service is met by the club (excluding the Members device or internet access).

VOTING AND CONDUCT OF GENERAL MEETINGS

53. All General Meetings will be agenda'd and minuted. Items of any other business (AOB) may be accepted at General Meetings at the Chairman's discretion (such items will normally be time limited to 5 minutes). Any member may request an agenda item by contacting the Secretary at least 14 days prior to the meeting.

54. A quorum of any General Meeting is to be at least six members present if the total club membership is less than thirty and eight members present if the club has thirty or more members.

55. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.

56. Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.

57. Amendments to proposals must be voted upon first.

58. An audio recording of General Meetings may be taken by the Secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

59. Members may bring a guest to a Club meeting but should inform the Secretary before the meeting commences. Non-club members may attend Club meetings as observers by applying to the Secretary at least 14 days before the meeting. Any guest or non-club member may be asked to leave the meeting subject to approval from the Committee.

60. The Committee, through the Chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

61. Patrons of the Club have no voting rights but are free to attend all Club meetings.

ANNUAL GENERAL MEETINGS

62. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 day's notice of the meeting will be given in writing to all Club members.

63. Annual subscriptions, classes of membership and the joining fee will be decided at the Annual General Meeting.

64. A competent individual (non-committee member) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the Club, its assets and its liabilities.

EXTRAORDINARY GENERAL MEETINGS

65. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any officer of the Committee, stating the business to be discussed.

66. The Secretary shall convene an Extraordinary General Meeting of the Club by a resolution of the Committee by giving 28 day's notice to all members in writing and stating the business to be discussed.

67. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than five members of the club, stating the business to be brought before the meeting. The notice calling the meeting must be sent out within 28 days of the request being made, members must be given 28 day's written notice of the date of the meeting and the business to be discussed.

68. When a request for a meeting is made in accordance with Article 60 and it is not called within 30 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 28 day's notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

INSURANCE AND INDEMNITY

69. The Club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.

70. The Club will indemnify all Officers and Committee Members if they incur any liability on behalf of the Club.

71. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.

72. When there is a joint meeting between HDMAC and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

DISSOLUTION OF THE CLUB

73. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

74. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members; the funds remaining will be distributed in equal shares to the Club's charities. (See the Clubs' Charity Guidelines).

75. If after settlement of outstanding debts the final accounts are insufficient to refund the subscriptions to the members, the total money remaining will be donated in equal shares to the Club's charities. (See the Clubs' Charity Guidelines). All members will receive a final statement of accounts.

CHARITY GUIDELINES

CG1. The Club should, wherever possible, support local charity events when asked. i.e. school summer fairs, firework displays, etc. whenever it is practicable to provide a relevant display of what we do. Whether or not money changes hands largely depends on the circumstances around which the event is based. These conditions should be finalised well before the day of such an event.

CG2. The Club reserves the right to periodically donate funds to charities. The amounts and gaining charities must be agreed by a majority vote at a general meeting.

CG3. The current nominated Club charity as referred to in Article 67 of the Club's Constitution is:-

The Derbyshire Air Ambulance (the Air Ambulance that would normally be first call to an emergency at the Club's Flying Field)

Appendix 1

(These are the rules referred to in the Club's Constitution Articles 13 and 18)

HDMAC Safeguarding Policy Relating to Junior Members

In all of our activities the welfare of our Junior Members will be paramount.

HDMAC believes that none of our Members should experience abuse of any kind and that we have a particular responsibility to promote the welfare of our Junior Members by keeping them safe and by conducting ourselves in a way that protects them.

We will seek to keep our Junior Members safe by:

- Ensuring that they learn to fly responsibly and in accordance with Club and BMFA guidelines.
- Valuing, listening to and respecting them.
- Treating everyone equally regardless of: age, disability, gender, race, religion, belief or sexual orientation.
- Creating and maintaining an anti-bullying environment.
- Appointing a Welfare Officer who will act as the Club's nominated child protection and safeguarding lead.
- Sharing any concerns and relevant information with Parents/Guardians, the Club Welfare Officer, and/or external agencies as appropriate.

Should a Junior Member make an allegation against another Member or disclose worrying information to you about something that is happening to them elsewhere this **must always be reported** to: The Club's Welfare Officer (Safeguarding Lead) as quickly as possible (and if deemed appropriate, to the Police). If you are unable to contact the Welfare Officer you should contact the Club Secretary, Chairman or another committee member. Even if you are uncertain, it is essential that you act and act quickly.

The contact details of all club officers are posted in the members section of the Club Website.

Rules Relating to Junior Members

A1.1) A Junior member is defined as a member under 18 years of age. A Senior member is defined as a member who is aged 21 or over.

A1.2) A Responsible Adult is defined as a Senior member or parent/guardian who has the experience commensurate with the type and degree of supervision required.

A1.3) Responsibility for a Junior members safety and wellbeing is shared between their parents/guardians and Club members.

A1.4) Junior members must be supervised at all times by a Responsible Adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.

A1.5) Junior members under the age of 14 years shall not start an internal combustion engine or carry a model with the engine running or flight battery connected.

A1.6) Junior members under the age of 14 years may not fly a model aircraft unless they are closely supervised by a Responsible Adult. (i.e. The Responsible Adult should be in a position to take over control of the model in a timely manner, should the need arise. A buddy lead is recommended but not required A1.4 refers).

A1.7) Subject always to A1.4 above, a Junior member aged 14 or over may fly a model aircraft "solo" (i.e. without close supervision) provided that they: can demonstrate a good understanding of the Field Safety Rules **and** have been judged competent to fly (as defined in the Field Safety Rules) **and** have been authorised to do so by the Club Committee.

A1.8) No Senior Club member is to be expected to assume responsibility for a junior member unless he/she has been specifically requested to do so by the Junior member's parent/guardian. If the Senior Club member is requested, and agrees to do so, they are to assume complete and total responsibility for the Junior member whilst he/she is in their charge.

A1.9) Notwithstanding the requirements of A1.8 above, should a member discover that a Junior member is unsupervised he/she must assume responsibility for the Junior member's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the Junior member's parent/guardian/Responsible Adult. Any instance of such an occurrence is to be reported to the Club's Child Protection / Safeguarding lead.

A1.10) Whilst supervising Junior members, Senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA or Club Secretary.

A1.11) Before any Junior member is accepted into the Club the parent/guardian must counter sign their application signifying their acceptance of the club rules and policies, including those specific to Junior membership."

A1.12) The membership form shall include the following policy statements and information:

HDMAC Policy Regarding Junior Members:

- Heanor and District Model Aircraft Club does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post-flight procedures, unless specifically agreed otherwise.
- Should a parent/guardian wish to leave their child at the flying site, it is their responsibility to arrange for one of the Senior Club members to supervise the Junior Member during their absence. Please Note: **NONE of our Members have been DBS checked** by the club.
- Our activities at the flying site are dependent on the weather and other variable factors: as such activities may be cancelled or start and finish times changed at very short notice. It is the parent/guardian's responsibility to ensure the wellbeing of their child over and above arranging a predetermined collection time.
- There are NO: toilets, washing facilities, or means of shelter from inclement weather at the Club's flying site.
- I have read and accept the Clubs rules and policies relating to Junior members.

Appendix 2

Guidance on the Misconduct Procedure

Minor faults or shortcomings in behaviour should normally be dealt with informally by a Committee Member with a view to reaching agreement on the improvement required. Informal warnings should not form part of the formal disciplinary procedure and the formal procedure should not be followed before an informal warning is given. If, however, the problem persists or if the matter is more serious, action under the formal disciplinary procedure outlined in the constitution should normally be taken.

The misconduct procedure is intended to provide a formal framework to deal with the situation where an individual's conduct falls below acceptable standards and to ensure fair and consistent treatment of all members in such circumstances. The procedure outlined below is a good practice guide on how the Club should deal with misconduct issues.

Probationary Period

During the probationary period (Article 6) members may be dismissed for misconduct by a majority vote of the committee. The committee decision is final as the misconduct procedure including right of appeal does not apply.

Examples of Misconduct

Examples of Misconduct which may lead to disciplinary action being taken include, but are not limited to: Failure to comply with Field Safety Rules, Breach of club policy and / or practices.

Examples of Gross Misconduct which the club considers so serious that the normal penalty would be summary dismissal, include but are not limited to: Dishonesty, Deception, Theft or Fraud from the club or a member(s), Fighting, Offensive Behaviour/Language, Abuse, Vandalism or Sabotage of club property, Posting or sending of Offensive/Obscene images or messages, Flying whilst under the influence of Drugs or Alcohol, Serious breaches of the Clubs rules or Safety procedures, bringing the club into disrepute.

General Principles for the Operation of the Disciplinary / Dismissal Procedure

- Formal disciplinary action should not normally be taken until the matter has been investigated.
- Where a serious allegation of misconduct is made against a member, the member may be suspended from all Club activities while an investigation is carried out. The member should be informed that such a suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt.
- The member should be advised of the allegations against them and have an opportunity to state their case before any formal disciplinary decision is made.

- The member should be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- At every stage of the formal disciplinary procedure, the member will have a right to be accompanied by another Club member.
- A member should not be dismissed for a first breach of the rules, except in the case of gross misconduct, when the penalty will normally be immediate dismissal.
- The member concerned will have the right to appeal against any formal disciplinary penalty.
- Although the disciplinary penalties which may be imposed under this procedure will normally be imposed in the order set out in the constitution, the procedure may be commenced at any stage if the seriousness of the members alleged misconduct justifies this.

Invitation to a meeting

The Committee should set out in writing to the member, the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal and the member should be invited to a meeting to discuss the matter.

At any meeting under the disciplinary procedure the member concerned should be given the right to be accompanied by another Club member to act in a supporting capacity. Such a companion may not usually answer questions on behalf of the member subject to the procedure.

The member concerned also has the right to call witnesses or ask questions of any witnesses called by the Committee.

Disciplinary meeting

The meeting should take place before any action is taken, other than: investigation of the facts, suspension (in the event of alleged gross misconduct) or a police investigation.

The member must be given 14 day's notice of the meeting and must take all reasonable steps to attend. The member may request an alternative date, provided they do so within 7 days of the date of the notice being issued, the alternative date should be within 7 days of that originally notified by the Committee.

If the member fails to attend the meeting it may go ahead without them.

The meeting should not take place until:

- (i) The member has been informed of the basis for the grounds given in the original notice of formal action or dismissal.

and

- (ii) The member has had a reasonable opportunity to consider their response to such information.

At the meeting the Committee should explain the complaint against the member concerned and go through the evidence that has been gathered. The member should then be invited to respond and present their own evidence.

After the meeting the member should be informed in writing of the Committee's decision, their right of appeal against such a decision and the appeal process.

Appeal

If the member wishes to appeal they should inform the Secretary in writing within the time frame stated in the decision notice, normally 14 days. The member should set out specific reasons for the appeal. The Secretary should call an Extraordinary General Meeting of the club to hear the appeal. The member must take all reasonable steps to attend the meeting.

The appeal General Meeting may take place after any disciplinary action or dismissal takes effect. After the appeal General Meeting the member must be informed of the final decision reached.