

## **CONSTITUTIONAL RULES OF THE SOLENT AVIATION SOCIETY**

1. The society will be known as the Solent Aviation Society. [Hereafter to be known as the Society]

The Solent Aviation Society has no legal connection with any advertisers placing adverts on the Society's website and as such cannot accept any liability from these adverts.

### **Membership**

2. **Membership does not permit members access to airfields or such establishments and the name of the Society must not be used in any capacity without the permission of the Committee.**
3. Membership of the Society will be granted to any person, subject to approval by the Committee, who pays the membership subscription. Memberships will be valid for the calendar year in which they are issued.
4. Membership renewal fees should be paid within four weeks of the start of a new calendar year to ensure a continued and uninterrupted membership.
5. The Secretary shall keep a true record of all fully paid up members. The membership list will be stored on computer files held by the Society and in order to comply with the Data Protection Act 1998, we must ask each member to acknowledge this by completing the relevant section of the membership application form and advising the Secretary subsequently if the member's name is required to be removed from the computer record. The sole purpose for this file is to keep a current record of the membership. We will not disclose this information to anyone else without the express permission of the individual member concerned. We respect the member's right to privacy.
6. No member of the Society may approach third parties and/or enter into agreements with third parties on the Society's behalf without the specific agreement of the Committee.
7. No member shall act so as to bring the Society into disrepute.
8. No member should commit any act to acquire or disseminate information which they know or believe to be subject to military or industrial secret restriction.
9. No member of the Society shall be entitled to or provided with free membership of the Society except with the approval of the Committee.
10. All members will be provided with a copy of the Constitutional Rules of the Society and be advised of all subsequent amendments.
11. Any member who disregards these rules will be expelled from the Society. The said member shall have the right to appeal to the Committee. In all cases the decision of the Committee is final and binding.

### **Social Meetings**

12. All members and guests attending the monthly social meeting are required to pay the admission charge and have their names recorded so as to comply with Venue Fire Regulations.

## **Committee**

13. The general business of the Society shall be conducted by the Officials and Committee only.
14. The Committee shall number a maximum of fifteen. A quorum for a meeting shall be five.
15. The Officials, namely CHAIRMAN, VICE-CHAIRMAN, TREASURER and SECRETARY are elected from the members of the existing Committee within the previous twelve months.
16. Any member who wishes to raise an item for consideration by the Committee should communicate it to the Secretary for inclusion in the agenda.
17. Items under consideration within the Committee, after due debate, are to be proposed, seconded then voted upon by a show of hands, requiring a clear majority of two votes, with a minimum of five votes being cast in favour of the motion.
18. Minutes of all Committee and general Meetings shall be recorded by the Secretary and kept on file for future reference.
19. The funds of the Society will be looked after by the Treasurer, and said funds to be used for the benefit of the Society. All monies belonging to the Society shall be paid into a Bank/Building Society account in the name of the Society.
20. No Committee member is to contact any third party on the Society's behalf or use the Society's name without the consent of the Committee. Once authorised to make such approaches and/or to commit the Society to any form of agreement they are to report at the next Committee meeting.
21. The Society's accounts shall be audited annually and results made available at the AGM.
22. The Officials will have the power to call a meeting of the said Officials to decide any issue in an emergency prior to the next scheduled Committee meeting.
23. The Committee shall have the right to co-opt a member of the Society onto the Committee upon an existing member resigning; any member thus co-opted will hold their position until the next AGM where they may seek election.
24. The Committee may invite persons other than its members to attend its meetings for specific purposes. They are not entitled to vote at any meeting they attend.
25. Any Committee members unable to attend scheduled meeting are required to communicate their absence prior to the meeting. Continued failures to attend or comply will result in their position as a Committee member being reviewed. A decision to remove a Committee member from office, after due notification and right of appeal, will require a majority vote of the members of the Committee.

## **AGM**

26. An Annual General Meeting is to be called every twelve months, whereupon the members of the Society present at the AGM will duly elect all Officials and Committee members for a term of twelve months. This will normally be conducted by a show of hands, but in the event of there being more nominations than available positions the election procedure outlined on Appendix 1 will be employed.
27. All Committee applicant and their nominees must be fully paid up members of the Society for a period of twelve months immediately prior to the AGM. All applications for membership of the Committee should be received before the last Committee meeting prior to the AGM (date to be advised at least one month prior to the AGM).

28. All motions to be presented to the AGM are to be proposed and seconded in writing and should be received before the last Committee meeting prior to the AGM (date to be advised at least one month prior to the AGM). Proposers and seconders must be fully paid up members of the Society.
29. The AGM will approve an auditor, who will not be a member of the Committee but may be a member of the Society. They shall hold office until the next AGM when they may be re-appointed if the members present so approve.

### **Dissolution**

30. In the event of the Society ceasing to exist, or on the advice of the Treasurer ceasing to be financially viable, the Committee is to convene an Extraordinary General Meeting to present a report to the membership detailing all assets and outstanding debts and liabilities, to present a plan for the disposal of all assets and the clearing of all debts and liabilities.
31. In the event of the Society being dissolved or ceasing to continue (as a whole or in part) at any point during the year of subscription, the balance of the subscription will be used by the Society towards settlement of the Society's outstanding debts and liabilities. Any monies remaining after this will be donated to a nominated charity.
32. These rules supersede all previous rules.

DATED 28.04.2011

### **APPENDIX 1**

#### **Procedures for Election of Committee and Officials**

1. All fully paid up members of the Society that are present at the AGM are entitled to vote. Although non-members may be present they are not permitted to take part in the proceedings.
2. Two members of the Society present at the AGM but not directly involved in the election of the Committee are to be appointed as election officials to collect and count the votes.
3. Election will be by paper ballot on the forms provided when candidates are contesting election to Committee or senior posts.
4. Elections will be conducted as follows; all voters will have 15 votes and must place an X in the appropriate box to indicate which of the candidates should make up the Committee.
5. Any ballot paper with more than 15 votes or any other marks or comments on will be declared null and void.
6. The Committee will consist of the 15 candidates with the highest number of votes.
7. Official positions will be decided by paper ballot on the forms provided. All voters are to indicate their decision by placing an X alongside the name of the candidate of their choice. Any ballot paper with any other marks or comments on will be declared null and void.