

AOSPKC Constitution

1. Name & Logo

The names Ainsdale-on-Sea Power Kite Club, AOSPKC and its logo shall be the reference and property of the club.

2. Address

The Secretary shall be the mailing address for all club enquiries.

The Membership Secretary shall be the mailing address for all membership applications.

3. Status

AOSPKC is affiliated to the BPKA and is covered by insurance which is provided by the BPKA.

4. Aims & Objects

- 4.1** To develop and promote all forms of power kiting activities at Ainsdale-on-Sea and at other suitable sites.
- 4.2** To provide appropriate training in power kite sports through the club and it's qualified instructors.
- 4.3** Where appropriate to organise and hold events, both sporting and social, to encourage the development of our sport and the Club.
- 4.4** To develop and maintain access to Ainsdale-on-Sea, including all aspects of health and safety.

5. Eligibility & Terms of Membership

- 5.1** Any individual may request membership to AOSPKC, in order for that application to be successful the applicant must hold and prove valid BPKA membership and insurance. It is the individual member's responsibility to ensure that insurance is current whilst they are a member of AOSPKC. If BPKA insurance expires membership of the

club will be suspended until the member provides evidence of renewal to the membership secretary.

5.1.1 Full Membership

All members will receive a certificate of membership, News Letters, eligibility to enter all events, attend committee meetings as an observer, attend the Annual General Meeting, vote at the Annual General Meeting and stand for a committee position.

5.2 The committee shall have the power to terminate or suspend membership of any members or visitors whom it considers guilty of gross misconduct. Gross misconduct that will lead to termination of membership is defined as any act, which is detrimental to the good conduct of AOSPKC's affairs. The following are examples of gross misconduct that may lead to the termination of membership, the list is not intended to be exhaustive;

- Contravention of safety rules which could affect the safety of another member or member of the public.
- Making false statements about the club or any of its members to any person.
- Misuse of AOSPKC accounts.
- Assaulting or injuring any fellow club member or threatening or attempting to do so.
- Falsifying an application form or giving false information relating to your application.
- Failing to comply with the data protection act.
- Harassing, discriminating against or bullying any fellow member.
- Bringing AOSPKC into serious disrepute.
- Inappropriate behaviour at club events.
- Damaging, destroying or removing without permission club property.

6. Terms of Subscription & Year

6.1 The financial year for the club will be from the 1st November each year, unless otherwise determined by the members present and voting at the Annual General Meeting.

6.2 AOSPKC is a non-profit making club and annual subscriptions may be asked of its members. Charges may be made to cover any costs incurred whilst holding an event (social or sporting), or to cover any license fee cost payable to land owners/councils. All decisions on costs to the club will be put before the club at meetings. Voluntary

contributions to club costs will be accepted and accounted for by the Treasurer.

7. The Committee

The committee shall consist of a Chairperson and at least three voting officers, the current committee posts are:

Voting - Chairman, Secretary, Treasurer, Members Rep.

8. Duties of the Committee

- 8.1** The general management of the club shall be vested in the committee.
- 8.2** The committee shall meet not less than three times per year to discuss club matters and correspondence.
- 8.3** The committee shall have the power to appoint sub-committee's and co-opt members at its discretion.
- 8.4** The committee shall organise club events.

9. Roles of Committee Members

9.1 Chairperson - The Chairperson will chair the Committee and the Annual General Meeting and perform duties for furthering the aims and objects of the club as may from time to time be determined.

9.2 Treasurer - The Treasurer shall keep the accounts of the club and shall prepare the annual statement of accounts and balance sheet, which will be circulated amongst the members at the Annual General Meetings. He/she must provide a financial statement of the club when called upon to do so by the committee and warn club officers of any concerns. The treasurer shall also be the head fund raiser for the club.

9.3 Secretary - The Secretary shall conduct the correspondence of the club and have custody of all documents belonging to the club. He/she shall keep full and correct minutes of all meetings. He/she shall maintain the club website.

9.4 Membership Secretary – The Membership Secretary will be responsible for the processing of all members applications, enquiries

regarding the club & membership, full records of members, general circulars and notification to members.

9.5 Members Rep (Incorporating Child Protection Officer & Volunteer Coordinator)
Child Protection Officer – The Child Protection Officer shall uphold and update the Child Protection Policy for the club and ensure that the reporting structure is operational. He/she shall head the Child Protection sub-committee.

Volunteer Coordinator – The Volunteer Coordinator shall identify the volunteer needs of the club, recruit new volunteers, provide feedback to help people be effective in their roles, provide support to new volunteers and new post holders and maintain volunteers' motivation.

10. Election of Officers

10.1 All officers shall be elected at the Annual General Meeting.

10.2 Each candidate shall be proposed and seconded by two members and in the case of an uncontested position there shall be no vote.

10.3 The committee shall have the power to fill vacancies occurring during the year pending the next Annual General Meeting.

11. Meetings

11.1 The Annual General Meeting.

11.1.1 The AGM of the club will be held in November each year, the start of the club year.

11.1.2 To receive a report from each committee member, accounts for the year and estimates for the ensuing year.

11.1.3 To confirm the election of the committee.

11.1.4 To decide on any resolution which may be duly submitted to the meeting.

11.1.5 To determine members subscription.

11.1.6 To consider and if approved, sanction and duly make alteration to the rules, insurance and conditions.

11.2 Notice of the Annual General Meeting

At least 28 days before the AGM, notice of such meeting, and of the business to be transacted there at shall be sent to all members.

11.3 Resolutions

11.3.1 Any member desirous of moving any resolution at the AGM shall give notice there of in writing to the Secretary within 14 days from issue of notice.

11.3.2 Any member may request an Extraordinary General Meeting giving 28 days notice to the committee and all Club Members.

11.3.3 Any resolution passed must have a quorum of 35% or higher of the total membership and can decide a resolution providing a majority vote of 51%.

11.4 Voting

11.4.1 The Chairperson shall have the casting vote in the case of a tie.

11.4.2 If there is a need for a vote to be taken at the Annual General Meeting this shall be done by a show of hands of the members present, and proxy voting that shall be conducted by the secretary.

11.5 Committee Meetings

11.5.1 These shall be called from time to time at a frequency of no less than three per year.

11.5.2 Any member wishing to receive notification of the meetings must lodge their request with the Secretary. Notification will be sent out 14 days prior to the meeting.

11.5.3 Any member may attend in the capacity of spectator.

11.5.4 Any member may propose a resolution in writing at least 7 days prior to the meeting to the Secretary and at the meeting present their proposal for consideration by the committee on behalf of the members.

12. General Procedures

12.1 Any service of notice shall be by email to the last known address of the member (where provided), by post or by hand and deemed to have been received on the 2nd day after sending.

- 12.2** All cheques drawn on behalf of the club shall be signed by two officers of the committee.
- 12.3** The assets of the club are held by the committee of the club as trustees.
- 12.4** The club may be dissolved whenever a resolution to dissolve has been passed by a simple majority of 3/4 of the members who are present and a vote at a General meeting especially called for the purpose, which 21 days clear notice specifying the purpose has been duly given. The dissolution shall be carried out by the committee who shall have the power to dispose of any assets held by or on behalf of the club and any assets remaining after payment of its debts and liabilities shall be paid to a charitable institution or institutions nominated by the committee.
- 13.** Personal details of all club members must be protected in accordance with the current data protection act.
- 14.** The Members Rep / Child Protection Officer & child protection sub committee will uphold and update child protection policy.
- 15.** The club will continue to develop the emergency action plan & rehearse the plan at least once a year