

## 1 Name

The name of the group shall be called "Suffolk Kite Flyers" and is herein after referred to as SKF.

## 2 Aims and Objectives

The SKF was established for the purpose of promoting, encouraging, developing and having fun in the pursuit of kite flying in Suffolk and the surrounding area.

## 3 Membership

- a) Applications for membership shall be made on the appropriate form and shall be submitted for approval to the Committee, but no applicant shall become a full member until he has paid the required subscription.
- b) There shall be four grades of ordinary and two extraordinary members:  
Ordinary:
  - I. Single Adult
  - II. Junior (Age 16 years or less – must be accompanied by parent/guardian)
  - III. Senior Citizen (Age 60 years or over)
  - IV. Family (Husband/Wife/Partner and all children under 16 years of age all living at the same address)Extraordinary:
  - I. Honorary life
  - II. Temporary
- c) Members shall have the power to confer honorary life membership, as a distinction for meritorious work for SKF, on the recommendation of and subject to such conditions as the Committee may from time to time decide. Nomination of a person for such consideration may only be made by a member of SKF to the Secretary. If agreed by the Committee the appropriate type of membership may be conferred, by a majority vote of the Committee. Honorary Life Members shall not be required to pay an annual subscription.
- d) The Committee shall have the power to co-opt Temporary Members for the purpose of any single project/event, subject to the provisions of Insurance Cover, and the signing of a membership form. Such Temporary Members shall be subject to all Rules of SKF but shall not be entitled to vote. We may on occasion have the requirement to bring in a "specialist" person to help with a particular project. Their membership shall be until the project has been fulfilled.

## 4 Subscriptions

- a) Every ordinary member of SKF shall pay an annual membership subscription. The amount of the membership subscription rates shall be as decided at the AGM. The subscription rates for Junior Members shall not be more than the subscription rates for adult members.
- b) Subscriptions shall be payable in advance and shall become due on the anniversary of joining SKF.

- c) Any member whose subscription remains unpaid twenty-eight days after the due date shall not be entitled to vote at any SKF meetings, nor take part in any flying or activities of SKF.

## 5 Privileges of Membership

- a) Privileges by class:
  - I. Every Adult member is entitled to one vote on any proposal put to the membership at the AGM etc. of SKF and to serve on the Committee.
  - II. Junior Members do not have the right to vote at the Annual General Meeting (AGM) etc. or be a member of the committee.
  - III. Temporary Members do not have the right to vote at the Annual General Meeting (AGM) etc. or be an executive member of the committee.
  - IV. Honorary Life Membership shall carry all the privileges of Ordinary Membership, including the right to vote at meetings and to serve on the Committee.
- b) Every member may participate in any aspect of SKF activities in co-operation with the member who has prime responsibility for that activity as delegated by the Committee.
- c) Every member is expected to actively assist and support any activity or promotion as requested by the Committee.
- d) Every member must respect and observe the SKF Child Protection Policy.
- e) Every member must respect and observe the SKF Club Rules.
- f) Any non-member wishing to take part in a **normal SKF flying meeting** shall be expected to pay the following scale of charges:
  - I. First fly at Rougham – Free of charge
  - II. Second fly at Rougham - £5.00 per person
  - III. Third fly at Rougham – A full appropriate membership fee shall be expected to be paid.

## 6 Termination of Membership

- a) Any member may resign at any time by giving notice in writing to the Committee. No money shall be refunded in respect of subscriptions paid.
- b) The Committee shall have the power to suspend or terminate the membership of any member not complying with SKF rules, or who does anything detrimental to the interest of the SKF, provided always that such member shall be forthwith advised in writing by the Committee of such termination or suspension. Such member may, within seven days from receipt of such notice, apply to the Committee in writing, to be heard at the next Committee meeting of SKF. In this event the Committee members shall have the right to decide the most appropriate course of action after the member and the Committee have met. The member will be notified of the Committee decision in writing within seven days in the minutes of the meeting.

## 7 Meetings

- a) Three types of meeting are defined: AGM, EGM and Committee Meeting:
  - I. The AGM shall be held not later than 30th of September each year at such time and place as may be determined by the Committee. Notice [11] of the meeting will be given to all members no less than twenty-eight days before the meeting. The notice will include:
    - a. Minutes of Previous AGM
    - b. Agenda

- II. A Committee Meeting may be convened for the purpose of conducting the ordinary business of SKF from time to time as the Committee shall think desirable. Notice [11] of the meeting will be given to all members seven days before the meeting to raise any matters.
- III. An Extraordinary General Meeting (EGM) shall be convened whenever:
  - a. the committee deems it necessary for the purpose of approving any resolution which is required to be approved by special resolution
  - b. the Secretary receives in writing a request signed by not less than ten members of SKF.

Notice of the meeting will be given to all members fourteen days before the meeting. The notice [11] will include an agenda. Only agreed agenda items will be considered at the meeting.

b) Resolutions:

- I. A Special Resolution (see above) is a resolution of which due written notice [11] has been given and which is proposed at a meeting convened as an EGM and shall be decided by a majority of not less than two thirds of the members present and entitled to vote.
  - II. All other resolutions shall be ordinary resolutions and shall be decided by a simple majority of the members present and entitled to vote.
- c) At all Committee meetings, if the Chairman and Vice-Chairman are not present, a member shall be chosen as Deputy-Chairman to preside before the meeting and shall proceed with any business. One half of the elected committee shall form a quorum, and minutes of the meeting shall be recorded.
- d) Any decision made by the Committee will be by majority vote.
- e) When voting, if the result is a tie the Chairman would cast a deciding vote.

## 8 Officers

a) SKF shall have the following Officers:

- I. President
- II. Executive Committee positions:
  - a. Chairman
  - b. Vice Chairman
  - c. Secretary
  - d. Treasurer
  - e. Membership Secretary
- III. Non-Executive Committee positions:
  - a. Newsletter Editor
  - b. Events Organiser
  - c. 1 additional general non-exec

- b) All members of the Committee shall be over eighteen years of age.
- c) The same person shall not be secretary and treasurer.
- d) All Officers shall continue in office until the next AGM.
- e) The election of Officers shall be conducted as follows: members wishing to put themselves forward for election to an officer's position should notify the Secretary in writing not less than seven days before the AGM if they are unable to attend the AGM for any reason. Alternatively, members may note their interest during the AGM. In both cases the member must be proposed and seconded by other members attending the AGM. Each member may nominate one member of his choice in respect of each of the Committee positions. A simple show of hands of members at the meeting will determine the election of

each Committee position (per Ordinary Resolution). See Sections 3 & 4 for eligibility of members for taking Committee positions and voting rights.

- f) If an office is not filled, the Committee has the power to co-opt a member into that role.
- g) Any Officer may be removed by a resolution passed at an EGM or suspended from office at any time by the Committee.
- h) In the event that any Officer within the provision of paragraph (a) shall die, resign, be removed or suspended or become unfit or incapable to act, the Committee may at any time appoint a person to act during the period of such suspension or fill the vacancy until the next AGM, unless the vacancy is previously filled at an EGM. When the vacancy occurring is the Chairman, the Vice-Chairman shall become the Chairman until the AGM.
- i) All Officers must be prepared to be CRB-checked as a condition of their service, at the expense of the SKF.
- j) The role of Chair can be fulfilled by a single person for a maximum of 2 consecutive years.
- k) The Treasurer shall take charge of the funds of SKF, which are not invested and pay all demands when authorised to do so by the Committee for the time being. The Treasurer shall dispatch all affiliation fees, insurance fees and all similar routine outgoings as they fall due. They shall produce all books, documents, property and money of SKF in his possession and render a full and clear account at each check, and whenever required by resolution of the Committee. The treasurer shall prepare an annual return of the finances of SKF in such form as shall be approved by the Committee to present to the AGM. Copies of the annual financial return will be made available to members at the AGM. They shall give up all books, documents, monies and property of the SKF in their possession when required to do so by resolution of the Committee. The accounts of SKF shall be checked annually by an independent accountant, approved by the Committee. See also Section 10
- l) The Secretary shall attend all meetings of SKF and of the Committee unless prevented by illness or other reasonable cause; they shall record correctly the names of the members and of the Committee members there present and the minutes of the proceedings which they shall circulate to all Committee members within seven days of the meeting for correction and/or agreement. A copy will be made to the SKF forum. They shall give due notice in accordance with the Rules, to all concerned, of all meetings. The Secretary shall on all occasions, in the execution of their office, act under the superintendence, control, instruction and direction of the Committee.
- m) The Membership Secretary shall receive proposals for admission to SKF; they shall forthwith hand over all monies received by them, to the Treasurer.
- n) Other Officers: Committee members shall attend all Committee meetings unless prevented by illness or other reasonable cause. Committee members who fail to attend three consecutive meetings shall be deemed to have resigned from the Committee; the Committee shall forthwith appoint a member to fill the vacancy until the next AGM. A Committee member may notify the Secretary of any expected absence, the Committee may then appoint a member to serve until the absent member notifies the Secretary in writing of their return.
- o) The AGM or an EGM called for the purpose, may elect a President, but who shall not be entitled to attend meetings of the committee, or record any vote.

## **9 Duties and Powers of the Committee**

- a) The Committee shall meet on such days and at such hours as shall be agreed from time to time. If the Chairman be not present, the Vice-Chairman shall conduct the meeting and proceed with the business.

- b) The Committee may appoint sub-committees or members for any purpose, which they may think fit, and all sub-committees shall be constituted in such a manner and with such additional powers and duties as the Committee may from time to time determine.
- c) The Chairman of SKF shall be the Chairman of the Committee, and in the event of matters arising not provided for in these Rules, the Committee shall have power to deal with them.

## **10 Finance and Accounts**

- a) The club's bankers shall be agreed at the AGM and the account shall be called "Suffolk Kite Flyers".
- b) Cheques will be issued and signed by any of the following:
  - I. Chairman
  - II. Treasurer
  - III. Secretary
  - IV. Membership Secretary

Electronic Banking, including payments are enabled for the Treasurer only.

- c) The Committee shall cause the accounts to be kept regularly by the Treasurer.
- d) All pre-authorised expenses incurred by members on behalf of the SKF shall be met by the Treasurer on submission of an itemised list with individual costs and receipt(s). All claims or notifications of claims must be submitted within twenty-eight days of the termination of the relevant event.

### **10.1 Inspection of Books**

- a) The Committee shall cause the books to be available for inspection of any member having reasonable cause for such inspection at all reasonable hours, at the place where the books are kept, and it shall be the duty of the Treasurer and/or Secretary to produce them when directed by the Committee.

### **10.2 Financial Checks**

- a) The Committee shall once at least in every year submit the accounts for checking to an independent Book keeper/Accountant, as approved by the Committee.
- b) The Book keeper/Accountant shall have access to all books and accounts of SKF, shall examine the annual return and shall verify it with the accounts, vouchers, deeds, documents of title and securities, and shall either sign it as found to be correct, duly vouched and in accordance with law, or specially report to the SKF in what respects it is found to be incorrect, or not in accordance with law.
- c) The Committee shall lay before the AGM an account and balance sheet containing the same particulars as shown in the annual return.

## **11 Notices**

- a) All summonses and notices shall be deemed to have been duly served if delivered at or sent by post, or email, addressed to the last known address of the member or person for whom they are intended.

## **12 Amendment of SKF Club Rules**

- a) It is a duty of the committee to review and update the SKF rules (<http://www.skfc.co.uk/Club%20Rules>) as required.
- b) Copies of any new rule or amendment or rescindment shall be prepared by the Secretary and supplied to each member, and shall be included with copies of the Constitution subsequently supplied to members.

## **13 Amendments to the constitution**

- a) Any amendments or additions to this constitution must be made at the AGM by way of a proposal, giving 10 days notice (11) of such alteration.

## **14 Dissolution/discharge of club funds and equipment**

- a) The club may be dissolved by resolution presented at an EGM.
- b) Such resolutions may give instruction for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.
- c) The remaining assets shall be then distributed to nominated charities decided at this special meeting.

## **15 Interpretation**

- a) In these Rules, unless the contrary intention appears;
  - I. Words in the singular shall include the plural and words in the plural shall include the singular.
  - II. Words denoting the masculine gender only shall be deemed to include the feminine and vice versa.
  - III. In these Rules where the context so admits the expressions “general meeting” and “meeting” shall include a meeting convened as an AGM, a Committee Meeting or an EGM.
  - IV. In these Rules where the context so admits the expressions “event” and “flying” shall mean any of the activities referred to in Section 2.

## **16 Master Document**

- a) The master copy of this document will be held by the Secretary and a copy placed on the SKF website.

## **17 History of constitution**

- a) Amendments:-
  - I. Public Liability Insurance increased to £2,000,000 - AGM dated January 1998 – Item 9
  - II. Public Liability Insurance increased to £5,000,000 – AGM dated January 2002 – Item 9
  - III. Web Master added to Committee – January 2002 – Item 6
  - IV. Vice Chairman added to Committee – June 2008 – Item 6
  - V. Major rewrite – June 2013
  - VI. Re-worded section 10 Finance and Accounts