

# **CLUB CONSTITUTION**

## **Skydive GB Parachute Club Ltd**

### **1. Name**

1.1 The club will be called Skydive GB Parachute Club (SGBPC) and will be affiliated to British Skydiving.

### **2. Aims and objectives**

2.1 The aims and objectives of the SGBPC will be:

- To provide training, coaching and competitive opportunities in skydiving/parachuting
- To promote the sport of skydiving
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

### **3. Membership**

3.1 Membership will consist of officers and members of the club.

3.2 All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the SGBPC has adopted and the policies and rules of British Skydiving.

3.3 Members will be enrolled in one of the following categories:

- full member
- temporary member (licensed skydivers only)
- ground member
- honorary life member
- honorary fixed period member

3.4 Honorary membership can be bestowed, from time to time, with unanimous agreement of the Committee, in recognition of service given to the SGBPC or other reasons. Honorary Membership requires that the member concerned is not obliged to pay the usual annual subscription charges, although can do so if they wish.

### **4. Membership fees**

4.1 Membership fees will be set annually and determined at the Annual General Meeting.

4.2 Fees will be paid by annual subscription with the exception of temporary member.

### **5. Officers of the SGBPC**

- Chair
- Vice Chair

- SGBPC Secretary
- Treasurer
- Social Secretary
- Club Welfare Officer
- Competition and Events Officer

5.2 Officers will be elected annually at the Annual General Meeting.

## **6. Committee**

6.1 The SGBPC will be managed through the Management Committee consisting of:

6.2 Chair, Vice Chair, SGBPC Secretary, Treasurer. Only these posts will have the right to vote at meetings of the Management Committee.

6.3 The Management Committee will be convened by the Secretary of the SGBPC and hold no less than 1 meeting per year.

6.4 The quorum required for business to be agreed at Management Committee is 3.

6.5 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the SGBPC.

6.6 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

6.7 The Management Committee will be responsible for disciplinary hearings of members who infringe the SGBPC rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7. Finance**

7.1 All club monies will be banked in an account held in the name of the SGBPC.

7.2 The SGBPC Treasurer will be responsible for the finances of the club.

7.3 The financial year of the SGBPC will end on 31 March.

7.4 An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## **8. Annual general meetings**

8.1 Notice of the Annual General Meeting (AGM) will be given by the SGBPC Secretary. Not less than 21 clear days' notice to be given to all members.

8.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

8.3 Set annual membership fees at the AGM.

8.4 Nominations for officers of the Management Committee will be sent to the SGBPC Secretary prior to the AGM.

8.5 Elections of officers are to take place at the AGM.

8.6 All members have the right to vote at the AGM.

8.7 The quorum for AGMs will be 10.

8.8 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

**9. Discipline and appeals**

- 9.1 All complaints regarding the behaviour of members should be submitted in writing to the SGBPC Secretary.
- 9.2 The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 9.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the SGBPC Secretary receiving the appeal.

**10. Dissolution**

- 10.1 A resolution to dissolve the SGBPC can only be passed at an AGM or EGM through a majority vote of the membership.
- 10.2 In the event of dissolution, any property remaining after the discharge of debts and liabilities of SGBPC shall be paid to or distributed to another sports club or organisation for parachuting/skydiving, or to a charitable organisation having similar objectives and affiliations, as nominated at the AGM/EGM.

**11. Amendments to the constitution**

- 11.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**12. Declaration**

- 12.1 Skydive GB Parachute Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: ..... DATE:.....

NAME:.....

POSITION: SGBPC Chair

SIGNED: ..... DATE:.....

NAME:.....

POSITION: SGBPC Secretary