



THE LONG MYND SOARING CLUB

CLUB CONSTITUTION



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INTRODUCTION

The Club Constitution sets out the purpose of the Club, how the members will be represented and how the affairs of the organisation will be run in the members' interests. The constitution also describes how members will control the Club and, if necessary, how dispersal of all tangible and intangible assets will occur at closure of the Club.

The primary purpose of the Club is to represent the interests of its members whilst ensuring the safe guardianship of the Club's flying sites. Those sites being those where the Long Mynd Soaring Club are deemed to hold site sovereignty and those where they simply have agreed access as defined within the BHPA Site database.

The Long Mynd Soaring Club aspires to be an inclusive Club with a strong social life that supports all pilots regardless of gender, ethnicity, religion, neurodiversity, or sexual orientation.

TITLE

The name of the Association shall be the '**Long Mynd Soaring Club**' (hereafter referred to as "LMSC").

CHARACTER OF ASSOCIATION

The LMSC is currently formed as an 'Unincorporated Association'. The suitability of this structure should be reviewed from time to time.

PURPOSE

The purpose of the LMSC shall be to:

- Support the interests of all those Club members involved with Hang Gliding and Paragliding
- Preserve access to all flying sites and landing areas owned or managed by the LMSC
- Manage the flying sites owned or managed by the LMSC
- Investigate and procure further flying sites
- Protect the image of the above sports and those engaged in those activities

CLUB MEMBERSHIP

All pilots involved with Hang Gliding and Paragliding are welcome to become a member of the LMSC if they are above the minimum age defined by the committee in the addendum to this constitution. All Club members must be current members of the BHPA and any member whose membership of the BHPA expires shall automatically cease to be a member of the Club. This is principally because the BHPA arranges certain insurance for members, Club officers and site landowners.

MEMBERSHIP DEFINITIONS

Classes of membership shall be as follows:

1. Flying membership – all flying members must be members of the BHPA with a flying rating that allows them to fly independently (CP rated or above). Flying membership is renewable annually.
2. Training membership – pre-CP pilots flying under instruction with a BHPA accredited school. Training membership can be renewed on one occasion but thereafter pilots are expected to have passed their CP and to renew as flying members.
3. Honorary Membership – at the discretion of the committee. eg Club President
4. Life Membership - some legacy memberships from the Long Mynd site purchase.

Notes:

Pilots who are younger than the minimum age to join the club are welcome to visit club sites if accompanied by another active club member. They may join the club when they reach the minimum age set by the club committee.

Training members are not eligible to vote at any general meeting until they have passed their CP and have become Flying Members.

The LMSC committee may nominate a Club President whose position is held in an honorary capacity and whose membership is an Honorary Membership which includes all membership rights.

The committee may refuse to admit any person as a member. In such circumstances the person may appeal to other club members to enact the processes requiring an EGM if they wish to have the committee decision to be debated amongst the wider Club membership.

The number of active members for all decision making and Quora excludes the number of training members and is derived from the membership database within 30 days of the date of any members vote.

MEMBERSHIP SUBSCRIPTIONS

‘Flying’, ‘Temporary’ and ‘Training’ Membership subscriptions shall be set for each year at the Annual General Meeting. Any variation in fees collected according to month in which a fee is paid is also set at the same time.

Payment of subscription by a member shall be deemed to be acceptance of, and acquiescence to, the rules and regulations of the Club and of the BHPA, to the penalties they exact and to any additions or alterations which may be made from time to time.

Club members elected, appointed or co-opted to serve on the committee will have their membership subscription fee waived for the year(s) that they serve on the committee.

MEMBER VOTING RIGHTS

Flying members, Honorary members and Life members are all entitled to vote at any General Meeting provided that their membership has been active for 30 days or more prior to the announcement of any forthcoming vote.

VISITING PILOTS

Temporary club membership is open to all visiting pilots who are full members of the BHPA on payment of a fee entitling them to membership for 10 consecutive days.

The LMSC may from time-to-time permit use of the sites for organised events by visiting pilots. Such permission is granted by a relevant committee member who will consult with the wider committee as they deem appropriate. This would generally include the Sites Officer. The LMSC reserves the right to charge for such rights. In such circumstances, visiting pilots should all be BHPA members or overseas pilots with appropriate credentials and insurances.

MEMBERSHIP BENEFITS

Payment of the subscription fee entitles:

1. Members to access all registered LMSC sites including those deemed as 'members only'.
2. Flying members, Honorary members and Life members may vote at any Club General Meeting provided that their current membership was active 30 days or more prior to the date that the time and date of the next of the election was published to members.
3. To raise an issue for determination by the committee by setting it out in writing (email will suffice) to any or all of the Chairman, Club Secretary, Club Sites Officer and/or Club Treasurer at least seven days before a relevant meeting.
4. To be in receipt of LMSC newsletters and other information published from time to time.
5. To attend Club social events and benefit from any member advantages.

MEMBERSHIP OBLIGATIONS

On becoming members of the LMSC, members agree:

1. To pay the annual membership fee when requested by the LMSC. (April)
2. To abide by all published site rules.
3. To behave in such a way as to never bring the LMSC, BHPA or our sport(s) into disrepute.
4. To abide by any updated site notices that may be issued from time to time.
5. To respect other members of the LMSC.
6. To comply with the definitions of the pilot ratings for the aircraft they are qualified to fly.

Any breach of these requirements could result in termination of membership. Any such issues will be determined by the committee and all aspects of the matter will be communicated to the member concerned in accordance with the prevailing sanction process.

If membership is terminated, the member concerned has the right to appeal the decision within 28 days to the committee and should do so in writing (email will suffice) to any, or all, of the Club Chairman, the Sites Officer, the Club Secretary and/or the Club Treasurer. The appeal will be assessed by a nominated committee member and then discussed at a subsequent committee meeting which will be convened as soon as practicable and, in any case,

within 60 days. The appellant can ask another club member to attend the meeting to represent their case. The decision of any appeal will be communicated to the appellant within seven days of the meeting.

MISCONDUCT AND EXPULSION OF MEMBERS

Any member who allows their BHPA membership to expire for any reason automatically loses their membership of the Club and will not be entitled to any refund of fees paid to the club.

Any member acting in a manner detrimental to the sport, contrary to the Club objectives or in breach of any articles of the Club may be sanctioned according to the prevailing sanction process.

COMPLAINTS

Any complaints against the Club Committee, its members, or any individual club member must be submitted in writing (email will suffice) to any, or all, of the Club Chairman, the Club's Sites Officer, the Club Secretary and/or the Club Treasurer. Upon receipt, the Committee will appoint three elected Committee members, who are not involved in the complaint, to investigate the substance of the complaint. This investigation will be conducted fairly and confidentially, and the appointed members will present their findings along with a proposed sanction (if applicable) to the full Committee for consideration. As part of this process a nominated elected committee member will recuse themselves from all discussion so that they can act independently to manage any subsequent appeal. The Committee will apply the existing sanction process as outlined in this Constitution.

SANCTION PROCESS

A member whose conduct or behaviour is brought before the committee may be considered for sanction in the following manner:

1. **Informal Warning**, usually verbal, to inform the individual of the issue at hand and to explain that the Sanction Process has started. A copy of the Club constitution and the prevailing sanction process will be offered to the individual. An informal warning has a duration of three months. If the incident is resolved, then the informal warning may be removed before its expiry. If the poor action or behaviour is repeated, then escalation is required.
2. **Formal Warning**, by written letter, is to inform the individual that a penultimate warning has been issued and the next sanction is the removal of the individual from the Club. The Formal Warning will remain in place for three months. If the incident is resolved prior to the expiry of the Formal Warning, it is removed, and the individual is placed on a one-month Informal Warning. If the poor action or behaviour continues, then the final sanction is issued.
3. **Membership Suspension**. If the poor action or behaviour continues beyond the Formal Warning, the individual's membership is revoked for a period deemed appropriate by the committee. Consideration will be made by the committee as to whether the matter should be brought to the attention of the BHPA.

4. **Repeat Offenders.** If an individual receives two Membership Suspensions, over any number of years, they may be permanently excluded from the Club. An individual who is permanently removed will be brought to the attention of the BHPA Exec committee.

Any member may be expelled at any time if a resolution to that effect is passed at a General Meeting by the members by a simple majority of those voting.

MANAGEMENT OF THE CLUB

THE LMSC COMMITTEE

The BHPA makes no specific requirement for the structure of an affiliated Club or any requirement for a minimum number of officers in specific roles. However, there is an administrative requirement to lodge names of certain responsible persons including the Sites Officer, The Safety Officer, the Chief Coach and the Chairperson.

The LMSC maintains that a representative elected committee should include a Chairperson, a Sites Officer a Treasurer and a Club Secretary. The Chief Coach and Safety Officer are appointed by the committee.

The membership elects the Club committee at an Annual General Meeting held in March or April of each year. An EGM may be convened for the specific purpose of electing a member or several members of the committee if that has been proposed and the proposal agreed by the committee.

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

The purpose of the committee is to manage the affairs of the LMSC on behalf of all club members and to fully represent the different views and opinions of the wider membership. Committee members all work in a voluntary capacity although certain expenses may be considered for reimbursement by prior agreement of the committee.

The committee holds and administers all club assets including funds, property and equipment in the general ownership of the Club, for the general benefit of all members.

The committee may arrange certain activities for the Club members in accordance with the prevailing Club objectives and they may incur such liabilities as it may deem proper. Without the prior approval of a General Meeting of members (EGM or AGM) the committee may not incur liabilities that are in excess of the Club's assets.

Committee members must be trusted to work independently and make good judgements. None-the-less, in sensitive areas such as use of club finances and in sensitive site access negotiations, committee members should always avoid working alone and should be accompanied by a suitable second committee member.

COMMITTEE MEMBER CONDUCT

All committee members accept an obligation to behave professionally and with mutual respect when representing the interests of the Club membership. Committee members are all volunteers, and all should feel able to express their views fully and openly. A diversity of opinion is good if it means that all member views are being considered.

Committee members are also ambassadors for the Club and have a duty to always present themselves positively to the membership or any with other stakeholders, especially at Club events and on Club sites.

If any committee member's manner or behaviour is thought to be disruptive to the smooth running and function of the Club, then a General Meeting membership vote is required to remove that elected person from the committee. A co-opted person without voting rights can be asked to leave by committee agreement.

CONFLICT OF INTEREST

Committee members must declare any financial, commercial or other party interest connected with Hang Gliding or Paragliding to the membership on their nomination for their election. If any such interest occurs during office, or becomes apparent during discussion of any specific topic, they are obliged to make the committee aware of such interest, and they may then be required not to vote on the matter. In certain circumstances, the committee member themselves, or the rest of the committee, may determine that the conflicted member should absent themselves from the discussion and any voting on certain matters.

When any person is nominated for election at any club General Meeting they are required to identify and potential conflict of interest on their nomination form and this information will be made available to members prior to the vote and recorded in the meeting minutes.

ELECTION OF COMMITTEE MEMBERS

Prior to any General Meeting when election to the committee is forecast, the committee shall agree by consensus, or by simple majority, which type of election system will be used. This may be a simple 'approval' voting system if more than one candidate for any particular role is proposed, or a 'for/against' voting mechanism whenever any nominee is uncontested for a role. In 'for/against' voting systems then a secret ballot process may be selected by the committee.

Different mechanisms may be more suitable for different times and may depend on the prevailing willingness of members to participate in Club management. Members must be informed of the election mechanism to be used and the time scales for nominee proposal when the date and time is published. The committee must also determine how the process will engage with those attending via online links and whether proxy voting is to be accepted.

In order to establish whether any general meeting is quorate the number of active members (excluding non-voting training members) 30 days prior to the announcement of the date of the general meeting is taken to be the total number of voting members. If a member joins after a date 30-days prior to the announcement they are not eligible to vote.

COMMITTEE ROLES

The LMSC committee consists of eleven (11) roles to which members may be elected. However, up to three (3) more members may be elected to the committee by prior committee agreement.

Elected officers may fulfil specific roles including:

(1) Chairman, (2) Site Officer (3) Treasurer and (4) Secretary as a minimum.

The Chairman and Site Officer should preferably have significant prior experience on the committee and/or be known positive contributors to the club community..

Then additionally:

(5) Membership Officer, (6) Communications and PR Officer, (7) Social Secretary (8) Comps Officer (HG) and (9) Comps Officer (PG)

Two further roles are appointments made by committee agreement:

(10) Safety Officer and (11) Chief Coach

A member may hold none, one, or more of the above committee roles. However, where a committee member holds more than one role, they shall still have only one vote.

Members may also be elected to represent the membership on the committee but with no specific portfolio. The minimum number of officers is three (3) occupying the Chair, the Sites Officer and the Secretary's roles. The maximum number of committee members will be specified by the committee prior to any General Meeting called for the purpose of re-election.

ELECTION AND APPOINTMENT OF COMMITTEE MEMBERS

Members may be proposed for election to the committee by any Club member (Proposer) and they must also have a second member support their nomination (Seconder). Their nomination will then go forward for election by members at either the AGM or EGM.

Members may also be co-opted onto the committee by agreement and approval of the elected committee members to work on specific projects. Co-opted committee members do not hold voting rights within the committee and must also stand down at the AGM. Co-opted members of the committee are entitled to free membership for the year although if their annual fee has been paid at the time they join the committee then no refund will be due.

All committee members must retire at the next AGM but are eligible for (re-)election by members if they wish to serve again and have a proposer and seconder to support their nomination. Alternates may be proposed and seconded, leading to competition for election to any role. A membership vote decides the members' preferred candidate if more than one candidate is proposed for any specific role. If an alternate member is elected, then the incumbent committee member must resign from that role but is eligible to stand for an alternate role or as a committee member without portfolio if the maximum number of committee members allow for it.

SUB-COMMITTEES

The committee may appoint sub-committees as may be desirable from time to time from the members of the Club provided that any sub-committee must include at least one elected member of the committee. They may co-opt members of the Club either to act as additional members of the committee or to provide advice or assistance to the committee. These persons may contribute to discussion but do not hold voting rights. They may be proposed as committee members at a subsequent General Meeting and, if successfully elected, would then hold voting

rights.

Site Managers form part of a Site team Sub-Committee with only the **Sites Officer** holding voting rights on behalf of the sites team. Site Managers may choose to be nominated for election to the committee for other positions and, if elected, they would then hold voting rights for that position.

RESIGNATION BETWEEN GENERAL MEETINGS

If an elected committee member and role holder resigns their post prior to any general meeting, then the remaining committee members will cover their role. If the member of the committee was a co-opted and unelected member then a general meeting must be convened if the new role holder is to hold voting rights. The underlying principal is that only elected representatives of club members are able to vote within the committee if consensus agreement cannot be found.

COMMITTEE MEETINGS

Meetings are held as and when deemed to be required and at a frequency to suit the operational needs of the Club. It is expected that a minimum of four (4) face-to-face meetings (including the AGM) should take place in any calendar year.

If required, and technically feasible, a video link into the committee meeting will be made available to any committee member. However, in-person attendance is always considered preferable.

As long as the agenda items are considered straightforward, then Zoom / Teams or other video conferencing may be used to supplement the required four face-to-face meetings. However, if the meeting has a face-to-face component, then the meeting should be chaired by an elected member in the room. If online facilities are available then proxy committee voting is not allowed.

Should any committee member be unable to attend a total of two or more face-to-face meetings in any year their attendance record will be noted on their election nomination papers and any reasons for absence will be shared with club members prior to the election if the member seeks re-election.

QUORUM

The quorum for committee meetings shall be five (5) elected committee members. At least one of those attending should be the Chairperson, the Sites Officer, the Secretary or the Treasurer. If the committee has five (5) or fewer elected members, then a quorum is all committee members.

10% of the number of flying members (excluding training members) or a minimum of 15 members (whichever is the larger) shall constitute a quorum at any General Meeting of Club members. Votes taken at an inquorate meeting are not valid and the meeting should be reconvened. If the Club has 15 or fewer paid-up flying members then the quorum is all members.

Decisions of the committee are restricted to full committee meetings unless the Chairperson and at least two other elected committee members agree that a decision can be taken via indirect communication eg Telegram or email. The quorum definition in such cases must still apply.

Most decisions are reached after discussion and by consensus. When a vote is required then a simple majority is appropriate in most cases.

Certain decisions require a 'special resolution' to be agreed, and those resolutions require agreement of two-thirds (66%) or more of the entire committee or a minimum of seven (7) elected committee members. If the committee has seven (7) or fewer elected members then the special resolution quorum will be all committee members.

Examples of decisions that require a 'special resolution' include:

1. Proposal to make changes to the constitution. If approved, then the committee's recommendation for change must then be accepted by members in a vote at a General Meeting.
2. A decision to change the formal structure of the Club eg Incorporation
3. A decision to spend more than 25% of total Club assets or £5,000 (whichever is less) on any single project
4. A decision to adjust membership fees upwards by more than 20% in any single year.

ACCOUNTS

LMSC funds are to be banked in the LMSC account, and the Treasurer is required to produce an annual statement of account for circulation at the AGM. The accounts should be informally 'audited' annually by a competent and numerate person nominated by the Treasurer and approved by the committee.

The LMSC may also operate a savings account to deposit contingency funds and special reserves. The security aspects relating to the management of this account should be reviewed annually and the proposed mechanisms for accessing this fund should be approved by the committee.

EXTRAORDINARY GENERAL MEETINGS (EGM)

An EGM can be called in the following circumstances:

- (1) The committee wishing to engage the membership and passing a special resolution by agreement of two-thirds of committee members or minimum of seven (7) committee members
- (2) Any Club member engaging with a group of a minimum of 20% of current club members (excluding training members) or ten (10) members, whichever is the greater. They must present their proposal in writing (email will suffice) to the Chairperson, the Sites Officer, the Secretary and/or the Treasurer.

At least fourteen (14) days of notice of any General Meeting must be given to members.

It is not a requirement for committee officers to be re-elected at an EGM although re-election of one or more officers could be the reason for proposing an EGM.

AWARDS AND TROPHIES

Club awards or trophies will only be presented to members of the Club. Any disputes regarding eligibility of any member to receive an award or trophy will be decided upon by the committee.

DISSOLUTION

Dissolution of the Club may be agreed at any General Meeting on the vote of two-thirds or more of the members present at the meeting. This is only possible provided that a period of 30 days of notice has elapsed after a motion to dissolve the Club has been circulated to all members by email and by any other method deemed appropriate by the committee.

Upon dissolution of the Club any remaining assets of the Club shall be given, or transferred, to a neighbouring Club or to the BHPA as agreed at the dissolution meeting.

POWER TO LEGISLATE

The committee has the power to legislate on any point not provided for in this constitution.

ADDENDA TO THE CONSTITUTION

These addenda to the Club constitution are items that can be amended and updated by agreement of the committee without prior membership approval.

1. CLUB MISSION

After each AGM the new committee may choose to review the prevailing Club Mission Statement and to redefine the priorities for the Club.

In defining the Club Mission Statement the committee will:

1. Describe the community the Club committee exists to serve,
2. Define the broad objectives the Club committee aims to achieve,
3. State the values and guiding principles which will define the standards of the committee.

The current Club Mission Statement is as follows:

“The Long Mynd Soaring Club (LMSC) committee exists to serve the interests of those persons wishing to pursue free flight sports from the sites that have been formally and informally associated with the Club, and who have agreed to become members of the Club.

This means:

- (1) *ensuring site access and protecting take-offs and landing options while acknowledging and attempting to mitigate all physical, financial and reputational risks.*
- (2) *working collaboratively with all BHPA accredited commercial operators to ensure that they both serve and protect the interests of the above community.*
- (3) *supporting all efforts to create a positive and rewarding experience for members and visitors alike.*

The committee will endeavour to undertake all their activities with a positive, collaborative and inclusive mindset.”

2. MINIMUM MEMBERSHIP AGE

Due to safeguarding requirements, the minimum age for club membership is 18 years.

3. OPERATION OF THE LMSC COMMITTEE

The purpose of the club committee is to manage the affairs of the Club on behalf of all members and to fully represent the different views and opinions of the wider membership. The committee holds and administers all Club assets including funds, property and equipment in the general ownership of the Club, for the general benefit of all members. The committee may arrange certain activities for the Club members in accordance with the prevailing Club objectives.

Operation of the committee entails email communication to the Club membership with minutes of recent meetings, it also includes informing members of the proposed date of the next meeting.

Reasonable endeavour must be made to circulate minutes amongst committee members within seven (7) days of any meeting and amendments must be raised within a further 3 days such that members can receive provisional meeting minutes within 14 days of any committee meeting. Those provisional minutes can then be formally ratified by a quorum of committee at a subsequent meeting.

This process also sets a deadline for completion of tasks by committee members in time for the next meeting.

Social media should never be the primary method of committee operation. These methods do not always allow for full discussion with those persons who choose to avoid these systems. There is a risk that the wider membership would not be fully and fairly represented when social media communication is over-used.

Although useful for simple 'straw polls' on matters that require immediate resolution, making any Club decisions as a result of an exchange over social media should always be avoided.

COMMITTEE ROLE RESPONSIBILITIES

All committee members must recognize their responsibility to conduct themselves professionally and in-line with the text of the constitution. Committee members are expected to attend at least two face-to-face committee meetings each year and to take on and perform any actions that may arise from committee meetings or general member meetings. For sensitive site discussions or when presenting financial reports to members, committee members should try to ensure that they work alongside another committee member.

Each committee member with a committee role is seen as responsible for the following actions and activities but may delegate and form subcommittees as required by agreement of the committee as a whole.

The Chairperson

1. To represent the Club to outside bodies including the neighbouring Clubs, schools and other commercial service providers. They must, however, respect and include committee colleagues with relevant roles.
2. To chair committee meetings, AGMs and EGMs. In doing so they should ensure that all committee members are able to express their views. The Chairperson's task is to establish what decision best represents the common view of the wider membership. Their own position is only relevant if a casting vote is required.
3. To assist and encourage all committee members in keeping diligent records of all interactions they have on behalf of the Club.
4. To motivate the committee and Club members.

5. To continually attend to the sustainability of the club and the committee. This includes ensuring that the committee has plans in place to cover key roles such as the Chair, Treasurer and Secretary in the event that one becomes unavailable mid-term.

The Secretary

1. To manage and direct all Club and committee correspondence as required.
2. To organise committee meetings. To prepare and publish the agenda.
3. To take and to publish minutes of committee and General Meetings*.
4. To manage records of all agreements and Club papers.
5. To issue every committee member with a copy of the constitution each year or ensure they have access to an online/electronic version of the prevailing constitution.
6. To keep a list of all property owned by the Club

* The committee must jointly decide the methods in which meeting records will be shared with Club members

The Treasurer

1. To keep account of the moneys belonging to the Club.
2. To invoice and receive moneys due to the Club.
3. To pay valid invoices the Club receives.
4. To provide financial statements and forecasts to the committee and AGM as required.
5. To ensure that a second person of appropriate knowledge, checks all financial records prior to report at the AGM and cross-signs the record at closure.
6. To ensure that all statutory reporting is completed in a timely manner

The Membership Secretary

1. To keep relevant details of Club members up to date.
2. To manage historical records such that membership data can be reviewed from time to time.
3. To generate certain membership reports to help inform the committee regarding membership preferences and wishes.
4. To manage the system for collection of membership moneys.
5. To liaise with the communications officer to issue membership documentation.
6. To respond to requests for membership from non-members.

The Sites Officer

1. The person listed as the Club's sites representative in the BHPA site database
2. To oversee communications between all Site Managers
3. To manage (directly or indirectly) any agreements the Club has with landowners or their representatives.
4. To manage (directly or indirectly) the seeking out and negotiation of new flying sites.
5. To hold overall responsibility for the review, maintenance and updating of the Club's online sites guide.
6. To ensure communication of any relevant news about sites to the wider membership.

The Site Manager(s)

1. To be a part of the Club's Sites Sub-Committee and be answerable to the Sites Officer and the direction of the Club's elected Committee.
2. To manage and represent the interests of the Club with landowners or their representatives in relation to the sites they have been assigned to manage. This includes recognising and supporting the interests of all users of the site.
3. To ensure that the Club's site-guide is up to date and relevant and to communicate with the Club's Sites Officer if any changes are required.
4. Communicate site information to the membership via the Sites Officer, or directly as required.
5. To help maintain cordial relations with all relevant stakeholders concerning the sites they manage.
6. To propose possible new sites to the Sites Officer / Sub Committee and if agreed, to work to secure the site for the Club.

All negotiations on site terms should be done in conjunction with the Sites Officer.

The Communications Officer

1. To liaise with the Membership Officer to ensure that all members have access to the Club's communication channels.
2. To ensure that communications can be sent to only paid-up members and active committee members as required.
3. To review and reassess all relevant communication channels available within the Club.
4. To deploy the best communication channels available for each purpose.
5. To review, maintain and update the content for the following key communication items:
 - a. The new member welcome documentation
 - b. The successful renewal message
 - c. The failure to renew communication
6. To carry out members surveys from time to time to assist the committee in determining the best choices for the Club.
7. To ensure that the Club's wider membership is kept informed of matters relevant to the wider membership.
8. To review, maintain and update the Club's website and/or liaise with the Club's website manager.
9. To liaise with other committee members to ensure that information is published in a timely fashion with particular regards to site news, airspace warnings, notice of AGMs and EGMs.

The Social Secretary

1. To engage with other committee members to encourage social activity at all times
2. To organise and publicise regular Club meetings.
3. To ensure Club meetings are educational and informative to the membership.
4. To organise Christmas dinners, barbecues etc.

The Competitions Officers (HG and PG)

1. To organise inter-Club competitions and endeavour to ensure the Club is represented at competitions at all levels in the sport.

COMMITTEE APPOINTMENTS

The Safety Officer

The BHPA Technical Manual specifies that a Club should **appoint** a Safety Officer who must be a responsible and knowledgeable pilot who's role is to act as the local technical officer. Specifically, their role is:

1. Keep up to date with current information.
2. Disseminate Safety Notices and information within the Club.
3. Act as a technical reference source within the Club.
4. Support the coaching team in their efforts to ensure that accidents and incidents within the Club are reported to the BHPA's Flying Safety Committee (FSC).
5. Maintain, through a programme of continuous education and encouragement, an awareness of flying and technical safety standards within the Club, promoting safety awareness among the membership.
6. To represent the Club to the authorities on the subject of airspace when required. (When requested to do so or when the needs of the Club conflict with the wishes of the authorities)

The Chief Coach

In common with the role of Safety Officer the Chief Coach role is a **Club appointment** that must be recorded at the BHPA office. The Chief Coach is normally selected from the ranks of Senior Coaches in a Club. They require a certain amount of administrative and leadership skill.

A potential Chief Coach must:

- a) Hold a Senior Coach or Club Coach Licence.
- b) Possess P rating with good active experience.
- c) Be recommended by Club committee decision with the Chair's signature required to evidence this.

The Chief Coach's role is:

1. To develop and maintain a constant spirit of self-improvement throughout the membership.
2. To develop the role of Senior Coach and coaching administrator in order to ensure that coaching services are freely and easily available within the Club
3. To work with the coaching team to ensure that the coaching on offer meets the needs of members.
4. To ensure the Club has trained and motivated coaches as defined by the BHPA.
5. To determine the preferences of each coach regarding the types of coaching they are willing to offer.
6. To work with the Safety Officer and Social Secretary in providing educational talks and presentations at Club meetings.

4. THE ANNUAL GENERAL MEETING

The LMSC Annual General Meeting must be held during March or April of each year. At least fourteen (14) days of notice of the meeting must be given to members.

During the meeting the following topics will be included:

- Reports from Treasurer and/or any other committee member where relevant
- Recommendation and approval of the level of subscriptions for the forthcoming year. (Full/Temporary/Training)
- Revisions to the Constitution where necessary.
- Amendments to the Constitution require a special resolution being carried by a two thirds majority of the committee (or a minimum number as above) before recommendations being presented for approval at an general membership meeting when a simple for/against vote can be taken.
- Presentation of Club awards or trophies (if not done at an alternative social event)
- Election of a committee for the forthcoming year (See process below)
- Flying members, Honorary members and Life members may vote at any Club General Meeting provided that their current membership was active 30 days or more prior to the date of the election.
- Requirements for any sub committees.

THE COMMITTEE ELECTION PROCESS

- The prevailing preferred voting process is a **secret ballot with for/against voting for any non-contested roles**
- When any General Meeting date and venue have been notified, members are invited to submit nominations for each officer role (such as Chair, Site Officer, Secretary, Treasurer, and other committee roles). A deadline may be imposed.
- A single person may be nominated as a candidate for more than one role. However, they must indicate their preferred role for which they wish to stand for election.
- Nominations require another two current Club members to propose the candidacy. They are known as 'proposer' and 'seconder'.
- Nominees are required to declare any potential conflicts of interest and any club sanctions that they may have received in the past. The members will deem if they are relevant.
- Nominees who served in the previous year should declare their own meeting attendance rate with any reason for absence.
- The chairperson or secretary must check with the proposer and seconder to verify their wishes.
- Those proposing or seconding a candidate must have been a Club member for more than 6 months.
- By agreement of the committee, either the outgoing Chairperson, or another suitable person such as the Club President, will introduce the election process and oversee the election of the new Chair. This is especially important if the role of Chairperson is contested. Thereafter the incoming Chairperson can assume oversight.

- Nominations may be accepted at any time prior to the vote being taken up to the published deadline.
- The voting process may be anonymised such that members feel comfortable voting freely without influence of social pressure. Online voting systems could be considered and/or printed ballot papers.
- If present (either physically or online) each nominee candidate maybe invited to speak for a maximum of three (3) minutes to inform the attending members why they wish to be elected to the committee.
- Candidates who are unsuccessful in joining the committee in their preferred role may be considered for election for a role which was not their preferred one. They may also stand for election to the committee without a specific role if any pre-agreed maximum number of committee places has not been exceeded.
- Only members entitled to vote under the Club's constitution may do so.
- Once all positions have been filled, or when there are no more nominees for any of the empty roles, then the newly elected committee takes office immediately at the close of the meeting, and the results of election are recorded in the minutes. Detailed numbers for/against may be reported, or not, by committee agreement.
- There is a minimum requirement for the chairperson, secretary and treasurer roles to be filled. If this is not possible then the existing committee has two calendar months to find candidates for the roles and to reconvene the election. If they fail, then the Club must be dissolved.

Members must be informed of the date and time of any General Meeting at least 14 days prior to the election taking place. The number of active members (not training members) 30 days prior to the date of informing members is taken as the denominator for determination of a member quorum (10% or 15 members; whichever is greater)

All aspects of the selected election process must be made available to be shared with members upon request.

Details might include:

- Method of members engagement (online systems/ presence in person)
- Whether nominations can be taken 'from the floor' immediately prior to elections or whether a deadline for nominations is to be implemented. (eg 48hrs prior to the election.)
- Whether there is any limit on numbers of committee members that can be elected with no portfolio
- The method of voting eg: approval voting/approval with % threshold of votes cast/ for and against voting/ secret ballot
- Any technical system being used to collect and count member votes

5. CLUB COMMUNICATIONS

The committee have a responsibility to help facilitate respectful, effective and frequent communication amongst all members. All relevant communication channels should be explored and plans put in place to make sure that good communication is at the heart of everything.

For communication amongst committee members, careful attention must be given to ensure that all committee members can participate freely and easily in all discussions.

NOMINATION FORM FOR ELECTION ONTO THE COMMITTEE

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