



Constitution of Windhoek Radio Flyers

1. NAME:

The name of the club will be Windhoek Radio Flyers (hereafter referred to as The Club).

2. ADDRESS:

The address of The Club will be P.O. BOX 90371 Klein Windhoek, Namibia.

3. OBJECTIVES:

The objects of The Club are to advance and encourage all aspects of the building and flying of radio controlled Model Aircraft in Namibia, and especially in Windhoek.

4. MEMBERSHIP:

- a. Any person substantially interested in model aircraft of any description shall be eligible for membership.
- b. Membership will be valid on completion of the application form, payment of the membership fee applicable and receipt of the rules and safety rules of The Club.
- c. An intended member who pays the membership fee does not necessarily have to fly in any events to maintain membership.
- d. Membership of The Club automatically binds the member to the Constitution, The Club rules and the nationally accepted contest rules with which he/she must be fully acquainted.
- e. The Committee may revoke any membership deemed necessary.
- f. Membership shall cease on the happening of any of the following events:
 - In the event of non-payment by the member within three (3) months of the beginning of the financial year.
 - On receipt of resignation.
 - Upon membership being terminated by the Committee in terms of this Constitution or any process instituted in terms thereof.
 - On the death of a member.
- g. In the event of cessation of membership, all subscriptions and other fees paid shall be forfeited to The Club.
- h. The amount of the annual subscription fee will be agreed to by the members at the AGM.
- i. Four types of membership will be available:
 - Normal Membership - any individual person
 - Junior Membership - any individual person under the age of 19
 - Family Membership - members of a family
 - Honorary Membership - Life-long membership as bestowed upon an individual at the AGM
 - Pensioner - any individual with a valid (Namibian) pensioner's card

5. ADMINISTRATION:

- a. Administration will be done by the Committee, which will consist of the following as elected at the Annual General Meeting:
 - Chairman
 - Secretary
 - Treasurer
 - Field Marshal
 - Safety Officer
 - Public Relations Officer
 - Two additional members,
- b. The Chairman shall:
 - preside at all Meetings at which he is present;
 - enforce observance of the Constitution
 - sign minutes of all Meetings after confirmation
 - generally exercise supervision over the affairs of The Club
 - perform such other duties as by usage and custom pertain to the office
 - draw up, in conjunction with the Secretary, the Agenda for every Meeting.
- c. The Secretary shall:
 - keep a register of members' names and addresses
 - keep a register of attendances at all General and Committee Meetings
 - conduct all correspondence of The Club
 - issue notice of General and Committee Meetings
 - keep Minutes at the AGM and Committee meetings
 - draw up the agenda for all Meetings in conjunction with the Chairman
- d. The Treasurer shall:
 - conduct the financial business of The Club and keep proper records of all such transactions
 - prepare Annual Balance Sheets, which will be passed by the Committee, and statements of Income and Expenditure when necessary
 - Will make necessary payments after approval by the Committee.
- e. The Field Marshall shall:
 - ensure that The Club grounds, buildings, flying field and runways are kept in good order.
 - inform the Committee of any repairs and maintenance that are required.
 - In the case of capital expenses provide a cost estimates for the repair works.
 - be empowered to arrange work parties of The Club members to do repair or maintenance work and will be expected to be present to supervise such work.
 - ensure that no flying is allowed during the work period.
- f. The Safety Officer shall:
 - ensure that all flying is safe and controlled in accordance with The Club Safety Rules.
 - ensure that all persons flying are members of The Club or visitors accompanied by members.
 - oppose and suspend the flying of aircraft, which, by their construction or record could be dangerous, unsafe or not airworthy or in the hands of an inadequately qualified pilot or non-members of The Club.
 - appoint one or more members to assist in the co-ordination of safety at fly-ins, competitions and air shows and formulate such additional operational and safety rules as may be required for the special event.

- issue a verbal warning to any member who breaks The Club Safety Rules or Regulations.
 - if the member who was issued with a verbal warning continues to break the rules, issue a written warning to the member, in the presence of a witness. A copy of this warning will be tabled at the next Committee meeting for action or record purposes.
 - If a visitor, after a verbal warning continues to abuse the Club Rules, instruct his host (a club member) to remove him from The Club premises. A written warning may be issued to the host member.
- g. The Public Relations Officer shall:
- be responsible for the arrangement of The Club social events.
 - liaise with the Safety Officer to arrange the social and entertainment side of the air shows and fly-ins.
 - co-ordinate with external clubs, concerning social activities and catering.
- h. The Training Officer shall:
- co-ordinate all training related activities of the club
 - ensure good record keeping of proficiency test records in conjunction with the Secretary.
 - be responsible for the maintenance and airworthiness of the club trainer, radios, chargers and batteries.
 - actively propagate the importance of the proficiency tests for all members.
 - be responsible to make sure that all solo students be tested according to Club rules and handed a solo certificate.
 - sign off on all proficiency tests before wings are handed to the student.
 - be available, wherever possible, at open days at the club to help potential pilots to fly the club trainer.
- i. The Committee may assign tasks to the additional members as deemed necessary.
- j. A Quorum for a Meeting of the Committee will consist of at least four members.
- k. The election of members of the Committee will be subject to their acceptance of the proposal and to the vote of the members. No member may be nominated without his personal consent.
- l. Any office bearer, Committee member, or member, acting on behalf of The Club, but without the authority of the Committee, will do so at his own risk, and The Club will not be responsible for his actions. His continued membership will be at the discretion of the Committee, and he will be held responsible for any losses to The Club.
- m. Should eight members not be available, the Committee must at least consist of a Chairman, a Treasurer, A Secretary and a Safety Officer. The tasks of the rest of the portfolios can be distributed between these members.
- n. Should the Committee need the services of Co-op committee members for certain tasks, they may do so following the majority vote at a Committee meeting. These Co-op members will be full members of the Committee, but without voting rights, for the period of service.

6. MEETINGS:

- a. The Annual General Meeting will be held each year within 60 days of the end of the financial year.
- b. A Special General Meeting may be called by the Committee or may be requested of the Committee on the simultaneous written request of 25% of the paid-up members.
- c. A Quorum for a General Meeting will consist of 25% of the paid-up members. If no Quorum is present, the Secretary will call another meeting, not less than a week ahead,

- at which those present will then constitute a Quorum.
- d. Reasonable effort must be made to have Committee Meetings once a month.
 - e. Members will be advised electronically by email or post of the AGM, or any special meeting. If through accident or oversight any member does not receive such notice, the proceedings of such meetings will not be invalidated.
 - f. Minutes of the previous Annual General Meeting will be read and authenticated at the next Annual General Meeting.
 - g. All Minutes will be deemed a true record after confirmation and signature of the Chairman and Secretary.
 - h. Thirty (30) days notice shall be given for any Annual General Meeting

7. FINANCES:

- a. The financial year of the club shall commence on the first day of January in each year and shall terminate on the last day in December of the same year.
- b. All books and accounts will be presented at the Annual General Meeting.
- c. Funds will be applied to the payment of expenses, development the Committee may decide upon, and such other purposes.
- d. Payments will require the approval of the Committee, and will be made by cheque or other legal means as authorised at a Committee Meeting.
- e. Funds received by the Treasurer on behalf of The Club will be deposited, within seven days of receipt, into one or more accounts at a financial institution decided upon by the Committee.
- f. Only official receipts and payments authorised by the Committee will be recognised.
- g. Spending of funds of the club will be strictly for the benefit of the club.

8. RESIGNATION:

- a. A Committee Member will be considered as resigned from the Committee should he absent himself without good reason, from three consecutive Committee Meetings or upon his written resignation.

9. DISSOLUTION OF THE CLUB:

- a. The Club may be dissolved upon resolution by an Extraordinary General Meeting on a majority of 90% of the total Club membership.
- b. The Club assets will be liquidated in whatever manner that Meeting deems fit.

10. AMENDMENTS TO THE CONSTITUTION:

- a. All proposed amendments to the Constitution or any other special resolutions are to be submitted, in writing, to the Committee at least three (3) months before the Annual General Meeting.
- b. A quorum for this meeting will be as per Clause 6c above.

11. ELECTION OF COMMITTEE MEMBERS:

- a. The Committee members to be elected shall be nominated and voted in by a majority vote by the members present at the AGM.
- b. Every member of the club shall be entitled to attend and vote at the AGM and special General meeting.
- c. Voting shall be by secret Ballot or a show of hands, as announced by the Chairman before voting commences.
- d. All voting shall be open to the scrutiny by the members.
- e. No proxy votes will be accepted.

12. REGULATIONS:

- a. The committee is empowered to make Regulations, By-laws and Rules consistent with the provisions of the Constitution, and to amend them when deemed necessary.
- b. Such documents shall be endorsed by the Chairman in the presence of the Committee and a copy of each of these documents shall be attached hereto.

13. BY-LAWS:

a. **By-law for Payment of Membership Fees**

Members of The Club will have a three month grace period after the end of the WRF financial year within which to renew their membership. During this grace period they will retain all their privileges as members of The Club.

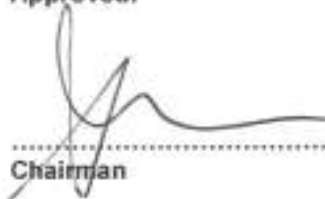
b. **By-law for Day Membership**

Any person who is not an *annual* member of The Club, who wishes to make use of the airfield, will be required to pay a Day Membership Fee. The amount of the Day Membership fee will be decided on by the committee annually. A person who has paid the Day Membership fee is a member of The Club for the paid-up period. Such a person however has no voting rights at any AGM or a Special AGM.

c. **By-law for Non-residing Membership (Residing outside Khomas Region)**

Any person who does not reside in the Windhoek district and who wants to become a member of The Club will be required to become a Guest Member. The annual fee for Guest Membership will be decided on by the committee annually. A person who has paid the Guest Membership fee is a member of The Club for the paid-up period. Such a person however has no voting rights at any AGM or a Special AGM.

Approved:


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Chairman

23-02-2011
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Date