



CONSTITUTION FOR THE LAA OXFORD GROUP

1. TITLE AND AFFILIATION

1.1 The Club shall be called LAA OXFORD GROUP also known as the LAA OXFORD GROUP STRUT hereafter to be referred to as 'the Club'.

1.2 The Club shall be a member club of the Light Aircraft Association (LAA) and of no other body without written approval from the LAA Board.

2. OBJECTIVES

2.1 To organise a range of activities on a regular basis for Club members and others, providing:-

- a local focus for recreational light aviation activities
- enjoyable flying and social activities
- improved safety knowledge and understanding
- opportunities to acquire/enhance aircraft building and maintenance skills

2.2 To promote the aims and ideals of the LAA

2.3 To encourage non-members to join LAA.

2.4 To advance the cause of light aviation through publicity, community activities, and education activities for young people.

2.5 To attract through appropriate publicity both LAA members and non-members

2.6 To maintain awareness concerning local threats or potential restrictions on light aviation activity (e.g. strips/airfields facing opposition or needing planning support) and report such information to the LAA.

3. MEMBERSHIP

3.1 Membership of the Club shall be open to any person of good standing, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a Membership Application Form and pays the relevant membership fee as determined by the Club. Membership will become effective upon an applicant's name being entered into the Membership Register.

3.2 The Members of the Club shall be those persons listed in the Membership Register (which shall be maintained by the Club Co-ordinator or Secretary). Membership of the Club is available in the following categories:

3.2.1 Full Member – full voting rights at meetings, subject to payment of membership fees.

3.2.2 Life Member – bestowed as an honour to long serving, distinguished members by the membership through an AGM. Full voting rights at meetings. Not subject to membership fees.

3.3 Annual Membership Fees. An annual fee payable by each member shall be determined by the Club Committee. The Club Committee may set different fees for different membership categories. The Club membership fee is in addition to any LAA membership fees. Any fees shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

Membership of the Club will run from 1st February to 31st January of the following year.

3.4 Resignation of Members. A member shall cease to be a member of the Club if, and from the date of which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee is more than three months in arrears shall be deemed to have resigned.

3.5 Misconduct and Expulsion. Any Member or Officer deemed guilty of misconduct may be cautioned or expelled from Club by majority decision of the Club Committee; any person expelled shall have the right of appeal to the Club Committee within twenty-eight days and the LAA shall be informed.

3.6 No member shall purport to speak or act on behalf of a Club or the LAA without specific authority to do so.

4. CLUB OFFICERS

4.1 The Officers of the Club shall be, as a minimum, the

- Chairman
- Treasurer
- Secretary/Membership Secretary
- [Safety Officer]¹
- [Children and Vulnerable Adults Officer]²
- Other officials may be elected to the committee to serve specific roles eg. Talks Organiser.

All club officials shall be LAA Members

Notes.

¹. Responsibility for safety rests with the Chairman however, if a Club organises activities, then a Club Safety Officer must be appointed from the membership, and appropriate safety procedures developed and followed.

LAA HQ must be informed of the name and contact details of the appointed Safety Officer, and of any subsequent change.

² If a Club organises events which may be attended by children and vulnerable adults, a Children and Vulnerable Adults Officer should be appointed with responsibility to ensure compliance with the relevant legislation. LAA HQ must be informed of the name and contact details of the appointed Officer, and of any subsequent change.

5. ELECTION OF OFFICERS

5.1 All Officers, who must be LAA members and beneficial shareholders, shall be elected at the Annual General Meeting of the Club from, and by, the Full Members of the Club.

5.2 All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

6. THE CLUB COMMITTEE

6.1 The affairs of the Club shall be controlled by a Club Committee comprising the Club Officers elected by the Annual General Meeting. The Club Committee shall meet at least once per year in the two months preceding the AGM, otherwise at agreed intervals.

6.2 The duties of the Club Committee shall be:-

6.2.1 To control the affairs of the Club on behalf of the Members and in accordance with the LAA Rules & Regulations.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Club Members and should be verified by an *account's examiner** before every Annual General Meeting. The club shall maintain a bank current account. Any withdrawal against Club funds should be approved by the Treasurer in line with Committee agreements.

6.2.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

6.2.4 To appoint Sub-Committees as necessary to fulfil the Club's business.

6.2.5 To appoint Officers of the Club to act with the authority of the Club Committee in the organisation and control of events.

6.3 The Club Committee shall make decisions on the basis of a **simple majority vote**. In the case of equal votes, the Chairman shall be entitled to a second and casting vote.

**NOTE: the appointment an accounts examiner is optional but recommended. Their role is to verify that the accounts are accurate. There is no requirement for any accountancy qualifications for this role.*

7. GENERAL MEETINGS

7.1 The Annual General Meeting shall be held not later than the end of JANUARY each year. FOURTEEN days written notice shall be given to members of the Annual General Meeting by either circulating a copy of the notice to every member at their home address, by email or by posting the notice on the Club Notice Board or webpage.

Members must advise the Secretary in writing** of any business to be considered at the Annual General Meeting at least SEVEN days before a meeting. The Club Co-ordinator/Secretary shall circulate or give notice of the agenda for the meeting to Members not less than seven days before the meeting.

7.2 The business of the Annual General Meeting shall be to:-

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Committee.

7.2.4 Elect the Officers of the Club.

7.2.5 Transact such other business received in writing** by the Club Coordinator or Secretary from Members SEVEN days prior to the meeting and included on the agenda.

7.3 Special General Meetings may be convened by the Club Committee or on receipt by the Secretary of a request in writing** from not less than five Full Members of the Club. At least FOURTEEN days' notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing** to the Club Coordinator or Secretary at least SEVEN days in advance of the Annual General Meeting date.

7.5 At all General Meetings, the Chair will be taken by the Chairman or, in their absence, by a deputy appointed by the Full Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by **a simple majority of votes** from those Full Members attending the meeting. In the event of equal votes, the Chairman shall be entitled to a second and additional casting vote.

7.7 A quorum for a General Meeting shall be **25% of the Full Membership** of the Club or 30 Full Members, whichever is the lesser.

7.8 Each Full Member shall be entitled to one vote at General Meetings. Other classes of membership may attend the meeting as observers and may speak by invitation of the Chairman but may not vote.

7.9 **Proxy voting** may be used at the discretion of the Committee. Proxy votes must be received in writing** by the Chairman or other notified club official prior to the vote being counted at the Meeting

7.10 **Remote meetings** may take place using suitable Information and Communications Technology (ICT). All full members shall be provided with suitable information on use of such ICT in good time for the meeting to be held. Votes cast through ICT shall be counted as though cast in person. Should technology issues be encountered, proxy voting may be used or the meeting reconvened at the discretion of the Chairman.

*** NOTE: 'in writing' includes email or other electronic means.*

8. ALTERATIONS TO THE CLUB CONSTITUTION

8.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded by Full Members. Such alterations shall be passed if supported by **not less than two-thirds** of those Full Members present at the meeting, assuming that a quorum has been achieved.

9. INDEMNITY CLAUSE

If a member has been authorized to undertake duties on behalf of the Club and in so doing, they incur costs, expenses or liabilities in the proper execution of these duties, the member shall be entitled to be indemnified out of Club funds, except in any case where the actions arise from negligence, default or breach of duty or trust.

10. DISSOLUTION

10.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If, at that Special General Meeting, the resolution is carried by **at least two-thirds of the Full Members** present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club but shall be given or transferred to some other voluntary organisation having similar objectives.

Table of amendments

Clause	Amendment	Enacted by
1.1	LAA model constitution amendment - Name of the group added	n/a Model constitution has been adopted by the club for many years.
3.2	LAA model constitution amendment - Definitions of membership clarified on LAA model constitution	n/a – existing custom and practice
3.3	Membership of the Club will run from 1 st February to 31 st January of the next year	AGM Jan 22
4.1	LAA model constitution amendment - Club Officers defined and requirement for all club officials to be LAA members (LAA requires 3 club officials are LAA members as a minimum)	n/a – existing custom and practice
6.1	LAA model constitution amendment - Clarified that committee meeting must be held before the AGM	n/a – existing custom and practice
6.2	LAA model constitution amendment - Clarified role of the accounts examiner and that the Treasurer may authorised withdrawal of club funds based on committee agreements.	n/a – existing custom and practice
7	LAA model constitution amendment - Clarified that ‘in writing’ includes email and other electronic means	n/a – existing custom and practice
7.1	LAA model constitution amendment - Clarified the requirement for the AGM to be held before the end of January (to ensure full members voting rights apply).	AGM Jan 22
7.1	LAA model constitution amendment - Reduced notification of AGM to 14 days instead of 21days Reduced notification of AOB to 7 days instead of 14days	n/a – existing custom and practice
7.3	LAA model constitution amendment - Reduced notification of SGM to 14 days instead of 21days	n/a brings in line with custom and practice of other meetings
7.4	LAA model constitution amendment - Reduced nomination of candidates to 7 days instead of 14days	n/a – existing custom and practice
7.9	LAA model constitution amendment - Addition of Proxy voting	n/a – existing custom and practice
7.10	LAA model constitution amendment - Addition of Remote Meetings	n/a – reflects current ability and custom and practice with ICT arrangements and provides ability to extend Zoom meetings to include formal AGM/SGM/Committee meetings.
10.3	LAA model constitution amendment - Amended typo ‘objectives’ in model constitution	n/a amendment of typo only

Electronic approvals obtained

Name	Position	Date of approval
Rob Harrison	Chairman	30/10/22
Rob Stobo	Deputy Chairman	1/10/22
Ian Melville	Treasurer	31/10/22
Jim de Salis	Deputy Treasurer	25/10/22
Jan Atherton	Membership Secretary	30/10/22
Geraldine O'Meara	Talks Organiser	1/11/22

Membership Approval obtained

At AGM 11/01/23