



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

Contents

	Page
Introduction	2
Constitution	3
Appendix 1 – Additional Notes	9
Appendix 2 - Disciplinary Procedure Guidance	10
Appendix 3 - Joining Procedure	14



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

Introduction

The CRCS Constitution has been derived from the BMFA Example Constitution-Revised 2024, and is intended to follow BMFA guidance as closely as possible to ensure the club can operate safely and effectively for the benefit of model aircraft flying at Aston Down Airfield.

The operation and running of a model flying club can present a number of challenges and the cornerstone for any club should be a robust constitution document. This document sets out the necessary framework by which the Cotswold Radio Control Society can operate as an effective club.

As with the vast majority of model clubs, the CRCS is constituted as a 'private members club' and as such is free to govern its own affairs as it sees fit, however it is important to note that such clubs are still subject to various aspects of UK legislation governing fairness and equality, and failure to adhere to these principles may present significant potential for legal action against the club and its officers. Whilst the insurance cover provided to BMFA affiliated clubs provides protection against such actions, it is of course preferable to prevent matters escalating to such excessive levels.

A comprehensive constitution and a set of airfield and safety rules ensures that the Cotswold Radio Control Society has well defined procedures and standards which enables the club to conduct its business lawfully and with due consideration for its members. In turn, the members know what is required of them and what their role and rights are within the club environment.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

CONSTITUTION

Words of masculine gender should be taken to include the feminine gender unless the context indicates otherwise.

For additional information on some articles, see the relevant note in **Appendix 1**

General

1. The club shall be called **Cotswold Radio Control Society** and will be affiliated to the **British Model Flying Association**.
2. The clubs' principal aim shall be the promotion of safe and responsible model aircraft flying. The only model types permitted to be flown at Aston Down shall be: (**See Appendix 1, Notes 6&8**)
 - a. Fixed wing propellor driven.
 - b. Gliders.
 - c. EDF models.
 - d. Rotary wing models
 - e. Models over 25kg gross weight can only be flown with the permission of the CRCS committee and owners must have a current CAA Exemption in place.
 - f. Smoke systems can only be used with specific permission from the committee.
3. Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any Proposed alterations must be submitted to the secretary or Chairman in writing at least 21 days prior to the meeting.
4. See **CRCS Data Protection Policy** relating to club members personal information required by the club.
5. See **CRCS Child and Vulnerable Adult** policy relating to any juniors or vulnerable adults involved with the club.
6. See **CRCS Airfield and Safety Rules** for operating rules at Aston Down Airfield.
7. CRCS follows the BMFA guidance for the club training procedures.

Members

8. A 'member' means any class of membership.
9. The Committee has the right to refuse membership to new applicants. (**See Appendix 1, Note 1**).
10. New members will be required to serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct. (**See Appendix 1, Note 2**).
11. New members' subscriptions shall include a one off joining fee payment as detailed in the **CRCS Subscriptions** document available on the club website. The joining fee will be decided at the Annual General Meeting.
12. Subscriptions are due by 1st January each year. Any member, who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to fly until they have



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

done so. BMFA membership and a current CAA Operator ID and Flyer ID must be in place before flying. **(See Appendix 1, Note 3)**

13. Members who have allowed their membership to lapse for less than 1 Month will not normally be asked to re-apply for membership or pay the joining fee, but will be required to pay a full 12 months subscription. Reduced subscriptions for new members will apply from September when they will be halved. The Committee reserves the right to ask for a formal membership application if it so wishes.
14. Members who have not renewed their membership by 1st February each year will be deemed to have left the club and a renewal after this period will be treated as a new membership application.
15. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request. The only exception to this is for those members who play no active part in the club whatsoever; i.e. social members only.
16. A member may be made a life member for extensive services to the club. Life members can only be created by a majority ballot of club members at a general meeting.
17. All members, without exception, must comply with all CRCS Airfield and safety rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.
18. Members may invite guest fliers to the site on arrangement with the Committee, and they must be BMFA insured unless they are trying out model flying for the first time. The club member must assume total responsibility for the actions and safety of their guest. Guests must fly under the supervision of instructors or committee members if their ability requires it, and such arrangements must be approved by the committee in advance of the visit. Guests are limited to three visits per year. **(See Appendix 1, Note 7)**

Rules, Discipline and Safety

See **Appendix 2** for the disciplinary procedure.

19. Additions and amendments to field safety rules and regulations can only be made by proposals at a General Meeting.
20. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next general meeting.
21. Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary or Chairman so that the matter can be addressed at the next Committee meeting.
22. Where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out. **(See Appendix 1, Note 4)**
23. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 30 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 24.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

24. The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice:
- a. The member is to be given a verbal warning by an authorised Committee Member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.
 - b. If the member does not respond, he is to be given a written warning by an authorised Committee Member to advise him of his misdemeanour and what he is reasonably required to do to make amends.
 - c. If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership
 - d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.
 - e. When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the Club membership at an EGM which the Committee would call on his behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.

In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.

In the event of dismissal, the Committee will arrange for the member's current membership fee (excluding BMFA subscription) to be reimbursed in full.

For further details of this Article see **Appendix 2 – Disciplinary Procedure Guidance**

Flying

25. The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a committee decision.
26. All flying members must attain the minimum standards of flying required to operate as a 'solo' pilot before being permitted to fly indirectly supervised. Members who joined after 1st Jan2024 must have a minimum BMFA A certificate before operating as 'solo'
27. Any member whose flying standards drop below the minimum requirement solo standard will be required to receive further training, and will not be permitted to fly unsupervised until the desired standards of flying are met.

Committee Structure and Appointments

28. The Committee of the Club shall comprise of not more than 7 members.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

29. The Officers of the committee shall be, Chairman, Secretary, Treasurer, Membership Officer, Safety Officer.
30. One senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings.
31. Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.
32. Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 14 days prior to the meeting, to serve for a period of one year. The Committee will be elected by majority vote or paper ballot from members present. All fully paid up members and life members are eligible to vote.
33. Should a committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting.

Committee Organisation and Powers

34. Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote in addition to his initial standing vote.
35. The Committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the members. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £500.00
36. All club accounts should be online where possible, and signatories for the financial accounts must be the Treasurer and one other committee member as a minimum.
37. Money, where possible should only be withdrawn from the club funds by BACS. However if it is done by cheque, it must be signed by not less than two Committee Officers.
38. The Secretary or Chairman must be informed of any negotiations proposed by club members which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.
39. The Secretary can recover out of pocket expenses through the normal method of submittal of receipts.
40. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club.
41. Any Committee Member or Officer wishing to resign must do so in writing.
42. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
43. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

Voting and Conduct of Committee Meetings

44. All committee meetings will have an agenda and minutes taken. Minutes of committee meetings will be made available to members on the club website or on request to the secretary.
45. A quorum of any Committee meeting shall consist of a majority of Committee Members.
46. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

47. Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.
48. An audio recording of committee meetings may be taken by the secretary only for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
49. Non committee members may attend committee meetings as observers by contacting the Secretary at least 7 days before the meeting. Any non committee Member may be asked to leave the meeting subject to approval from the Committee.

Voting and Conduct of General Meetings

50. All general meetings will have an agenda and minutes taken. Any other business will only be accepted at general meetings if the Secretary is given at least 14 days notice in writing of the item to be discussed.
51. A quorum of any general meeting is to be at least one third of the membership. Should a quorum not be met, the committee can decide to hold either an online meeting, or distribute the meeting material through email and ask for votes by return email.
52. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.
53. Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.
54. Amendments to proposals must be voted upon first.
55. An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
56. Non club members may attend Club meetings as observers as invited guests of a club by applying to the Secretary at least 14 days before the meeting. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
57. The Committee, through the Chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

Annual General Meetings

58. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 days notice of the meeting will be given in writing to all Club members.
59. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.
60. A competent individual (non-committee member) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and its liabilities.

Extraordinary General Meetings

61. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any officer of the Committee, stating the business to be discussed.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

62. The Secretary shall convene an Extraordinary General Meeting of the club by a resolution of the Committee stating the business to be brought before the meeting, of which 21 days notice has been given to all members in writing stating the business to be discussed.
63. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 15 members of the club, stating the business to be brought before the meeting. The meeting must be called within 28 days of request and 28 days notice must be given to all members in writing stating the business to be discussed.
64. When a request for a meeting is made in accordance with Article 59 and it is not called within 28 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 28 days notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

Insurance and Indemnity

65. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
66. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
67. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.
68. When there is a joint meeting between the Cotswold Radio Control Society and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

Dissolution Of The Club

69. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.
70. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members; the funds remaining will be held in trust by the BMFA for a period of ten years. **(See Appendix 1, Note 5)**
71. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be held in trust by the BMFA for a period of ten years. All members will receive a final statement of accounts. **(See Appendix 1, Note 5)**



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

Appendix 1 – Additional Notes

1. As a private members club we can refuse membership to any individual, however the reason cannot be due to, race, gender, sexuality, disability etc It is important that the reasons are documented in meeting minutes.
2. During this probationary period the member can be dismissed for misconduct without going through the disciplinary procedure.
3. A club cannot refuse a member's renewal if received before any deadline specified in the constitution, to do so is classed as dismissal and the disciplinary procedure must be followed.
4. A suspension carried out in this matter is considered a neutral act and infers no blame or guilt and is purely to allow an investigation.
5. Upon dissolution where clubs place funds in trust with the BMFA it is held for up to 10 years and returned in the event the club is reformed. After 10 years the funds get transferred to the Development fund and used to further model flying in the UK.
6. Autonomous (autopilot) systems are not allowed. All models must be directly controlled by the pilot.
7. Individuals wishing to try out flying models for the first time may do so only with an instructor, and if they are not currently members of the BMFA they will be covered by BMFA insurance for a maximum of 3 visits.
8. Other model types may be flown as a trial, subject to committee approval and which may be ratified for full approval at the following AGM



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

Appendix 2 – Disciplinary Procedure Guidance

Minor faults or shortcomings in behaviour should normally be dealt with informally by a committee member with a view to reaching agreement on the improvement required. Informal warnings should not form part of the formal disciplinary procedure and the formal procedure would not be followed before an informal warning is given. If, however, the problem persists or if the matter is more serious, action under the formal disciplinary procedure outlined in the constitution should normally be taken. The disciplinary procedure is intended to provide a formal framework to deal with the situation where an individual's conduct falls below acceptable standards and to ensure fair and consistent treatment of all members in such circumstances. The procedure outlined is a good practice guide on how clubs should deal with disciplinary issues.

Invitation To a Meeting

1. The committee should set out in writing to the member, the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal and the member should be invited to a meeting to discuss the matter.

Disciplinary meeting

2. The meeting should take place before any action is taken (other than suspension, in the event of alleged gross misconduct or police investigation, to enable a full investigation to take place). The meeting should not take place until
 - a. the member has been informed of the basis for the grounds given in the original notice of formal action or dismissal and
 - b. the member has had a reasonable opportunity to consider their response to such information.
3. At the meeting the committee should explain the complaint against the member concerned and go through the evidence that has been gathered.
4. The member must take all reasonable steps to attend the meeting.
5. After the meeting the member should be informed in writing of the committee's decision and their right of appeal against such decision to the members at a general meeting if they are not satisfied with it.

Appeal

6. If the member wishes to appeal, they should inform the secretary in writing within the time frame stated in the decision notice.
7. The member should set out specific reasons for the appeal.
8. The Secretary should call an Extraordinary General meeting of the club to hear the appeal
9. The member must take all reasonable steps to attend the meeting.
10. The appeal general meeting may take place after the disciplinary action or dismissal takes effect.
11. After the appeal general meeting the member must be informed of the general meetings final decision.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

12. At any meeting under the disciplinary procedure the member concerned should be given the right to be accompanied by another club member to act in a supporting capacity but such companion may not usually answer questions on behalf of the member subject to the procedure.
13. The member concerned also has the right to call witnesses or ask questions of any witnesses called by the committee.

General principles for the operation of the disciplinary and dismissal procedure

14. Formal disciplinary action should not normally be taken until the matter has been investigated.
15. Where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out.
16. The member should be informed that suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt.
17. The member should be advised of the allegations against them and have an opportunity to state their case before any formal disciplinary decision is made.
18. The member should be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
19. At every stage of the formal disciplinary procedure, the member will have a right to be accompanied at any disciplinary meeting by another club member.
20. A member should not be dismissed for a first breach of the rules, except in the case of gross misconduct, when the penalty will normally be immediate dismissal.
21. The member concerned will have the right to appeal against any formal disciplinary penalty.
22. Although the disciplinary penalties which may be imposed under this procedure will normally be imposed in the order set out in the constitution, the procedure may be commenced at any stage if the seriousness of the members alleged misconduct justifies this.

Disciplinary sanctions

As part of any disciplinary procedure, where the committee considers it appropriate to do so, they may impose a disciplinary sanction, which is a penalty. These will generally take the form of some type of warning.

23. **Verbal warning notice** - If conduct does not meet acceptable standards, a member may be given a formal verbal warning. This should set out the conduct problem, confirmation of improvement required and time scale for improvement to be made, together with the assistance to be provided to meet the objectives. A record of the verbal warning will be kept but the warning will be disregarded after usually a six month period (the time frame is dependent on the committee's decision) provided conduct has been satisfactory.
24. **Written warning** - If the offence is more serious or if there is insufficient improvement after a verbal warning or if a further broadly similar offence occurs whilst a verbal warning



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

remains in force, a written warning may be given. This will set out the nature of the conduct problem and confirmation of improvement required and time scale for improvement to be made, together with the assistance provided to meet the objectives. The warning should also inform the member that should your conduct fail to improve or you commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the committee) then you will be issued with a final written warning. The written warning will be kept on file, and the member should be informed after what time period it will be disregarded providing their conduct, attendance or performance has been satisfactory.

25. **Final written warning** - If there is still insufficient improvement after a verbal and/or written warning has been issued or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given. This will provide details of the complaint, the improvement required and the timescale for the improvement. It will also warn that a failure to improve or any further disciplinary offences over the next period referred by the committee may lead to dismissal or some other action short of dismissal. The final written warning will be kept on file and the member should be informed when the warning will be disregarded provided your conduct, attendance or performance has been satisfactory.
26. **Dismissal or other sanction** - If there is still further misconduct or a failure to improve conduct the final stage in the procedure may be dismissal.
27. **Examples of misconduct** - Examples of misconduct which may lead to disciplinary action being taken include, but are not limited to:
 - a. Failure to comply with field safety rules.
 - b. Breach of club policies and practices.
28. **Examples of gross misconduct** - The club may consider some types of misconduct to be so serious that a disciplinary warning would be an insufficient penalty. Such offences are known as offences of gross misconduct. Where the offence is one of gross misconduct the normal penalty will be dismissal without a prior warning being issued (summary dismissal). Dismissal for gross misconduct will not normally occur until a disciplinary meeting has taken place.
29. Matters which may justify summary dismissal include, but are not limited to:
 - a. Dishonesty, theft and fraud from the club or its members.
 - b. Deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the club, etc.
 - c. Vandalism or sabotage of club equipment and property.
 - d. Fighting, or seriously disruptive behaviour or offensive or abusive language.
 - e. Serious misuse of computer, email and internet systems, including posting to club websites or emailing pornographic, offensive or obscene emails to members.
 - f. Misuse of club financial or other confidential club information.
 - g. Acts of bullying, harassment or discrimination.
 - h. Model flying under the influence of drinks, illegal drugs or other intoxicants.
 - i. Misconduct which may bring the club into disrepute.
 - j. Serious breaches of the club policies, procedures and safety rules.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

- k. Deliberate or serious damage to the clubs/landowner's property or causing loss, damage or injury through serious negligence.
- l. Any criminal offence carried out at the club site or during club meetings/events where such offence impacts or may impact upon the club.



Cotswold Radio Control Society

CRCS Constitution

Last Update November 2025

[Appendix 3 – Joining Procedure](#)

CRCS Joining procedure

The objective of this procedure is to ensure as much as possible, prospective members will readily accept and conform to the BMFA and club rules, especially relating to the safety of airborne gliders, traffic on the perimeter road and flight line safety.

1. When an initial enquiry to join the club is received by the Membership Secretary, a response is sent accompanied by the **Introduction To The CRCS** flyer. Ideally a prospective member is introduced by and is known to a current club member but not necessarily.
2. The membership Secretary will invite the person to a flying session at AD as a guest, to fly a model of their own and be met by as many committee members as possible. If the person is an absolute beginner it may be possible to arrange a trainer to be available, weather permitting.
3. The committee will make a decision if a person will be invited to join the club. If an invitation is sent it will be accompanied by a **New Member Application Form** and copies of the **CRCS Constitution** and **CRCS Club Rules**.
4. When the application form is received back from the prospective member, it will be reviewed by the committee and if approved the Membership Secretary will send the person the subs costs applicable to them and the bank details.
5. Once the payment has been received an email will be sent to confirm membership.
6. Add the new member to all the club WhatsApp groups.
7. Meet the new member at AD to formally introduce them to flying at the airfield and seek to pass them off for solo flying where applicable. NOTE: A new member will not be considered at 'solo' status until they have a minimum of a BMFA A certificate and an instructor or committee member has checked them out regardless of any other certificates of competence they may hold.