



SCOTTISH HANG GLIDING & PARAGLIDING FEDERATION

CONSTITUTION

Revised February 2020

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ITEM 1 OBJECTIVES OF THE FEDERATION

- 1 .1 To promote, foster, develop and organise the sports of Hang Gliding & Paragliding in Scotland.
- 1 .2 To promote the safety standards laid down by the BHPA and other relevant bodies.
- 1 .3 To co-ordinate the activities of Hang Gliding & Paragliding in Scotland.
- 1 .4 To represent Scottish Hang Gliding & Paragliding interests in negotiations with government departments, local authorities and landowners.
- 1 .5 To provide Hang Gliding and Paragliding training opportunities in Scotland.
- 1 .6 To encourage the training and qualification of instructors and coaches in Scotland to the standards laid down by the British Hang Gliding & Paragliding Association.
- 1 .7 To affiliate to and liaise with any relevant international and British bodies concerned with Hang Gliding & Paragliding.
- 1 .8 To borrow or raise money for the purposes of the SHPF on such terms and on such security as may be considered suitable.
- 1 .9 To invest the monies of the SHPF not immediately required for its purposes.
- 1 .10 To engage in such other activities as are incidental or conducive to the attainment of the aforesaid objectives.



ITEM 2 RELATIONSHIP WITH THE BRITISH HANG GLIDING & PARAGLIDING ASSOCIATION (BHPA)

- 2.1 The SHPF requires all flying members to be flying members of the British Hang Gliding & Paragliding Association.

ITEM 3 MEMBERSHIP

3.1 Classes of membership shall be:

- a. Individual
- b. Club
- c. Associate

3.2 Requirements

a. Individual Membership:

- Flying Members are to be flying members of the BHPA.
- Members are to pay the appropriate membership fee.

b. Club Membership:

- Membership of the SHPF shall only be open to BHPA Member Clubs.
- All flying members of the Club are to be flying members of the BHPA.
- All flying members of the Club graded Club Pilot or higher are to be Individual Members of the SHPF.
- The Club shall be responsible for administering their members SHPF membership applications.
- The Club shall abide by the SHPF Reciprocal Sites Agreement.

c. Associate Membership:

- Associate membership shall be open to those acceptable to the committee under such terms and conditions as the committee deem appropriate.

3.3 Rights and Benefits:

a. Individual Membership:

- Voting at General Meetings.
- Receiving publications and newsletters as published from time to time.
- Participation in coaching courses, events and competitions organised by or on behalf of the SHPF.
- Eligibility to be selected for the National Team.
- Benefit from the SHPF Reciprocal Sites Agreement.

b. Clubs Membership:

- Representation at SHPF committee meetings.
- Receiving copies of the SHPF constitution.
- Receiving copies of SHPF committee meeting minutes.
- Receiving copies of relevant correspondence to and from the SHPF.
- Promotion within SHPF publicity material.



- Receiving assistance with resolving local concerns.
- Having access to the SHPF's Governing Body status when dealing with National and Governmental bodies.
- Having assisted access to the facilities of SportScotland.

c. Associate Membership:

- As deemed appropriate by the committee.

Upon request, each member or potential member shall receive a copy of the SHPF constitution.

Application for membership shall bind the applicant to observe the Constitution and Rules of the SHPF.

Every member shall as far as possible further the objects, interests and influence of the SHPF.

ITEM 4 RESIGNATIONS

Any member resigning from membership shall intimate this action in writing to the Secretary.

ITEM 5 SUSPENSION OF MEMBERS

5.1 Should the conduct of any member be, in the opinion of the Executive Committee, injurious to the character and interests of the SHPF, the Executive Committee, having taken all reasonable steps to ascertain the facts, shall be empowered to suspend all rights and privileges of the member, who must be notified in writing of the Executive Committee's decision by registered post.

5.2 A member having such action taken against them shall have the right of appeal to a General Meeting of the SHPF provided that a written notice of appeal is received by the Secretary within 21 days of the dispatch of the Executive Committee's decision.

5.3 Any member whose subscription has not been paid by 1st March of the current financial year may have rights and privileges suspended until such subscription shall have been paid.

5.4 Failure to meet any membership requirement automatically suspends SHPF membership.

ITEM 6 FINANCE

6.1 Individual subscriptions shall be agreed at the Annual General Meeting of the SHPF. Subscriptions shall be due on the first day of January each year.

6.2 The financial year of the SHPF shall run from 1st January to 31st December and the accounts of the SHPF shall be balanced each year and submitted after independent audit to the Annual General Meeting.

6.3 The Executive Committee shall cause proper books of account and a Register of Members to be kept.



6.4 An independent auditor will be appointed by the incoming Executive Committee within six months of each Annual General Meeting.

ITEM 7 MANAGEMENT

7.1 All members of the Executive Committee shall be elected at each Annual General Meeting.

7.2 The Executive Committee shall consist of: The Chairman, Treasurer, Secretary, Safety Officer, Sites Officer, Chief Coach, Website Editor/Communications Officer, Hang Gliding Representative, Cross Country League Co-ordinator and Scottish Nationals Organiser.

The maximum period a member can serve as Chairman is four years consecutive service, the Secretary and Treasurer are restricted to eight years consecutive service, unless the positions cannot be filled at the AGM and then a longer period of service is permitted.

7.3 The Annual General Meeting may appoint an Honorary President who will be an ex-officio member of the Executive Committee for the following year.

7.4 The management and control of property, funds and affairs of the SHPF shall be vested in the Executive Committee.

7.5 The Executive Committee shall consist of between six and twelve elected Individual Members.

7.6 All members of the Executive Committee shall have full voting rights at all Executive Committee meetings and in the event of there being an equal number of votes cast for and against a motion the Chairman shall have a casting vote in addition to his deliberative vote.

7.7 A Member Club not having a member within the elected Executive Committee shall be invited by the said committee to send a representative to participate in Executive Committee meetings. The representative shall not have voting rights at these meetings.

ITEM 8 POWERS OF THE EXECUTIVE COMMITTEE

8.1 The Executive Committee shall meet not less than three times a year unless agreed by the Executive Committee.

8.2 The necessary quorum for the transaction of regular business shall be four. All matters shall be decided by a simple majority.

8.3 The Executive Committee shall be empowered to:

- Expend any of the funds of the SHPF in furtherance of any of the Objectives of the SHPF.
- Make changes in the Rules of the SHPF. Temporary changes may be made immediately then ratified at the Annual General Meeting.



- Appoint and dismiss a General Secretary, National Coach or any other full or part time paid official. The duties of such employees will be those as indicated in their contracts of employment and as stated in the Rules of the SHPF.
- Appoint and disband sub-committees with specific terms of reference in accordance with the Objectives of the SHPF.
- Ratify and rescind all recommendations and decisions of sub-committees.
- Co-opt persons to and remove such persons from the Executive Committee or sub-committees. The voting rights of co-opted members shall be stated by the Executive Committee upon co-option.
- Fill any vacancy occurring in any office or in its own membership.
- Act as the authority for the interpretation of the Rules of the SHPF and of the Regulations made thereunder and any matter affecting the SHPF and not provided for therein. The decisions of the Executive Committee shall be final and binding on all members unless successfully challenged at a General Meeting.

8.4 Eligible attendees shall be informed of each Executive Committee meetings date, time, venue and agenda at least fourteen days in advance.

ITEM 9 MEETINGS

9.1 The Annual General Meeting shall be held on a date to be decided at the preceding Annual General Meeting. The AGMs business shall be conducted in the following order:

- Apologies for absence.
- Approving the minutes of the previous years Annual General Meeting.
- Receiving the Annual Reports.
- Receiving the Financial Report and approving the Accounts.
- Discussion and voting on proposals.
- Electing the Executive Committee.
- Setting the date of next AGM.
- General discussion on non-voting issues. Proposals not on the Agenda shall only be voted on if two thirds of the members present and entitled to vote agree that the matter could not have been raised in the normal manner.

9.2 Any item for the AGM Agenda, including resolutions which propose altering the SHPFs' Constitution or Rules shall be submitted in writing to the Secretary at least 56 days prior to the AGM.

9.3 Nominations for the Executive Committee shall be made to the Secretary at or before the Annual General Meeting. All nominations shall include the proposed, proposer, seconder and a declaration of potentially conflicting interests from the proposed.

9.4 Notice of the Annual General Meeting shall be publicised, by means deemed appropriate by the Executive Committee, 28 days prior to the meeting. The Notice shall indicate the date, time and place of the meeting and the agenda.

9.5 An Extraordinary General Meeting of the SHPF may be convened at any time on the authority of the Executive Committee or within 56 days of a written proposal signed by at least 10% of individual members. The purpose of the General Meeting shall be specified in the form of resolutions. Full details of these resolutions together with the date, time and place



of the meeting shall be sent in writing to all Individual Members not less than 28 days before the meeting.

9.6 At all General Meetings:

- Each Individual Member shall be eligible to attend, be heard, and entitled to one vote.
- The quorum shall be at least 20% of the total membership or 12 Individual Members at the time of the meeting whichever is the lesser.
- If a quorum is not present the meeting cannot be held and must be reconvened within 56 days. Twenty Eight days notice giving the date, time and place of the meeting must be given to all Individual Members.
- In the event of there not being a quorum at the reconvened meeting the Executive Committee shall be empowered to take an appropriate action and decisions in accordance with the Constitution and Rules of the SHPF
- The Chairman of the SHPF, or in his absence, the Treasurer or Secretary, shall preside as Chairman of every General Meeting but if there is not such Chairman or if at any meeting they shall not be present within fifteen minutes of the time appointed for holding the meeting or shall be unwilling to preside, the members present and entitled to vote shall choose some member of the Executive Committee, whom failing some other member of the SHPF who shall be present to preside. No business shall be discussed or transacted at any General meeting while the Chair is vacant except the election of a Chairman.
- All resolutions except those changing the Constitution or any part thereof shall be decided by a simple majority of Individual Members present and voting at the meeting. In the event of an equal division of votes cast the person taking the Chair at the Meeting shall have a casting vote in addition to any deliberative vote he may possess.
- Resolutions changing the Constitution shall be decided by two thirds majority of the Individual Members present and voting at the meeting.
- Proxy votes shall not be recognised at any meeting.

ITEM 10 DISSOLUTION

If when a dissolution of the SHPF has been resolved there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among members but shall be given or transferred to a UK National Governing Body with comparable objectives to the SHPF, as determined by SportScotland.

The revised constitution above was approved at a SHPF AGM held on 08/02/2020.

Signed on behalf of the SHPF

(Warwick Lister-Kaye)

Role of signatory

SHPF CHAIRMAN



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Signed on behalf of the SHPF

A handwritten signature in black ink, appearing to read 'W. Lister-Kaye', written over a horizontal line.

(Warwick Lister-Kaye)

Role of signatory

SHPF CHAIRMAN