

British Women Pilots' Association Limited



RULES OF BRITISH WOMEN PILOTS' ASSOCIATION LIMITED

AS ADOPTED (AGM) 10th December 2017 - These Rules supersede all previous issues of BWPA Rules. The Articles of Association take precedence over these Rules and, where appropriate for clarity and continuity, cross-reference to the BWPA's Articles of Association is made in parenthesis []

The name of the Association (hereinafter called "the Association") is The British Women Pilots' Association, abbreviated to BWPA and it is registered at Companies' House as The British Women Pilots' Association Limited (No: 10797602).

1. AIMS AND OBJECTIVES [Para 2]

- 1.1. the promotion of the training and employment of women in aviation and the promotion of practical schemes to assist women to gain air licences; including raising awareness of opportunities for females of all ages.
- 1.2. to act as advisers to women regarding the training required and the openings available in aviation; and
- 1.3. to promote and encourage collaboration between members of the Association and to enable women in aviation to meet and exchange knowledge of mutual interest and to communicate views from the Association.

2. MEMBERSHIP

Members of the Association can be Full Members, Family Members, Associate Members, Youth Members and Honorary Members. *Extant Members aged 80 years plus are eligible to receive a discount of 50% of the applicable Membership fee.*

2.1. Full Members: only women pilots (over the age of 18 years) may be full members who hold or have held:

2.1.1. a Pilots' Licence or its equivalent in other countries or in the Armed Forces

2.1.2. a Bronze Badge for Gliding, or its international equivalent

2.1.3. a British Hang Gliding or para gliding/motoring pilot qualification or its international equivalent

2.1.4. other appropriate aircrew licences/qualifications such as (but not exclusively): ballooning, parachuting

2.2. Associate Members:

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2.2.1. Women training for the licences and certificates referred to in Rule 2.1.

2.2.2. Men and women interested in furthering the aims of the Association and committed to the Association's Objectives.

2.3. Family Members: Both full and Associate Members may take out Family Membership to cover their parents, partners and children under eighteen years of age. All contact for a Family Membership will be through one address.

2.4. Youth Members: Young people over 16 years and under the age of 18 years may join as Youth Members on payment of 50% of the usual Associate subscription. Youth Members cannot exercise rights as Full Members even if otherwise qualified until aged 18 years. Young people younger than 16 years would be expected to join in association with a Family Membership.

2.5. Honorary Membership: Women and men may be granted free Honorary Membership on invitation by the committee to join the Association.

3. BWPA SUBSCRIPTIONS AND RENEWALS.

3.1. Membership Year: The Membership year matches the BWPA's financial year running from 1 May to 30 April and renewal fees are due on 1 May.

3.2. Membership Subscription. The Membership Subscription is agreed by the Membership annually at the AGM, based on the recommendation of the Committee. Any changes to the annual subscription take effect from the start of the BWPA's following financial year, the date of which is 1st May.

3.3. Joining the BWPA. Any woman may apply for Full or Associate Membership as appropriate, and any man may apply for Associate Membership. All applications shall be on the form agreed by the Committee and the applicant must provide enough information to determine their eligibility, together with an undertaking that the applicant will comply with the Rules of the Association.

3.3.1. Applications from Youth Members (ie: anyone aged under 18 years) must be countersigned by an adult guardian, who would routinely be copied into financial communications and supplies a contact for that purpose.

3.4. Membership and Data Protection. The Association will only collect and retain information necessary for contacting the member, running the association, and achieving its objectives. All Members may request a copy of records held for them and its correction or deletion of or some or all details. Deletion of essential information could lead to suspension of Membership.

3.4.1. Membership data can only be released through the Committee and then only in accordance with Data Protection advice.

3.4.2. The Membership List must not / will not be used for gain or reward or for any commercial purposes.

3.5. Members' Rights and Responsibilities:

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3.5.1. All Members must notify the Association of any changes in their contact details or eligibility criteria for their class of membership.

3.5.2. The Association will provide Members with a copy of these Rules when they join and on revision. The annexes may also be supplied to any Member on request to the Secretary.

3.5.3. Activities to the Detriment of the BWPA. If any Member engages in any activities which are considered by the Committee to be prejudicial to the interests of the Association, the Committee may request the resignation of that Member.

3.5.4. Resignation. Any member wishing to resign shall do so in writing to the Secretary (at secretary@bwpa.co.uk) (Article)

3.6. Membership Renewal. Membership renewal fees are due as at 1 May, when renewal will be notified to the members once electronically to the supplied address or, if no email, to a postal address. The Member then has three months to renew from the date fees are due, ie: by 31 July or BWPA membership will automatically cease on 1 August if not renewed.

3.6.1. Full Members cannot vote at General Meetings whilst their subscription renewal remains due and unpaid.

3.6.2. Members (over 18 years of age) are individually liable for a maximum of £1 in event of a claim on the Association.

4. GENERAL MEETINGS

General Meetings enable Members to take part in the running of their Association. No business may be conducted at a General Meeting without a minimum of twelve Full Members (a quorum) present at the scheduled start time of the General Meeting or within 30 minutes of that time. Associate Members may attend, but only Full Members can vote. There are two types of General Meeting.

4.1. Annual General Meeting (AGM): An AGM must be held in every calendar year at a time and place decided by the Committee and not more than fifteen months after the last preceding AGM. Members are notified in writing at the email (or postal) address so that they have been given at least 21 days in advance of an AGM.

4.2. Extraordinary General Meeting (EGM): All General Meetings other than AGMs, are Extraordinary General Meetings. Members will be given at least 14 days' notice of any EGM. They cover one topic only and are called either by:

4.2.1. The Committee may call an EGM if they consider a matter cannot wait until the AGM, or

4.2.2. Formal request by 5% of the Full Member to discuss a specific notified topic.

5. THE COMMITTEE

The Committee is responsible for the general organisation, running and management of the Association. The Committee consists of:

5.1. The Honorary Officers, who are: Chairwoman, Vice-Chairwoman, Treasurer and Secretary. These Honorary Officers are also Directors of the incorporated Association.
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5.2. Ordinary Committee Members – Voting Members of the Committee, who will be not be more than ten or less than three Full Members.

5.3. Up to two associate members may, at the discretion of the Committee, stand for election to the Committee, (the position to include full voting rights and eligibility to serve as an Honorary Officer for the duration of their service).

5.4. The office of a member of the Committee shall be vacated when:

5.4.1. The Committee Member's Subscription is not paid by or on the due date

5.4.2. In the case of a Member of the Committee who is required to handle Association money belonging to the Association, a receiving order is made against her or she makes any arrangement with her creditors.

5.4.3. A Member is diagnosed to be suffering from a psychiatric disorder rendering her incapable of carrying out her duties.

5.4.4. A Committee Member gives notice in writing to resign her office.

5.5. **Removal.** The Association may, by Ordinary Resolution, remove any member of the Committee before the scheduled end of her term of office and may, by Ordinary Resolution, appoint another member in her stead. The replacement person shall retain her office for as long to replace the member in whose place she is appointed, had she not been removed and standing down on the same date.

5.6. **The Chairwoman** is nominated from amongst already serving Members of the Committee.

5.7. **Terms of Office of Officer and Ordinary Committee Members.** The Association may in General Meeting decide the terms of office for its Honorary Officers and Ordinary Members of the Committee.

5.7.1. The Honorary Officers and Ordinary Committee Members shall normally hold office for one year, and be eligible for re-election for a further year up to a total of six consecutive years.

5.7.2. Ordinary Committee members who have completed six consecutive years stand down and are only eligible for re-election after one year.

5.7.3. Previous years of service on the Committee for the Chairwoman, who must be a Committee Member, and the Honorary Officers, will be disregarded.

5.8. **Nominations to the Committee.** Prior to the AGM the Membership will be notified of Committee vacancies and asked for nominations on the appropriate form. Honorary Officers and the Ordinary Members of the Committee shall be elected at the Annual General Meeting in every year. Proxy votes are permitted to vote for Committee Members.

6. BWPA FINANCE AND ACCOUNTS. The BWPA's Committee is responsible for keeping of proper books of accounts for the Association, and reporting to the Membership sufficiently to permit decisions.

6.1. Accounts submitted to the Membership include:

6.1.1. All sums of money received and expended and the matters in respect of which such receipts and expenditure took place.

6.1.2. All sales and purchases of goods and services

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6.1.3. The assets and liabilities of the Association.

6.1.4. Projected income and expenditure.

6.2. At the BWPA AGM the Committee will provide an Income and Expenditure Account for the period since the preceding account, made up to a date not more than nine months before the AGM. Every such account shall be accompanied by a report of the Committee and a report of the independent examiner. It should be available to the Membership no less than twenty-one clear days before the date of the AGM. The Examiner's report shall be open to inspection and is to be available for reading by Association Members before the meeting.

7. BWPA CORRESPONDENCE AND HEADED NOTEPAPER.

The BWPA conducts its formal business using appropriately headed stationery, whether electronically or in hard copy. Committee Members are to ensure that formal external communications include agreed headers and footers, using official email addresses and the BWPA's established office address at White Waltham. The BWPA's branding should not be used in any circumstance by any Member on non-BWPA business. In case of doubt the matter should be referred to the Chairwoman or Secretary.

7.1. Publication of minutes: Minutes of AGMs and EGMs marked 'draft' or 'final' will be available to the Membership

8. WINDING UP OR DISSOLUTION.

This is covered in the Articles of Association [4]

9. REVIEW OF RULES.

These Rules are subject to review and agreement at each AGM

Annexes:

A. BWPA Committee Meetings and Procedures

Appendices to Annex A - Committee: Job Descriptions for Committee Members