

The Constitution of the British Paramotor Competitions Panel

Version: August 2023.

Editorial amendments in respect of change from BHPA Club to BHPA Panel, temporarily approved by the committee in advance of ratification at the 2023 AGM.

Definitions:

Paramotor:

An aircraft with a foot launched back-pack power unit flown under a paraglider style wing either solo or tandem. For the purposes of this document, the expression also covers powered paraglider trikes and foot-launched powered hang gliders.

BHPA British Hang gliding and Paragliding Association:

The representative body of Hang gliding and Paragliding (including Paramotoring) within the UK.

BMAA British Microlight Aircraft Association:

The representative body of Microlighting (including Paramotoring) within the UK. In addition BMAA, through the CIMA technical commission of the FAI, is responsible for all FAI Events, Final British Team Selection and PPG Records.

The British Paramotor Competitions Panel:

This is a BHPA panel, but will also work closely with the BMAA in the organisation of competitions and matters relating to participation international competitions. The Panel acknowledges the BMAA's authority for the selection of the British team and competitions run under the auspices of the FAI.

The British Paramotor Competitions Panel Committee:

The governing committee of Paramotor Competitions under BHPA.

A Forum of the Committee:

A meeting of members occurring online or in person, where a quorum is present.

A Quorum of the Committee

A quorum of the Committee, being a minimum of one half of the Committee and including a minimum of two out of the Committee's elected officers.

Officers of the Committee:

The elected Chairman, Secretary, Treasurer, Sponsorship officer, Training Officer.

Chairman:

The Chairman of the Committee. The chairperson of the Committee shall be elected by those eligible to vote at the AGM each year.

Secretary:

Responsible for the day to day operations of the Panel and acting on behalf of the Chairman in his / her absence. The secretary of the Committee shall be elected by those eligible to vote at the AGM each year.

Treasurer:

Responsible for maintaining the Panel's accounts and finances. The Treasurer of the committee shall be elected by those eligible to vote at the AGM each year.

Sponsorship Officer:

Responsible for raising funds towards competition activities through commercial sponsorship, developing and maintaining relationships with the paramotor industry.

Training Officer:

Responsible for coordinating and managing training activities for pilots wishing to develop their competitive flying skills, both for national championships, and the British Paramotor Team for international Championships.

1. TITLE

- a. The title of the organisation shall be: **The British Paramotor Competitions Panel** hereinafter called "the Panel" and the committee shall be known as "the Panel Committee".

2. FUNCTION

- a. To organise the annual British Open Paramotor Championships in the United Kingdom.
- b. To oversee the organisation of the British National Paramotor League (when running), providing support and equipment to the organisers.
- c. To facilitate coaching of Paramotor pilots to enable them to win individual and team medals at international events.

3. OBJECTIVES

- a. To organise and run the annual British Open Paramotor Championships.
- b. To coordinate the annual British National Paramotor League and National Championship competition to find an official British champion.
- c. To facilitate the entry to local, national and international paramotor competitions for all members of society. To generate an inclusive ethos in paramotoring for all, regardless of gender, ethnicity or disability. To remove "physical disability" barriers in competition, where they exist, in local, national and international competition rules and in the development of suitable equipment to enable participation.
- d. To represent pilots' wishes and preferences in shaping the PPG Competitions of the future.
- e. To make competitions safe, fair, fun and challenging, and to encourage the participation of and experienced pilots.
- f. To encourage and oversee pilot coaching and to facilitate the provision of data from competitions with a view to select the strongest possible British Team for participation in FAI events.
- g. To ensure the competition environment is both safe and appealing to the spectating public and competitors.
- h. To recommend to the BMAA the preferred candidate for the role of Alternate Delegate to CIMA. The Alternate Delegate represents the interests of British paramotor competition pilots at CIMA, in particular at the annual CIMA conference.

4. COMMITTEE MEMBERSHIP

- a. The Committee membership shall be limited to 5 persons with voting rights.
- b. The Committee posts are held normally for 2 years.
- c. The Committee shall be selected by means of voting each year, with two or three of the membership stepping down. Those stepping down may declare themselves available for re-election.

5. PATRONAGE

- a. Whilst the Panel operates as a subcommittee of the BHPA Exec, due to the structure of RAeC and FAI reporting, the Panel will work with the BMAA for such purposes as the selection (confirmation) of teams competing in FAI events and the representation of British paramotor competition pilots at CIMA.

6. THE OFFICERS OF THE COMMITTEE

a. No more than one representative of a company or group of companies may serve as an officer of the Committee simultaneously. 'Representatives' in this instance are to be interpreted as officials or employees of a company or those with a significant financial stake in the company.

7. ELECTION OF THE MEMBERS OF THE COMMITTEE

a. Any BHPA member can stand as a candidate, but they must be seconded by two people eligible to vote. Individuals who wish to serve on the Committee are to nominate themselves and be seconded by 2 individuals that are eligible to vote.

b. An individual is eligible to vote a member onto the committee provided that:

i They are members of the BHPA.

ii They are British passport holders or normally domiciled in Great Britain

In addition they must meet at least one of the following criteria:

iii Must have been a fully paid-up entrant and started at least one task in a British National League or British Open competition in the last three years

iv They were accredited marshals or other staff directly involved in the running of any of the previous three year's championships

v They are an existing committee member.

c. Candidates for membership of the Committee shall declare any commercial interests relating to the activities and objects of the Committee or the sport of paramotoring in general at the time of application, or any changes in these interests, at the earliest opportunity thereafter.

d. To provide some stability, each Member of the Committee is normally expected to hold a two year tenure, unless re-voted on for a further two years – there is no limit to the amount of time that an individual can be on the Committee provide that they are voted on, on each occasion

e. Each year, two or three members of the committee shall stand down but may offer themselves for re-election. If there are insufficient volunteers to stand down then lots will be drawn by the Members wishing to stay to see who shall stand down.

f. In the event that there are more candidates than places available, a vote shall be conducted at the AGM using voting cards that will be handed out to those eligible to vote. Should there not be enough time to conduct the AGM or the vote, this process will be conducted by post/email.

g. Method:

i A deadline shall be set for candidate submissions. Normally one week before that year's AGM.

- ii. In the event that there are not enough candidates to fill the vacant places by the deadline, then the existing committee may accept late submissions at the AGM. The voting process may have to be modified accordingly
 - iii. The number of vacant places that year is known. If there is the same number of candidates as vacant places no vote is necessary.
 - iv. If a vote is necessary then it is implemented as outlined above.
- h. People can be co-opted to the committee and be fully included in all discussion but don't have voting rights.

8. PROCEEDINGS OF THE FORUM OF THE COMMITTEE

- a. The Forum of the Committee shall take place either electronically (via the web) or in person.
- b. The Chairman of the Forum of the Committee shall normally be the Chairman of the Panel Committee.
- c. The quorum of the Committee meeting shall be not less than 50% of the Committee members entitled to vote including a minimum of two out of the Committee's elected officers.
- d. No member of the Committee shall receive payment for any work carried out. Expenses however, can be claimed when prior agreed by two officers of the Committee, and serving members of the committee will have their BHPA annual individual membership reimbursed.
- e. The Committee may appoint such special or standing Committees, Working Groups or Subject Matter Experts as it considers necessary, and determine their Terms of Reference, powers and duration of office. Non-committee members co-opted for such purposes shall not have voting rights.
- f. The proceedings of the Forum of the Committee shall not be invalidated by any failure to correctly appoint any officer.
- g. In normal circumstances, only elected Committee Members shall be eligible to vote, taking into consideration any views or opinions offered by BHPA Members and the wider competitions community.

9. DUTIES & RESPONSIBILITIES OF THE COMMITTEE

- a. Each member of the Committee is entitled to an equal single vote. In the event of a tied decision, the Chairman has the casting vote.
- b. Committee members shall take office at the end of the meeting at which they were elected.

- c. The Secretary to the Committee shall provide an update of all actions and discussions as necessary through the year. These will be filed on the forum website for all members to read.
- d. Meetings and actions agreed by Members are to be notified to the Secretary for inclusion in the minutes.
- e. The Treasurer shall provide up to date accounts to the Committee for inspection twice a year or on request.
- f. The Committee shall operate and raise funds and defray expenses in accordance with the Objectives. It may charge fees for admission or participation in events and incur such liabilities as it may deem proper provided that the Forum of the Committee may not (without prior approval of an Annual General Meeting or Extraordinary General Meeting) incur liabilities in excess of the assets, including any reasonably expected income. Any expenses incurred in excess of funds held or directly forecasted or pledged, must be sanctioned by those members who are nominated by the Committee as the financial representatives.
- g. The Committee shall hold and administer, for the general benefit of competition pilots, all funds, property and equipment in the general ownership of the Panel.
- h. The Committee shall seek to raise funds by commercial means, sponsorship and grants from recognised organisations such as the BMAA and the BHPA.
- i. The Committee may, by a Forum vote, suspend any officer or member of the Committee from service until the next Annual or Extraordinary General Meeting of the Committee provided that before requiring the suspension of any officer or member, the Committee shall give such member the opportunity of appearing before the Committee, or hearing the reasons for such proposed suspension. The Member shall, if they so wish, be permitted to address the next following Annual or Extraordinary General Meeting in the same regard. Such officer or member may be removed from office by a resolution voted on and passed by a quorum voting at such an Annual or Extraordinary General Meeting.

10. MEETINGS OF THE PANEL

- a. The Annual General Meeting shall be held each year at such time and place as the Committee shall determine and shall be open to all BHPA members. Non BHPA members may join as observers, but shall not have voting rights.
- b. At the Annual General Meeting of the Panel, the business shall include:
 - i Consideration of an Annual Report of the work done by or under the auspices of the Panel.
 - ii Consideration of the accounts.
 - iii Election of officers by members as outlined in the section: 'Election of Officers '.
 - iv Such other business as the Committee shall determine.
 - v An Extraordinary General Meeting of the Panel shall be called not less than 30 clear days' notice in writing by the Secretary.

- c. No business other than business of a formal nature shall be brought forward at any Extraordinary General Meeting.
- d. All matters which have to be decided by vote, shall be decided, in the first instance, by an open vote at the meeting or, if this is unacceptable to one or more members of the committee, by a secret ballot, again conducted at the meeting.
- e. Any items to be presented as “Any Other Business” must be submitted no later than 30 days prior to the advertised date of the AGM or EGM, or up to 15 days after the date of publication of the announcement – whichever is the later.
- f. The proposals must be submitted in writing, containing the full wording of any proposals. This wording shall be the definitive wording of the proposal to be discussed at the AGM or EGM unless, with the prior agreement of 75% of the committee and then amended in writing at the meeting, it is then agreed by a majority of at least 75% of the eligible attending members.

11. FUNDS

- a. The financial year shall run from April to March.
- b. The Committee shall require proper accounts to be kept and these shall be produced at the Annual General Meeting in each year.
- c. All monies and other property belonging to the Panel shall be paid or applied as may be thought fit towards the furtherance of the objects of the Panel. Budgets for specific tasks shall be agreed by the Committee.
- d. All monies payable to the Panel shall be received by the Treasurer or such other Officer or bank as appointed.
- e. All funds belonging to the Panel shall be deposited in a Bank Account in the name of the Panel and no sums shall be drawn from this account except by such person or persons as authorised.
- f. Any monies not required for immediate use may be invested by the Committee in such a manner as the Committee thinks proper.

12. DISSOLUTION

- a. If at any General Meeting of the Panel, a resolution be passed calling for the dissolution of the Panel, the Secretary shall immediately convene a Special General Meeting of the Panel to be held not less than one month thereafter to discuss and vote on the resolution.
- b. The Panel may be dissolved by a resolution passed by a majority vote of not less than three quarters of the members present at such a Special General Meeting called for that purpose.

- c. If upon the dissolution of the Panel there remains, after satisfaction of all its debts and liabilities, any money or other property whatsoever, the same shall not be paid, applied or distributed among the members. Instead, it shall be applied by the Treasurer, Trustees or other persons appointed by the meeting for that purpose to the furtherance of such objects similar to those of the Panel. If effect cannot be given to the foregoing provision then any money or other property shall be directly given to the BHPA to be held in trust until such time as another body is established to take on the same or a similar role.

13. COMMUNICATIONS WITH THE COMMITTEE

- a. The Committee will be open and receive communication from Pilots by e-mailing: contact@ppgcomps.co.uk or if of a private nature it may be addressed directly to any one of the Officers of the Committee.

14. RIGHTS OF MEMBERS

- a. BHPA Members shall be entitled to those rights which the Committee may determine from time to time such as:
 - i To receive a copy of any regulations made by the Panel and a copy of the Code of Good Practice, should one exist.
 - ii On reasonable notice to inspect the Minutes of Meetings.
 - iii On reasonable notice to inspect the current state of finances.

15. MISCONDUCT AND EXPULSION OF COMMITTEE MEMBERS

- a. Members are expected to report to the Committee any action or behaviour of a member which is contrary to the objects of the Panel.
- b. Where the Committee accepts that there is a case for consideration, the member concerned:
 - i Shall be given notice in writing, by the Chairman or other Officers of the Committee of the report, together with a summary of such report.
 - ii May, within ten days of the receipt of such notice make representations in writing to the Committee or give notice to the Secretary of his or her wish to make oral representations to the Forum of the Committee. The Secretary shall notify to such member or members, the time, date and place of the said meeting.
- c. A Committee Member held to be guilty of such behaviour may have his membership suspended or cancelled on a resolution voted on and passed by a Forum of the Committee. Such decisions may be publicised.

16. ALTERATIONS TO THE CONSTITUTION

- a. Any change to The Constitution must first be agreed by 75% of the Committee with voting rights.

- b. The agreed proposed amendment to The Constitution must be ratified by voting and passed by 75% of a forum of the members voting at an Annual or Extraordinary General Meeting of the Panel.

17. NOTICES

- a. The accidental omission to give notice of a meeting to any member, or the non-receipt of the notice of a meeting by any member, shall not invalidate any proceedings or resolutions at any meeting of the Committee, the Panel, or any Special or Standing Committee.

18. INTERPRETATION

- a. The Interpretation Act 1889 applies for the interpretation of the Constitution.

19. VOTING

- a. Unless specifically stated otherwise, all voting at AGMs and EGMs shall use the “standard” as opposed to the “absolute” majority method, i.e. a “majority” shall be deemed to be the majority of the votes cast, either for or against a motion. Abstentions (or votes withheld) shall not be included in the total number of votes.