

EDGEHILL GLIDING CENTRE LIMITED

MEMBERSHIP PROCEDURE

1. APPLICATIONS FOR MEMBERSHIP

- 1.1 Applications for membership of Edgehill Gliding Centre Limited ("the club") shall be submitted on the club's membership application form by e-mail to enquiries@edgehillgliding.com or by post to the club's office at Shenington Airfield. If the applicant is under 18 years of age, an '*Introductory Letter to Parents and Carers*' and two copies of the '*Code of Conduct for Parents and Carers*,' must also be provided with the Membership Form. A signed copy of the '*Code of Conduct for Parents and Carers*' must be returned with the membership form by the parent or carer of the applicant, if under 18 years of age. If a member is going to act as pilot in command, they must return a scanned copy of their medical with the membership form.
- 1.2 Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 1.3 Applications for membership will be considered by the Directors within fourteen days of the application being received. The acceptance or rejection of a member will be minuted by the Directors at a meeting of the Board.
- 1.4 The EGC Directors may refuse membership, or remove it, only for good cause, such as conduct or character likely to bring the company or sport into disrepute. Appeal against refusal or removal may be made to the members as set out under the club's '*Complaints and Disciplinary Policy*'. In the event of refusal, the applicant will be advised in writing with the reason(s) for refusal being stated.

- 1.5 The applicant will be informed whether their application has been rejected or accepted, in consideration of the appropriate membership fee.
- 1.6 Once an application has been approved by the Directors, the Membership Secretary will contact the new member in order for the appropriate membership fee to be paid.
- 1.7 Having confirmed receipt of the membership fee, the Membership Secretary will add the new member's name and contact details (including address) to the EGC Membership Register and store the membership form, along with the signed copy of the '*Code of Conduct for Parents and Carers*,' if the applicant is under 18, in the secure 'Membership' folder on the EGC Google Drive.
- 1.8 The Membership Secretary will inform the person managing the EGC flight logging and accounting systems that the new member needs to be added to those systems.
- 1.9 Finally, the 'Emergency Information' section of the membership form should be printed by the Membership Secretary and stored in a folder in the EGC Office, in order for it to be accessible in the event of an emergency.

2. **CONDITIONS OF MEMBERSHIP**

- 2.1 All members shall be subject to the Articles of Association and club policies and procedures.
- 2.2 The members shall pay any entrance fees and subscription fees set by the board under the club's Articles.
- 2.3 Membership fees will be paid annually, renewable on April 1st every year. The fee for members applying during the membership year will be set proportionally, based on months remaining (beginning at the start of the month of application). Any member whose subscription and/or entrance fee is more than one month in arrears shall be

deemed to have resigned his membership of the club unless the Board decides otherwise.

- 2.4 Only members who pay the applicable subscription fees shall be members of the club.

3. **TERMINATION OF MEMBERSHIP**

- 3.1 A member may withdraw from membership of the club by giving 7 days' notice to the club in writing.
- 3.2 Membership is not transferable.
- 3.3 A person's membership terminates when that person dies.
- 3.4 Membership of the club may be withdrawn from any member, as set out under the club's 'Complaints and Disciplinary Policy'.

This procedure was adopted at a meeting of Edgehill Gliding Centre Limited Directors, held on 12 December 2021.

Signed on behalf of the EGC Directors



Jon Carlton

Role of signatory (e.g. Chairman etc): Company Secretary and Director