

2017

**RMFC**  
Retford Model Flying Club

## **Retford Model Flying Club**

# **Constitution, Field / Safety Rules And Charity Guidelines**

*(Adapted from the BMFA template Rules & Constitution)*

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*Please Remember*

It is a privilege not a right to be a member of RMFC, if you break the rules you may endanger other people as well as yourself or endanger the future of our flying site. Please look after the site, it's an asset that not many clubs have.

## **INTRODUCTION**

Following our club talk by Manny Williamson in November 2010, we asked Manny for an example constitution from the BMFA. We have in this document the BMFA example constitution with relevant information for Retford Model Flying Club. This document was fully discussed at the 2010 AGM held in January 2011 and the relevant amendments have been made following that meeting.

### **BMFA Introduction**

How a BMFA affiliated club conducts itself is entirely the responsibility of the club and the BMFA has no standing right or remit to interfere with the club. However, the BMFA as the National Governing body for the sport of Model Flying has a duty to provide advice should a club request it.

This document is made available to clubs for their consideration only and it is provided to serve as a template to be modified as the club wishes. It is designed to be as comprehensive as possible to cover all points that may be pertinent to a club and it is not anticipated that all BMFA affiliated clubs will adopt it completely.

Sadly, problems arise with regular monotony within clubs and the importance of a comprehensive constitution and rules cannot be over-stressed as these will set the ground-rules in any dispute.

Therefore, it is recommended that clubs consider all points carefully before deciding to exclude them.

A comprehensive constitution and a set of rules ensures that a club 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 is within the club. A good constitution should form the cornerstone of the club's conduct.

We welcome any comments that you may have on this document so that other clubs can benefit from your knowledge and experience. Should you have any questions or comments please contact either:

The Chief Executive or the Development Officer

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## **CONSTITUTION**

### **GENERAL**

1) The club has three trustee's in relation to the field:-  
Steve Course, Dave Noar, John Young.

2) The club shall be called **Retford Model Flying Club** and will be affiliated to the British Model Flying Association.

3) The club's principal aim shall be the promotion of safe and responsible model aircraft flying. All model types except drones and helicopters (Note autogyros are acceptable, as is FPV, subject to following BMFA guidelines)

(a) A drone may fly at our flying site if requested by a member in a **search and rescue capacity only and at no other time.**

4) All members, without exception, must obey all club rules. Failure to do so may result in disciplinary action by the Club, which may lead to dismissal

5) 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.

6) When there is a joint meeting between ***Retford Model Flying Club*** and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event

7) Members may invite guest fliers to the site on but they must be BMFA insured and the club member must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of instructors if their ability requires it

8) A "member" means any class of membership

9) 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.

10) The Committee has the right to refuse membership to new applicants.

11) New members will be required to serve an initial probationary period of up to 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

12) New members' subscriptions shall be subject to status, plus the joining fee as decided at the Annual General Meeting.

13) Any member not renewing their subscription by the 31st of December will be deemed to have left the club and will need to re-apply for membership (via the waiting list if one is currently in place) and pay any subsequent joining fee.

13a) After the granting of full membership a gate key can be offered to holders of a BMFA achievement. Keys are the property of RMFC and are loaned on deposit of £20 to the club, which is refundable on leaving the club when the key is returned.

14) 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 Committee, the next club meeting or at a general meeting. The field safety rules are considered as a supplementary code to those laid out by the British Model Flying Association's Members' Handbook, compliance with which is mandatory within ***Retford Model Flying Club***

14a) All members must adhere to the RMFC rules & constitution. As part of the renewal of membership members must agree to have read and understood current flying site rules and constitution

15) 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 so that the matter can be addressed at the next Committee meeting.

16) The Committee may impose a flying suspension 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 17.

17) The Committee may consider removal from the role of members any member whose 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 for an unauthorised misdemeanour and what he is reasonably required to do to make the Committee aware of his amends.

- b. If the member does not respond, he is to be given a written warning by a 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 will 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 to be reimbursed pro rata

18) Any alteration to this Constitution can only be made at a General Meeting called for the purpose. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

### **Flying Standards**

19) 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.

20) Any member whose flying standards drop below the minimum requirement solo standard will be required to rejoin the training scheme until the desired standards of flying are met.

## **COMMITTEE**

22) The Committee of the Club shall comprise of not more than 7 members. A quorum of any Committee meeting shall consist of a majority of Committee Members.

23) The Committee shall consist of four officers. These shall be Chairman, Secretary, Treasurer and Groundsman with three further committee members.

24) One senior club member ( A senior club member is deemed to be someone who has been a member of Retford Model flying Club for two years or more) should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings

25) Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.

26) Committee members shall be elected from written nominations, at the Annual General Meeting, to serve for a period of two years. The Committee will be elected by majority vote by a show of hands from eligible members present.

27) Should a committee position become vacant, the Committee may co-opt a replacement, who will then serve until the following Annual General Meeting. This will be by a majority vote from the Committee Members

28) 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.

29) Money may only be withdrawn from the fund by cheque signed by not less than two committee members

30) The Secretary 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.

31) The Secretary will receive an annual honorarium (free membership) to cover out of pocket expenses not covered under the normal conditions of withdrawal from club funds, the amount of which will be decided at the Annual General Meeting. He may also present a quarterly claim towards telephone costs for consideration by the Committee

32) No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club within a 15 mile radius of Retford Model Flying Club.

33) Any Committee Member or Officer wishing to resign should do so in writing

34) Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee

35) The Committee may pay accounts and incur any normal liabilities on behalf of the club. If a Committee Member engages or becomes involved in court proceedings, whether criminal

or civil in their representative capacity on behalf of the club, as opposed to their capacity as a private individual, the club will indemnify the Committee Member in respect of any fines or damages or costs awarded against the Committee Member.

36) In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by them in their representative capacity, such damages or costs will belong to the Club and not the Committee member.

### **VOTING AND CONDUCT OF MEETINGS**

39) All meetings will have an agenda and be minuted. 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.

40) A quorum of any general meeting is to be at least one quarter of the membership.

41) 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 allowed.

42) All proposals must be seconded and voted upon. A majority vote is required to carry any proposal

43) Amendments to proposals must be voted upon first.

44) Non-committee members may attend committee meetings as observers. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.

45) 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.

46) Patrons of the club have no voting rights but are free to attend all club meetings.

### **ANNUAL GENERAL MEETINGS**

47) A date convenient for the Annual General Meeting, will be decided each year by the Committee, and the date made known at least 14 days prior to the meeting will be given in writing to all Club members.

48) Annual subscriptions and the joining fee will be decided at the Annual General Meeting

49) Subscriptions are due by 31st December 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 allowed to fly until they have done so. BMFA membership must be in place before flying.

50) An Auditor or Auditors shall be elected by the Committee to examine 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 MEETINGS**

51) The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any member of the Committee, stating the business to be discussed

52) 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 28 days notice has been given to all members in writing stating the business to be discussed

53) The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 20 members of the club, stating the business to be brought before the meeting, of which 28 days notice has been given to all members in writing stating the business to be discussed

54) When a request for a meeting is made in accordance with Article 53 and it is not called within 28 days, those making the request 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.

### **DISSOLUTION OF THE CLUB**

55) 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. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote

56) 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 distributed in equal shares to the Club's charities. (See the Clubs' Charity Guidelines).

57) If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be donated to the Club's charities. All members will receive a final statement of accounts

### **SAFETY RULES RMFC**

#### **Field**

1) Safety officers appointed will be members of the committee and appointed club trainers

1a) Members must read the field and BMFA rules regarding safety. By paying the clubs yearly subscription a member confirms they have read these documents.

All members must adhere to the RMFC rules & constitution. As part of the renewal of membership members must agree to have read and understood current flying site rules and constitution as per constitution (14a)

2) Bullying either verbal or physical will not be condoned.

3) Members must ensure that they comply with the D of E Noise Code for the Minimisation of Noise from Model Aircraft. "Add on" silencers and "quiet" propellers should be fitted unless

the model emits below 82 decibels at 7 metres without them. Notwithstanding if in the opinion of the Committee a model is excessively noisy in the air, then it is to be grounded until rectified

- 4) No flying when grass cutting is taking place, grass cutting always has priority over flying.
- 5) Gate must be locked when the last person leaves
- 6) No flying after 2000hrs or before 10:00 hours except for club organized members only socials by RMFC
- 7) No person may use the facilities of the club unless they are:
  - a) A fully paid up member,
  - b) A visitor invited and accompanied by a fully paid up member or
  - c) Someone who wishes to sample model flying before joining and is having a trial session on a buddy box system.
- 8) No visitor is allowed more than 3 visits per annum
- 9) Guests must use the RMFC member's peg on the pegboard when they are flying. Guests MUST give priority to RMFC members.
- 10) All vehicles must be parked in the designated area only.
- 11) When driving on the field stay on the roadway and parking area only.  
NO MOTOR VEHICLES ON THE GRASS
- 12) All debris, litter and other belongings must be taken away from the field
- 13) No smoking is permitted in the vicinity of inflammable fuels and materials.
- 14) Members bringing pets to the field must keep them suitably restrained and clear up any mess left by them. They must also respect other members and not allow them to cause a disturbance
- 15) Children must be closely supervised at all times and must not be allowed to run around the pit area or runways.
- 16) No member is allowed to use club equipment unless they have been trained on the equipment and have signed a club disclaimer form

## **Flying**

- 17) All CAA regulations must be complied with.
- 18) Any accident involving a third party or another member must be reported to the club Secretary



- 19) All fliers must observe field discipline and comply with the Air Navigation Order, all relevant BMFA safety codes as contained within the BMFA Members' Handbook and Civil Aviation publication (CAP) 658.
- 20) On matters of field safety needing an immediate decision, the responsibility lies with instructors or committee members. Any instructions must be accepted without dissent. However, should a member believe the instructions to be wrong, then he should bring this to the attention of the Committee through Article 15 of the Constitution.
- 21) Before starting an I.C. model or connecting a battery to an electric powered model the aircraft must be suitably restrained.
- 22) No starting of models from under the bonnets of motor vehicles
- 23) Under no circumstances must an engine be run unless all persons are behind the line of the propeller with the exception of the person starting the engine. When carrying out power checks all persons including the pilot are to be behind the line of the propeller
- 24) Models having their engines run in on the ground must not be left unattended whilst the engine is running.
- 25) No full throttle engine tuning runs to be done within the pits area
- 26) In the interest of safety, assistance should be sought when running up engines and taking models to the runway for take-off. All helpers must have BMFA membership
- 27) All engine adjustments to be done from behind the prop.
- 28) Appropriate use should be made of all available pit area, and under no circumstances should engines be set up in the immediate vicinity of the pilots who are flying at that time. Where practical, models should face outward from the pit area.
- 29) No more than 6 aircraft shall be airborne at any one time
- 30) Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
- 31) All fliers must observe the established flight line and stand in the designated area whilst flying. Any variation to suit daily conditions may be made as in rule 31a (g). Any spectators must remain in the spectators' area whilst flying is in progress
- 31a) All pilots must communicate with other pilots in the pilots box
  - a) Permission to go out on to the field
  - b) Call to other pilots take off
  - c) Call landing or intent to land called to other pilots
  - d) Permission to go out on to the field to recover an aircraft
  - e) Dead stick landing takes priority
  - f) Advise other pilots of a different flight pattern
  - g) Agree circuit to be flown dependent on wind direction

- 32) All flying is to be done in the designated areas only in front of the pilots box .
- 33) No low flying over the road.
- 34) No flying towards the farmhouse or village
- 35) No flying over the pits.
- 36) No dangerous flying e.g. extreme aerobatics or manoeuvres at low level in close proximity to spectators or pits area.
- 37) Should an aircraft go out of control, the first priority must be the safety of persons with the second being avoidance of damage to property. A warning is to be shouted by the pilot which is to be taken up by other members

### **Training rules**

- 38) Any pilot not holding their BMFA "A" qualification for the type of aircraft they are flying must not fly without the supervision of an instructor or their specially appointed deputy if the instructors are absent from the field. If no instructors are present at the site, any member holding the BMFA 'B' Certificate may act as an appointed deputy until an instructor arrives.
- 39) Due consideration must be given at all times to trainee or novice pilots in the circuit. In the event that the pleasure or concentration of a pilot is affected by the flying style of another, precedence will be given to the pilot who was airborne first. Intimidating flying of any sort is not permitted.
- 40) When tests are being taken ALL aircraft should be grounded UNLESS the candidate has agreed otherwise. Candidate should not be put under pressure to allow other aircraft to fly during a test.

### **Transmitters & frequency**

- 41) Mobile telephones should not be kept in close proximity to computerised transmitters and must not be taken onto the flight line
- 42) The frequency allocation system in use is Peg On System.
- 43) All members must use the provided frequency peg with membership card attached.
- 44) Adjacent frequencies must not be used unless a proper adjacent channel interference check has been done.
- 45) Frequency peg to be stored on the throttle stick when not in use.
- 46) All new models must have a thorough range check done before maiden flight.
- 47) All 35 MHz transmitter aerials must remain retracted unless the model is being flown. The flight is defined from the point of release to when the engine is stopped or the model is restrained

48) All PCM equipment MUST have throttle failsafe set to cut or idle

49) All operational fail safes in use on powered models operated from our Club site must set the throttle to tick-over, not hold, (stopped in the case of electric power) regardless of the other control operations governed by the failsafe. Particular care must be taken when operating on Pulse Code Modulation (PCM) or when swapping from normal modulation (PPM) to PCM to ensure that the Failsafe is correctly programmed Failsafes are to be checked prior to flight by switching the transmitter off whilst the model is restrained.

50) Transmitters should not be taken away from the flight line when retrieving an aircraft, unless to do so would aid retrieval of the model. In this instance the matter should be brought to the attention of the safety officers so that this may be carried out without the risk of over-flying the transmitter.

### **Jets**

51) When Jet powered aircraft are flying all other aircraft must be on the ground.

52) All aircraft may be subject to random inspection by a committee member or appointed official for its suitability to fly.

53) All Jet model must be flown in accordance with the BMFA recommendations for operating jet powered aircraft.

54) If there are dry standing crops in neighbouring fields, jet aircraft must not be flown.

### **GUIDE ON CARING FOR JUNIOR MEMBERS**

This guide is not definitive and clubs should be aware it may have to be tailored to meet the club's requirements and possibly the individual needs of junior members. It does, however, provide a starting point for the formulation of club policy and identification of responsibilities. **It should be noted that any disclaimer concerning the care of any member, particularly junior members, is not acceptable in law.**

Responsibility for junior members is shared between the parents/guardians and the club members and should be well publicised to ensure that all are aware of the division of responsibilities. The ideal medium is club rules but for these to be effective it is imperative that a copy of the rules is given to parents/guardians in addition to members and their attention is drawn to them

1) A Junior Member is defined as being under 18 years of age

2) A responsible adult is defined as a parent/guardian who has the experience commensurate with the type and degree of supervision required.

- 3) Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
- 4) Junior members under the age of 14 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
- 5) No junior member under the age of 14 years shall fly a model aircraft unless supervised by a responsible adult **or** the junior member holds the minimum of a BMFA Achievement Scheme "A" certificate **and** has been authorised to do so by the Club Committee.
- 6) No senior member is to be expected to assume responsibility for a junior member.
- 7) Notwithstanding the requirements of Paragraph 6,
  - a) members should not supervise junior without a parent or guardian member being present.
- 8) Whilst supervising junior members, senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA Leicester Office or from the Club Secretary

***"Note to parents and guardians:***

This Club does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post-flight procedures. The Parent or Guardian to be in attendance at all times.

New members require to the support of committee members when applying for full membership, please list committee members met on the field.

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....