



# Eddystone Model Flying Club

## CLUB CONSTITUTION

### 1. NAME

The Club shall be called the “EDDYSTONE MODEL FLYING CLUB”

### 2. AIMS

The aims of the Club shall be:

1. To provide facilities for the sport of model aircraft flying.
2. To assist Members to improve their standards of flying.
3. To require strict observance of all safety rules.
4. To encourage Club social activities.
5. To abide by and promote the national policies and rules of the governing body for sport by affiliation to the British Model Flying Association (Society of Model Aeronautical Engineers Ltd). (BMFA).

### 3. MEMBERSHIP

- a. There shall be three classes of membership viz Ordinary, Honorary and Associate.
  - i. **Ordinary membership** is offered to persons wishing join the Club unless the Committee have reason to refuse membership. Ordinary members are entitled to participate in all the activities and facilities of the club. They must be members of the BMFA. If BMFA membership is not obtained through the club, members must be able to prove membership if so requested.
  - ii. **Honorary Membership** shall be conferred upon members at the discretion of the Committee. Such membership shall be for life. Honorary Members have the same privileges and responsibilities as Ordinary Members except that they do not have a vote. Should Honorary Members not wish to fly model aircraft and do not wish to accept an office within the Club they are not required to remain members of the BMFA.
  - iii. **Associate Membership** may be offered at the discretion of the Committee to those persons who do not wish to fly model aircraft or hold any organizational post within the Club but who wish to be associated with the Club activities. Associate membership does not carry a vote.
- b. **Restrictions on Non-BMFA members.** Honorary Members who elect not to join the BMFA and Associate Members are **not** permitted within the Pits or on the Flight Line.
- c. Ordinary Members who are aged less than 18 years of age are classed as juniors. Those under the age of 18 on the date of application or renewal may join/remain as juniors for the current Club year.
- d. Parents of members who are under the age of 16 at the start of the club year will be required to sign the Club’s indemnity form as a condition of their child’s membership.
- e. The total number of Ordinary members who may be admitted to the Club shall be decided at the Annual General Meeting for the following year. New Ordinary members who are not existing members of the BMFA will be required to join as a condition of membership of the Club.
- f. Non-members may be invited by members to use the Club’s flying field subject to the conditions in Annex E.

### 4. SUBSCRIPTIONS

- a. There shall be a Club initial joining fee, the amount of which shall be determined by the Committee. Juniors are exempt from this fee.
- b. The Committee shall set the amount of the annual subscription. The amount of the annual subscription for the coming year will be announced at the Annual General Meeting. The committee shall also set the Associate Membership subscription.

- c. The annual subscription shall be payable on a date agreed by the Committee and shall cover membership for the calendar year starting on the 1<sup>st</sup> of the following month. New members will pay a reduced subscription depending on the month during which they join the Club. The Committee shall decide the amount of the reduction for each month.
- d. New Ordinary members who are not existing members of the BMFA will be required to pay the BMFA fee at the same time as the Club subscription. The Treasurer will issue the Certificate of Insurance when received from the BMFA.

## 5. THE COMMITTEE

A Committee comprising the 'Office Bearers' and 'Committee Members' shall manage the business of the Club.

The Committee shall have the authority to co-opt up to 4 further members at their discretion.

**Office Bearers** – Shall be the Chairman, Secretary and Treasurer.

All Office Bearers shall retire annually but shall be eligible for re-election.

**Committee Members** – Shall be the Minutes Secretary, Safety Officer, Chief Instructor, Field Officer, Noise Officer and Co-opted Members.

Committee Members will retire at their discretion with the exception of Co-opted Members who will retire at the discretion of the committee.

- a. The Committee shall be responsible for the production and maintenance of Club “Flying Rules” and Codes of Practice, which shall be binding on all members operating on any site being used officially by Club. These rules and Codes of Practice shall be promulgated as Annexes to this Constitution.
- b. Quorum. A quorum of the Committee meeting shall be 4 members of the Committee but must include any 2 of the Chairman, Secretary and Treasurer. In the absence of the Chairman, the Secretary shall chair the meeting.
- c. The Committee shall endeavour to meet at not less than 2 monthly intervals. Minutes of each meeting shall be produced by the Minutes Secretary, held by the Secretary and are available for inspection by any Ordinary Member, at any mutually convenient time.

## 6. SAFETY

- a. The Safety Officer polices the Club’s Safety Policy. To assist him in this task the Club’s Examiners and Instructors are appointed as Assistant Safety Officers. The Safety officer and his assistants are authorised to request any Club Member to cease any activity deemed by them to be unsafe. All such requests are to be reported to the Safety Officer at the earliest convenient time. Should a member refuse to comply any such request, the incident **must** be reported to the Committee through the Safety Officer.
- b. An Accident Register shall be maintained by the Club’s Safety Officer. All members are required to report to the Safety Officer or to another Committee Member, any minor incident that occurs on the Club’s flying field.
- c. Accidents/incidents are defined in the section headed **Mandatory Occurrence Reporting** in the BFMA Handbook. All members must be fully aware of the advice given under the sub-heading **General Flying**.

## 7. WELFARE

The Secretary manages the Club’s Policy concerning the Welfare of Children and Vulnerable Adults. It will be amended, as necessary, to comply with the advice issued from time to time by the BMFA. A resume of the main points is at Annex G.

## 8. NOISE

- a. No model may be flown from the Club’s Flying Field unless the model’s owner is in possession of a valid noise Test Certificate covering the current Engine/Propeller/Silencer combination except that an untested model may be flown but **must** be checked on the first occasion a Noise Officer is present.
- b. Ground testing of modifications to engines or Engine/Propeller/Silencer combinations is permitted on the field providing a Noise Officer or Committee Member is present.

## 9. ANNUAL GENERAL MEETING

- a. An Annual General Meeting shall be held during the latter part of November each year for which at least 14 days notice shall be given. The agenda for the meeting shall be provided at the meeting. Members may propose in writing to the Secretary, at least 7 days prior to the meeting, items for the agenda.
- b. The meeting shall consider the reports of the Secretary, Treasurer and Safety Officer. The Treasurer shall announce to the meeting the subscription rate for the coming year. The new Office Bearers shall then be elected. The meeting shall then continue under the new Chairman.
- c. Each Ordinary Member attending shall be entitled to one vote. Items shall be carried by simple majority of those present except that amendments to this Constitution (excluding the annexes) shall require at least 75% of those in favour.
- d. Minutes of the Annual General Meeting shall be produced by the Minutes Secretary, held by the Secretary and produced for ratification at the next Annual General Meeting. The draft minutes shall be available for inspection by any Ordinary Member at any mutually convenient time.

## 10. EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting may be called at 14 days notice, to discuss any matter of importance to the Club by:

- a. The Committee.
- b. A request in writing to the Secretary, endorsed by at least 10 Ordinary Members.
- c. Minutes of the meeting shall be produced by the Minutes Secretary, held by the Secretary and shall be available for inspection by any Ordinary Member at any mutually convenient time.

## 11. FINANCE

- a. **Audit of accounts** – One auditor, not an Office Bearer may be appointed for the following year at the Annual General Meeting. A financial statement, duly signed by the Auditor if appointed, shall be submitted to membership at the Annual General Meeting. Any Ordinary Member can make the working accounts available for inspection on written request to the Chairman.
- b. **Banking** – The funds of the Club shall be lodged in a bank account approved by the Committee.
- c. **Withdrawal of Funds** – Money may be drawn from the Club's Account by cheque carrying the signatures of two members approved by the Committee.
- d. **Assets** – A register of the Club assets showing their initial cost shall be held by the Treasurer and available to the membership at the Annual General Meeting. These assets shall be written off at a rate to be decided by the Committee and funds allocated for their replacement. The purchase of assets above £50 shall be agreed by the membership at the Annual General Meeting or such other forum as decided by the Committee. The Authority to spend monies from the Asset Funds allocated shall be formally minuted.

## 12. DISPOSAL OF ASSETS

- a. Should the Club receive monies as a result of Grant action, such amounts (subject to any agreed depreciation action) shall be ring fenced.
- b. In the event of the Club being wound up, the assets of the Club shall be offered for sale, firstly to Club members and if not sold, to another suitable organisation decided by the Committee. All ring-fenced monies shall then be offered to the Club Charity, agreed at each AGM. All monies remaining after this action shall be shared on an equal basis to existing Club Members.

### 13. ANNEXES

<b>Annex A</b>	Club Flying Rules.
<b>Annex B</b>	Code of Practice -Excessive Engine Noise.
<b>Annex C</b>	Code of Practice – Discipline
<b>Annex D</b>	Serious breaches of Club Rules
<b>Annex E</b>	Holiday Membership and Guest Flying Membership
<b>Annex F</b>	Field Rules
<b>Annex G</b>	Welfare Policy - Salient Points

#### ANNEX A.

##### CLUB FLYING RULES. (Revised June 2017)

- 1) **Safety** is paramount at all times.
- 2) **All** pilots flying on the Club's field must adhere to the BMFA guidelines.
- 3) The "peg-on" frequency control system is to be used at all times. Only 35 Mhz transmitters (Channels 55 to 83) and 2.4 Ghz transmitters are permitted on Club sites.
- 4) Flying is **not** permitted whilst the grass is being cut.
- 5) Flying hours are restricted to 9.00 am until dusk.
- 6) All members must take care to ensure, wherever possible, that their models do not fly close to members of the public, in particular those on horses, or farm employees working in the adjacent fields.
- 7) Over flying the pit area, parked cars and Little Lane at any height should be avoided wherever possible. Deliberate flying to the East of Little Lane is not permitted.
- 8) No more than 4 models are to be flying at any one time. Pilots flying fixed wing model aircraft should position themselves in a group, close to the pits, so that all can hear any warnings that may be given by non-flying members.
- 9) Taxiing into and out of the pit area is forbidden. Helicopter rotors may not be engaged at any time in or adjacent to, the pit area.
- 10) Helicopters may only be flown by members who hold **written** permission from the Membership Secretary. Helicopters may not be flown at the same time as Fixed Wing aircraft. Should both disciplines be on the field at the same time, members present **must** agree on an even distribution of flying time.
- 11) If two models are on a collision course, both models must break off to the **right**.
- 12) **New members** are not permitted to fly alone (i.e. no other member present at the field) until their qualifications have been verified by a club official.
- 13) Members who are novice pilots (i.e. have not passed the BMFA 'A' exam or EMFC Flight Proficiency Test) are only permitted to fly under competent supervision. Supervisors must remain close enough to take over in an emergency.
- 14) All pilots should avoid flying across the line of sight of novice pilots when these are under instruction.
- 15) Only members are permitted on the Flight Line at any time. All members are required to ensure that this rule is upheld.  
**Note:** Exceptionally a member who is teaching a junior member (under the age of 16) may permit the attendant parent/guardian to be present on the flight line providing he/she is aware of the safety requirements.
- 16) If full size aircraft approach the vicinity of the field, all model aircraft are immediately to be flown to a low level (less than 50ft) and, if necessary, landed as soon as possible.  
**Note.** All members present on the field have a duty to keep a lookout for full size aircraft approaching the field and bring such aircraft to the attention of members flying their models.
- 17) When retrieving models from adjacent fields, members are to use the gates provided. All gates must be returned to the open/shut state in which they were found.
- 18) Model engines are only to be ground run in the pit area.

- 19) Incidents involving "Fly Away" models **must** be reported to a Committee member and the police as soon as possible.
- 20) All members must make sure that they are aware of the guidance on Accidents/Incidents as detailed under the GENERAL FLYING section of the BMFA handbook
- 21) Persons engaging in the first time Inexperienced Flyer Scheme must be supervised directly by one of the Club's Examiners or Instructors. The Committee has authorized no other Club Member, to undertake this supervision.

## **ANNEX B.**

### **CODE OF PRACTICE – EXCESSIVE ENGINE NOISE**

1. It is the responsibility of the owner of any model to comply with paragraph 11 of the constitution.
2. Noise tests will be carried out in accordance with the procedure recommended by the BMFA.
3. Failure to meet the noise limits decided by the Committee will require the model owner to take action to reduce the noise to an acceptable level within a reasonable time frame.
4. If after a reasonably agreed time and/or when all ideas have been explored, the engine still does not meet the noise limits set by the club, the model will be deemed as 'noisy' and will be subject to the flying restrictions as detailed below.

#### **Models deemed as 'noisy'**

- a. Only ONE 'noisy' model may be airborne at any one time.
  - b. A member who intentionally flies a 'noisy' model when another 'noisy' model is airborne is in breach of Club Rules.
5. The Noise Officer is to report the results of all tests and action taken, to the Club's Committee.

#### **Notes:**

1. It is recommended that all members attach their Noise Certificate to the model to avoid any misunderstandings when on the field.
2. New members should ensure that their models have been tested before they apply to an Examiner for a flying test.
3. The Noise Officer may delegate at his discretion, the conduct of tests to a suitably trained member of the Club

## **ANNEX C.**

### **CODE OF PRACTICE – DISCIPLINE**

1. The Committee is authorised to expel in accordance with the following procedure, any member who consistently breaks the Club's Rules or brings the Club into disrepute. Any member so expelled may not apply for re-admittance to membership for a period of 5 years from the date of expulsion.
2. If a Committee member receives a complaint that a Club member has been contravening the Club's Constitution, Club Rules or has brought the Club into disrepute, the matter will be brought before the full Committee. If, after due consideration, which may include discussion with the person or persons laying the complaint and the member alleged to have committed the offence, the Committee find the complaint proven, the Secretary will be required to write to the member concerned advising the member that the complaint has been noted and that any further contravention of the Club rules within the period stated by the Committee, may result in the member being expelled from the Club.
3. Notwithstanding this procedure some breaches are regarded as so serious that the Committee may consider immediate expulsion. A list of such breaches is at annex D.
4. Any member receiving a discipline letter may appeal to the Committee, in writing, within four weeks of the date of the letter received. Such appeal should list any grounds of which the Committee may have not have been aware at the time of reaching their decision. After considering the appeal, the Committee's decision is final.

5. The BMFA will be informed of the name of any member expelled from under this code of practice.
6. If any member causes friction or disharmony amongst other club members the Club reserves the right to terminate the membership, of which a percentage of fees may be returned.

#### **ANNEX D.**

##### **SERIOUS BREACHES OF CLUB RULES**

Breaking the following Club Rules may merit expulsion from the Club on a first occurrence:

1. Falsely claiming to be a member of the British Model Flying Association.
2. Flying a model aircraft, the engine of which is the subject of a Ban under the Noise Code of Practice.
3. Flying a model aircraft when full size aircraft are in the vicinity of the Club's flying field if such flying results in a complaint, unless a member can verify that he had fully complied with the Clubs "Flying Rules".
4. Flying in airspace declared by the Committee as Banned unless such flying is proven to be accidental. However, repeated accidental flying in Banned airspace may be considered as evidence of an incompetent flying ability.

#### **ANNEX E.**

##### **Holiday Membership and Guest Flyers.**

###### **Holiday Membership.**

Members of Model Flying Clubs affiliated to the B.M.F. and remote from Plymouth, who are holidaying in the Plymouth area, may request Holiday Membership. Such requests will be vetted by the Secretary and placed before the Committee for approval. Holiday Membership is for a single period of 17 days, starting from a Saturday. The Committee will determine fees. Holiday members will not be allowed to fly on the Club's field until a Committee member has briefed them on the Club's Flying Rules. However, Holiday members have the same responsibilities and privileges as Ordinary members.

###### **Guest Flying Membership.**

Club members may invite friends to use the Club's flying field as Guest Flyers providing:

1. The Guest Flyer must be a member of the BMFA.
2. Guest Flyers must be over 16 years of age on the date requested. There will be no concession on the fees for young flyers.
3. Guest Flyers applications must be approved by a Committee member as follows:

The host member obtains the appropriate form from a Committee Member. This must be completed and approved prior to the Guest Flyer flying any model aircraft. Similarly all fees must be paid in full to the approving Committee Member.
4. The Host Member must be present and accept full responsibility for the conduct of the Guest Flyer throughout the time the Guest Flyer is on the Club's flying field. Breaches of Club Flying Rules by the Guest Flyer may reflect upon the Host Member.
5. Fees will be determined by the Committee and Host Members are responsible for ensuring all Guest Flyer's fees are paid in advance.
6. Guest Flyers may not fly on any of the Club's event days.

The Secretary shall maintain records of applications for Holiday or Guest Flying Membership. The Committee, without reason and at short notice, may withdraw either Holiday or Guest Flying membership.

## **ANNEX F. FIELD RULES**

1. Noise levels must be kept to a minimum at all times.
2. Members should carry their Club membership cards with them and can be asked to show them to any person making a reasonable request to see it.
3. The flying site is to be kept clean. All litter is to be removed from the site.
4. The last member to leave the flying field is required to ensure that the gate is securely closed and the windsock and pegboard are stowed in the bin behind the container. It is good practice to keep the gate closed at all times irrespective of whether or not there are sheep in the field.
5. When the electric fence is in operation the last member to leave the field is required to ensure that all posts are erected and the isolating switch is in the 'ON' position.
6. Cars must not be driven on to the mowed pits or flying areas or on to areas where the grass is being grown for hay.
7. Cars should be parked close to the fence in the parking area suitable for the wind direction. Members, other than those who are disabled, should carry their equipment to the pits from the parking area.
8. Members must ensure that all persons who are not BMFA members are kept at a safe distance from the pits and flying area at all times.
9. Children are to be kept under strict supervision at all times when at the flying site to avoid causing unnecessary hazards. All members must ensure that visitors to the flying site are aware of this rule.
10. Dogs must not be allowed to wander onto the flying field. Any doggy calls of nature must take place off the flying field or be removed by the owner.

## **Annex G. Welfare of Children and Vulnerable Adults**

1. All members have a responsibility to ensure that all Children and Vulnerable Adults are safe when on the clubs Flying Field. For brevity the words Child/Children are used throughout this statement but it applies equally to Vulnerable Adults.
2. Children under the age of 16 are **not** permitted on the field unless accompanied by a parent or guardian. The Clubs Indemnity Form makes this a condition of membership.
3. The Secretary must be informed, in writing, by the parent/guardian if a child has any special medical or physical needs.
4. Any Club Member should not touch children at any time except that children may be physically restrained to prevent them placing themselves in a hazardous situation. **Note:** In a high risk situation the safety of the child is paramount.
5. All Office Bearers, Committee members and Club Officials should have Criminal Record Board (CRB) clearance. Similarly any member who is likely to be involved with children on the Club field or during Club activities is advised to obtain CRB clearance.