



Stansted Model Flying Club

Affiliated to British Model Flying Association

Membership Number: CL000238

Proposed Club Constitution/Rules

Alterations close 20/08/19

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Stansted Model Flying Club

Draft Constitution/rules

1. INTRODUCTION

- a The Club shall be called STANSTED MODEL FLYING CLUB and be affiliated to the British Model Flying Association. Hereinafter called THE CLUB
- b The principle aims of the Club shall be the safe and responsible flying of model aircraft.
- c All unmanned flying aircraft are also referred to as drones.
- d Alterations to this constitution can only be made at an Annual General Meeting or an Extraordinary General Meeting.
- e Any proposed alterations to the Constitution/Rules must be submitted in writing to the Secretary at least 14 days prior to the meeting

2. MEMBERSHIP

- a A "member" means any class of membership.
- b All members must have BMFA Insurance either through the Club/another club or direct through the BMFA
- c All members must carry their Club/BMFA membership cards when flying at the Club site
- d The Committee has the right to refuse membership to new applicants.
As a private members club you can refuse membership to any individual, however the reason cannot be due to, race, gender, sexuality, disability.
It is important that the reasons are documented in meeting minutes.
- e New members will not be eligible to serve on the committee for six months after joining.
- f All BMFA fees, dependant on membership class are due by the 1st January each year.
- g All club fees, dependant on membership type are due by the 1st January each year.
- h BMFA subscriptions are due by the 1st January each year, Any member who has not paid for the ensuing year by this date will be deemed as not insured and not be allowed to fly.
- i All members must complete a new membership form to the membership secretary each year.
- j Any member not completing a new form will be deemed to have left the club.
- k All members, without exception, must comply with all club rules.
Failure to do so may result in disciplinary action by the Club.
- l Enforcement of the Clubs safety rules is the responsibility of all Club members.

3. FLYING SITE

- a The Clubs flying site is located at:
Google map reference; 52.069740, 0.260662
- b Flying times at the site are everyday apart from the following days.
Tuesdays and Thursday. No flying
- c Flying times are from 10:00hrs until 20:00hrs with the site being vacated by 2030hrs.
- d Be courteous and polite to other users who may be passing by the site.(ie; cyclists, dog walkers, horse riders) do not leave any litter when vacating the site.
- e Be vigilant when taking off and landing when others users are in the vicinity.
- f Any animals brought onto the site must be leashed at all times and under direct supervision of the owner.
- g Flying guests are by invitation of Club members only and must hold BMFA insurance.
- h Model safety, Radio Control, behaviour and explanation of the Club rules to guests are the total responsibility of the member who invited them.
- i If a model lands in standing crops we must be careful so as not to cause any damage whilst searching/retrieving the model.
- j Any incident occurring on the field must be reported to a committee member as soon as possible.
- k Any injuries sustained by any member guest or visitor to the field must be reported and documented in the accident book as soon as possible.
- l Any damage to other peoples models or property, including farm property must be reported and documented as soon as possible in case an insurance claim is made.
- m All spectators must remain in the pits area, unless they are being supervised by a flyer, then they must stand behind the person flying.
- n Children must not be allowed to venture out to the flying site or pilots area. Unless they are accompanied by an adult at all times
They must not be allowed to run around onto the flying site or the pits area.

4. PILOTS/FLYERS

- a The Committee, Instructors and members will be responsible for the running of the flying field at all times.
- b Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
- c All flying members must attain the minimum standards of flying required under Stansted MFC training scheme before being able to fly unsupervised
- d 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
- e All flyers must adhere to the flying site layout(see site layout) and pilot position for fixed wing, helicopters, etc: relevant to weather conditions/safety, prior to take off.

5. COMMITTEE STRUCTURE

- a The Committee of the Club shall comprise of the following elected members. Chairman, Secretary, Treasurer, Safety Officer and Web administrator.
- b Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.
- c Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 28 days prior to the meeting, to serve for a period of one year.
- d The Committee will be elected by majority vote by a show of hands from members present at the AGM.
- e All fully paid up members and life members are eligible to vote.
- f Should a committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting.
- g 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 in addition to his initial standing vote.
- h The Committee are authorised to carry out negotiations and make decisions in the interest of the club for and on behalf of the membership where necessary without consulting the members.

6. ROLE of the TREASURER

- a The Treasurer has a watchdog/oversight role over all aspects of the Clubs financial management, working closely with other members of The Club Committee to safeguard the organisation's finances.
 - b **General financial oversight**
Oversee and present budgets, accounts and financial statements to the management committee when requested
 - c **Financial reporting**
Present regular reports on the Clubs financial position
Present accounts at the AGM
 - d **Banking, book keeping and record keeping**
Manage bank accounts
Set up appropriate systems for book-keeping, payments & petty cash
Ensure everyone handling money keeps proper records and documentation
 - e The Committee may pay accounts and incur any normal liabilities on behalf of the club.
 - f Money may only be withdrawn from the club funds by not less than two Committee Officers, one of them being the Treasurer.
 - g Liability's may be paid by cheque, BACS transfer or debit card, by not less than the authority of two committee members. One of them being the Treasurer.
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- i Approval from the membership at an ordinary meeting must be sought for expenditure greater than £500. With the exception of the club's liability for the Flying Field Rental.
- j 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 Club Secretary for record keeping purposes.
- k The Secretary can submit expenses 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/she may also present a quarterly claim towards telephone costs for consideration by the Committee.
- l If a Committee member is going to be absent from a Committee meeting they must submit an apology to the Secretary beforehand.
- m Any member of the Committee who is absent from three consecutive Committee meetings without an apology could forfeit his place on the committee.
- n Any Committee Member wishing to resign must do so in writing to other members of the Committee.

7. COMMITTEE MEETINGS

- a All committee meetings will have an agenda and minutes documented.
- b A copy of all Committee meetings will be kept by the Secretary.
- c Minutes of committee meetings will be made available to members on request to the secretary.

8. GENERAL MEETINGS

- a All general meetings will have an agenda and minutes documented.
- b All minutes will be published on the Clubs website
- c All proposals must be seconded and voted upon.
- d Voting will normally be by a show of hands.
- e Amendments to proposals must be voted upon first.
- f The Committee, through the Chairman has the authority to ask a person to leave any meeting in the event of that person disrupting the meeting.

9. ANNUAL GENERAL MEETINGS

- a A date for the Annual General Meeting will be decided each year by the Committee. Usually the first Monday of December
- b At least 28 days notice of the meeting will be given in writing to all Club members.
- c Annual subscriptions will be decided at the Annual General Meeting.
- d A competent individual (non-committee member) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and it represents a true expenditure income/outgoings of the club, its assets and its liabilities.
- e All AGMs will have an agenda and minutes documented.
- f All AGM minutes will be published on the Clubs website

10. EXTRAORDINARY GENERAL MEETINGS

- a 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.
- b The meeting must be called within 28 days of request.
- c 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 is being called.
- d 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.

11. FIELD / SAFETY RULES

- a All members 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.
- b On matters of field safety needing an immediate decision, the responsibility lies with instructors or a member of the committee in that order.
- c Any instructions must be accepted without dissent.
- d However, should a member believe the instructions to be wrong, then he should bring this to the attention of the Committee.
- e Any pilot not holding their solo qualification for the type of aircraft they are flying must not fly without the supervision of an instructor or their appointed deputy, if the instructors are absent from the field.
- f If no instructors are present at the site, any member holding the BMFA 'B' Certificate may act as an appointed deputy until such times as an instructor arrives.
- g Due consideration must be given at all times to trainee or novice pilots in the circuit.
- h 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.
- i Intimidating flying of any sort is not permitted.
- j No more than 6 aircraft shall be airborne at any one time.
- k All flying is to be done in the designated areas only. (See attached site plan)
- l All pilots must observe the established flight line and stand in the designated area whilst flying.
- m Any variation to suit daily conditions may be made by the Club's safety officers.
- n All spectators must remain in the spectators' area whilst flying is in progress.
- o Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
- p All vehicles must be parked in the designated area only.
- q The frequency allocation system in use must be adhered to at all times.
- r Before switching on, the pilot must ensure that he is operating on the frequency he believes he is on and must display the appropriate frequency pennant on his transmitter, if applicable.
- s For people using 35 MHz the pegboard must be used at all times.
- t A peg with your name and frequency must be attached to the appropriate spot before switching on your transmitter

- u All 35MHz transmitter aerials must remain retracted unless the model is being flown.
- v The flight is defined from the point of release to when the engine is stopped or the model is restrained.
- w Transmitters should not be taken away from the flight line when retrieving an aircraft, unless to do so would aid retrieval of the model.
- x 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.
- y Should an aircraft go out of control, the first priority must be the safety of people at the site with the second being avoidance of damage to property.
- z A warning is to be shouted by the pilot which is to be taken up by other members.
- aa Before starting an engine the model must be suitably restrained either by a tether(recommended) or by an assistant.
- bb In the interest of safety, assistance should be sought when running up engines and taking models to the runway for take-off.
- cc All helpers must have BMFA membership.
- dd Appropriate use should be made of all the 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.
- ee 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.
- ff When carrying out power checks, all persons including the pilot are to be behind the line of the propeller.
- gg Models having their engines run in on the ground must not be left unattended whilst the engine is running.
- hh All models are subject to random safety spot checks which will be carried out by an instructor/Safety officer. If in his opinion a model is unsafe to fly or does not conform to Club rules, it will be grounded until the issues are rectified.
- ii Members must ensure that they comply with the D of E Noise Code for the Minimisation of Noise from Model Aircraft.
- jj 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.
- kk All operational failsafe 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. Fail-safe's are to be checked prior to flight by switching the transmitter off whilst the model is restrained.
- ll Mobile telephones must not be taken onto the flight line.
- mm No smoking is permitted in the vicinity of inflammable fuels and materials.
- nn Any incident involving a third party or another member must be reported to the Committee and documented.

12. FLYING

- a Only type-approved 2.4GHz radios may be used.
- b Take-off and initial turn after lift-off shall be made away from the pits.
- c No more than six aircraft may be airborne at the same time.
- d Keep a lookout for low flying full-sized aircraft and call them out to anyone flying so they can descend to low altitude or land; this can happen at any time.
- e At all times, pilots will stand alongside each other and never fly behind one another.
- f Over flying buildings, domestic gardens, car parks, traffic, spectators and the pits at any altitude is prohibited.
- g Any malfunction (actual or apparent) shall signal an immediate end to that flight.
- h Helicopters must only be hovered and landed in an area where they will not interfere with fixed wing activities.
- i Before a fixed wing model is taken onto the runway for take-off, pilot or assistant shall notify other pilots, and also check for airborne models on low passes, landing approach or dead stick (engine failure).
- j Pilots shall call "LANDING" or "DEAD STICK" to notify other pilots before landing their model.
- k Pilots shall notify anyone who is flying before retrieving their model from the runway and should call, "ALL CLEAR" when the model has been retrieved.
- l Do not assume everyone has heard you; get an acknowledgment from flyers before walking onto runway.
- m Keep your eyes open and listen for other calls of dead stick/landing.
- n If you get in trouble, CALL FOR ASSISTANCE
- o Starting a stalled engine or generally wandering about on the runway is not allowed.
- p Inexperienced flyers should not fly without an experienced pilot assisting.
- q If for whatever reason you think you can't make the landing area, DONT TRY IT! Land out in the rough away from people.
- r Members of the public have right of way on the footpath. Please be vigilant of their presence when they are passing by.

13. JET FLYING(turbine engine)

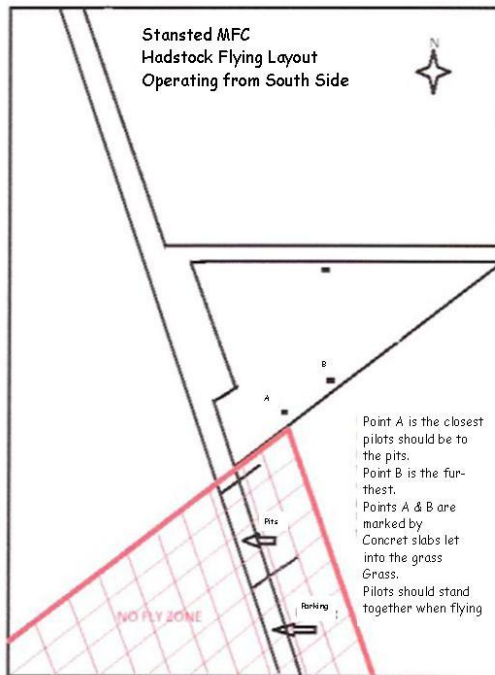
- a Any flier (club member or visitor) wishing to fly a Jet (turbine engine) at Stansted MFC, must be the holder of (at least) a BMFA fixed wing B certificate, due to the unique challenges and nature of jet operation.
- b It's advisable that the flier undergo a check of their ground and flight operation by another member who has experience in this type of powered aircraft.
- c When starting/flying a turbine powered model there must be a fire extinguisher available.
- d It is strongly recommended that an observer be present with the jet flier at all times whilst airborne."
- e There are restrictions to flying Jet Turbine powered aircraft at The Club. Contact a committee member before flying.

14. INSURANCE AND INDEMNITY

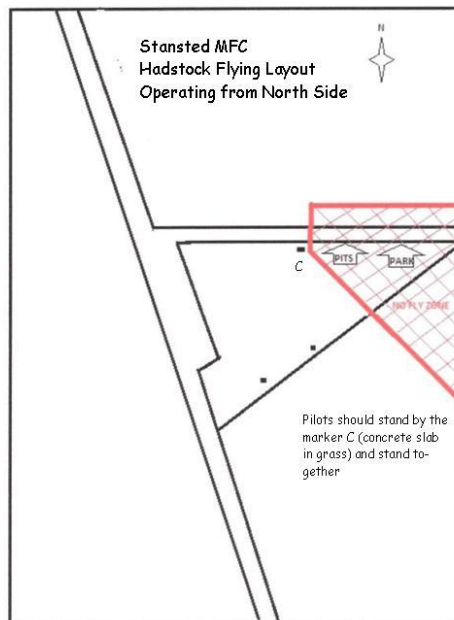
- a The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA
- b The club will indemnify all committee members if they incur any liability on behalf of the Club.
- c In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer
- d When there is a joint meeting between Stansted MFC and another club(s), the participating club(s) must be able to provide evidence of adequate insurance cover well in advance of the event.

15. DISSOLUTION OF THE CLUB

- a Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting.
 - b Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days.
 - c The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.
 - d 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 supported charity.
 - e If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be held in trust by the BMFA for a period of ten years.
 - f All members will receive a final statement of accounts.
BMFA Note :- Upon dissolution where clubs place funds in trust with the BMFA it is held for up to 10 years and returned in the event of the club reforming
 - g After 10 years the funds get transferred to the Development fund and used to further model flying in the UK.
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No Fly Zones



No Fly Zones

16. GUIDE ON CARING FOR JUNIOR MEMBERS

- a It should be noted that any disclaimer concerning the care of any member, particularly junior members, is not acceptable in law.
- b 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.
- c 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.

Club rules concerning juniors

- d A Junior Member is defined as being under 18 years of age.
- e A responsible adult is defined as a senior member or parent/guardian who has the experience commensurate with the type and degree of supervision required.
- f Junior members must be supervised at all times by a responsible adult.
- g The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
- h 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.
- i 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.
- j No senior member is to be expected to assume responsibility for a junior member unless he/she has been specifically requested to do so by the junior member's parent/guardian. If required to do so, he/she is to assume complete and total responsibility for the junior member whilst he/she is in their charge.
- k Notwithstanding the requirements of Paragraph j, should a member discover a junior member is unsupervised he/she must assume responsibility for the junior member's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the junior member's parent/guardian/nominated supervisor.
- l Any instance of such an occurrence is to be reported to any member of the Committee as soon as possible.
- m Whilst supervising junior members, senior members should be aware of the requirements of THE CHILDRENS 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)
- n It is recommended the Club also places the following or a similar statement on the membership application form to ensure the parent/guardian agrees to abide by Club policy:

Note to parents/guardians

- a 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, unless specifically arranged.
- b Our activities at the flying site do not finish at a regular time and it is therefore your responsibility to ensure the well being of your child over and above arranging a predetermined collection time.
- c Should you wish to leave your child at the flying site, it is your responsibility to arrange for one of the senior members to supervise him/her during your absence.
- d In addition this Club has specific rules relating to junior members and you are required to study them carefully.
- e This membership form must be signed by the parent/guardian if the applicant is under 18 years of age, thereby signifying you accept the conditions of junior membership."
- f Finally, caring for junior members is largely a matter of common sense provided everyone is clear on what is expected of them and a few simple principles are adhered to.
- g It is not a responsibility to be feared but is nevertheless essential if we are to ensure we continue to attract youth into our model flying Club.