



# **The Constitution of the Frome Model Flying Club**

**Dated 01 March 2002**

**Amended 22nd November 2017**



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## Constitution

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## 1. Name

- 1.1 The name of the club shall be The Frome Model Flying Club and the club shall hereinafter be referred to as the Club

## 2. Definitions

- 2.1 In this Constitution - 'the Club' means the Frome Model Flying Club 'the Constitution' means the Constitution of the Club, **the current year means a period from 1 January to 31 December**

## 3. Objectives

- 3.1 To promote interest in flying model aircraft.
- 3.2 To promote good fellowship among those interested in flying model aircraft.
- 3.3 To educate, train, coach and encourage members of the Club.

## 4. Powers

- 4.1 The club may do all things necessary in accordance with this Constitution to achieve the objects of the Club.

## 5. Membership

- 5.1 Any person who is interested in flying model aircraft shall be eligible for membership. The Club operates a Children and Vulnerable Adults Policy, as required by the BMFA.
- 5.2 A person shall become a member upon approval by the Committee or its Authorised Officer, of the person's application, and payment of the annual membership fee to the Treasurer.

### Classes of Club Membership

Junior Member - 16 years of age  
Student Member - 16 years of age or over in full time education  
Adult Member - Over 16 years of age

- 5.2.1 Junior Members must be accompanied by a 'Responsible Adult' at all times while at the flying site. A 'Responsible Adult' means either the parent or guardian of the Junior Member or an adult nominated by the parent or guardian of the Member for the purpose of this rule.
- 5.3 The annual membership fee for all classes of membership shall be determined at the Annual General Meeting in each year and shall fall due on 31 December. Members may elect to pay their membership in two equal halves, the first half to be paid by 31 December and the second half to be paid by 31 January following the AGM.
- 5.4 All new members shall pay a full annual membership fee for the class of membership required at the time of joining, irrespective of the time of year.
- 5.5 As a concession new members joining after 1st July shall be entitled to a rebate against the following years membership fee, equal to 1/12th of the annual fee per full calendar month from 1st Jan until the date of joining. This rebate shall have no cash value.
- 5.6 Any member whose membership of the club has lapsed as defined in article 5.10 shall not be entitled to take advantage of article 5.5 in the year after their membership has lapsed.
- 5.7 As determined by the committee a discount on the annual membership fee may be offered from time to time for members who renew their membership at the AGM or in the calendar month succeeding the AGM.
- 5.8 Persons under the age of 16 years, or under the age of 18 years if in full time education, shall be eligible to join as junior members at such special fee as shall be determined but they shall not be entitled to hold office, or vote, or take part in business procedures at meetings of the Club.
- 5.9 A properly constituted Annual General Meeting or Special General Meeting may appoint any person as a Honorary Member or Honorary Life Member of the Club in recognition of services rendered in promoting the interests and Objects of the Club. An Honorary Member or Honorary Life Member shall be entitled to all the privileges of a member under this Constitution including the right to vote and stand for election.
- 5.10 A person shall cease to be a member of the Club at the expiration of one month after notice by the Treasurer to that person that her or his membership fee is over due unless within that period he or she pays the fee and any monies properly payable by her or him to the Club and set out in the notice of the Treasurer.
- 5.11 Upon any person ceasing to be a member of the Club, for any reason whatsoever, that person shall not be entitled to the return of his or her membership or any portion thereof.
- 5.12 The committee may expel from the Club or otherwise punish or penalise any member whose conduct, in the opinion of the Committee, is discreditable or injurious to the character or interests of the Club.

## 6. General Meetings

- 6.1 The Annual General Meeting of members shall be held on the last Tuesday of November in each year and members shall be given notice in writing at least 28 days prior to the Annual General Meeting.
- 6.2 Any fully paid up member wishing to propose changes to the constitution of the Club must make any proposal in writing to the Club Secretary not less than 21 days prior to the Annual General Meeting.
- 6.3 The annual report and balance sheet or financial statement shall be submitted to members at the Annual General Meeting.
- 6.4 An Annual General Meeting or a Special General Meeting may make by-laws for the proper administration of the Club by the passage of a resolution proposing the change, consented to by a two-thirds majority of those attending the meeting and entitled to vote.
- 6.5 The election of Officers and General Committee Members for the ensuing twelve months shall take place at the Annual General meeting together with any other business mentioned in the notice paper convening the Meeting. Any existing Committee member who does not wish to be reconsidered for election at the forthcoming Annual General Meeting shall give notice, in writing, to the Club Secretary not less than 21 days prior to the Annual General Meeting. Any member who wishes to be considered for election at the Annual General Meeting should give formal notice to the Club Secretary in writing not less than 21 days prior to the Annual General Meeting.
- 6.6 A Special General Meeting of members shall be called at the request of any member of the Committee or any six members of the Club. Such Meeting shall be held within 28 days of a request and all members shall be notified in writing not less than 21 days before such Meeting.
- 6.7 A Social Meeting will be convened on the last Tuesday of each month, the meeting place for the forthcoming year to be agreed at each Annual General Meeting. A Social Meeting shall not make substantive decisions concerning the Club.
- 6.8 The Chairperson shall take the chair at all General Meetings. Should the Chairperson not be present then the Vice-Chairperson shall take the chair, and if the Vice-Chairperson is not present the members shall elect a member to take the chair.
- 6.9 At all Meetings the Chairperson's decision on points of order shall be final.
- 6.10 The Chairperson shall have a casting vote in addition to a deliberative vote.
- 6.11 The quorum for a General Meeting shall be seven members present.
- 6.12 Unless otherwise provided for in this Constitution, resolutions shall be passed by the consent of a simple majority of persons present at the Meeting and entitled to vote.
- 6.13 A quorum shall not be required for a Social Meeting.
- 6.14 If at any General Meeting other than the Annual General Meeting there be no quorum within 30 minutes of the time appointed for the Meeting, then the Meeting shall lapse unless a majority of the members present decide to adjourn the Meeting for a period not exceeding 28 days. If there be no quorum within 30 minutes after the time appointed for such adjourned Meeting then the Meeting shall lapse altogether. If at the Annual General Meeting there be no quorum within 30 minutes of the time appointed for the Meeting, then the Meeting may proceed despite the absence of a quorum.
- 6.15 Only members present in person shall be entitled to vote.

## 7. Committee

- 7.1 The business and affairs of the Club shall be under the management and control of the Committee provided, however, that except in the case of extreme urgency the Committee shall not take any action contrary to decisions made at a General Meeting.
- 7.2 The Committee may, subject to the decisions made at General Meetings, exercise all the powers of the Club and do all such acts and things as it considers necessary or expedient to carry out the Objectives of the Club.
- 7.3 The Club will not finance an activity, nor approve the use of the Club's name in association with an activity, unless the Committee has first been provided, in writing, with detailed information on:
  - (i) The proposed activity.
  - (ii) The proposed budget for the activity.
  - (iii) The income the Club might derive from the activity.
  - (iv) The expenditure that the Club might incur in the financing of the activity and Any
  - (v) other commitment of Club resources or assets that might be incurred in supporting the activity.

- 7.4 The Committee shall comprise of the Chairperson, Vice-Chairperson, Secretary and Treasurer. From time to time a General Meeting may also elect a Social Secretary, a Public Relations Officer and four ordinary members of the Club as required for the proper running of the Club.
- 7.5 Should any vacancy occur in the Committee other than in the normal course of elections, the Committee shall fill such vacancy from members of the Club and such member duly appointed shall hold office for the un-expired portion of the predecessor's term.
- 7.6 The Committee shall meet as often as may be required to conduct the business of the Club. The Chairperson or the Secretary or two members of the Committee shall have the power to call a meeting of the Committee. The Chairperson of the Club shall take the chair at all Committee meetings. Should the Chairperson not be present then the Vice-Chairperson shall take the chair and if the Vice-Chairperson not be present the Committee shall elect one of its number to take the chair.
- 7.7 The chairperson at all Committee meetings shall have a casting vote in addition to a deliberative vote.
- 7.8 All members of the Committee shall be entitled to notice of meetings but the accidental omission to give notice to any member, or the non-receipt by any member of any notice required by this Constitution, shall not invalidate or affect any proceedings at such meeting.
- 7.9 The Committee shall have the power to delegate any of its powers to a sub-committee to deal with any particular matter or matters and upon such terms as the Committee may think fit. The Chairperson shall be an ex-officio member of all sub-committees.
- 7.10 All acts or decisions done or made by any meeting of the Committee or any member thereof shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of such member or all or any members of the Committee, be as valid and effective as if they had all been properly appointed, unless it be proved that the appointment was made in fraud or bad faith.
- 7.11 The quorum for Committee meetings shall be two members present in person. If the number of Committee members becomes less than the quorum, the remaining Committee members may meet to co-opt additional members to the Committee.

## **8. Election of Committee**

- 8.1 Nomination for each candidate for election as Office-bearer or General Committee Member shall be proposed and seconded respectively by two members at the Annual General Meeting. Contested offices shall be subject to ballot at the Annual General Meeting of the members present and voting thereon.
- 8.2 The election for the Office-bearers and the General Committee Members shall be by ballot of members present and voting thereon, held at the Annual General Meeting. No ballot shall be required when the number of candidates nominated for each office does not exceed the number of vacancies, and the candidates shall be declared duly elected.

## **9. Duties of the Secretary**

- 9.1 The Secretary shall -
- (i) Keep a true record of the minutes of all meetings (General Meetings and Committee Meetings)
  - (ii) Attend to correspondence
  - (iii) Issue notices for meetings
  - (iv) Carry out such other duties as the Committee may from time to time direct.

## **10. Duties of the Treasurer**

- 10.1 The Treasurer shall -
- (i) Receive all monies payable to the Club, and give receipts therefore.
  - (ii) Pay all monies received on behalf of the Club into the Club's bank account.
  - (iii) Keep true and proper financial records of the Club.
  - (iv) When requested to do so by the Committee, provide to the Committee a list of all accounts, books and records of the Club, and allow their inspection by the Committee
  - (v) Provide any other information required by the Committee.
  - (vi) Present to the Annual General Meeting a balance sheet of the current assets and liabilities of the Club, together with a written report.

## **11. Vacation of Office**

- 11.1 For the purposes of this Constitution an office of the club becomes vacant if the person holding that office:
- Dies;
  - Becomes bankrupt or applies to take or takes of advantage of any law relating to bankruptcy or makes arrangement with his or her creditors;
  - Becomes of unsound mind;
  - Resigns his or her office by writing to the Committee or
  - Ceases to be a member of the Club

## **12. Finance**

- 12.1 The financial year shall be from 1 January to 31 December.
- 12.2 All monies of the Club shall be paid into the account of the Club at such bank as the Committee may from time to time direct.
- 12.3 All monies drawn from the Club's accounts shall be drawn by cheque signed by at least two of the bank signatories authorised by the Committee. No cheque shall be signed or money withdrawn unless such transaction has been approved by the Committee or, in the case of urgency, by the Chairperson and the Secretary.
- 12.4 The income of the Club shall be applied solely towards the Objectives and purposes of the Club.

## **13. Trustees**

- 13.1 Unless otherwise determined the members of the Committee of the Club for the time being shall be deemed to be the Trustees of the Club, to hold any property real and personal belonging to the Club.

## **14. Amendments to the Constitution**

- 14.1 This Constitution may be altered, amended or repealed at any properly constituted Annual General Meeting or Special General Meeting of the Club provided that 14 days notice setting out the proposed change to the Constitution has been forwarded in writing to all members of the Club.
- 14.2 No motion for alteration, amendment or repeal of this Constitution shall be carried without the consent of two thirds of those present and entitled to vote at such Annual General Meeting or Special General Meeting.

## **Dissolution**

- 15.1 The property assets and income of the Club, wherever derived, shall be applied towards the promotion of the Objectives of the Club, and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of the Club provided that nothing herein contained shall prevent, in good faith, remuneration to any officers or servants of the Club or any member in return for services actually rendered, nor prevent the payment of interest on money borrowed from any member of the Club. Should the Club for any reason cease to function, any member or person holding any Club monies or property shall forthwith pay the same to the Committee.
- 15.2 The Club shall not be dissolved unless so determined at a properly constituted Annual General Meeting or Special General Meeting, after 21 days notice of the intended dissolution has been forwarded in writing to all members of the Club.
- 15.3 On the dissolution of the Club, any assets remaining after payment of all debts and liabilities shall be divided between the remaining fully paid up members of the Club or disposed of in any other way with the consent of at least two thirds of the members present and entitled to vote at a Special General Meeting called for the purpose of considering such a resolution.

## **16. Notice**

- 16.1 Any notice required by this Constitution to be given to any member shall be sufficiently given if posted or delivered to the last address or email address of the member notified in writing by the member to the Secretary, and posted on the Club Website, and in the case of notice by post the notice shall be deemed to have been received on the first day on which mail is delivered after the day of posting.

## **17. Temporary Amendments to the Constitution**

## **GENERAL RULES INCLUDING FLYING SITE RULES**

*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.*

### **18. Third Party Insurance**

- 18.1 Each member of the Club must also be a member of the British Model Flying Association, either through the Club as an Affiliated Club member or as a Country Member. Country Members must show proof of their BMFA Membership each year to an officer of the Club.
- 18.2 Each member is responsible for his or her own safety and the safety of all other Members and guests of the Club. Each Member is deemed to have read the conditions of the BMFA insurance cover and must comply with the requirements of the policy.
- 18.3 Each Club Member is entitled to invite guests to the flying site of the Club for the purpose of flying model aircraft to a maximum of three visits per year. There is no restriction on the number of visits a non-flying guest may make to the club. All visitors are expected to behave in a proper manner and must obey all rules of the Club including any provision of the BMFA insurance policy. A member is responsible for the behaviour of his or her guest. Any breach of the Club rules will be dealt with as though the Member had committed the breach of the Rules.

### **19. Flying Site Safety**

- 19.1 All Members are responsible for both his or her safety as well as the safety of any other person present at the flying site. Each member has the authority to ask any other person present to refrain from anti-social or dangerous behaviour. If the offender refuses to refrain from such behaviour they may be reported to the Committee for further action to be taken including consideration of expulsion from the Club.
- 19.2 Helicopters and all other powered rotor aircraft must not, by their operation, cause undue inconvenience to other club members. Helicopters, Autogiros and other similar aircraft with powered or non-powered rotor blades will be subject to the same rules as fixed wing aircraft.
- 19.3 The maximum combined total engine capacity of any internal combustion engine powered aircraft used at the Club must not exceed 80 cubic centimetres. Any aircraft exceeding 7 Kg in weight but not more than 20 Kg (without fuel) are subject to additional regulations as specified by the Air Navigation Order. The onus is on each Member flying such aircraft to conform to all necessary supplementary regulations.
- 19.4 Inspection of Large Models - An aircraft over 7 Kg. must be inspected by an independent and competent person prior to the initial flight. The inspection should check general airworthiness. Additionally, all pilots who fly models weighing more than 7 Kg (without fuel) must hold a current BMFA 'B' Certificate or its equivalent (e.g. SAA Silver Wings, LMA Proficiency Certificate)
- 19.5 Irrespective of aircraft size or engine configuration ALL aircraft must be thoroughly inspected by the pilot (or instructor in the case of novice pilots) before and after each flight – as per BMFA instructions. The pilot is responsible for ensuring that the aircraft is safe to fly.
- 19.6 Mobile Phones should not be kept in close proximity to computerised transmitters, and must not be taken on to the flight line
- 19.7 The club will adopt the BMFA's guidelines to ensure the safe operation of this model type. Members wishing to fly this type of model must familiarise themselves and must comply with 'Code of Practice for the Safe Operation of Model GasTurbines' available as a download from the BMFA website. In addition, the following rules will apply.
- 19.8 All modellers wishing to fly gas turbine models must have a BMFA B Certificate. No member may fly a gas turbine powered model on their own.
- 19.9 A member must be appointed to as fire officer, equipped and familiar with a suitable fire extinguisher before a gas turbine model can be started. The fire extinguisher must be a powder, foam or CO2 type suitable for petroleum fires and of at least 1Kg capacity. Water based extinguishers must not be used as they will not work for liquid fuel or electrical fires.
- 19.10 When starting the gas turbine, the fire officer must be present with extinguisher and may assist by restraining the model safely or the model must be restrained by some other means.
- 19.11 When starting the model the jet pipe must point away from the other models, people and parked cars.
- 19.12 The flying of gas turbine models must comply with all the regular club rules. Pilots must check with the other flyers to ensure they are comfortable to continue flying alongside the gas turbine model and if necessary allow them to land their models before the gas turbine is flown.
- 19.13 The turbine must be shut down before removing the model from the flying area

## 20. Noise Abatement

- 20.1 The current noise limit for any model is 82 dBA at 7 metres but may be amended from time to time to conform to BMFA guidelines or statutory notices served on the Club by order of Court or Local Authority or Local Authority representative, or by the landlord or his representative. Notwithstanding if in the opinion of the Committee a model is excessively noisy in the air, then it is to be grounded until rectified.
- 20.2 The Committee have the right to ask any Member to permit their aircraft to be noise tested. When requested to do so, the Member should present their aircraft for testing within a reasonable time but where there is doubt regarding the noise of the aircraft such aircraft will be grounded until a test can be performed. All noise testing will be carried out in accordance with the guidelines of the BMFA - Method of Measurement of Noise Emitted by a Model Aircraft.

## 21. Frequency Control

- 21.1 For 35MHz the Club frequency pegboard must be used at all times. The 'Peg Off' system shall be used.
- 21.2 All 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 in the case of EP models the drive cells disconnected or the model is restrained.

## 22. Proficiency to Fly

- 22.1 All members will be required to undertake and pass a proficiency test before being permitted to fly unsupervised at the Club site subject to article 22.3. The proficiency test will be the BMFA 'Fixed Wing 'A' Certificate' or 'Helicopter 'A' Certificate' test. Any pilot wanting to fly glider types only and outside the scope of Article 22.3 may take the BMFA 'Silent Flight: Electric 'A' Certificate' test but will be restricted to glider types only. A pilot passing the 'Fixed Wing 'A' Certificate' test may fly fixed wing aircraft of any type. A pilot passing the 'Helicopter 'A' Certificate' test may fly helicopters of any type. Any pilot not having passed the proficiency test will be supervised by the holder of a BMFA 'A' certificate for the discipline being flown.
- 22.2 Any new member wishing to fly at the Club site must either satisfy the provisions of 22.1 above or show evidence to the committee that they have passed a test to the minimum standard required.
- 22.3 Electric powered aircraft (including glider types and helicopters) weighing less than 1Kg may be flown unsupervised to allow additional flight time for trainees prior to taking the BMFA Fixed Wing 'A' certificate test for the discipline being flown.

## 23. Site Rules Other than Safety Matters

- 23.1 The Club flying site, car park and surrounding areas must be kept in a clean and tidy state at all times.
- 23.2 Within the Landlords land Members must drive to and from the Club flying site using only the designated routes, and wherever possible following existing wheel tracks.
- 23.3 A Speed limit of 5mph must be observed whilst driving within the boundaries of the Landlords land.
- 23.4 All gates must be left in the position found.
- 23.5 Car parking is not permitted on the grass verge on the road adjacent to the flying site entrance.
- 23.6 The entrance gate to the showground must be left closed and locked at all times.
- 23.7 Members wishing to take their dog to the site can do so providing that:
- (i) The dog is kept on a short lead under supervision at all times.
  - (ii) Dogs are not permitted to foul the site (pits area or the patch). If a dog does foul the area it must be cleaned up immediately and disposed of off site
  - (iii) Dogs are not allowed in the pits area. A designated area for tethering dogs will be provided and the position of the area will be determined by the committee.
  - (iv) The dog must not be a nuisance to other members of the club.
- 23.8 No more than three aircraft either powered by internal combustion engines or ducted fan systems may be flown at any one time.
- 23.9 No flying at all is permitted on the following days:
- (i) Christmas Day.
  - (ii) From the Monday preceding to the Friday following the Frome Cheese Show
- 23.10 When the Showground is being used for other purposes:
- (i) Alternative no fly zones will be in force
  - (ii) Restrictions on the type of aircraft permitted to be flown as notified on the club website, and the calendar affixed to the outside of the container may be in force
- 23.11 Subject to the conditions of 23.9 and 23.10, flying is only permitted at the following times:

MONDAY – SATURDAY

Flying with aircraft powered by internal combustion engines or ducted fan systems is only permitted between the hours of 0900 and 1900.



Flying with un-powered or electric powered aircraft is permitted at any time.

**SUNDAY**

Flying with aircraft powered by internal combustion engines or ducted fan systems is only permitted between the hours of 1000 and 1700.

Flying with un-powered or electric powered aircraft is permitted at any time.