



Southampton Model Aeroplane Club (SMAC) Constitution



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GENERAL

1. The club shall be called **the Southampton Model Aeroplane Club (SMAC)** and will be affiliated to the British Model Flying Association.
2. The clubs principal aim shall be the promotion of safe and responsible model aircraft flying as documented in Appendix 1 and herein.
3. 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.
4. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request.
5. When there is a joint meeting between the SMAC and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.
6. A “member” means any class of membership.
7. A member may be made a life member or an honorary member for extensive services to the club. Life members and honorary members can only be created by a majority ballot of club members at a general meeting Honorary members shall have no voting rights and their membership shall be reviewed at every 3 years.
8. The Committee has the right to refuse membership to new applicants.
9. New members will be required to serve an initial probationary period of 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.
10. New members’ subscriptions shall be subject to status, plus the joining fee as decided at the Annual General Meeting.
11. Members who have allowed their subscriptions to lapse for less than one year will not normally be asked to re-apply for membership or pay the joining fee, but will be required to pay a full 12 months subscription. Reduced subscriptions will apply from 1st July when they will be halved. The Committee reserves the right to ask for a formal membership application if it so wishes.

12. Persons letting their membership lapse for 1 year or more, will be required to re-apply for membership and pay the joining fee on their return to the club.
13. All field safety rules and regulations as set out in Appendix 1 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 at 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 recommended within the SMAC.
14. 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.
15. 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 16.
16. 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 by an authorised Committee Member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.
 - b. If the member does not respond, he is to be given a written warning by an authorised 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 should 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 in full.

17. 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

18. 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.
19. All flying members are recommended to achieve the minimum standards of flying required under the SMAC training scheme before receiving the BMFA 'A' Certificate. This is also recommended before being allowed to fly indirectly supervised.
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.
21. Potential new members must fly under the supervision of SMAC BMFA registered instructors and such arrangement must be made in advance with the instructor in accordance with the BMFA handbook.

COMMITTEE

22. The Committee of the Club shall comprise of not more than 6 members, including the Executive Committee. A quorum of any Committee meeting shall consist of a majority of Committee Members.
23. The Executive Committee shall consist of four officers. These shall be Chairman, Secretary, Treasurer and Membership Secretary.
24. One senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings. Other committee members shall be:-
 - a) Flying / Safety Officer
 - b) Newsletter Editor/ Public Relations Officer.
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 nominations, at the Annual General Meeting, to serve for a period of one year. 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. The Executive Committee reserve the right to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the other Committee members.
30. Each Chairman and Treasurer is required to submit a sample of his signature to the secretary for banking reference purposes.
31. Money may only be withdrawn from the fund by cheque signed by the Chairman and Treasurer.
32. The Secretary must be informed of any negotiations proposed by club members that affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.
33. The Secretary will receive an annual honorarium 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.
34. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club, without the prior approval of the remaining committee.
35. Any Committee Member or Officer wishing to resign should do so in writing.
36. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
37. The Committee may pay accounts and incur any normal liabilities on behalf of the club.
38. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity of SMAC, 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.

VOTING AND CONDUCT OF MEETINGS

39. All formal meetings will be agendered and minuted.
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 by applying to the Secretary at least 14 days before the meeting. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.
45. Non club members may attend Club meetings as observers as invited guests of an SMAC. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
46. 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.
47. Patrons and Honorary Members of the club have no voting rights but are free to attend all club meetings.

ANNUAL GENERAL MEETINGS

48. A convenient date for the Annual General Meeting will be decided each year by the Committee. At least 28 days' notice of the meeting will be given in writing or email to all Club members.
49. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.
50. Subscriptions are due by 31st March each year. BMFA membership must be in place before flying.
51. An Independent Examiner 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

52. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any member of the Executive Committee, stating the business to be discussed.
53. 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.
54. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 25% of 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.
55. When a request for a meeting is made in accordance with Article 54 and it is not called within 28 days, the requisitioners 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

56. 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.
57. 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, determined by the Chairman in accordance with Appendix 2.
58. 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 in Appendix 2. All members will receive a final statement of accounts.

Appendix 1
Southampton Model Aeroplane Club (SMAC)
FIELD / SAFETY RULES

1. 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.
2. On matters of field safety needing an immediate decision, the responsibility lies with instructors, a member of the Executive Committee or one committee member, in that order. 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 14 of the Constitution.
3. In addition to the rules herein, local flying field regulations must also be complied when flying at that site and those as published for Lordshill and Beaulieu on the SMAC website when flying at Lordshill or Beaulieu.
4. 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.
5. No more than 5 aircraft shall be airborne at any one time.
6. All flying is to be done in the designated areas only.
7. All fliers must observe an established flight line and stand in this area whilst flying.
8. Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
9. All vehicles must be parked in the designated area only.
10. For frequencies other than 2.4GHz the procedures stated in the current BMFA members handbook.
11. 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.
12. 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.
13. Before starting an engine the model must be suitably restrained either by a tether or by an assistant.

14. In the interest of safety, assistance should be sought when running up engines and taking models to the runway for take-off. The use of an assistant for pilots with IC Helicopters is mandatory for starting and carrying the model to the flight line.
15. 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.
16. 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.
17. Models having their engines run in on the ground must not be left unattended whilst the engine is running.
18. It is strongly recommended that all new or repaired models should be checked out by an instructor or their appointed deputy before being allowed to fly. All models are subject to random safety spot checks which will be carried out by an instructor. If in his opinion a model is unsafe to fly or does not conform to Club rules, it will be grounded until rectified.
19. All operational failsafes 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.
20. When retrieving models that have strayed and landed outside of the recognised flying site boundaries, then due consideration shall be given to the privacy and property that the model has landed upon.
21. Mobile telephones should not be kept in close proximity to computerised transmitters and must not be taken onto the flight line.
22. No smoking is permitted in the vicinity of inflammable fuels and materials.
23. Children must be closely supervised at all times and must not be allowed to run around the pit area or runways.
24. No dogs are allowed at the flying field unless kept on a lead or tethered.
25. Any accident involving a third party or another member must be reported to the clubs BMFA Delegate as soon as possible, who will then inform the Executive Committee.

Appendix 2
Southampton Model Aircraft Club (SMAC)
CHARITY GUIDELINES

1. The aim of these notes is to provide guidance to the Chairman of the Club when considering making donations to charity.
2. The Club's charity guidelines are as follows :-
3. The Club should, wherever possible, support local charity events when asked. i.e. school summer fairs, firework displays, etc. whenever it is practicable to provide a relevant display of what we do. These conditions should be finalised well before the day of such an event.
4. Only money raised at these events should be made available to donate to worthy causes. No money will be diverted from members' subscriptions.
5. The current nominated Club charities are :-

RAF Benevolent Fund
www.rafbf.org

These are the charities referred to in the Club's Constitution Article 57.

Southampton Model Aeroplane Club (SMAC)
GUIDELINES ON CARING FOR JUNIOR MEMBERS

Responsibility for junior members is shared between the parents/guardians and the club members as follows:-

1. A Junior Member is defined as being under 18 years of age.
2. 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.
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 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.
7. Notwithstanding the requirements of Paragraph 6, 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. Any instance of such an occurrence is to be reported to the Committee as soon as possible.
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, unless specifically arranged. 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. 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.

In addition this Club has specific rules relating to junior members and you are required to study them carefully.

This membership form must be countersigned by the parent/guardian if the applicant is under 18 years of age, thereby signifying you accept the conditions of junior membership.”

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. It is not a responsibility to be feared but is nevertheless essential if we are to ensure we continue to attract youth into model flying.”

The notes are to be added to the membership form for a parent or guardian to sign at the enrolment of a Junior member