



LANCASTER & MORECAMBE MODEL AIRCRAFT CLUB



Chairman: Malcolm Ball Secretary: David Monk Treasurer: Peter Sandford

LANCASTER AND MORECAMBE MODEL AIRCRAFT CLUB CONSTITUTION

GENERAL

- 1) The club shall be called The Lancaster and Morecambe Model Aircraft Club (LAMMAC) and shall be affiliated to the British Model Flying Association.
- 2) The club's principal aim shall be the provision of facilities for the promotion of and participation in safe and responsible model aircraft flying in all areas where flying under the auspices of the club takes place.
- 3) The club shall be an amateur, non-profit making organisation and all surplus income or profits are to be re-invested in the club. No surpluses or assets will be distributed to members or third parties.
- 4) Any alteration to this Constitution can only be made at an AGM or EGM in accordance with the club's rules relating to voting and conduct of meetings.

MEMBERS

- 5) Membership of the club shall be open to anyone interested in the sport on application regardless of age, sex, disability, ethnicity, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is permissible on a non-discriminatory basis.
- 6) The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels which will not pose a significant obstacle to people participating.
- 7) The club committee may refuse membership, or remove it only for good cause such as conduct or character likely to bring the club or sport into disrepute.
- 8) 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.
- 9) All members, without exception, must obey all club rules. Failure to do so may result in disciplinary action by the club which may result in dismissal.
- 10) All full (flying) members of LAMMAC must also be members of the British Model Flying Association and must be able to supply evidence of this membership on request.
- 11) When there is a joint meeting of LAMMAC and any other club, that other club must be able to produce evidence of adequate insurance cover before members of that club shall be allowed to fly.
- 12) A member may be made a life member for extensive services to the club by a majority ballot of members at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).
- 13) The club will offer three classes of membership, as follows:

1) Adult membership, paying the full annual subscription

2) Junior membership. This is defined as someone who is under the age of 18 on the 1st January of the year of membership. Junior membership will also be available to individuals who continue in full time education after their 18th birthday, up to the age of 25. Junior members will pay 50% of the adult club subscription.

3) Family membership. This is available to families living at the same address. One adult member will pay the full adult membership fee; a spouse/partner and all children qualifying as junior members can then join as family members and pay the reduced fee

14) Club membership fees will be reduced by 25% from 1st July and by 50% from 1st September each year, in line with BMFA practice. This discount will only be available to new members or to previous members who were not members in the preceding calendar year.

15) Subscriptions are due by 1st January each year. Any member, who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to fly until they have done so. BMFA membership must be in place before flying.

16) Persons letting their membership lapse for more than three months shall be required to re-apply for membership and pay any administrative charge which may be from time to time decided by the club at its AGM.

RULES, DISCIPLINE AND SAFETY

17) All members must observe field discipline and comply with the Air Navigation Order and Civil Aviation publication CAP 722.

18) All field and safety regulations will be reviewed annually at the AGM unless an emergency requires urgent action. They will be binding on all members. The field safety rules are supplementary to those laid out by the BMFA in their Members' Handbook, compliance with which is mandatory within LAMMAC.

19) Any complaint concerning any member must be made in writing and signed by the complainant(s). This written complaint must then be forwarded to the Secretary for discussion at the next committee meeting.

20) Where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out. (Note:- A suspension carried out in this matter is considered a neutral act and infers no blame or guilt and is purely to allow an investigation.)

21) The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 28 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 Clause 22.

22) The Committee may consider removal of membership where 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.

23) 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.

FLYING

24) The Committee, Officers and Instructors will be responsible for the running of the flying field at all times in accordance with the club's safety rules. Appointment to the position of instructor or examiner can be made only by a Committee decision.

25) All members are encouraged to attain the minimum standards of flying required by the BMFA 'A' Certificate.

26) Any member whose flying falls below the minimum standard for unsupervised flying must rejoin the training scheme until the desired standard is once more achieved.

27) Flying by Non-Members: Beginners

First time inexperienced pilots who are not club members can attend for up to three introductory training sessions, which must take place under the supervision of an approved Club Instructor

28) Flying by Non-Members: Others

(a) Club members can invite a non-member to fly as a guest subject to a limit of 2 visits per individual guest. The guest must be fully briefed on the club's field and safety rules and the club member who invites them will remain responsible for their conduct at all times whilst at the field.

(b) The inviter should contact a member of the club's Executive Committee to obtain agreement that the guest can fly. Depending on the level of experience of the guest the Executive member may require a club instructor to be present at the guest's first flight. The guest will only be allowed to fly after showing proof of suitable insurance (eg BMFA membership). It is the responsibility of the inviting member to arrange for a Club Instructor to be present if required.

COMMITTEE

29) The club's committee shall consist of not fewer than five nor more than nine members including the Executive Committee. A quorum shall consist of the majority of committee members but must include at least two members of the Executive Committee.

30) The Executive Committee shall consist of the Chairman, Secretary, Treasurer and Club Safety Officer. The Club Secretary or Treasurer will act as Vice Chairman. The Chairman or Secretary will be the Club's liaison officer with the BMFA.

31) The Committee shall be elected from written nominations (which are proposed and seconded) by a majority of full members present, to serve for one calendar year.

32) In the event of a position on the Committee becoming vacant, the Executive Committee may co-opt a replacement until the next AGM. The person will be selected by a majority vote of Committee Members.

33) Members elected to office shall have full voting rights. In the event of a tie in any vote the Chairman shall have the casting vote.

34) The Committee are authorised to carry out negotiations and make decisions in the interest of the club and/or its members where necessary without consulting the full membership.

35) The committee can spend no more than £1000 in any one year and for the good of the club without reference to the general membership. This limit does not include the "normal" annual costs such as field rent, mower fuel, and general maintenance.

36) To allow decisions to be made quickly, the Chairman is given authority to make decisions on spending for items which he considers to be non-controversial or of a minor nature. If the cost is £50 or less, the Chairman may approve this expenditure himself. For expenditure over this limit, the Chairman must notify the other members of the Committee members in advance by electronic messaging and allow 48 hours for any comments. If any Committee member raises objections in that time, the matter will be referred to the next Committee meeting for a decision.

37) The Chairman, Secretary and Treasurer shall each submit a sample of their signature for banking reference purposes. The Treasurer will be allowed access to the club funds in the bank current account for the purposes of online banking, however money may only be withdrawn from the club's reserve funds in the building society by cheque signed by not less than two of the above nominated executives.

38) Any member of the Committee who is absent from more than three consecutive Committee Meetings without reasonable cause shall forfeit his seat on the Committee.

39) If a Committee Member becomes involved in court proceedings, whether civil or criminal, in his representative capacity on behalf of the club, as opposed to his capacity as a private individual, the club will indemnify him in respect of any fines or damages awarded against him.

40) In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity on behalf of the club, such damages or costs will belong to the club and that member will pay them to the treasurer immediately upon receipt.

41) Any Committee Member wishing to resign should do so in writing.

VOTING AND CONDUCT OF GENERAL MEETINGS

- 42) All general meetings will be agenda'd and minuted. Any other business will only be accepted at general meetings if the Secretary is given at least 14 days notice in writing of the item to be discussed.
- 43) A quorum of any general meeting is to be at least one quarter of the membership.
- 44) All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.
- 45) 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 permitted.
- 46) Amendments to proposals must be voted upon first.
- 47) An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
- 48) Non club members may attend Club meetings as observers as invited guests of a club by applying to the Secretary at least 14 days before the meeting. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
- 49) 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.

ANNUAL GENERAL MEETINGS

(Note: the rules for voting and conduct of General Meetings, including 14 days written notice for items for the agenda, apply here too)

- 50) A 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 to all Club members.
- 51) Annual subscriptions and the joining fee will be decided at the Annual General Meeting.
- 52) The agenda for the AGM will be sent out to all members no later than 14 days before the meeting. *(Note: this does not include the regular written reports from the club officials, including the final club accounts, which may be circulated later than this date).*

EXTRAORDINARY GENERAL MEETINGS

- 53) The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any officer of the Committee, stating the business to be discussed.
- 54) 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.
- 55) The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 12 members of the club, stating the business to be brought before the

meeting. The meeting must be called within 28 days of request and 28 days notice must be given to all members in writing stating the business to be discussed.

56) When a request for a meeting is made in accordance with Article 59 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

57) 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 within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

58). 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 donated to BMFA where they will be held in trust for a period of 10 years.

59) All members will receive a final statement of accounts.

ADDITIONAL RULES RELATING TO JUNIOR MEMBERS

- 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.