

# NENE VALLEY AEROMODELLERS

## CONSTITUTION & GENERAL RULES



UPDATED March 2016



## Section 1 - CONSTITUTION

### 1.1 Name

**The Club shall be known as the “Nene Valley Aeromodellers”, hereinafter referred to as the “NVA” or “The Club”**

### 1.2 Objectives

The aims of the NVA shall be:-

- 1.2.1 To encourage all aspects of the sport of model aircraft flying and building.
- 1.2.2 To assist members to improve their standards of building and flying and to require strict observance of all rules in the interest of safety.
- 1.2.3 To encourage social activities
- 1.2.4 To abide by the national policies and rules of the governing body for the sport by affiliation to the British Model Flying Association (Society of Model Aeronautical Engineers Ltd.)

### 1.3 Membership

- 1.3.1 ORDINARY MEMBERSHIP - There shall be three classes of Ordinary membership - SENIOR, JUNIOR and OVER SIXTY. Persons aged 18 or over on the date of application for membership shall be required to join as SENIOR. Those under the age of 18 on the date of application may join as a JUNIOR Member for the remainder of that year. Those aged 60 or over on the date of application or renewal of membership shall be classed as OVER SIXTY.
- 1.3.2 HONORARY MEMBERSHIP - Honorary membership shall be conferred on distinguished members at the discretion of the committee. Honorary members will be entitled to receive, free, the full benefits of membership for life, or until revoked by majority vote of the committee or membership.
- 1.3.3 LIMITATION ON MEMBERSHIP NUMBERS - The committee will have the discretion to limit the number of members admitted to the club in the event of it being considered necessary. Such a limit will be effective only until revoked by the committee or until the next AGM or EGM.
- 1.3.4 EXPIRY OF MEMBERSHIP - All memberships of the club and insurance cover expire on 31<sup>st</sup> December of each year. Those members not renewing their membership prior to this date will be required to re-apply for membership on a first come - first served basis.
- 1.3.5 VOTING RIGHTS - All members shall have the right to attend, take part in and vote at all General meetings of the Club, to make nominations for election and be nominated for **election to the committee, and draw up motions to change any aspect of the Club’s** organisation for consideration at a General meeting. Voting rights will be via attendance only at such meetings, and provided membership subscriptions have been paid for the year. In the event that a member is genuinely unable to attend a meeting for a vote, the committee may, at its discretion, allow a vote presented in writing.

### 1.4 Subscriptions

- 1.4.1 CLUB ANNUAL SUBSCRIPTIONS - The clubs standard subscription year will be from 1 Jan to 31 Dec. The club fees for any one year will be agreed at the AGM prior to that year
- 1.4.1A New members who join after 30<sup>th</sup> September of any year must pay a full year membership rate plus BMFA fees that apply at that time. In such cases their club membership will be valid until 31 Dec of the following year.



1.4.2 CLUB JOINING/REJOINING FEE - The Club will not levy a joining or re-joining fee.

## 1.5 Office Bearers

These positions shall be considered as Honorary, with Club fees being paid for by the Club during their duration of office. The office bearers of the Club shall be the Chairperson, Treasurer and Secretary. Honorary membership is recognised in respect of out of pocket expenses.

## 1.6 Responsibilities of Officers

1.6.1 CHAIRPERSON - The Chairperson will be responsible for calling all committee meetings, and chairing these meetings together with Annual General Meetings and Extraordinary General Meetings held during the year. The Chairperson will not normally have a vote except in the case of a tied vote, when the Chairperson shall have a casting vote. The Chairperson shall **be a signatory of the Club's bank account(s) together with the Treasurer.**

1.6.2 TREASURER - The Treasurer shall be responsible for collecting all membership fees, paying bills that may become due, presenting simple accounts for the membership year, and a budget for approval at the Annual General Meeting. The Treasurer shall be a signatory to **the Club's bank accounts together with the Chairperson. At the discretion of the committee** part of these duties may be delegated to a MEMBERSHIP SECRETARY as required. The Treasurer shall recommend to the committee at the meeting immediately prior to the AGM the following years membership fee.

1.6.3 SECRETARY - The Secretary shall be responsible for recording minutes, notifying all members of the date and agenda of the Annual General Meeting not less than 28 days prior to that date, and maintaining a record of all membership. The Secretary will also be responsible for receiving all correspondence that may be necessary. The Secretary shall circulate copies of the minutes of all committee meetings to committee members at least 7 days prior to the next meeting.

## 1.7 Committee

The business of the Club will normally be managed by a committee of nine including the Office Bearers, of which one will represent the editorial interests of the club either by printed notice or notification via email. The size of the committee can be varied by majority vote of the attendant membership at the AGM.

1.7.1 Welfare Officer (must be a serving committee member at all times).

See section 2.2

1.7.2 Webmaster

**The webmaster is responsible for keeping the club's website (flynva.org) up-to-date and ensuring that it is kept "live" at all times.**

## 1.8 Flying Competitions

1.8.1 FLYING COMPETITION - The program of flying competitions will be published 28 days in advance of the first competition in each membership year.

1.8.2 TROPHIES - Trophies awarded at the AGM will be retained by the member until the following **year's AGM. Members unable to attend the AGM must ensure that the trophies are** returned to a committee member 14 days in advance of the AGM. All trophies will remain the property



of the Club, and must be returned immediately upon request by the committee or committee member.

#### 1.10 Social Events

Any social event organised by the Club will be open to all members, their immediate family and their guests. Members will be responsible for the behaviour of their guests.

#### 1.11 Club Newsletter

In the event of a club newsletter being produced it shall be approved by the committee prior to publication. The committee shall reserve the right to remove articles from the newsletter that they consider may be detrimental to the interests and objectives of the Club, individual **members or members' families**.

#### 1.12 Affiliation to Governing Bodies

1.12.1 **BMFA MEMBERSHIP** - BMFA membership is a current condition of Club membership. New Club members who are not members of the BMFA will be required to join the BMFA as part of their initial application to join the Club. All new members who are already members of the BMFA will be required to transfer their BMFA membership administration to the NVA for their second and subsequent years of membership.

1.12.2 **BMFA ANNUAL SUBSCRIPTIONS** - On payment of the fee the Club will issue the requisite BMFA Certificate of Insurance which under Club rules is required by all flying members. Honorary members will have their BMFA fees paid for by the Club.

#### 1.13 Safety

All members must ensure that they are familiar with the current BMFA codes of practice and safety procedures. These must be observed at all times.

#### 1.14 Insurance and Membership

1.14.1 Membership cards and/or proof of insurance must be available at all times. Insurance cover must be for the minimum sum provided by the BMFA; in the event of third party accidents.

1.14.2 **INDEMNITY** - If a Club committee member engages or becomes involved in Court proceedings, whether criminal or civil in his representative capacity on behalf of the Club, as opposed to in his capacity as a private individual notwithstanding that he is taking part in Club activities but in circumstances where it would be unreasonable for the Club as a whole to ratify his actions then in the former instance, i.e. in his representative capacity, the Club will indemnify the committee member in respect of any fines or damages or costs awarded against the committee member. In the event of a committee member being awarded damages or costs in the course of proceedings taken by him in a representative capacity, such damages or costs will belong to the Club and not the committee member personally and forthwith upon receipt by the committee member will pay them to the Club Treasurer. The committee shall be responsible for notifying any relevant Authorities or governing bodies within 28 days - in writing, of any potential legal action against any Office-bearer or committee member so that benefit can be obtained from their legal services/insurance.

#### 1.15 Committee Meetings

1.15.1 **QUORUM** - A quorum of any Committee meeting shall consist of a minimum of 50% of the elected committee members and co-opted members.

1.15.2 **FREQUENCY OF MEETINGS** - The committee shall normally meet on a monthly basis, but not less than twice per calendar year.



- 1.15.3 VOTING - Committee decisions will be passed on a simple majority, with the Chairperson holding a casting vote. In the event of the Chairperson being absent then the members will appoint a Chairperson for that meeting and that member will act as if they were the Chairperson in all respects of a casting vote.
- 1.15.4 MINUTES - The Secretary shall be responsible for recording minutes of meetings including proposals of Club rules, seconds and voting results.

#### 1.16 Annual General Meetings

- 1.16.1 An Annual General Meeting (AGM) shall be held in December each year for which at least 28 days notice shall be given to all members in writing. The meeting shall consider the reports of the Secretary, Treasurer and Chairperson, and elect Committee members and Office Bearers for the ensuing year.
- 1.16.2 Any member wishing to propose a rule change shall notify any such proposal to the Secretary in writing 14 days prior to the AGM together with the name of the Secunder.
- 1.16.3 Only Club members in attendance at an AGM will be eligible to stand as an Officer or a Committee member of the Club. In the event that a member is genuinely unable to attend a meeting to stand for the committee or for a vote; the committee may, at its discretion, allow a nomination to be accepted. The request must be in writing, and a seconder must be named.
- 1.16.4 VOTING - Each ordinary member attending the AGM shall be entitled to one vote. The committee may, at its discretion, accept a proxy vote which has been submitted in writing prior to the meeting.
- 1.16.5 ANY OTHER BUSINESS - Any member wishing to raise a subject for discussion at the AGM must inform the Secretary, in writing, at least 14 days prior to the AGM.

#### 1.17 Extraordinary General Meetings

An Extraordinary General Meeting (EGM) shall be called at the request of the Committee by notifying members in writing at least 14 days in advance of any such meeting. An Extraordinary meeting may also be called by 10% of the members. A request for such a meeting must be sent to the Secretary in writing. All such requests shall be proposed, seconded and accompanied by signatories of all members making such a request, and detailing the proposed intent of the meeting. An Extraordinary General Meeting may not be called within 21 days of a notified AGM.

#### 1.18 Finance

- 1.18.1 AUDIT OF ACCOUNTS - One Auditor, not an Office Bearer, shall be appointed for the ensuing year at the Annual General Meeting. A Financial statement duly signed by the auditor shall be submitted to the membership at the Annual General Meeting.
- 1.18.2 BANKING - The funds of the Club shall be lodged in a bank account(s) approved by the committee.
- 1.18.3 WITHDRAWAL OF FUNDS - **Money may be withdrawn from the Club's account(s).** Two signatures; of those registered with the bank, will be required.

#### 1.19 Grievance Procedures

- 1.19.1 In the event that a member feels that they have been unfairly treated in matters of Club **discipline and enforcement of Club "Flying and Site Rules"** then this must be notified to the Secretary in writing. The Secretary will be responsible for immediately notifying the Chairperson, who will be responsible for calling an extraordinary committee meeting if



required. At the discretion of the Chairperson the individual member may attend any such extraordinary committee meeting either in part or full.

#### 1.19A PROCEDURES FOR DISMISSAL OF A MEMBER FROM A CLUB

The process described in this paragraph was written by the BMFA who recommended it be added to all club constitutions to prevent misunderstanding and to ensure that members are aware of their rights.

Further advice is available from the Chief Executive or Development Officer at BMFA Headquarters Chacksfield House, Leicester

BMFA also recommends that dismissal should only be used as a last resort and must be carried out fairly and with due regard to the law.

Unfortunately, when all else fails a club has to consider dismissing a member for conduct unbecoming their position as responsible club member. The process and deliberation of dismissal must give consideration to The Laws of Natural Justice, to ensure the member is dismissed lawfully as clubs, although private organisations still have to abide with law.

The BMFA has sought legal advice and recommends the following procedure is undertaken to lawfully dismiss a member:

- 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 the member still fails to respond, the Committee should invite him in writing to meet with them at an 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. Reimbursement of his club subscription is at the **Committee's discretion**.
- 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 would normally 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, elements "a" or "a" and "b" may be omitted but this should only be for exceptional circumstances. It is recommended that advice is sought from BMFA HQ in this instance.

Refusal of renewal of annual membership is tantamount to dismissal and should be dealt with by the procedure described in this section.

- 1.19.2 At the discretion of the committee any such issue may be referred to the Chairman of the committee who will be asked to act as the adjudicator. Any such decision made by the Chairman of the committee, will be full and final and binding on all members concerned.



## 1.20 Insurances / Disclaimer

**The Club and its officers shall not be responsible for any loss or damage to any members' personal property or any third party injury. All claims will be deemed to be against the individual members' personal insurance or via the cover provided under any approved insurance policy. Each member is responsible for ensuring that the Secretary is immediately notified of any incident that may potentially lead to a claim under any such policy.**

## 1.21 Winding-Up Procedure

In the event of the Club having to be wound up for what-ever reason the total assets of the Club after all debts & liabilities have been paid shall be donated to a charity. The charity/charities to benefit are to be decided upon at an Extraordinary General Meeting (EGM).

### Section 2 - CHILD PROTECTION POLICY

- 2.1 NVA has adopted a child protection policy in order to provide guidance for the safety and protection of those most vulnerable within the club. The policy covers the welfare and care of children and vulnerable adults in model flying. The policy is in-line with that proposed by the BMFA **and detailed in its document "Club Welfare Policy and Guidelines"**. This document can be downloaded from the club website or copies may be obtained by request to any committee member.
- 2.2 A club welfare officer to oversee the application of the policy is to be appointed. This position will be held by a committee member.
- 2.3 All members of the club are required to assist the Club Welfare Officer in the implementation of the Child Protection Policy
- 2.4 NVA fully accepts:
- 2.4.1 **Its legal (Children's Act 1989 and 2004 and the Protection of Children and Vulnerable Adults Act 2003) and moral obligations to provide a duty of care to protect all children and vulnerable adults and safeguard their welfare irrespective of age, disability, gender and sexual identity, race or religious belief.**
- 2.4.2 That the welfare of junior and vulnerable adult members is paramount and that children have the right to protection from all forms of abuse.
- 2.4.3 That all juniors who take part in model flying activities should be able to participate in a fun and safe environment in an atmosphere of fair play.
- 2.5 NVA is committed to ensuring that:
- 2.5.1 It takes all reasonable practical steps to protect children from harm, discrimination and degrading treatment and respects their rights, wishes and feelings.
- 2.5.2 All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately. It is the responsibility of child protection authorities/experts to determine whether or not abuse has taken place, but it is **everyone's responsibility to report any concerns.**
- 2.5.3 High standards of behaviour and practice are expected through compliance with the Code of Conduct contained within the BMFA Code of Practice on Club Welfare and Child Protection.



- 2.5.4 It is the duty of all NVA members and their guests engaged in activities involving junior members to be fully aware of their responsibilities. Committee members, at their discretion, may offer guidance and/or training for good practice and child protection procedures.
- 2.6 Nene Valley Aeromodellers has always encouraged young people to join the club and enjoy the hobby. The club accepts that this can only happen now with the full co-operation on the parents or guardians of junior club members. The club also accepts that society has changed and the measures adopted have become necessary. It is the **club's policy to help junior members and parents (or guardians) adopt and implement the child protection policy.**

### Section 3 - GENERAL FLYING RULES

- 3.1 Members should not to fly unsupervised, until they have passed the **club's approved flying test; i.e. the appropriate BMFA 'A' or basic proficiency certificate (BPC)**, for the type. Those that have not passed this test, may only fly while under the supervision of a club instructor or suitably experienced pilot.
- 3.2 Invitation to fly or visit may be made by any club member. Non-members may only fly by invitation and approved by a committee member. The host club member must take full responsibility for the conduct and actions of their guests.
- 3.3 All models must comply with current noise abatement codes of practice and legislation. Noise levels must not exceed 82dB at 7 meters.
- 3.4 Testing of engines must be away from the designated pit and flight-line areas.
- 3.5 Aircraft must not be taxied or flown towards or over the designated pit area.
- 3.6 All take-offs and hand launches must be from a mutually agreed flying area.
- 3.7 No more than 5 aircraft may be airborne at the same time.
- 3.8 Pilots using the designated flying area must make others aware of their movements and intentions at all times.
- 3.9 Pilots must stand in the relevant designated areas. In the case of the Olney field: the strip **has two 'pilot box' areas, each marked by four in line paving slabs. Pilots must use the 'box' nearest to the agreed landing direction, and keep the slab line** between them and active models on, or over-flying the landing strip.
- 3.10 Flying is not permitted whilst under the influence of alcohol, prohibited substances (**illegal drugs**), **prescribed drugs or medications which may affect the member's ability to safely control their model.**
- 3.11 No members shall run or operate a model aircraft, or engage in any activity which will distract competitors during official club competitions. This may only be waived at the discretion of the Contest Director.
- 3.12 The committee shall have the authority to co-opt up a further two members at their discretion to the committee.
- 3.13 All committee members shall retire annually but shall be eligible for re-election.
- 3.14 The committee shall be responsible for the production and maintenance of the club's **"Flying and Site Rules" which shall be binding on all members operating at any site being used officially by the club.**





- 3.15 RULES - **The committee, during their term of office, may vary the “General Flying Rules and Site Rules” at their discretion and may also pass Club rules relating to other aspects of the Clubs activities.** All Club rules will be notified to members via the club website/e-mail and posting of notices at the flying sites.

#### Section 4 - CLUB RULES - OLNEY FIELD

##### 4.1 Location

These rules apply to the flying field located between Olney and Yardley Hastings at OS grid reference SP874545.

##### 4.2 Flying Site

- 4.2.1 The flying field, livestock and adjoining properties must be respected at all times. All sites must be kept free of litter.
- 4.2.2 Members arriving at the flying field in vehicles must ensure they are parked safely so as not to cause an obstruction or park in a manner that will prevent access to the forest. Parking of cars should be in the car parking field only or in the winter car park. If the field is unsuitable for cars for whatever reason, the winter car park should be used. Car parking arrangements can be decided by any committee member as the need arises.
- 4.2.3 In exceptional cases, for medical or other reasons, permission may be given to certain members to park in the flying field. This permission will only be granted, in writing, with the agreement of the committee.
- 4.2.4 The forest is strictly out of bounds.
- 4.2.5 Rule Deleted

##### 4.3 Flying Times

- Monday to Friday 10.00 - 20.30
- Saturday and Sunday 10.00 - 17.00

##### 4.4 Transmitter Use

- 4.4.1 No 35MHz transmitter may be switched on unless its operational frequency has been claimed by or assigned to the user. To claim or assign a frequency, a named peg (i.e. a peg with the **member’s name on it) must be put onto the frequency board in the corresponding space of the frequency to be used.** Only one peg per frequency space is permitted. The frequency MUST NOT be displayed on the name peg.
- 4.4.2 It is the responsibility of the individual concerned to ensure that other members on site are aware and agree to the safe use of any other legal frequency other than 2.4 GHz. Those using 35MHz must use EVEN numbered channels only.
- 4.4.3 Rule deleted

##### 4.5 Rotary/Fixed Wing Models

Rotary, fixed wing and control line aircraft are not to be flown at the same time unless through prior agreement by all pilots flying at that time.

