

# **RAYDON AND DISTRICT MODEL AIRCRAFT CLUB CONSTITUTION**

1. The purpose of the Raydon and District Model Aircraft Club (RADMAC) is to promote the sport and hobby of model aircraft construction and flying, in all disciplines, and to encourage a wider interest and participation in the hobby within the local community.

## **RADMAC COMMITTEE**

2. A committee elected annually at the AGM carries out the day-to-day running and administration of the Club. All members are eligible to serve on the committee.

3. Throughout the year, and with the agreement of the membership, the committee may organise flying events, open or closed, and various speakers, trade presentations or other entertainment.

4. Note: Terms of Reference for individual RADMAC Committee Members are outlined at the end of this document (Appendix 1).

## **RADMAC MEMBERSHIP**

5. Membership of RADMAC is open to anyone in the community, without discrimination and who is interested in the sport of model flying, subject to the limitation on club membership numbers as described in the following paragraph.

6. Limit on Membership Numbers. The committee will review the total number of RADMAC senior members annually, having regard to the facilities available and subject to approval at an AGM. There will be no limit on the number of junior members, who must be accompanied at all times by their parent or legal guardian who is a senior member of RADMAC or other adult who has their parent's written authority to bring the child to the field and to supervise them.

7. Note: RADMAC policy on children's welfare, The Promotion of Welfare and Care of Children and Vulnerable Adults in Model Flying is at the end of this document.

8. Membership Waiting List. The Honourable Secretary will maintain an annually renewable waiting list of persons interested in joining RADMAC and, whenever a vacancy occurs, he will discuss suitability of applicants with the committee and a vote will be taken to select new members from the list. The waiting list is not carried over into the following year and unsuccessful applicants will need to reapply.

9. The club committee may refuse membership to any individual but only for good reason e.g. conduct likely to bring RADMAC or the sport, as a whole, into disrepute. Section 12 details the dismissal procedure.

10. The annual subscription fee for seniors will be set at an AGM each year prior to the renewal date for membership, which will coincide with the British Model Flying Association (BMFA) membership renewal date, usually 1st January.

RADMAC Membership Fees. Senior members are required to pay a (non-returnable) joining fee of £100, plus the annual subscription fee current at the time; no joining fee is required from Junior Family members. The annual subscription fee for seniors will be set at an AGM each year. To ensure continuity of insurance the subscription/BMFA fee is to be paid by 31st December. Members who have not paid by 31st December are not insured, are not paid up members of the club and must not fly until their subs/BMFA fee have been appropriately received. Members who

have not paid by 31st January will be deemed to have let their membership lapse and their place will be offered to someone on the membership waiting list. Any ex member wishing to re-join will be added to the waiting list and be required to pay the joining fee as a new member.

Upon reaching the age of 18 years of age on the 1<sup>st</sup> January of the year of membership any junior family member will then be eligible to pay the full senior membership fee and will hold full senior membership. Renewing junior family members that are over the age of 18 but are still in full-time education with no breaks will not be required to pay the senior fee. At the conclusion of full-time education or upon reaching the age of 25 a full members fee will be payable.

Junior members joining RADMAC (not included in a Junior Family Membership) are not required to pay a joining fee and will pay an annual subscription of ½ that of a Senior member.

Non Flying Members are not required to pay a joining fee and will pay an annual subscription of ½ that of a Senior member. Non Flying members are not required to be members of the BMFA, or other recognized body that provides suitable insurance for the club activities. Non Flying members are eligible to attend all club activities, they are not permitted to bring guests to fly at RADMAC and they do not have voting rights. Non Flying members may apply for full membership and, if selected, will be required to pay the joining fee, but their Non Flying membership status will not afford them any priority in the selection of applicants to join as full members.

11. **BMFA Membership**. All model-flying members must be paid up members of the BMFA. BMFA membership for new members will be arranged by the Secretary on joining RADMAC and renewed annually along with RADMAC membership. If a RADMAC member is also a member of another club he may elect to nominate the other club as his lead club for the purposes of BMFA Membership. Serving committee members must be BMFA members otherwise, the committee third party liability insurance may be invalidated. Those members who are “country” members of the BMFA should submit a scanned copy of their current BMFA or LMA membership card with their club renewal or initial application form to the club secretary.

## 12. **Disciplinary Procedure**

Minor faults or shortcomings in behaviour will be dealt with informally by a committee member with a view to reaching agreement on the improvement required. Informal warnings will not form part of the formal disciplinary procedure and the formal procedure will not be followed before an informal warning is given. If, however, the problem persists or if the matter is more serious, action under the formal disciplinary procedure outlined in the constitution will be taken.

The disciplinary procedure is a formal framework to deal with the situation where an individual’s conduct falls below acceptable standards and to ensure fair and consistent treatment of all members in such circumstances.

### **a) Invitation to a meeting**

The committee will set out in writing to the member, the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal and the member should be invited to a meeting to discuss the matter.

### **b) Disciplinary meeting**

The meeting will take place before any action is taken (other than suspension, in the event of alleged gross misconduct or police investigation, to enable a full investigation to take place).

### **c) The meeting will not take place until**

(i) the member has been informed in writing of the basis for the grounds given in the original notice of formal action or dismissal and

(ii) the member has had a reasonable opportunity to consider their response to such information.

At the meeting the committee will explain the complaint against the member concerned and go through the evidence that has been gathered.

The member must take all reasonable steps to attend the meeting.

After the meeting the member will be informed in writing of the committee's decision and their right of appeal against such decision to the members at a general meeting if they are not satisfied with it.

#### **d) Appeal**

If the member wishes to appeal they must inform the secretary in writing within the time frame stated in the decision notice.

The member must set out specific reasons for the appeal.

The Secretary must call an Extraordinary General meeting of the club to hear the appeal

The member must take all reasonable steps to attend the meeting.

The appeal general meeting may take place after the disciplinary action or dismissal takes effect.

After the appeal general meeting the member must be informed of the general meetings final decision.

At any meeting under the disciplinary procedure the member concerned will be given the right to be accompanied by another club member to act in a supporting capacity but such companion may not answer questions on behalf of the member subject to the procedure.

The member concerned also has the right to call witnesses or ask questions of any witnesses called by the committee

#### **e) General principles for the operation of the disciplinary and dismissal procedure**

- formal disciplinary action will not be taken until the matter has been investigated
- 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
- the member will be informed that suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt
- the member will be advised of the allegations against them and have an opportunity to state their case before any formal disciplinary decision is made
- the member will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting
- at every stage of the formal disciplinary procedure, the member will have a right to be accompanied at any disciplinary meeting by another club member
- a member will not be dismissed for a first breach of the rules, except in the case of gross misconduct, when the penalty will normally be immediate dismissal
- the member concerned will have the right to appeal against any formal disciplinary penalty
- although the disciplinary penalties which may be imposed under this procedure will normally be imposed in the order set out in this section of the constitution, the procedure may be commenced at any stage if the seriousness of the members alleged misconduct justifies this

## **f) Disciplinary sanctions**

As part of any disciplinary procedure, where the committee considers it appropriate to do so, they may impose a disciplinary sanction, which is a penalty. These will generally take the form of some type of warning.

- **Verbal warning notice** If conduct does not meet acceptable standards, a member may be given a formal verbal warning. This will set out the conduct problem, confirmation of improvement required and time scale for improvement to be made, together with the assistance to be provided to meet the objectives. A record of the verbal warning will be kept but the warning will be disregarded after usually a six month period (the time frame is dependent on the committee's decision) provided conduct has been satisfactory.
- **Written warning** If the offence is more serious or if there is insufficient improvement after a verbal warning or if a further broadly similar offence occurs whilst a verbal warning remains in force, a written warning may be given. This will set out the nature of the conduct problem and confirmation of improvement required and time scale for improvement to be made, together with the assistance provided to meet the objectives. The warning will also inform the member that should their conduct fail to improve or they commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the committee) then they will be issued with a final written warning. The written warning will be kept on file, and the member should be informed after what time period it will be disregarded providing their conduct, attendance or performance has been satisfactory.
- **Final written warning** If there is still insufficient improvement after a verbal and/or written warning has been issued or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given. This will provide details of the complaint, the improvement required and the timescale for the improvement. It will also warn that a failure to improve or any further disciplinary offences over the next period set by the committee may lead to dismissal or some other action short of dismissal. The final written warning will be kept on file and the member will be informed when the warning will be disregarded provided their conduct, attendance or performance has been satisfactory.
- **Dismissal or other sanction** If there is still further misconduct or a failure to improve conduct the final stage in the procedure may be dismissal.

Examples of misconduct

Examples of misconduct which may lead to disciplinary action being taken include, but are not limited to:

- failure to comply with field safety rules
- breach of club policies and practices

## **g) Gross misconduct**

The club may consider some types of misconduct to be so serious that a disciplinary warning would be an insufficient penalty. Such offences are known as offences of gross misconduct.

Where the offence is one of gross misconduct the normal penalty will be dismissal without a prior warning being issued (summary dismissal).

Dismissal for gross misconduct will not normally occur until a disciplinary meeting has taken place.

## **h) Matters which may justify summary dismissal include, but are not limited to:**

- dishonesty, theft and fraud from the club or its members

- deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the club, etc.
- vandalism or sabotage of club equipment and property
- fighting, or seriously disruptive behaviour or offensive or abusive language
- serious misuse of computer, email and internet systems, including posting to club websites or emailing pornographic, offensive or obscene emails to members
- misuse of club financial or other confidential club information
- acts of bullying, harassment or discrimination
- model flying under the influence of drinks, illegal drugs or other intoxicants
- misconduct which may bring the club into disrepute
- serious breaches of the clubs policies, procedures and safety rules
- deliberate or serious damage to the clubs/landowners property or causing loss, damage or injury through serious negligence
- any criminal offence carried out at the club site or during club meetings/events where such offence impacts or may impact upon the club

13. Distribution of Surpluses, Profits or Assets. RADMAC is a non-profit making association of model flyers and, as such, any profit from the occasional open model flying events that may be held, or any surplus income from membership renewal must be re-invested in the club, donated to another registered community amateur sports club (CASC), or to a registered charity. Under no circumstances will any surpluses, profit or assets be distributed to members or other third parties.

14. Dissolution of RADMAC. Should RADMAC have to be dissolved, for any reason, then remaining funds or assets (after payment of any costs properly payable) held by the club shall be divided equally between the following registered charities:- The Suffolk Air Ambulance; Help for Heroes; Macmillan Nurses; The RNLI.

## **RADMAC FLYING FIELD**

15. Location. The RADMAC flying field is situated on Notley Enterprise Park, the former Raydon Airfield wartime USAAF base.

16. Estate Security. There are two access points to Notley Enterprise Park; access via the gate opposite Raydon Hall Farm is expressly prohibited.

a. Gate A. Wenham Road near Raydon Village.

This gate remains open at all times to allow access for tenants and emergency services. Whilst the gate may be physically closed it will not be locked.

b. Gate B. Notley Lane.

This gate will be locked between 7pm and 7:30am Monday to Friday and will remain closed and locked throughout the weekend and bank holidays.

17. The landlord, along with the site security firm keeps the control of entry regulations under constant review and it may be necessary to revise the instructions in paragraph 16 at short notice. RADMAC members will be advised of any changes by the most appropriate method available at the time.

Original Signed

December 2018

Nigel Banham  
Honorary Chairman  
RADMAC Committee

Original Signed

December 2018

Tony Waters  
Honorary Secretary  
RADMAC Committee

## **Appendix 1. Duties of Committee members**

Specific duties for committee members are set out below. As well as day to day club flying, the club organises a variety of events and open days. The club adopts a flexible policy regarding organisation of open days and events and encourages committee members (and club members as needed) to assist and be involved on a voluntary basis as required and as available.

### **TERMS OF REFERENCE RADMAC HONORARY CHAIRMAN**

The RADMAC Honorary Chairman is responsible to the RADMAC Membership and the Committee for the following:

- a. General supervision of the RADMAC Committee and the club membership in all matters relating to the club activities.
- b. Chair RADMAC committee meetings and General Meetings.
- c. Liaison with the site owner on all club matters.

### **TERMS OF REFERENCE RADMAC HONORARY TREASURER**

Upon successful appointment arising from the RADMAC Annual General Meeting, the RADMAC Honorary Treasurer will be directly accountable to the RADMAC Committee via the Chairman. The Treasurer's roles and responsibilities will consist of the following areas and activities:

- a. Attend to all matters relating to the RADMAC finances, including maintaining a current account and a savings account. It is expected that the Treasurer will obtain the best rates of interest from the accumulated funds for the club. Any such investment must provide a very low financial risk and offer flexibility of deposits/withdrawals such that funds can be made readily available at short notice.
- b. Produce annual finance records and enter all income and expenditure details of all club monetary transactions in a clear and concise manner available for scrutiny by any interested party. Additionally, a record of receipts for income and expenditure must be made. This account is to be audited annually and presented to the RADMAC Annual General Meeting for approval each year.
- c. The Treasurer is responsible for being the financial point of contact for RADMAC and will inform the bank and building society such that all relevant financial statements are directed to the treasurer.
- d. The Treasurer is responsible for the issuing of cheques and petty cash as requested by committee members. All financial cheque or building society withdrawals will require two mandatory signatures from either the RADMAC Treasurer, Secretary or Chairman.
- e. Ensure that the Club building and mower insurance policy are sufficient for Club purposes and are renewed in good time.

### **TERMS OF REFERENCE RADMAC HONORARY BAR MEMBER**

The RADMAC Honorary Bar Member is expected to be responsible, through the Chairman to the RADMAC Committee for the following:

- a. Ensuring that there sufficient soft drinks and crisps are available in the clubhouse refreshment bar, that extra stocks are available as needed for events and open days, and that the waste bins are emptied on a regular basis with the empty cans and bottles recycled.
- b. Ensuring that the money left by members for the purchase of refreshment is collected regularly and paid into the club account.
- c. Ensuring that a record of financial transactions is maintained and an annual statement for the Treasurer is produced.

#### **TERMS OF REFERENCE RADMAC HONORARY GROUNDSMAN**

The RADMAC Honorary Groundsman is expected to be responsible, through the Chairman to the RADMAC Committee for the following:

- a. Ensuring that the flying field grass is kept neatly cut and tidy, having regard for the season of the year, making it suitable for the operation of model aircraft.
- b. Attend to all matters of routine servicing and maintenance of the club mowing equipment to keep it in a safe condition and ready for use.
- c. Maintain a list of authorised mower operators and conduct training as required.

#### **TERMS OF REFERENCE RADMAC HONORARY SAFETY OFFICER**

The RADMAC Honorary Safety Officer is responsible, through the Chairman to the RADMAC Committee for the following:

- a. Attend to matters relating to the safety of model flying on the RADMAC field in accordance with the BMFA Guidelines. He is to take immediate and appropriate action for any breaches of flying safety and, later, to inform the committee of any serious breaches in order that further action may be taken.
- b. During any open days that the club may organise the Honorary Safety Officer (or a nominated deputy if unavailable) is expected to supervise the safe flying of models by all participating flyers.

#### **TERMS OF REFERENCE RADMAC HONORARY MEMBER'S REPRESENTATIVE**

The RADMAC Honorary Member's Representative must be an active flying modeller and is responsible, through the Chairman, to the RADMAC Committee for the following:

- a. Consulting with RADMAC members on a regular basis to listen to their suggestions and gripes on all matters pertaining to the Club and to bring these matters to the attention of the whole committee at an appropriate time.

#### **TERMS OF REFERENCE RADMAC HONORARY SECRETARY**

The RADMAC Hon Sec is responsible, through the Chairman to the RADMAC Committee for the following:

- a. Attend to routine correspondence with organisations and individuals with respect to RADMAC business and maintain hard copy archive of all such activities for scrutiny by any interested party.
- b. Ensure that the Club Information Sheet is reviewed on a regular basis and to update it as necessary, and to publicise any changes to members in the most appropriate manner.
- c. Compile and maintain an accurate list of RADMAC members and attend to the prompt renewal of membership to coincide with the BMFA renewal date. Carry out the collection of renewal fees for BMFA and RADMAC and to pay such monies into the Club account without delay.
- d. Write to those persons selected by the committee to fill membership list vacancies offering them membership on payment of the appropriate fee and making them aware of the current Club membership rules.
- e. For club events, liaising with the BMFA to ensure approval is obtained and ensuring that Transmitter Control is organised in accordance with current BMFA guidelines.

#### **TERMS OF REFERENCE RADMAC HONORARY WELFARE OFFICER**

1. The RADMAC Welfare Officer is responsible, through the Chairman to the RADMAC Committee for the following:
  - a. Help the club follow the guidelines laid down in the BMFA's Promotion of Welfare and Care of Children and Vulnerable Adults in Model Flying Procedures and Guidelines document.
  - b. Ensure that new initiatives and information from the BMFA are communicated to the club and its members.
  - c. Ensure that the promotion of welfare and care of children and vulnerable adults is an item on the club committee meeting agendas.
  - d. Ensure that all club members working with children or vulnerable adults have received appropriate training and are suitably qualified.
  - e. Establish contact with their local social services and obtain information on local advice and reporting procedures. The RADMAC Welfare officer should obtain a copy of the Area Protection Committee Procedures from the local Social Services and keep it up to date.
  - f. Process club member's applications to work with children or vulnerable adults including the interview, induction and any required clearances as detailed in the BMFA Policy document, ensuring that confidentiality is maintained at all times.
  - g. Liaise with BMFA HQ on children and vulnerable adult issues.
  
2. The role of RADMAC Welfare Officer does not require him/her to be the recipient and 'solver' of any club problems related to children. Junior members can talk to those with whom they feel most confident and not necessarily the RADMAC Welfare Officer.
  
3. The committee should ensure that the person selected as Welfare Officer has the ability to do the job and has undergone suitable training which can be arranged through the BMFA if required.

#### **TERMS OF REFERENCE MODEL FLYING INSTRUCTORS**

1. The BMFA advocates that instructors, especially those working with children or vulnerable adults, must always comply with the principles of good moral and ethical frameworks and exemplary standards of conduct.
  
2. RADMAC instructors should also comply with the following guidelines:
  - a. Instructors should place the well-being and safety of the trainee above the development of performance. They should follow all of the BMFA's appropriate guidelines appertaining to instruction.
  - b. Instructors should develop an appropriate working relationship with the trainees (especially children and vulnerable adults) based on mutual trust and respect. Instructors must not exert undue influence to obtain personal benefit or reward nor abuse their position of trust.
  - c. Instructors should encourage and guide trainees to accept responsibility for their own behaviour and standards of flying, adopting safe procedures.
  - d. Instructors must ensure that the activities they direct or advocate are commensurate with the age, maturity, experience and ability of the individual. Those activities which entail increased risks, such as starting and internal combustion engine by hand must be carefully controlled and monitored to ensure that the trainee is in a position to reasonably undertake them.
  - e. Instructors should at the outset clarify with the trainee exactly what is expected of him/her and what the trainee is entitled to expect from the instructor. In addition, it may be appropriate to consult with parents or carers.
  - f. Instructors should fully co-operate with other interested parties (e.g. other instructors, the RADMAC committee or the BMFA) in the best interests of the trainee.
  - g. Instructors should always promote the positive aspects of model flying (e.g. compliance with BMFA recommendations and RADMAC rules) and never condone unsafe or unacceptable behaviour or practice.

- h. Instructors should always display high standards of behaviour, appearance and flying practice and should refrain from publicly criticising the trainee, fellow members, the club and the BMFA. Differences of opinion should be dealt with discreetly through the appropriate channels.
- i. The secretary of the club will hold a list of instructors who have been approved by the committee and who have been registered with the BMFA. All will need to hold a minimum of an A certificate on the BMFA achievement scheme.

## **THE PROMOTION OF WELFARE AND CARE OF CHILDREN AND VULNERABLE ADULTS IN MODEL FLYING**

1. The following simple principles apply to promote the protection of children
  - a. The child's welfare is the first consideration.
  - b. All children regardless of their age, gender, disability, race, religion or sexual identity have the right to be protected from abuse and to be treated with dignity.
2. All RADMAC members, parents, guardians and carers are to comply with BMFA and club policies and guidelines for the promotion of welfare and care of children.
  - a. A junior member is defined as being under 18 years of age.
  - b. A vulnerable adult is defined as a person of 18 years of age or over but through mental or physical attributes requires a higher degree of supervision than would be normally commensurate with an adult member.
  - c. A responsible adult is defined as a senior member or parent/guardian who has the clearance, experience, knowledge and training commensurate with the type and degree of supervision required.
  - d. Junior members must be supervised at all times by a responsible adult. The level of supervision to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
  - e. Junior members under the age of 14 years shall not start or carry a model with the engine running unless they are supervised by a responsible adult.
  - f. No child or vulnerable adult shall undertake any activity which might place him or her at risk. In any event prior consultation with their parent, guardian or carer must take place if there is any doubt on the member's abilities to undertake a specific activity.
  - g. No senior member is to be expected to assume responsibility for a child or vulnerable adult unless he/she has been specifically requested to do so by the parent, guardian or carer. If required to do so, he/she is to assume complete and total responsibility for the child or vulnerable adult whilst he/she is in their charge.
  - h. Notwithstanding the requirements of Para 2g above, should a member discover a child or vulnerable adult that is unsupervised the he/she must assume responsibility for that person's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the parent, guardian, carer or nominated supervisor. Any instance of such an occurrence is to be reported to the RADMAC committee as soon as possible and a record made of the occurrence.
  - i. Whilst supervising children or vulnerable adults, members should avoid placing themselves in a position that could be open to misinterpretation or question in accordance with BMFA policy. Remember, the policy is there to protect you as well as children and vulnerable adults.

j. Should any member, parent, guardian, carer or the person themselves have concerns about the welfare of children or vulnerable adults then he or she is to contact the RADMAC Welfare Officer, or any of the help lines given below.

i) BMFA Chief Executive: 0116 244 0028

ii) BMFA General Manager: 0116 244 0028

iii) BMFA Development Officer; 0116 244 0028 or 01526832871

iv) Customer First: 0808 800 4005

v) Childline: 0800 1111

vi) Social Services: See Local Directory.

vii) Police: See Local Directory for routine enquiries or 999 in emergency.

3. All members are required to respect the rights and dignity of children and vulnerable adults and to promote their welfare. Caring 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 the responsibility to be feared but is, nevertheless, essential if we are to be a club that offers opportunities for all.

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