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CONSTITUTION

1. Background and Purpose of the Group

The Group has been flying since before 1974, originally at fields that later became part of the Surrey University Sports Centre but are now no longer available to us.

The aims of the Group are to:

- a) Facilitate and promote the safe responsible flying primarily of fixed wing model aircraft. Helicopters and drones being non preferred.
- b) Encourage friendship between its members and mutual help in our shared interest.

The Group is affiliated to the British Model Flying Association (BMFA).

2. Conduct of Formal Business

To achieve its aims, the Committee may raise and hold funds, enter into negotiations with organisations or persons, and undertake any action to promote the interests of the Group or the sport of aero-modelling.

Its actions shall at all times be those of a non-profit making voluntary society.

Formal decisions of the Group shall be determined by one of the following:

- a) An Annual General meeting or Special General Meeting.
- b) A postal/email vote.
- c) A Committee decision.

Changes to the Constitution can only be made at an AGM or SGM by approval of the membership.

3. Annual General Meetings

1. An Annual General meeting shall be held each year, usually late November. The Secretary (or such other officer as the Committee shall appoint) will endeavour to ensure that each member receives at least 28 days written notice of the Annual General Meeting. He shall also endeavour to ensure that each member receives a written Agenda for the Annual General Meeting at least 7 days before the meeting.
2. Any proposal from a member or members to change the Constitution of the Group must be submitted in writing to the Secretary at least 21 days before the date of the Annual General meeting
3. The meeting shall decide on matters by a vote, a simple majority being sufficient in all cases.
4. The Chairman of the meeting shall have no vote, except where the votes for and against an item are equal; in which case the Chairman may exercise a casting vote.
5. The Quorum for an Annual General Meeting shall be one quarter of the full members in current membership of the Group. Should a Quorum not be present (e.g. due to inclement weather) the meeting shall be re-convened at the next earliest practical date.
6. All general meetings will have an agenda and minutes will be taken.
7. The business of each Annual General Meeting shall include:
 - a) Electing the Group's Officers, ideally comprising:
 - Chairman
 - Vice Chairman
 - Secretary
 - Treasurer
 - Membership Secretary
 - Safety Officer(s)
 - Noise Officer

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- BMFA Representative.
 - Auditor/ Auditors (max of 2)
 - And/or any other officers as the Annual General Meeting may decide.
- b) Receiving and, if approved, passing the Group's accounts for the year ending.
- c) Reviewing the financial expenditure authorisation limits if required.
- d) Setting the Group's Annual Subscription and other fees for the following year.
- e) Reviewing the limit on the number of full members and the affect on the environment, neighbours, vehicle parking and overall site congestion. When this limit is reached a waiting list shall be started.
- f) Considering any formal motion notified in writing by a member or members to the Secretary at least 21 days before the date of the Annual General meeting.
- g) Considering any other business raised by members at the meeting and accepted by the Chairman as appropriate to the Annual General Meeting.

4. Special General Meetings

Special General Meetings shall be conducted in a similar manner to Annual General Meetings and shall use the same voting procedure and the same Quorum.

However, the minimum written notice to members shall be reduced to 10 days or, in the case of a meeting called as an emergency, the maximum notice practical. Wherever possible, members should receive a written Agenda before the meeting.

A Special General Meeting shall be convened in response to one of the following:

- a) A written request to the Chairman or Treasurer by one fifth or more of the Group's full members.
- b) The decision of the Committee.
- c) The decision of the Chairman, acting in an emergency.

When a request for a meeting is made in accordance with a) above and it is not called within 28 days, the requestors 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.

5. Proxy Voting

Members who are unable to attend an Annual General Meeting or Special General Meeting may appoint any Officer or other Member of the Group to act as a proxy on their behalf.

6. Postal/Email Votes

Postal/Email votes (a simple majority being sufficient in all cases) may be used to decide one or more issues as an alternative to calling an SGM. The procedure to be used must:

- a) Give the members adequate notice of the vote.
- b) Ensure that the arguments for and against the proposal(s) are presented as fairly and as completely as possible.
- c) Ensure that sufficient time is given for members to consider and return their vote, especially during holiday periods.
- d) Ensure records of the voting results are retained for 6 months and made available to members on request.

7. Committee

1. The Group shall have a Committee comprising the elected officers, together with any other members of the Group that the elected officers may decide to co-opt.
2. The Committee shall take such action between Annual General Meetings (AGM's) or Special General Meetings (SGM's) as it shall deem necessary.

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3. All such actions shall be reported to the members at the next AGM or SGM or by email/post or as the Committee decide.
4. The Committee shall meet whenever its members decide, however when straightforward decisions are needed that require little or no discussion, Email may be used to provide details and obtain a decision by voting, if agreed by its members.
5. All Committee meetings will have an agenda and minutes will be taken. Minutes of Committee meetings will be made available to members on request to the Secretary.
6. Any Committee Member wishing to resign must do so in writing.
7. Should a Committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting.
8. The Group Chairman shall also be Chairman of the Committee, the other elected Officers shall perform functions for the Committee similar to those for which they were elected as Officers of the Group.
9. Committee decisions shall be made by vote, a simple majority of all the elected and co-opted Committee members (whether present or not) being sufficient, except in the case of suspension or withdrawal of membership, which shall require a two-thirds majority. Committee members who are unable to attend a Committee Meeting may appoint the Chairman or any other Committee member to act as a proxy on their behalf.
10. Any change to the Group's Rules made by the Committee shall be reviewed at the next AGM or SGM and shall be confirmed, rejected or amended by a vote.

8. Financial Controls

1. Cheques may be signed or bank payments authorised on behalf of the Group by the Treasurer and any elected Committee Member, or former elected Committee Member, who is authorised by the Committee and whose authorisation is recognised by the Group's Bankers.
2. Two signatures/authorisations are always required, normally those of the Treasurer and a current or former Committee Member, but in the absence of the Treasurer, any two Committee Members may sign.
3. Expenditure exceeding £1000 must be approved by a Committee decision.
4. Expenditure exceeding £2000 must also be approved by the Membership via an AGM, SGM or Email/Postal vote.
5. Where possible up to 2 of the Groups Members (ideally non Committee) with a reasonable grasp of figures will be elected at each AGM as Auditors to check that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and its liabilities.
6. For accountancy purposes the Group year shall run from 1st November to the following 31st October, to allow time for the accounts to be checked before the AGM. Annual subscriptions shall become due immediately following the AGM and membership shall be deemed to have lapsed if they have not been received by 1st January of the following year.

9. Election to Membership

1. The Committee has the right to refuse membership to new applicants. Membership is subject to being a member of the British Model Flying Association and entering into a written agreement to abide by the Constitution and Rules of the Group and to pay such fees as the Group may determine.
2. Each member shall be issued with a membership card on an annual basis as proof that he is a paid up member of the Group.
3. The first five months of membership shall be a probationary period. During this period, the Committee may revoke a person's membership if they consider that his continued membership would not be in best interest of the Group. There shall be no appeal against such a decision, but any fee's paid (excluding BMFA subscription) shall be refunded.

10. Categories of Membership

The Group shall determine categories of membership and fees as it sees fit.

Category of Membership	Vote at AGM or SGM
------------------------	--------------------

- | | |
|-------------------------------|-----|
| 1. Full ----- | Yes |
| 2. Junior ----- | Yes |
| 3. Honorary ----- | Yes |
| 4. Associate Non-Flying ----- | No |

1. Full membership

This category is for adult flying members.

2. Junior membership

Junior members are those below the age of 18 years. However, if still in full time education after their 18th birthday they will only be required to pay the BMFA junior membership fee. At the next AGM after the junior member has reached the age of 18 he will be eligible for election as a full member, without regard to any upper limit set for numbers of full members.

3. Honorary membership

The members may elect Honorary members to the Group at an AGM or SGM and there shall be no limit to the number of honorary members.

4. Associate non-flying membership

This category is intended for ex Group members, wives and friends, who wish to retain contact with the Group, but without the benefits of full membership. Such members will not be allowed to fly at any of the Group's flying sites, except as allowed under the terms of the Group's arrangements for guest flyers. Such members will not be allowed to vote at meetings.

11. Fees and Annual Subscriptions

On joining the Group, each member shall pay a (once only) joining fee.

The subscription for Junior members shall be the current fee for BMFA membership only.

12. Complaints

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.

13. Grounding & Suspension or Withdrawal of Membership

If a member acts in an unacceptable manner and/or contrary to the Groups rules, reasonable instructions from a Committee member or expected standards of safety, a Committee member has the authority to issue an informal warning, instructing the member to take corrective action and if necessary to cease flying. If the Committee member considers the behaviour to have been serious enough he shall report the incident to the Groups Secretary who will make a written note of the details and discuss with the Committee.

If the member acts in a further unacceptable manner the Committee may decide to instigate a formal disciplinary procedure which must be adhered to as follows:

- The member is to be given a verbal warning by an authorised committee member in which his shortcomings are made clear and what corrective action he is expected to take.
- If the member fails to comply with the conditions laid down in a) above or acts in a further unacceptable manner he is to be given a written warning by an authorised Committee

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member in which his shortcomings are made clear and what corrective action he is expected to take.

- c) If the member still fails to comply with the conditions laid down in the stages above or acts in a further unacceptable manner the Committee shall invite him in writing to meet with them at an agreed date, time and location to discuss the situation, advising they are considering withdrawal of his membership.
- d) If the member still fails to comply with the conditions laid down in the stages above or acts in a further unacceptable manner the Committee can advise him in writing that his membership is withdrawn stating the reasons why this decision was taken.
- e) When the member is advised of withdrawal of his membership, he must be given the right of appeal.
- f) If he wishes to appeal he must do so to the Club membership at an SGM which the Committee will call on his behalf at an agreed date, time and location.
- g) The SGM will vote on whether to uphold the membership withdrawal or reverse it, voting in accordance with the procedure set out in the Club Constitution.

In the case of suspected gross misconduct stages a),b),c) & d) can be bypassed, the Committee shall invite the member in writing to meet with them at an agreed date, time and location to discuss the situation, advising they are considering withdrawal of his membership. If the Committee conclude that the member is guilty of gross misconduct his membership will be withdrawn and stages e), f) & g) are to be followed.

If the final outcome is withdrawal of membership any fee's paid (excluding BMFA subscription) shall be refunded.

Notes

- 1. An investigation must be carried out by the Committee to establish the facts before disciplinary action is taken
- 2. It may be necessary to suspend the member during the investigation but this is a neutral act, not disciplinary and not implying guilt.
- 3. Allegations, evidence, statements, formal warnings, meetings and decisions taken must all be recorded in writing and retained for a period of time defined by the Committee depending on the seriousness of the circumstances.
- 4. The member may bring another member for support to the meetings.
- 5. The member or Committee may bring witnesses to the meetings.
- 6. At each stage the member must be given a reasonable timescale with which to take corrective action.
- 7. At each stage the member must be given reasonable time to consider his response.
- 8. If the member lodges an appeal he must provide his reasons in writing to the Secretary or a Committee member before the appeal SGM can be arranged.
- 9. Dismissal must only be used as a last resort and must be carried out fairly and with due regard to the law.

14. Computer

- 1. The information members supply on their application form or subsequently will be held on computer by the Secretary and Membership Secretary and will not be divulged to anyone else other than the BMFA for its membership purposes without obtaining the members prior consent, unless obliged by law to do so.
- 2. Precautions will be taken to keep the information secure.

15. Use of Email

- 1. If a member has email facilities and has disclosed his email address to the Membership Secretary, the Group may use email for all written communications with the member, unless he informs the

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Membership Secretary that this is not acceptable to him, in which case surface post will be used but only for important issues.

2. Where possible, email communications will be set up so that a receipt is required for each message, to avoid the risk of the member not receiving such messages.
3. When sending an email to more than one member at a time the Bcc facility will be used to ensure individual addresses are not disclosed unless otherwise agreed by each member involved.

16. Gender

Membership of the Group is open to females on exactly the same basis as males and they are welcome to join. In regard to female members, expressions in the Constitution and Rules that are written in the masculine gender shall be also construed in the feminine gender as appropriate.

17. Dissolution of the Group

Should it be considered necessary or desirable to dissolve the Group, the Committee will call an Special General Meeting. Should a quorum fail to attend, the meeting will be adjourned and a further SGM 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.

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 the Royal Airforces Association.

GENERAL RULES

1. Safety & Legal Requirements

Members must act in a safe and responsible manner and comply at all times with the following:

- a) The Air Navigation Order, the relevant sections of which are covered in the BMFA Members Handbook.
- b) All relevant BMFA safety codes contained in the BMFA Members Handbook.
- c) The CAA Article 16 Authorisation which all members must read and comply with.
- d) The rules specific to GMFG as shown within this document.

Note it is a legal requirement for most model flyers to have a current registration with the CAA as operators. They Email confirmation to you. It is your responsibility to check you are registered and display the required details on your model.

To be registered with the CAA you must have passed an A or B BMFA test.
Or

Have a current pass in the online CAA test or the BMFA Registration of Competency Test.

Membership, Insurance & Guest Flyers

Only Group members and their guests may fly from the Group's flying sites.

A member may bring a guest who will be permitted to fly from the Group's sites, but the same guest may only visit a maximum of 4 times in each 12 months unless the guest is on the membership waiting list, in which case it can be up to 8 times. A guest must always be accompanied by a member who is responsible for ensuring they comply with the groups rules, particularly with regard to noise, flying safely and being in possession of BMFA insurance.

2. Standards of Behaviour

1. Group members are expected to treat each other with respect, courtesy and politeness. Behaviour that is offensive or insulting by word or action is unacceptable and can be referred to the Complaints Procedure.

2. Members must gain the Committees written agreement before communicating with any external authorities or persons on club matters such as flying operations and flying site location and details. Exceptions to this are:
 - a) General communications with the BMFA.
 - b) Contacting the AAIB and/or the CAA and BMFA when reporting accidents or incidents as detailed in the Article 16 Authorisation, this also needs to be reported to the club Committee without delay.

3. Welfare and Care of Children and Vulnerable Adults

1. All juniors or vulnerable adults must be accompanied at all times by their parent, guardian or registered carer.

On joining the GMFG the junior or vulnerable adult's parent, guardian or carer must be made aware of the dangers associated with model flying and its related activities. This information is provided on the membership application form and requires their signature.
2. The taking of photographs and images of juniors and vulnerable adults at GMFG venues is not permitted unless taken by their parent guardian or carer for their own purposes. Such images must not to be published by the GMFG in any newsletter, on any poster or website or the like.
3. Only Full members may supervise a junior or vulnerable adult and only after being specifically asked to do so by the parent, guardian or carer. During that supervision the Full member is to assume complete and total responsibility for the junior or vulnerable adult and avoid placing themselves in a position that could be open to misinterpretation or question. He should also ensure he complies with the Childrens Act (1989) which aims to protect juniors from all forms of abuse.

The BMFA has a document giving advice on this sensitive subject, copies of which may be obtained from the Group Secretary, or from the BMFA's Leicester office.
4. Notwithstanding the requirements of 3 above, should a member discover a junior or vulnerable adult is unsupervised he should assume responsibility for that persons safety in the first instance. The situation should then be rectified as soon as possible by seeking out the persons parent, guardian, carer or nominated supervisor. Any instance of such an occurrence is to be reported to the Committee as soon as possible.
5. Juniors under the age of 14 years or vulnerable adults shall not start an engine or carry a model with the engine running unless they are supervised by a Full member.
6. No junior under the age of 14 years or vulnerable adult shall fly a model aircraft without being supervised by a Full member unless the junior holds the minimum of a BMFA Achievement Scheme "A" certificate and has been authorised to do so by the Club Committee.

Definitions within this document

- A "junior" is defined as a person under 18 years of age.
- A "vulnerable adult" is defined as a person 18 years of age or over but through mental or physical attributes requires a higher level of supervision than would be normally commensurate with an adult member.

FLYING & SITE RULES

1. Flying Times

Puttenham Flying Times

Combustion engine models only:	10-00am to 8-00pm except Sundays 10-00am to 4-00pm Sundays only
All other models:-	No restrictions

2. Noise

All piston engined models must be flown in accordance with the Department of the Environment Code of Practice for Minimising Noise from Model Aircraft and the advice and guidance on noise contained in the current BMFA Members' Handbook.

The Group will use the D.of E. noise test to measure the noise emitted by models at 7 metres from a noise meter and to check that it does not exceed 82 dBA. Failure to pass means that the model must not be flown. Due to the limitations of the test method and the Group's equipment, the Noise Officer/ Safety Officer will be allowed to use some discretion in interpreting and applying the results.

3. Model Weight Limit

To limit airspace used, visual impact and noise from our site on nearby properties, GMFG has an 8kg in dry weight limit on all craft flown. Fuel or batteries are **NOT** included in this 8Kg. Other pure quiet sailplane type models can be flown up to 14Kg.

Additionally, remember the CAA Section 16 authorisation under which, as BMFA members we are flying. Models with a takeoff weight exceeding 7.5kg **including fuel** must **not** be flown above 400 ft.

Because of GMFG's own weight limit, it does not wish to seek an additional permit from the BMFA/CAA to fly models exceeding 7.5kg **including fuel** above 400 ft.
No individual should seek an additional permit for our site.

4. Safety

1. Pilots must carry out pre flight checks on their aircraft each time they intend to fly.
2. In the absence of the elected Safety Officer(s) at the site, one of the following should take control as Safety Officer if a safety issue arises:
 - a. Any Committee Member.
 - b. Any member who has at least a BMFA "B" Certificate (power or electric)..
3. Members and Guests must comply with the information and diagrams shown on the notice board at the flying site covering the permitted flying area, preferred pilot positions and pits safety Layout.
4. A peg board is provided on site for 35Mhz radio users, do not switch your transmitter on until you have the appropriate peg clipped onto it. If the peg is already missing from the board you must assume it is in use and you must not switch on.
5. As required by the BMFA insurers a log book is provided for recording members and any guests visits to the site.
6. All accidents involving injury to persons or animals or damage to property must be reported without delay to a Committee member if present or by telephone.
7. The loss of items in animal grazing areas such as batteries, motors, undercarriage parts, rubber bands and any other parts that could cause injury to farm animals if ingested must be reported without delay to a Committee member if present or by telephone.
8. Children must be closely supervised at all times.
9. Dogs must be kept on a lead and away from models.
10. All vehicles must be parked in the designated area only.
11. Any person wishing to enter or cross the runway area must seek clearance before doing so from pilots flying at the time.
12. New members must not fly unsupervised until their flying abilities have been assessed and approved as adequate by an existing member authorised by a Committee member.
13. No more than 5 aircraft shall be airborne at any one time.
14. Pilots must always stand together when flying. For many types of aircraft pilots tend to fly from the pilot box at the end of the pathway nearest to the windsock. However when a pilot

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requires a longer takeoff/ landing run or a move into wind runway such that he needs to stand in a different location, he must before flying:

- a. Wait until flying from other locations has finished.
- b. Make sure his take off track is well clear of people.

Other pilots must either wait until he finishes flying and has cleared the area before they fly or stand with him to fly at the same time.

15. Helicopter or gas turbine (jet) models should only be flown when no other models are airborne, any exceptions to this must be by agreement between the relevant pilots on the day.
16. All operational failsafe transmitters in use on powered models operated from our 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. Failsafe functions are to be checked prior to flight by switching the transmitter off whilst the model is restrained.
17. When running engines models are to face outward from the pit area.
18. Aircraft must be securely restrained before starting and ground running engines.
19. 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.
20. Models having their engines run-in on the ground must not be left unattended whilst the engine is running.
21. Members should avoid taking off or landing across the farm road if at all possible. With some models, in some wind directions (e.g. north or south) this may be unavoidable, in which case, before taking off or landing, check with extra care that there are no cars or people on the access road.
22. Members are permitted to fly alone at our site provided they are adequately proficient and carry with them a mobile phone to summon assistance in case of an accident.
23. Never take-off towards the pits or other pilots.
24. Never over-fly the pits area..
25. Never over-fly forbidden areas – such as public roads, buildings car parks, or groups of people.
26. Make sure other pilots are aware of your intentions when making a low pass or preparing to land, especially when “deadstick”.
27. Check agreement of other pilots before retrieving a model.
28. Check agreement of other pilots before taking off or hand launching.
29. Do not taxi along the pathways from the runway towards the pits, within the pits or towards anyone, especially pilots flying. Keep models at least 4 metres clear of pilots and ensure propellers are facing away when engines/motors are running and when taxiing.

5. Farmland & Lost Models

1. Surrounding farmland including trees and hedges must not be altered in any way unless with the express permission of the Farm owner via the GMFG Committee.
2. All members are requested to use lost model finders/alarms on all aircraft in order to pin point and recover them if they are lost within the farms crops, thereby enabling recovery by a direct route in and out without having to wander around searching and possibly damaging the crop.

If as a last resort the model cannot be pin pointed it must be reported to a member of the Committee without delay.