



**The Rules and Constitution
Of the
Liverpool & District Model Aircraft
Society**

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CONSTITUTION

GENERAL

1. The club name shall be called "LADMAS LIMITED" hereinafter referred to as the Society, the Club or LADMAS. The club will be affiliated to the British Model Flying Association (BMFA)

2. The objects of the Society are:

a] To promote, manage, encourage and participate in aeromodelling in all its forms in a **Safe and Responsible manner**.

b] To foster and encourage co-operation and communication between similar organisations, societies and institutions and local and national authorities in the mutual interest of the members and the aero modelling movement.

3. Alterations to this **constitution** can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any proposed alterations must be submitted to the secretary in writing at least 14 days prior to the meeting.

MEMBERS

4. A "member" means any class of membership.

5. The Committee has the right to refuse membership to new applicants.
(BMFA Note:- As a private members club the committee can refuse membership to any individual, however the reason cannot be due to, race, gender, sexuality, disability etc. It is important that the reasons are documented in meeting minutes.)

6. New members are subject to 12- months' probation. During this period they are expected to demonstrate their suitability for permanent membership. Compliance with the rules, considerate behaviour and safe flying are expected of all members. A new member may be asked to withdraw from the Society during their probationary period if these standards are not met.
(BMFA Note:-During this probationary period the member can be dismissed for misconduct without going through the disciplinary procedure.)

7. New members' subscriptions shall be dependent on membership class, plus the joining fee as decided at the Annual General Meeting.

8. All new members will pay £1 [One pound] to the members' guarantee fund with their initial subscription together with the standard joining fee determined by the Society. The members' guarantee fund shall be recorded separately on the Society's

balance sheet. The annual subscription for all members except social members includes a premium for BMFA affiliation.

9. Subscription renewals are due by 1st January each year. Any member, who has not paid the subscription for the ensuing year by this date, in whole, will not be permitted to fly until they have done so. BMFA membership **must** be in place before flying.

10. If a member has not paid their renewal subscription by the last day in February then they will cease to be a member of the Society. In this case if a previous member wishes to rejoin, then they will be treated as a new member and will have to apply for membership.

11. Reduced subscriptions for new members will apply from September when they will be halved. The Committee reserves the right to ask for a formal membership application if it so wishes.

12. Potential new members who are applying to join LADMAS and are experienced flyers and have been members of another club will require their application to go before the committee.

13. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request. The only exception to this is for those members who play no active part in the club whatsoever; i.e. social members only.

14. A member may be made a life member for extensive services to the club. The honour of a member being awarded Life membership will be advised during the AGM. The committee will decide who should qualify for such an award.

15. All members, without exception, must comply with all club rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.

16. Any member who proposes to bring a non-member, guest or visitor to fly on a LADMAS site must first obtain approval from at least **three Committee members**. Visitors must have BMFA or other suitable insurance (e.g. LMA).

Such visitors must be supervised by the member who has obtained permission for their visit. **A committee member must also be present.**

A guest visitor may fly by invitation on no more than 3 occasions in any year, in addition to taking part in club competitions.

Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit.

Novice visitors are covered by temporary BMFA insurance for flying on 3 occasions but must be supervised by an approved club instructor or by a "B"-certified club member.

17. Club meeting nights shall be held monthly on the first Wednesday of each month commencing at 8:30pm in accordance with a Calendar of Meetings circulated by the Secretary. These meetings are hosted at the Longmoor Social Club.

RULES, DISCIPLINE AND SAFETY

(See Appendix 1, for disciplinary procedure guidance)

18. Additions and amendments to field safety rules and regulations can be made at anytime. This is due to the fact that new and unforeseen circumstances can lead to necessary changes being required. Changes to these rules will be made at the discretion of the Committee and do not require ratification by the membership. If any changes are made then these will be disseminated to the membership via the normal channels of communication. (email, post and field safety officers).

19. All field safety rules and regulations will be reviewed annually. Any changes made through the year will also be reflected in the field rules guide (Separate document).

20. 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.

21. 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.

22. The Committee may impose a suspension from club activities including attendance at the club flying site, upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 21.

23. 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. If a verbal warning has been given, then the Secretary will also write to the member confirming that they have been issued a verbal warning.

b. If the member does not respond, he is to be given a written warning by the Club Secretary to advise him of his misdemeanour and what he is reasonably required to do to make amends.

c. If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.

d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.

e. When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the Club membership at an EGM which the Committee would call on his behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.

In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.

In the event of dismissal the Committee will arrange for the member's current membership fee (excluding BMFA subscription) to be reimbursed on a pro rata basis.

FLYING

24. The Committee, Field Safety Officers and Instructors, will be responsible for the running of the flying fields at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.

25. All Flying members must attain the minimum standards of flying required to pass the BMFA 'A' Certificate for the relevant type of aircraft to be flown before they can fly solo and unsupervised in that discipline at a LADMAS flying field (Fixed Wing, Helicopter, or Multi-Rota).

Novice flyers (non 'A' certificate holders) must be accompanied by an official club instructor or 'B' certificate holder flying the same mode.

Having passed the relevant test they may fly models weighing up to and no more than 7kg until they have been tested for and passed the BMFA 'B' Certificate for the respective class of aircraft whereupon they can progress to models over 7kg.

An 'A' certified flyer may also fly an over 7kg model if accompanied by a 'B' certificate holder providing that they are both flying the same mode. This can be done with or without a buddy box.

26. Any member who in the eyes of the committee displays flying standards that drop below the minimum requirement solo standard will be required to rejoin the training scheme until the desired standards of flying are met. Members in this position will need to successfully fly the BMFA A schedule in order to prove that the required standards have been met and solo flying status is regained.

27. It is the responsibility of all members to ensure that their model including any associated radio equipment is in proper working order before take-off. Committee members or members appointed by the Committee shall be authorised to carry out spot checks on models to ensure that they are safe to fly. If it is the opinion of this official that the model or the radio equipment or the member is not fit to fly they shall ground the member for as long as it takes to rectify the problem. Immediate

disciplinary action will be taken against any member who refuses to comply with this requirement.

SAFETY CODE OF PRACTICE DISCIPLINE

28. A condition of our Insurance places a duty on each member of the Society to exercise all reasonable care to see that models are sound and in proper order and that all reasonable safeguards and precautions against accidents are provided and used. It is therefore paramount that “safe flying” is observed whenever flying takes place.

29. Discipline on the flying field shall be under the control of the Field Safety Officer for that site or any other Officer present who shall have the absolute right to ground any aircraft.

COMMITTEE STRUCTURE AND APPOINTMENTS

30. The Committee of the Club will normally comprise of eleven members.

Currently these posts are:-

Chairman

Vice Chairman

Honorary Secretary

Honorary Treasurer

Membership Secretary

Events and Competition Organiser

Welfare Officer

Flying Field Safety Officers x 4

31. Three committee members also serve as Directors of LADMAS LTD.

These Director positions are held by the Chairman, Honorary Secretary and Honorary Treasurer.

Directors of LADMAS Ltd may continue in office from year to year for so long as they remain members and are elected to the Committee. In the event that any Committee member resigns or is removed from office they shall also resign their position as a Director. A Director may also be removed from office as stipulated in the Articles of Association of LADMAS Ltd.

32. Should the need arise one senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings.

33. Any Committee member, or member who is involved in any organisational position within the Club must hold membership of the British Model Flying Association.

34. Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 14 days prior to the meeting, to serve for a period of one year. The Committee will be elected by majority vote by show of hands from members present. All fully paid up members and life members are eligible to vote.

35. 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.

COMMITTEE ORGANISATION AND POWERS

See Appendix 2 for description of Committee member roles and responsibilities

36. Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote in addition to his initial standing vote.

37. The Committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the members.

38. Money can be withdrawn from the club funds by cheque signed by not less than two Committee Officers. (e.g. Field and License fees).

Re-imburement of members' accountable expenses may be paid direct into the members' bank account via online banking or by cheque.

39. The Secretary must be informed of any negotiations proposed by club members which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.

40. Committee members may claim expenses for any expenditure incurred when purchasing goods or services for the benefit of the club. Expenditure above £50 will require committee authorisation prior to purchase.

Receipts for any goods or services will require passing to the treasurer before any re-imburement of expenses.

41. Any Committee Member or Officer wishing to resign must do so in writing.

42. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will be asked about their suitability to remain on the Committee and may be asked to forfeit his seat on the Committee.

43. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

44. Committee meetings shall be held as deemed necessary and a quorum for the transaction of business shall consist of five [5]. The Committee shall have the power to appoint sub-committees to deal with specific matters. All disputes shall be settled by the Committee who also have the power to make such bye-laws which may from time to time be necessary for the well-being of the Society and such bye-laws shall remain in force unless altered at an Annual General Meeting or an Extraordinary General Meeting called for that purpose.

All official 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.

45. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

46. Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.

47. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes.

48. Non committee members may attend committee meetings as observers. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.

VOTING AND CONDUCT OF GENERAL MEETINGS

49. All general meetings will have an Agenda and Minutes will be taken.

50. A quorum of any general meeting is to be at least one quarter of the membership.

51. 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.

52. 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.

53. Amendments to proposals must be voted upon first.

54. An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes.

55. Non club members may attend Club meetings as observers as invited guests of the club. Any non Club member may be asked to leave the meeting subject to approval from the Committee.

56. 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

57. 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 or by email to all Club members.

58. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.

59. A competent individual (non-committee member) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and its liabilities.

EXTRAORDINARY GENERAL MEETINGS

60. 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.

61. 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.

62. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 10 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.

63. When a request for a meeting is made in accordance with Article 62 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.

64. The Society may at an Extraordinary General Meeting and by a two thirds majority of those members present expel any member of the Society who in the opinion of the Meeting has shown themselves to be an unfit member of the Society. Prior notice of the Meeting shall be sent to such a member.

INSURANCE AND INDEMNITY

65. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.

66. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.

67. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will **belong to** the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.

68. When there is a joint meeting between LADMAS and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

DISSOLUTION OF THE CLUB

69. 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.

70. 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 held in trust by the BMFA (See below)

71. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be held in trust by the BMFA for a period of ten years. All members will receive a final statement of accounts.

BMFA Note :- Upon dissolution where clubs place funds in trust with the BMFA it is held for up to 10 years and returned in the event the club is reformed. After 10 years the funds get transferred to the Development fund and used to further model flying in the UK.

CHARITY GUIDELINES

72. The aim of these notes is to provide guidance to the LADMAS Committee when considering making donations to charity.

73. The Club's charity guidelines are as follows :-

74. The Club should, wherever possible, support local charity events when asked. i.e. school summer fairs, firework displays, etc. whenever it is practicable to provide a relevant display of what we do. Whether or not money changes hands largely depends on the circumstances around which the event is based. These conditions should be finalised well before the day of such an event.

75. In the event of the club being approached or deciding to donate money to a local worthy cause, the Committee will make a decision on the amount to be donated. The maximum sum available in this case will be £1000.

76. In the event that the Club is approached for sponsorship of a member or their close associate who is involved in a charity event, the Committee will make a decision on the amount to be donated. The maximum sum available for sponsorship in this case will be £250.

77. The Club reserves the right to periodically donate funds to charities as determined by the committee.

LADMAS POLICY FOR THE WELFARE AND CARE OF JUNIOR MEMBERS AND VULNERABLE PEOPLE

It should be noted that any disclaimer concerning the care of any member, particularly junior members, is not acceptable in law.

Responsibility for junior members is shared between the parents/guardians and the club members.

- 78.** A Junior Member is defined as being less than 18 years of age.
- 79.** A vulnerable adult is defined as a person of 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.
- 80.** 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.
- 81.** 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.
- 82.** 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.
- 83.** 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.
- 84.** 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.
- 85.** Notwithstanding the requirements of Paragraph 84, 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.
- 86.** 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.

Membership application forms for Junior members will include :-
“Note to parents and guardians

This Club does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post-flight procedures.

Parents and Guardians **must** supervise and accompany junior members at all times whilst on a LADMAS flying site.

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

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

Finally, caring for junior members is largely a matter of common sense provided everyone is clear on what is expected of them and a few simple principles are adhered to. It is not a responsibility to be feared but is nevertheless essential if we are to ensure we continue to attract youth into model flying.

Appendix 1

Disciplinary Procedure guidance

Minor faults or shortcomings in behaviour should normally be dealt with informally by a committee member with a view to reaching agreement on the improvement required. Informal warnings should not form part of the formal disciplinary procedure and the formal procedure would 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 should normally be taken.

The disciplinary procedure is intended to provide 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.

The procedure outlined is a good practice guide on how clubs should deal with disciplinary issues.

Invitation to a meeting

The committee should 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.

Disciplinary meeting

The meeting should 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).

The meeting should not take place until

- (i) the member has been informed 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 should 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 should 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.

Appeal

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

The member should set out specific reasons for the appeal.

The Secretary should 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 should be given the right to be accompanied by another club member to act in a supporting capacity but such companion may not usually 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.

General principles for the operation of the disciplinary and dismissal procedure

- formal disciplinary action should not normally 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 should be informed that suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt
- the member should be advised of the allegations against them and have an opportunity to state their case before any formal disciplinary decision is made
- the member should 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 should 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 the constitution, the

procedure may be commenced at any stage if the seriousness of the members alleged misconduct justifies this

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 should 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 should also inform the member that should your conduct fail to improve or you commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the committee) then you 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 referred 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 should be informed when the warning will be disregarded provided your 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

Examples of 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.

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

Appendix 2

Committee Roles and Responsibilities.

1. The Chairman

The role of the Club Chairman is to co-ordinate the management of the Club for the benefit of its Members. The Club Chairman is not only the figurehead of the club but also the person most responsible for steering the club and ensuring that the club's practices and policies are followed. The Chairman will be the driving force behind a club's initiatives and will work closely with the other officers of the club. The Chairman acts as the spokesman for the club and deals with any issues of conflict which may arise.

2. Vice Chairman

Responsibilities are as above but in a secondary role to support and deputise for the Chairman.

3. The Honorary Secretary

Duties shall include dealing with correspondence, keeping the records of the Society, convening meetings of the Society and its Committee and acting as appropriate upon the decisions of such meetings.

4. The Honorary Treasurer

Shall receive and disburse all sums due to or from the Society. The Hon. Treasurer shall keep a correct account of the financial affairs of the Society and shall submit a statement of such affairs at the Annual General Meeting

5. The Membership Secretary

Duties shall include the collection and transmission of membership and affiliation fees, subscriptions and guarantee fund contributions, and the keeping of lists of members.

6. The Welfare Officer

Shall be responsible for enacting the Society's policies in connection with the protection of children and vulnerable adults within or visiting the Society, based on the BMFA's published guidance. All members are required to exercise vigilance in respect of children and vulnerable adults and report any happenings or concerns to the Welfare Officer, the Chairman or the Secretary.

7. The Competition and Event Secretary

Shall act as Society's representative for organising, publicising and supervising competitions and events as agreed by the Committee.

8. Field Safety Officers

Shall be elected for each of the Society's flying sites and shall act as the interface between members and the Committee concerning the safety and operation of the flying sites.

14th May 2016