NENE VALLEY AEROMODELLERS

CONSTITUTION & GENERAL RULES

UPDATED December 2024

Section 1 - CONSTITUTION

1.1 Name

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

1.2 Objectives

The aims of the NVA shall be:-

1.2.1 To encourage all aspects of the sport of model aircraft flying and building.

1.2.2 To assist members to improve their standards of building and flying and to require strict observance of all rules in the interest of safety.

1.2.3 To encourage social activities

1.2.4 To abide by the national policies and rules of the governing body for the sport by affiliation to the British Model Flying Association (Society of Model Aeronautical Engineers Ltd.)

1.3 Membership

1.3.1 TYPES OF MEMBERSHIP – There shall be three types/classes of membership – SENIOR, JUNIOR and FAMILY JUNIOR. Persons aged 18 or over on the date of application for membership shall be required to join as SENIOR. Those under the age of 18 on the date of application may join as a JUNIOR or FAMILY JUNIOR member for the remainder of that year. A "FAMILY JUNIOR" member is defined as a junior member that has one parent or guardian that is a paid-up SENIOR member. A JUNIOR that does not have a parent or guardian who is a senior member may join, provided a parent or guardian has signed a "Parent/Guardian Authorisation" this form is available via a link on the main membership application form or from the club secretary.

1.3.2 HONORARY MEMBERSHIP – Honorary membership shall be conferred on distinguished members at the discretion of the committee. Honorary members will be entitled to receive, free, the full benefits of membership for life, or until revoked by majority vote of the committee or membership.

1.3.3 LIMITATION ON MEMBERSHIP NUMBERS – The committee will have the discretion to limit the number of members admitted to the club in the event of it being considered necessary. Such a limit will be effective only until revoked by the committee or until the next AGM or EGM.

1.3.4 EXPIRY OF MEMBERSHIP – All memberships of the club and insurance cover expire on 31st December of each year. Those members not renewing their membership prior to this date will be required to re-apply for membership on a first come – first served basis.

1.3.5 VOTING RIGHTS – All members shall have the right to attend, take part in and vote at all General meetings of the Club, to make nominations for election and be nominated for election to the committee, and draw up motions to change any aspect of the Club's organisation for consideration at a General meeting. Voting rights will be via attendance only at such meetings, and provided membership subscriptions have been paid for the year. In the event that a member is genuinely unable to attend a meeting for a vote, the committee may, at its discretion, allow a vote presented in writing.

1.4 Subscriptions

1.4.1 CLUB ANNUAL SUBSCRIPTIONS – The clubs standard subscription year will be from 1 Jan to 31 Dec. The club fees for any one year will be agreed at the AGM prior to that year

1.4.1A New members who join after 30th September of any year must pay a full year membership rate plus BMFA fees that apply at that time. In such cases their club membership will be valid until 31 Dec of the following year.

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

1.5 Office Bearers

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

1.6 Responsibilities of Officers

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

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

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

1.7 Committee

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

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

See section 2.2

1.7.2 Webmaster

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

1.8 Flying Competitions

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

1.8.2 TROPHIES – All trophies will remain the property of the Club unless winners are advised otherwise at presentation. Annual trophies awarded at the field or at the AGM, will be retained by the member until the following year's AGM. Members winning annual trophies must ensure that they are returned to a committee member when requested to do so, and at least 14 days prior to the AGM. This is to allow time for winner's names to be engraved.

1.10 Social Events

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

1.11 Club Newsletter

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

1.12 Affiliation to Governing Bodies

1.12.1 BMFA MEMBERSHIP – BMFA membership is a current condition of Club membership. New Club members who are not members of the BMFA will be required to join the BMFA as part of their initial application to join the Club. All new members who are already members of the BMFA will be required to ensure they are added to the membership roll of NVA on the BMFA Membership portal.

1.12.2 CAA registration is also a condition of all NVA members who fly their own models that weigh more than 250 grams. All conditions laid down by the CAA must be met, this includes displaying the member CAA registration reference code on their models. Further details of the requirements can be found on CAA and/or BMFA websites.

1.13 Safety

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

1.14 Insurance and Membership

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

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

1.15 Committee Meetings

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

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

1.15.3 VOTING – Committee decisions will be passed on a simple majority, with the Chairperson holding a casting vote. In the event of the Chairperson being absent then the members will appoint a chairperson for that meeting and that member will act as if they were the Chairperson in all respects of a casting vote.

1.15.4 MINUTES – The Secretary shall be responsible for recording minutes of meetings including proposals of Club rules, seconders and voting results.

1.16 Annual General Meetings

1.16.1 An Annual General Meeting (AGM) shall be held in December each year for which at least 28 days' notice shall be given to all members in writing. The meeting shall consider the reports of the Secretary, Treasurer and Chairperson, and elect Committee members and Office Bearers for the ensuing year.

1.16.2 Any member wishing to propose a rule change shall notify any such proposal to the Secretary in writing 14 days prior to the AGM together with the name of the Seconder.

1.16.3 Only Club members in attendance at an AGM will be eligible to stand as an Officer or a Committee member of the Club. If a member is genuinely unable to attend a meeting to stand for the committee or for a vote; they can offer their agreement to stand in writing to the meeting. The committee may recommend nomination to be accepted. The membership must be advised of the recommendation and given 14 days to raise any objections to the appointment.

1.16.4. VOTING – Each ordinary member attending the AGM shall be entitled to one vote. The committee must accept a proxy vote which has been submitted in writing prior to the meeting.

1.16.5 ANY OTHER BUSINESS – Any member wishing to raise a subject for discussion at the AGM must inform the Secretary, in writing, at least 14 days prior to the AGM.

1.17 Extraordinary General Meetings

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

1.18 Finance

1.18.1 AUDIT OF ACCOUNTS – One Auditor, not an Office Bearer, shall be appointed for the ensuing year at the Annual General Meeting. A Financial statement duly signed by the auditor shall be submitted to the membership at the Annual General Meeting.

1.18.2 BANKING – The funds of the Club shall be lodged in a bank account(s) approved by the committee.

1.18.3 WITHDRAWL OF FUNDS – Money may be withdrawn from the Club's account(s). Two signatures; of those registered with the bank, will be required.

1.19 Grievance Procedures

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

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

1.19.2 Any official complaint about a member must be submitted in writing to the secretary.

1.19A PROCEDURES FOR DISMISSAL OF A MEMBER FROM A CLUB

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

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

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

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

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

a. The member is to be given a verbal warning by an authorised committee member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.

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

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

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

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

in the event of gross misconduct, elements "a" or "a" and "b" may be omitted but this should only be for exceptional circumstances. It is recommended that advice is sought from BMFA HQ in this instance.

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

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

1.20 Insurances / Disclaimer

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

1.21 Winding-Up Procedure

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

1.22 Legacy

NVA welcomes donations to club funds. Members that have benefited and enjoyed their membership of NVA, may choose to bequeath a donation in order to help ensure the continuation of NVA for the future.

Section 2 - CHILD PROTECTION POLICY

2.1 NVA has adopted a child protection policy in order to provide guidance for the safety and protection of those most vulnerable within the club. The policy covers the welfare and care of children and vulnerable adults in model flying. The policy is in-line with that proposed by the BMFA and detailed in its document "Club Welfare Policy and Guidelines". This document can be downloaded from the club website or copies may be obtained by request to any committee member.

2.2 A club welfare officer to oversee the application of the policy is to be appointed. This position will be held by a committee member.

2.3 All members of the club are required to assist the Club Welfare Officer in the implementation of the Child Protection Policy

2.4 NVA fully accepts:

2.4.1 Its legal (Children's Act 1989 and 2004 and the Protection of Children and Vulnerable Adults Act 2003) and moral obligations to provide a duty of care to protect all children and vulnerable adults and safeguard their welfare irrespective of age, disability, gender and sexual identity, race or religious belief.

2.4.2 That the welfare of junior and vulnerable adult members is paramount and that children have the right to protection from all forms of abuse.

2.4.3 That all juniors who take part in model flying activities should be able to participate in a fun and safe environment in an atmosphere of fair play.

2.5 NVA is committed to ensuring that:

2.5.1 It takes all reasonable practical steps to protect children from harm, discrimination and degrading treatment and respects their rights, wishes and feelings.

2.5.2 All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately. It is the responsibility of child protection

authorities/experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.

2.5.3 High standards of behaviour and practice are expected through compliance with the Code of Conduct contained within the BMFA Code of Practice on Club Welfare and Child Protection.

2.5.4 It is the duty of all NVA members, and their guests engaged in activities involving junior members to be fully aware of their responsibilities. Committee members, at their discretion, may offer guidance and/or training for good practice and child protection procedures.

2.6 Nene Valley Aeromodellers has always encouraged young people to join the club and enjoy the hobby. The club accepts that this can only happen now with the full co-operation on the parents or guardians of junior club members. The club also accepts that society has changed and the measures adopted have become necessary. It is the club's policy to help junior members and parents (or guardians) adopt and implement the child protection policy.

Section 3 – GENERAL FLYING RULES

3.1 Members should not to fly unsupervised, until they have passed the club's approved flying test; i.e. the appropriate BMFA 'A' or basic proficiency certificate (BPC), for the type. Those that have not passed this test may only fly while under the supervision of a club instructor or suitably experienced pilot.

3.2 Invitation to fly or visit may be made by any club member. Non-members may fly only by invitation and approved by a committee member. The host club member must take full responsibility for the conduct and actions of their guests.

3.3 All models must comply with current noise abatement codes of practice and legislation. Noise levels must not exceed 82dB at 7 meters.

3.4 Testing of engines must be away from the designated pit and flight-line areas.

3.5 Aircraft must not be flown over the pits area. which is defined as the area immediately behind the slabs at the edge of the mown strip and the forest. Aircraft may be carefully taxied to the strip on one of the 2 outer taxiways. Only the taxiway servicing the pilot box that is in use. Aircraft should never be taxied untethered away from the strip towards people in the pits area.

3.6 All take-offs and hand launches must be from a mutually agreed flying area and in an agreed direction over the runway/patch. All flights over the patch (strip) must be in this agreed direction.

3.7 No more than 5 aircraft may be airborne at the same time. When more than one model is in the air, those aircraft should conform to established circuit practice.

3.8 Pilots using the designated flying area must make others aware of their movements and intentions at all times.

3.9 Pilots must stand in the relevant designated areas. In the case of the Olney field: the strip has two 'pilot box' areas, each marked by four in line paving slabs.
Pilots must use the 'box' nearest to the agreed landing direction, and keep the slab line between them and active models on, or over-flying the landing strip.

3.10 Flying is not permitted whilst under the influence of alcohol, prohibited substances (illegal drugs), prescribed drugs or medications which may affect the member's ability to safely control their model.

3.11 No members shall run or operate a model aircraft, or engage in any activity which will distract competitors during official club competitions. This may be waived only at the discretion of the contest director.

3.12 The committee shall have the authority to co-opt up to a further two members at their discretion.

3.13 All committee members shall retire annually but shall be eligible for re-election.

3.14 The committee shall be responsible for the production and maintenance of the club's "Flying and Site Rules" which shall be binding on all members operating at any site being used officially by the club.

3.15 RULES – The committee, during their term of office, may vary the "General Flying Rules and Site Rules" at its discretion, and may also pass club rules relating to other aspects of the club's activities. All club rules will be notified to members via the club website/e-mail and posting of notices at the flying sites. Any rule changes made during the lifetime of that year's committee must be ratified by a vote of the membership at the AGM.

3.16 All members must operate lawfully and comply with the requirements as laid down by CAA as described in detail in CAA Article 16 for owners and operators of all model aircraft and drones. This document can be viewed on the BMFA website. There is also information on the club website. It is the member's responsibility to check regularly that they comply, as the rules are subject to change.

Section 4 - CLUB FLYING FIELD RULES

4.1 Location

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

4.2 Flying Site

4.2.1 The flying field, livestock and adjoining properties must be respected at all times. All sites must be kept free of litter.

4.2.2 Members arriving at the flying field in vehicles must ensure they are parked safely so as not to cause an obstruction or park in a manner that will prevent access to the forest. Parking of cars should be in the car parking field only or in the winter car park. If the field is unsuitable for cars for whatever reason, the winter car park should be used. Car parking arrangements can be decided by any committee member as the need arises.

4.2.3 In exceptional cases, for medical or other reasons, permission may be given to certain members to park in the flying field. This permission will only be granted, in writing, with the agreement of the committee.

4.2.4 The forest is strictly out of bounds.

4.3 Flying Times

- Monday to Friday* 10.00 – 20.30

- * Tuesday mornings are reserved for field maintenance including mowing, strimming etc. During this time no flying is permitted until those members carrying out the work confirm that they have finished.

- Saturday and Sunday 10.00 – 17.00

4.4 Transmitter Use

4.4.1 No 35MHz transmitter may be switched on unless its operational frequency has been claimed by or assigned to the user. To claim or assign a frequency, a named peg (i.e. a peg with the member's name on it) must be put onto the frequency board in the corresponding space of the frequency to be used. Only one peg per frequency space is permitted. The frequency MUST NOT be displayed on the name peg.

4.4.2 It is the responsibility of the individual concerned to ensure that other members on site are aware of and agree to the safe use of any other legal frequency other than 2.4 GHz. Those using 35MHz must use EVEN numbered channels only.

4.5 Rotary/Fixed Wing Models

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

4.6 Full Size Aircraft

In relation to full size aircraft: Air Navigation order (ANO) 2016 article 240, must be adhered to. This states that *A person must not recklessly or negligently act in a manner likely to endanger an aircraft or any person in an aircraft.*
In essence, this means that if a full-size aircraft is heard or seen in and around the club field all models in the air at the time must take avoiding action and either land, in the outfield if necessary, or move to airspace away from the full-size aircraft. Normal flying should not resume until the full-size aircraft well clear and headed away from the area.

Section 5 – PRIVACY POLICY

Note: The following privacy policy was constructed to clarify procedures within NVA and to ensure that the club complied with the GDPR (General Data Protection Regulations). This policy was approved by the members at the 2018 AGM (Annual General Meeting).

5.1 What this privacy policy covers:

Nene Valley Aeromodellers (NVA) is committed to protecting member's personal information. This policy explains how NVA collects and uses personal information about the members.
NVA aims to comply with the General Data Protection Regulation (GDPR), a legal requirement, enforceable from 25 May 2018. Further information is available on the British Model Flying Association (BMFA) website (www.bmfa.org) .
NVA is affiliated to the BMFA. Please see their website for the Privacy Notice concerning the data which we pass on to them.

5.2 Information NVA gathers:

NVA collects information in the following ways:

Information members give NVA.

Information may include name, date of birth, postal address, email address, phone number, payment details (when paying fees), and flying qualifications.

Photography and video.

Photography and video may be taken at events and used on our website, social media platforms and for promotional and internal documents. Members that find particular image of themselves offensive can request that it is removed.

5.3 How NVA may use member's information:

The club may also use member's personal information for legitimate basis. For example, when an individual applies to become a member of NVA, it has a legitimate organisational interest to use their information to respond and explain the benefits of being a member.

NVA may use member's information for several purposes including the following:

i. Compliance with legal and regulatory obligations and good practice

ii. To provide members with information NVA's activities

i. Any other reasonable purposes of NVA, acting always in accordance with the data protection law (as amended from time to time).

5.4 Marketing

NVA will **not** provide member's information to any person or organisation for marketing purposes. Contact details with items on the "For Sale" page of the club's website excepted with the member's permission.

5.5 Information sharing and disclosure:

The club may disclose member's personal information to third parties if it is under a duty to disclose such personal data to comply with any legal obligation (for example to government bodies and law enforcement agencies).

5.6 Keeping member's records:

NVA keeps records for around two years after a member leaves the club (dated from the first-time membership is not renewed). Former members have the right can ask for the records to be deleted immediately after they leave the club.

5.7 Where NVA stores personal information:

The membership data that collected will be transferred to and stored at the BMFA's registered office and online systems where appropriate.
Members submitting personal data, agree to this transfer, storing or processing.

NVA stores data on computers used by committee members to carry out their roles and in hard copy in a secure location with limited access. NVA will take all reasonable steps to ensure that member's data is treated securely and in accordance with this Privacy Policy.

5.8 Member's rights

Members have the right to:

i. Have any inaccuracies in their data, corrected. If members would like to update the details the club holds about them, they should contact the NVA club secretary.

ii. Request that NVA delete member's personal data.

iii. Request a copy of the personal information NVA holds about them.

5.9 Changes to this policy and the way NVA treats personal information:

NVA may update the terms of this privacy policy at any time; members may check it at any time, a copy is always available via a link on the club's website.

NVA will notify members about significant changes in the way it treats personal information by sending a notice to the primary email address members have provided.

5.10 Enquires and Complaints

The club committee is the first point of contact regarding any enquires arising from this Privacy Policy. Where possible, please raise all enquires in writing.

Members may also complain directly to the Information Commissioner's Office if you are concerned with how NVA is handling their personal information, using their online form which can be found here: https://ico.org.uk/concerns/handling/.

5.11 Member's responsibilities

Members of NVA have a responsibility to protect other member's data by not:

i. Passing on contact information without permission (unless you are friends outside the club)

ii. Accessing the membership files unless they are a committee member or have been asked to do so for legitimate reasons.

Breaches of these responsibilities should be notified to the committee.