



Modderfontein Model Aero Club Constitution and Safety rules

The intention of this constitution is to provide a structured set of fundamental principles to govern Modderfontein Model Aero Club (MMAC). The objectives of MMAC shall be to:

1. Further the sport of model aviation.
2. Provide a safe environment for participants to enjoy model aviation.
3. Ensure the club complies with municipal, local and SAMAA statutory regulations.

1. MMAC Management

- a. The MMAC financial year will begin on the first of March each year and end on the last day in February the following year.
- b. The club shall be managed by an elected committee consisting of a minimum of:
 - i. Chairman
 - ii. Vice Chairman
 - iii. Treasurer
 - iv. Safety Officer
- c. Additional committee positions are available but are not required and may consist of:
 - i. Entertainment Officer
 - ii. Maintenance Officer
- d. Nominations for positions on the committee shall be proposed and seconded by fully paid up members only. In the event of two members or more being proposed for the same position on the committee, a vote will be taken by a show of hands by the members present and the member with the majority vote shall be duly elected.
- e. The club constitution and safety rules are deemed as accepted by all club members at the time of joining or renewal of membership.
- f. Updates to the MMAC constitution and safety rules must be proposed and presented to paid up members and put to a vote of acceptance before these changes can be implemented.

2. Annual General Meeting

- a. The AGM will take place in February before the MMAC financial year end.
- b. The venue and backup venue will be decided by the committee who will ensure that the venue is accessible to most members.
- c. A minimum of one calendar months' notice shall be given to fully paid members to communicate the date and time of the AGM.
- d. A membership quorum will be accepted into record with no less than twelve paid up members or a proxy(s) from non-attending paid up members.
 - i. Should membership fall below twelve paid up members, two thirds majority will be considered a quorum.

- ii. Rules related to the quorum can be adjusted at the AGM or SGM as and when required.
 - e. The chairman of the club will be the chairman of the meeting.
 - i. If the chairman is absent for the meeting the vice-chairman shall be appointed the chairman of the meeting. The chairman will provide due notice before the AGM in writing to members.
 - ii. Should both the club chairman and vice-chairman be absent from the meeting, paid up member shall vote for a meeting chairman.
 - f. At the meeting the previous AGM minutes shall be presented in summarized form and accepted or rejected by members present.
 - i. Copies of all such documents shall be available to paid up members on request.
3. The Committee
- a. The role of the committee is to represent the members and to ensure that the aims and objectives of the club are achieved and upheld.
 - b. The committee shall be responsible for all aspects of the Club, including safety, maintenance, competitions and club funds.
 - c. The first committee meeting of the elected committee is required to meet within six weeks of the AGM. Subsequent committee meetings are to be held at intervals not exceeding 4 months.
 - i. A member of the club who wishes to present a proposal on behalf of the members to the committee may attend this meeting to do so.
 - ii. Three committee members present shall form a quorum or a proxy from non-attending committee members.
 - d. Records and any other documentation generated during the meeting should be kept and made available to paid up members on request.
 - e. All financial and committee records will be handed over at the end of the committee's term of office to the new committee within two weeks of the AGM being held.
 - i. Such records will be up to date and current.
 - ii. All financial records including an audit of these transactions need to be up to date and current.
 - f. Should a committee member resign or leave office during the year a replacement shall be elected based on the results of the AGM.
 - i. The nominated member with the highest number of nominations shall be requested to join the committee.
 - ii. Alternatively, a Special General Meeting must be held within one month of the member's resignation.
 - iii. The newly elected member will serve out the remainder of the committee's term.
 - iv. Should the chairman resign or cease to be a member of the club, the vice-chairman shall assume office until the earliest date that a special general meeting can be convened to elect a replacement chairman to office.
 - g. Should a committee member fail to attend a committee meeting on three consecutive meeting without good reason he shall cease to be a member of the committee and a new member will be elected at the following club meeting.
 - h. A junior member shall not be entitled to nominate a committee member or be eligible to serve on the committee.
 - i. As required from time to time the committee can appoint members to assist with all aspects of club activities.
 - j. The club's funds shall be the responsibility of the club treasurer.

- i. The funds are to be kept in a bank account.
 - ii. Signatories on said account shall be determined by the committee members.
 - iii. Payments and withdrawals may be made for regular maintenance and may not exceed R1500 for any one transaction.
 - 1. Any transactions falling outside of the above criteria must be authorized by a committee quorum and presented with a requisition order and be signed.
 - iv. A detailed set of accounts must be kept and supported with documentation.
 - v. A detailed financial report representing the club's current financial year shall be presented at each committee meeting and annual general meeting including a forecast.
 - vi. The bank statement must be shared with the committee as presented by the bank no less than once a month.
 - k. The committee accepts responsibility for organizing the regular maintenance of the Club's facilities, such as mowing, painting and sweeping. Should casual labour be required this will be paid out of the club funds.
 - l. The committee and its committee members shall not be held liable for any reason whatsoever including but not limited to:
 - i. Imperfect club regulations, constitution and safety regulations.
 - ii. Anyone who breaches any of the MMAC constitution.
 - iii. Anyone who breaches the MMAC safety regulations.
 - iv. Anyone who breaches the SAMAA safety regulations and requirements.
 - v. Acts of vandalism.
 - vi. Loss or damage to any property for any reason.
 - vii. Injury or death of members, visitors and spectators.
4. Club Membership
- a. There are four types of membership available at MMAC.
 - i. Junior Membership
 - 1. Junior members are under the age of eighteen.
 - a. Junior members may be present at the Annual General Meeting or Special General Meeting, but do not carry a vote or proxy.
 - ii. Regular Membership
 - 1. Regular members are over the age of eighteen and below the age of sixty-five.
 - iii. Senior
 - 1. Senior members are over the age of sixty-five.
 - iv. Honorary
 - 1. A member nominated for Honorary membership status must:
 - a. Be an active fully paid up member.
 - b. Have been a fully paid up member for a minimum of 10 years.
 - c. Can only be voted in as Honorary members at the Annual General Meeting or a Special General Meeting by fully paid up members.
 - 2. Honorary members will retain their right to vote.
 - 3. Honorary members will automatically lose their honorary membership status if they are no longer active members of the club.
 - a. Do not actively participate in club activities for 3 consecutive months. This decision will be made by the committee at the next committee meeting and the committee's decision will be final.
 - b. The committee shall have the right to reject any new members wishing to join the club.

- i. All new membership shall be subject to a once off joining fee, equal to the annual membership fees. This may be waived at the discretion of the committee quorum.
- ii. A prorated annual fee shall be calculated according to the month the application is received in.
- iii. The fees structure shall be determined by the committee prior to the MMAC financial year end and a 10% annual increase applied.
- iv. An application for membership must be completed on the MMAC website.
- v. On application acceptance by the committee the new member is required to EFT or direct deposit the amount confirmed by the committee in the club's bank account. No cash payments will be accepted.
- vi. The club treasurer will then issue a receipt and an identification card.
- c. Increases that are below or above 10% must be brought to the AGM by the committee and voted on by paid up members.
- d. Special levies may be introduced by the committee however must be approved by paid up members in a special general meeting.
- e. Annual subs for renewals must be paid within the first month of the club's financial year.
 - i. Members may approach the committee for special arrangements to allow split payments.
 - ii. A committee quorum shall approve any such special arrangements.
- f. All members must be current members of the South African Model Aircraft Association and must display their SAMAA cards with their identification cards on the frequency board while flying.
 - i. Members who cannot produce a SAMAA and Identification card or copy thereof are automatically grounded with no exceptions.
 - ii. SAMAA pilots with a rating below Solo, may only fly if accompanied by a pilot with a solo or higher rating for the full duration of the flight.
- g. Members shall be required to ensure that they keep the Club's facilities clean and take with them any refuse. Any member not abiding by this rule shall be required to appear before a disciplinary committee.

5. Visiting Pilots

- a. Visiting pilots are required to pay landing fees and can do so by visiting the MMAC website.
- b. Visiting pilots must produce their landing fees receipt to a committee member before flying.
- c. Visiting pilots utilizing facilities more than four times in a three-month period are required to become fully paid up members.
- d. Visiting pilots must be current members of the SAMAA and display their SAMAA cards on the frequency board while flying.
- e. Visiting pilots agree to abide by the MMAC constitution, MMAC safety regulations and SAMAA safety regulations.
- f. Visiting pilots must ensure they fully understand MMAC operating procedures.

6. Spectators

- a. Spectators are always welcome at the club and are defined as any person who is not an active paid up member of the club.
- b. Spectators may not enter the pits area unless specifically accompanied by a club member.
- c. Spectators may not be left unattended in the pits area.
- d. Spectators may not enter the flight line or runway for any reason.
- e. Children may not enter the pits area or flight line for any reason whatsoever.
- f. Pets may not enter the pits area or flight line for any reason whatsoever.

7. Frequency Control

- a. All club members shall place their identification and SAMAA cards on the frequency board before turning on their transmitters.
- b. Any club member found to be flying without their identification and SAMAA cards on the frequency board will be required to land immediately and comply.
- c. Members not complying with the frequency control procedure will be required to appear before a disciplinary committee.
 - i. A member or visitor causing damage by not following the frequency control procedure will be liable for the full cost of any subsequent damage and/or repairs to the engine, radio etc.
 - ii. An incident of this nature must be reported to the chairman as soon as possible who shall make an incident report and file it with the club's records. If necessary, the chairman shall constitute a sub-committee of either members and or committee members to resolve the incident. Both parties shall be present at such a meeting and decision reached by the committee shall be final and binding on both parties.
- d. In the case of non 2.4Ghz radios, the identification and SAMMA cards should be removed after each flight to allow pilots with the same frequency to also make use of the frequency spot.

8. Flying Instruction

- a. Pupil pilots joining the Club pay only the required membership fees, NO fees will be charged for instruction.
- b. Any Club member found to be charging instruction fees will be required to appear before a disciplinary committee.

9. Financial Gain

- a. MMAC has no interest in financial gain and all income received shall be applied solely towards MMAC's objectives.
- b. No member or group will be allowed to use the Club's facilities for financial gain unless specifically authorized by the Committee.
 - i. Any member found to be in breach of this will be required to appear before a disciplinary committee.

10. Work Parties

- a. From time to time the committee may organize work parties and members will be required to participate.
- b. Materials and tools for these work parties shall be supplied by the committee but if requested to do so members may also be asked to donate such materials or provide access to tools.

11. Disciplinary Procedure

- a. Should the need arise for a member to be disciplined a formal hearing shall be convened and chaired by a committee member other than the standing chairman.
- b. A member who is summoned into a disciplinary hearing may only bring fully paid up members to the hearing to represent them during a disciplinary hearing. No external representatives will be permitted for any reason whatsoever.
- c. Any member fined or disciplined for any reason may appeal to the chairman in writing, within a period of seven days after being disciplined. The chairman will consider the appeal and present his findings.
 - i. The chairman's decision will be final and binding on all parties.

12. Safety Regulations

- a. Should the MMAC safety regulations be less strict than the latest SAMAA safety regulations, the SAMAA regulations will apply.
- b. **NO** member will be permitted to fly unless they are a fully paid up member of SAMAA. Students are permitted to fly on their instructor's SAMAA membership should the instructor have a SAMAA silver or higher proficiency using the buddy box method only.
- c. Safety shall be the responsibility of each and every member of the club and members shall always exercise extreme safety when flying.
- d. Members will not be permitted to consume any form of alcoholic beverage before or whilst flying a model aircraft.
- e. There shall be no engine powered aircraft or helicopters flown at the Club before 10h00 on a Sunday, and before 08h00 on Mondays to Saturdays. This rule does not apply to electrics.
- f. **NO** aircraft shall be flown over the houses.
- g. **NO** flying or launching of any aircraft shall be permitted over the clubhouse, pit area, taxi way, spectator area or car park.
- h. The number of aircraft in the air at one time must be limited to eight and members shall not launch an aircraft should this number already be airborne.
- i. Members must ensure that they have placed their identification cards on the frequency board before switching on their transmitters.
- j. Relatives and friends may accompany a member to the club, but the member shall be responsible for their safety and ensure they always adhere to the safety rules. They shall not be permitted in the pit area at any time.
- k. Members may invite one person to fly at the Club as a visiting pilot (Refer to landing fees) and must ensure that the visiting pilot places the member's visitor card on the frequency board before their transmitter is switched on.
- l. Only actively flying pilots shall be permitted into the flying area and may only be assisted by either their instructor or one helper/spotter.
- m. When starting an engine, a pilot shall make sure that they are in **FULL** control of both the aircraft and transmitter. Pilots shall have consideration for other pilots in the pit area by ensuring that they do not blow dust and oil onto them or their aircraft.
- n. **NO** prolonged running of an engine will be permitted in the pit area. Pilots must make other safe arrangements to test engines.
- o. **NO** taxiing of airplanes or the hovering of helicopters will be permitted in the pit area. Pilots must carry their aircraft to the start of the fenced strip.
- p. Taking off from the taxiway is not permitted.
- q. Before taxiing to the runway, pilots must ensure that they have completed a full preflight and deemed their aircraft flight worthy. A retest of all working surfaces must be completed and confirmed working before take-off.
- r. Pilots standing close to the runway for take-off, must immediately move back to the designated pilot area.
- s. When pilots approach the runway to takeoff, they shall ensure that no landings are in progress before proceeding onto the runway. Pilots must ensure that all other pilots flying know that an aircraft is taking off by clearly shouting out "**TAKE OFF**".
- t. Forced landings due to an engine failure (Dead Stick) take priority over all other landings. Pilots must let the other pilots know that they have an emergency by clearly shouting "**DEAD STICK**" and indicate the direction they will be landing from.
- u. When doing normal landing indicate to other pilots your intention to land and the direction you will be landing from.

- v. Gliders may only be flown in the general flying area and pilots are to ensure that their launch equipment is well clear of the runways.
- w. ALL members are to ensure that they leave no refuse lying around.
- x. All Pilots are to ensure that they follow the flying area map and stay within the designated fly zones.
 - i. All pilots to fly within the current circuit pattern.
 - ii. All pilots must move to the pilot's box and remain there until they land.
- y. All pilots are to stay clear of the trainee/learner pilot fly zone when this zone is being used by a trainee/learner.

13. SAMAA PR19

- a. Modderfontein Model Aero Club is 3.65NM from OR Tambo International airport and as such needs to comply with the regulations defined in SAMAA PR 19 - Operating a Club or Flying site within the CTR, under TMA or within 5NM of an aerodrome.
- b. MMAC is restricted to a maximum of 150 ft AGL. and may only fly to 400 ft if the ATNS at O.R Tambo has been contacted before flying commences for the day.
 - i. The club safety officer, or responsible person at the club, will contact the Air Traffic Control tower (ATNS) by phone and inform them of the clubs intention to commence flying at the field/ club above 150ft AGL to a maximum altitude of 400ft AGL.
 - ii. The club officers above, must give their cell phone contact number to the Air Traffic Control in case there is an emergency or need for the tower to contact them.
 - iii. A spotter or observer, will always be with any pilot or group of pilots flying, to give early warning of a low flying full sized aircraft in the area, and to ensure that all model aircraft flying at the time, land or drop below 150 feet, and immediately take the necessary actions to avoid the full size aircraft at any cost.
 - iv. If there is a special event, airshow or competition to be held at the club, and the event requires exemption for additional height or other concessions, the organizer of the event, will submit to SAMAA in writing a request for an exemption, which will be submitted through the normal channels to RAASA and to the ATC or ATNS, for approval, and only after having received confirmation in writing, will SAMAA give the club the requested permits, exemptions and applicable conditions to be observed, for that event, for that day.
 - 1. ATNS can be contact on 0860 286 726.
 - 2. More information can be located here. <http://www.samaa.org.za/wp-content/uploads/2019/09/PR-19-Clubs-within-CTR-under-TMA-closer-than-5km.pdf>