

# HOLDFAST MODEL AERO CLUB INC



## By-Laws

(2024 v1.0)

Holdfast Model Aero Club By-Laws (rules, regulations and protocols) are authorised by the Committee and approved by a General Meeting of Members of the Club in accordance with the Club's Constitution.

Approved December 6<sup>th</sup> 2024

# Holdfast Model Aero Club Inc.

## By-Laws

### 1 Committee

The duly elected Committee shall be responsible for day-to-day management of the HMAA Club. Amongst other things, the Committee shall maintain a "Members' Handbook" which provides specific details relating to these By-laws. A copy of the Members' Handbook shall be made available to all Club members.

### 2 Fee Structure

- 2.1 Annual fees comprise HMAA Club fee, MASA affiliation fee and MAAA affiliation fee (including Insurance). The Club fees shall be determined by the Committee and included in the Annual Budget presented to Members for approval. State and Federal fees are generally agreed by late May. Members shall be notified of their renewal fees via email prior to the due date. Fees must be paid in full by 30 June to ensure that Members are financial and therefore covered by the Association's Insurance policy. Members must carry proof of their MAAA Membership (or a valid receipt for fees paid) at all times when involved in Model Flying at HMAA or other affiliated Clubs.
- 2.2 The HMAA Club fees shall be determined as follows:
  - 2.2.1 Senior fee is set annually;
  - 2.2.2 Junior fee is set at 20% of the Senior fee and rounded up to the nearest \$5.00;
  - 2.2.3 Pensioner fee is set at 85% of the Senior fee and rounded up to the nearest \$5.00;
  - 2.2.4 Social fee is set annually;
- 2.3 Pro rata HMAA Club Fees are available in accordance with the following schedule for persons joining the Club part way through the Financial Year:
  - 2.3.1 After 31 December: 50% of the HMAA Club Fee, rounded up to the nearest \$5;
  - 2.3.2 After 31 March: 25% of the HMAA Club Fee, rounded up to the nearest \$5.
- 2.4 The Committee shall publish a schedule of the above fees as soon as they are known.
- 2.5 Concessions will be considered for Members experiencing financial difficulties, following application in writing to the Committee. The concession only applies to the HMAA Club Fee component. Documentary evidence of need may be required.

### 3 Budget

The Committee is empowered to approve payment of expenses related to the running of the Club within an approved budget. This budget shall be approved by a simple majority vote of eligible Members (subject to the relevant meeting quorum as specified in the Constitution) no later than 14 days prior to the beginning of the next financial year.

- 3.1 The Committee is required to bring to the Members' attention at the next General Meeting all non-budgeted expenditure.
- 3.2 A vote of approval from Members at a General Meeting is required for any discretionary non-budgeted annual or one-off expenditure exceeding \$2000. A minimum of seven days' notice is required to be given to all Members before the date at which the expenditure shall be voted on.

### 4 Rules Regulations and Protocols

HMAA authorises the operation of model aircraft at its flying field located on the corner of Majors Road and Lonsdale Road, Trott Park in accordance with the following rules, regulations and protocols:

- 4.1 Civil Aviation Safety Regulations (CASR) 1998 Subpart 101.G Model Aircraft. This regulation is administered by the Civil Aviation Safety Authority (CASA).

- 4.2 Model Aeronautical Association of Australia Manual of Procedures (MAAA MOP). This manual is administered by the Model Aeronautical Association of Australia (MAAA).
- 4.3 The Committee will notify Members of changes to CASA Regulations and MAAA MOP as and when appropriate.

## **5 General Flying Operations**

- 5.1 The following persons are permitted to fly at HMAAC:
  - 5.1.1 Financial HMAAC Members.
  - 5.1.2 Visiting Members from other Australian Clubs.
  - 5.1.3 Visiting Flyers from Overseas Clubs.
  - 5.1.4 Prospective New Members under supervision of a HMAAC Instructor.
- 5.2 The following persons are not permitted to fly at HMAAC:
  - 5.2.1 Anyone who does not meet the above requirements.
  - 5.2.2 Any person prohibited or restricted by a directive of the HMAAC Committee. The Committee reserves the right to reject any proposal for new Membership or any renewal of existing Membership in accordance with the Club's Constitution.

## **6 Flying Standards**

- 6.1 The Club promotes the highest standards of safety for the operation of model aircraft. The MAAA Safe Flying Code must be followed at all times. (MOP056)
- 6.2 The Club follows the syllabus of the MAAA Instructor Handbook for the Award of Solo Standard and shall comply with the MAAA Guidelines for the Award of Wings. (MOP027)

## **7 General Safety**

- 7.1 HMAAC has a duty of care to ensure that the flying of model aircraft is undertaken in a safe manner. This duty of care extends not only to Club Members but also to visitors to the site as well as other people and property (including motor vehicles) in proximity to the field.
- 7.2 No visitors or persons not authorised to fly model aircraft, including HMAAC Social Members, are permitted to enter the sheltered/shade cloth area or pits area (flight operations areas) unless invited by a Club Member. Once in the flight operations areas, such persons must not approach the flight line while models are being flown.

## **8 Fire Safety**

- 8.1 MASA Administrative Policy No 5, *Code of Practice for the Operation of Model Aircraft During Fire Danger Season*, specifies the legislative responsibilities relating to the flying of models during times of fire danger. HMAAC Members are required to comply with the Code of Practice as well as any directives from our landlord and the Club Committee.
- 8.2 There is a potential for fires to be started by crashed model aircraft. Members should take extreme care at all times and especially during the fire danger season. On days when a Total Fire Ban has been issued for our area, the HMAAC field will be closed for flying activity and may be closed for general access to comply with directives from the Department for Environment and Water. Members will be notified by the Committee in advance of such closures.

## **9 Frequency Control**

The Club operates in accordance with MAAA policy on the frequencies approved for model aircraft in the 27 MHz, 29 MHz, 36 MHz, 40 MHz and 2.4 GHz bands. A frequency control keyboard is located near the flight line for frequencies other than 2.4 GHz. (MOP047 and 048). Use of the board is described in the Members' Handbook

## **10 No Fly Zones**

There are defined No Fly Zones, which have been declared at the field. These are specified in the Members' Handbook.

## **11 Incidents and Crashes**

- 11.1 All incidents involving damage to property (other than the model itself) or injury to persons shall be reported to a Committee Member, and the MAAA forms completed as soon as practical. (MAAA010 and MAAA011)
- 11.2 Notwithstanding the requirements of paragraph 11.1, all incidents which result in the crash of a model beyond the boundary fence lines depicted in the Members' Handbook shall be notified to a Committee Member as soon as practical. Depending upon the assessment of the incident, the Committee may request completion of either a HMAAC Club Incident Report form or an MAAA Incident Report form.

## **12 Discipline**

- 12.1 The duty of care required of HMAAC can only be exercised by ensuring all persons who fly at the site are competent in the safe operation of their particular model.
- 12.2 The graduated 'MAAA Wings' system is one method of assessing and recognising the competency of an individual. However, the Club also has an obligation to monitor the ongoing competency of flyers to ensure their standard of flying is maintained at an acceptable and safe level.
- 12.3 Where an individual does not maintain an acceptable and safe standard, the Club must exercise its duty of care by examining the competency of the flyer and implementing remedial action. Options for remedial action would include, but not be limited to:
  - 12.3.1 Flight test (preferably by the MASA Senior Flight Instructor);
  - 12.3.2 Retraining, followed by a flight test;
  - 12.3.3 Reassessment of achieved Wings standard (possibly downgrading to a lesser rating);
  - 12.3.4 Restriction on the type of model that can be flown (aircraft size, weight and motive power [i.e. engine capacity or electric motor and battery pack]).
- 12.4 In cases where the individual is no longer deemed to be a safe flyer, and allowing the individual to continue to fly would pose a serious safety risk to Club Members, Club property, visitors and public property, the Club reserves the right to cancel the individual's membership and report the matter to MASA.
- 12.5 Where an individual has exhibited behaviour that is not in keeping with expectations described in the Members' Handbook, the Committee may take appropriate action to remedy the situation. Action can range from a warning to cancellation of the individual's membership, depending upon the severity and/or frequency of the behaviour.