



# TMAC Constitution – 2021

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Words of masculine gender should be taken to include the feminine gender unless the context indicates otherwise.

## **GENERAL**

1. The club shall be called ***Telford Model Aero Club (TMAC)*** and will be affiliated to the British Model Flying Association.
2. The clubs principal aim shall be the promotion of safe and responsible model aircraft flying. ***TMAC is primarily for all types of airplanes and helicopters.***
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. Anyone wishing to join TMAC shall be first interviewed by the club, by at least two members of committee, for the purpose of ensuring mutual acceptable "fit" to the club ethos and culture.

The club committee may :-

- > If below cap in members numbers is reached, put application onto a waiting list, or
- > Alone, agree to accept membership or not, or
- > Put the decision to the members at the next monthly club meeting by a simple majority vote, or
- > Ask for verbal reference from previous club committee member (if applicable).

If then agreed by the committee, application may then proceed as per instructions given on the club web-site.

TMAC is a small club and has a cap of maximum 40 flying members including committee members.

6. New members will be required to serve an initial probationary period. The period is either six months or twelve visits to the club flight field and/or club meeting (as witnessed by a committee member) and whichever is the longest. During this time new members may have their membership terminated at the discretion of the Committee due to either conduct or fit to the club. During this probationary period the member can also be dismissed for misconduct without going through the disciplinary procedure.



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7. New members' subscriptions shall be dependent on membership class. Subscriptions shall be decided by the committee. Committee shall publish 28 days before the December AGM next year's subscription prices, where subscriptions are then normally paid for start of the following year.
8. Subscriptions are due by December at the AGM each year and normally paid in full at the December AGM. Any member, who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to fly until they have done so. BMFA membership must also be in place before flying.  
Members payment of club fees received before 1<sup>st</sup> January, is a renewal, and no application is required.
9. Members who have allowed their membership to lapse for less than **two months** will not normally be asked to re-apply for membership, but will be required to pay a full 12 months subscription.
10. Members who have not renewed their membership by **two months** will be deemed to have left the club and a renewal request after this period will be treated as a new membership application.  
Reduced subscriptions for new members will apply from 1st September, when they will be halved.
11. 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.
12. Deleted.
13. 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.
14. Members may invite guest fliers to the site on prior arrangement with the Committee but they must be BMFA insured and the club member must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of approved club instructors (as per club rules) if their ability requires it, and such arrangements must be made in advance of the visit.



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## **RULES, DISCIPLINE AND SAFETY**

(see Appendix 1, for disciplinary procedure guidance)

15. Additions and amendments to field safety rules and regulations can only be made by proposals at a General Meeting.
16. All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next general meeting.
17. Any complaint concerning any member must be made in writing (E-Mail or WhatsApp) from all complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed by the Committee.
18. 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, if so decided by the committee.  
**(BMFA Note:- A suspension carried out in this matter is considered a neutral act and infers no blame or guilt and is purely to allow an investigation.)**
19. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding Thirty days 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 20. The verbal/written warning may be issued by club E-mail and or via WhatsApp direct to the affected member.
20. 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.
  - 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 he still fails to respond, the Committee should both “suspend membership” and 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.



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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 remaining full future months membership fee (excluding BMFA subscription) to be reimbursed in full.

## FLYING

21. The Committee and Instructors, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
22. All flying members must attain the minimum standards of flying required under the TMAC solo training scheme or before receiving the BMFA 'A' Certificate and before being permitted to fly indirectly supervised.
23. Any member whose flying standards drop below the minimum requirement solo standard will be required to re-join the TMAC solo training scheme (not be allowed to fly unsupervised etc.) until the desired standards of flying are met and the retest of TMAC solo flight test is passed. This applies even if A or B certificate is held.

## COMMITTEE STRUCTURE AND APPOINTMENTS

24. The Committee of the Club shall comprise of not more than **Five** members.
25. The Officers of the committee shall be a minimum, Chairman, Secretary, and Treasurer.
26. One senior club member should be appointed annually as the clubs' BMFA Delegate who should represent the club at all relevant meetings, if so agreed by the committee.



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27. Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.
28. Committee members shall be elected at the Annual General Meeting with new candidates nominations received at the AGM. The Committee will be elected by majority "show of hands" vote from members present. All fully paid up members are eligible to vote.  
Incumbent committee members may serve for as long as they wish but must stand down and be re-elected at each AGM or until clause 36 or 38 applies, or by a unanimous vote at the EGM to replace a committee member.  
  
Unless agreed by all the committee, a member may not be eligible to be nominated to become a committee member unless they have continuously been a paid up member, for a period of at least one year.
29. 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**

30. 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.
31. 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. Approval from the membership at an ordinary meeting must be sought for expenditure greater than **£250.00 per month**.
32. Authorised committee members who can sign cheques for TMAC are required to submit a sample of his signature for banking reference purposes.
33. Money may only be withdrawn from the club funds by the club treasurer up to clause 31 limit, if both supported by a receipt and submitted by another committee member. This shall be limited to expense items such as fuel and replacement parts for club equipment. All other items shall be put to members for majority approval.
34. 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. This specifically includes gaining third party funding or forming any arrangements with other organisations or clubs.
35. Deleted.



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36. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club.
37. Any Committee Member or Officer wishing to resign must do so in writing.
38. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will risk forfeit of his seat on the Committee.
39. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

## **VOTING AND CONDUCT OF COMMITTEE MEETINGS**

40. All "formal" committee meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the secretary.
41. A quorum of any Committee meeting shall consist of a majority (Four or more) of Committee Members.
42. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
43. 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.
44. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
45. Non committee members may attend committee meetings as observers by applying to the Secretary or Chairman before the meeting. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.

## **VOTING AND CONDUCT OF GENERAL MEETINGS**

46. All general meetings will minuted. The formal minutes will those published by the secretary (normally in the following monthly newsletter).
47. A quorum of any general meeting is to be at least one quarter of the membership.
48. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal. Proposals to alter this constitution can be made at a



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general meeting if also seconded, but can only be then voted and made at the AGM or an EGM.

49. Voting will normally be by a show of hands of members, however a secret ballot must be taken should any member request that this be done and the committee agree. Proxy and postal votes will not be permitted.
50. Amendments to proposals must be voted upon first.
51. An audio recording of general meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
52. Non club members may attend Club meetings as observers as invited guests of a club by applying to the Secretary at least 7 days before the meeting. Any non Club member may be asked to leave the meeting subject to approval from the Committee.
53. 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.
54. Deleted

## **ANNUAL GENERAL MEETINGS (AGM)**

55. 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 (E Mail and/or WhatsApp and/or Facebook) to all Club members.
56. Annual subscriptions will be decided by the committee and be based on club accounts and projected membership and other incomes and then projected costs for the following year.  
The decision will be explained by Treasurer and put to membership for a majority vote.
57. The club financial accounts shall be issued by the treasurer at the AGM. The statement shall be presented as a paper copy to attending members at the AGM. Each transaction to be explained. Once explained and questions answered, it shall be put to a majority vote to accept.

## **EXTRAORDINARY GENERAL MEETINGS (EGM)**

58. 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.



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59. 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.
60. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than >51% of 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.
61. When a request for a meeting is made in accordance with Article 59 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.

## **INSURANCE AND INDEMNITY**

62. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
63. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
64. 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. Where a committee member can show incurred personal costs, then clause 31 and 33 can be used to ensure no member is "out of pocket".
65. When there is a joint meeting between TMAC 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**

66. 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



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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.

67. 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 distributed in equal shares to the Club's charities. (See the Clubs' Charity Guidelines below).
68. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be *donated to the Club's nominated charities*. All members will receive a final statement of accounts.



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## **CHARITY AND FUND RAISING GUIDELINES**

The Club's guidelines are as follows :-

TMAC does not normally work with or support charities.

As a small private club, with limited members able to give time to these activities, no such endeavours are normally made by TMAC.

Clause 34 applies to all considered third party arrangements and shall require a unanimous vote by the committee before any agreements or negotiations are started.

Where any funds are raised from members only (such as private club events), these funds shall be given to the club funds and managed by the treasurer and documented and explained at the AGM.

The club runs its own SwapMeets. Club funds are raised from gate and table sales plus selling of food and drink. After receipted and documented expenses, all remaining cash surplus shall be placed into club funds. The statement of accounts to be fully reported to members and documented into the club financial report at the AGM.

In the event of needing to donate club funds to charities (Club dissolution etc.), then up to three local charities shall be identified by the committee and put to members under clause 67 and 68 above.



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## **FIELD / SAFETY RULES**

1. All members must observe field discipline and comply with the Air Navigation Order, all relevant BMFA safety codes as contained within the BMFA Members' Handbook and all Civil Aviation publications (CAP) such as CAP 722F and including future updates and TMAC club rules.
2. On matters of field safety needing an immediate decision, the responsibility lies with Club committee. Any instructions must be accepted without dissent. However, should a member believe the instructions to be wrong, then he should bring this to the attention of the Committee through Article 15 of the Constitution.
3. Any pilot not holding their solo qualification for the type of aircraft they are flying must not fly without the supervision of an instructor or their specially appointed deputy if the instructors are absent from the field. If no instructors are present at the site, any member holding the BMFA 'B' Certificate may act as an appointed deputy until an instructor arrives.
4. TMAC safety and site/club rules are documented in a separate document. These rules shall be reviewed and updated by the committee at least annually at the AGM.  
Safety updates can be made by a committee decision alone. Rules updated and circulated to members by E-Mail/Facebook and/or WhatsApp. These updated rules become effective immediately.  
All other updates can only be made by majority vote at a general meeting of attending members.  
In all cases, interpretation of rules shall be made by the committee alone.  
Members ignorance of these rules is no excuse for non-compliance.
5. Members shall be self-aware of any local or UK government guidance and law changes. TMAC is not responsible for making members aware of changes in local authority rules and UK law.
6. Subject to defined disciplinary process, none compliance to rules is subject to sanction.

See Appendix 1 for further guidance and examples of misconduct and gross misconduct.



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## CARING FOR JUNIOR MEMBERS

1. A Junior Member is defined as being under 18 years of age.
2. A responsible adult shall be the junior members parent or legal guardian.
3. No TMAC member shall be required to act as a responsible adult or deputise for the parent or legal guardian.
4. Junior members must be supervised at all times by their responsible adult of item 2 above. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience and be to the satisfaction of the committee.

Primary objective is the junior's safety, but includes the supervisor's responsibility to other members for their safety and enjoyment and for avoidance of damage.

For each junior member, the committee shall be given name and mobile phone number of the juniors nominated adult supervisors and parent/guardian.

5. 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 their responsible adult of item 2 above.
6. No junior member under the age of 14 years shall fly a model aircraft unless supervised by their responsible adult. Without a TMAC issued solo flight certificate (see club rules) also supervised by another club member authorised to act as flying trainer (buddy box)). If however the junior member holds the minimum of a BMFA Achievement Scheme "A" certificate **and** has been authorised to do so by the Club Committee (per the clubs solo flight certificate) the junior may fly just under the direct supervision of their responsible adult.
7. Deleted
8. Notwithstanding the requirements of Paragraph 4 above, 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. Any instance of such an occurrence is to be reported to the Committee as soon as possible. Such an occurrence will be seen as mis-conduct and seen as a subject for discipline action.
9. 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.



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10. Club members who bring their family to TMAC, and these juniors are not members of the club, shall not be allowed into the pits area at any time. Safety is the parent's responsibility and if you are not able to fully supervise your juniors, as you are flying and thus pre-occupied, correct arrangements shall be made to ensure safety. This includes your awareness of risks from the farmer's equipment and livestock.

***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. Our activities at the flying site do not finish at a regular time and it is therefore your responsibility to ensure the well being of your child at all times by your personal presence at the club. Should you wish to leave your child at the flying site, it is your responsibility to arrange for another deputy adult and suitable family member. This person to be made known to the committee as per item 4 above, prior to making a change.

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



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## **GDPR** **Data protection For Members.**

1. The following are the policies set by TMAC for data handling of members private information.
2. The only information held by TMAC is that supplied to the club on the application form. By supplying this data, the member accepts the club holding this information in accordance with this constitution.
3. The club will not hold any “sensitive” data including bank accounts, ethnic group etc.
4. The information held by TMAC about a member shall only be shared within the committee members for the purpose of club management and execution of club activities. This specifically includes sharing members’ data with the BMFA and/or CAA for the purpose of registration and payment of membership fees.
5. The electronic files held about club members is held by the treasurer and the secretary. Members have the right to view this data at any time. Request change or deletion of their private data by application to treasurer and the secretary.
6. If a member leaves TMAC, the persons data will be retained by TMAC for a duration of up to 18 months. At that point data will be deleted from electronic club records. Legacy data on social media (see below) will not be deleted.
7. If members need private data about another member (such as mobile phone number) this can only be supplied by the donating member and not the club.
8. The club operates the following social media sites.
9. Facebook is a private group with data only accessible by Facebook members of this closed group. Membership is limited to current members only, and lapsed membership will result in that persons deletion from the group after three months. Group membership is managed by both the Chairman and Secretary. Members using Facebook agree to their posted information being shared to other TMAC members in that closed group.
10. Club Web-Site.  
This public visible site is for advertising and promoting the club.  
It is managed by the secretary.  
The Web pages include photos and videos of club activities which includes showing members faces.  
All media used on the WEB site which show members, requires each member to give verbal permission at the time of recording or one time approval. Anyone who specifically wants to not be shown on this site should inform the club secretary.



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Anyone under age of 18 years (Junior) will not be included on this site.

11. WhatsApp is a closed group for members only.  
The same rules as defined above for Facebook apply.
12. The use of social media by club members is subject to moderation by the committee.  
Any improper or deemed unacceptable use or posting shall be deleted by the moderator and may be subject to the disciplinary procedures set out above.  
Appendix 1 also gives specific examples of misconduct.



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## 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.



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## **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



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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 your employer 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



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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

