



By – Laws

The following By-Laws are made pursuant to Section 42.1 of the Constitution.

The Sports Aeromodellers Association Moreton Bay Region adopts the MAAA Manual of Procedures at all times. Please refer to the Manual of Procedures located in the club house library.

1. Safety

- a. All transmitters must be placed in the transmitter pound as soon as possible after arrival at the field. Transmitters must not be activated unless an approved key has been placed in the appropriate frequency allocation slot on the frequency keyboard. Transmitters must not be removed from the pound unless the appropriate key has been placed in the keyboard as detailed above or the owner is leaving the field. This By Law also applies to all 2.4 GHz transmitters even though the technology negates the issue of frequency conflicts.
- b. Mobile Phones are not permitted past the boundary fence between the club house and the designated pit and flying area.
- c. There is a strict time limit of half an hour that any one pilot's frequency key can remain in the frequency board before it has to be removed.
- d. The frequency key must bear the appropriate coloured sticker indicating financial membership together with the pilots name, AUS/VH number, and frequency. In the case of a visitor, their name being registered in the visitors book.
- e. In accordance with MOP052 and MOP058 only approved 2.4Ghz transmitters are permitted to be used. All other transmitters must have a current radio bandwidth testing certificate. No 27Mhz or IR transmitters are allowed.
- f. Visiting pilots must be shown a copy of these By-Laws and be signed into the visitors book by a member. The visitor must have a current MAAA affiliated licence or other proof of insurance.g. All pilots must comply with Civil Aviation Safety Regulation Part 101, in particular Sub Part 101G Model Aircraft.

- h. Models being prepared for flight should be parked in the Pit area. Engines must only be started in the Pit area, the Helicopter area, on the provided engine test stand or at the large model restraints installed outside the pit area. The use of an appropriate form of aircraft restraint is strongly recommended at all times for engine starting and running.
- i. Except in the following circumstances, Pilots shall remain within the designated pilots area at all times when controlling model aircraft:
 - i. During takeoff and landing Pilots should remain within 10 metres of the designated pilots area unless impractical (i.e. bungee launches, new models or models requiring a long takeoff run), at which time it is the sole responsibility of the controlling Pilot to ensure that all other Pilots are aware of his/her intentions.
 - ii. Pilots engaged in hovering practice in the helicopter area shall ensure that their aircraft remain at least 40 metres from all buildings/vehicles and the pit area.
- j. Only persons flying, being instructed or otherwise directly involved with a particular flight including one parent or guardian of a junior member are to be in the pilot area. Only authorised persons are to be in the Pitt area i.e. Members, visitors being escorted by members or one parent or guardian of a junior member.
- k. All takeoffs and landings must be performed on the approved runways. In the case of helicopters, in the approved helicopter area, or on the non-active runway.
- l. Flying boundaries must be strictly observed. Please refer to the map displayed on the notice board in the club house.
- m. In accordance with MOP014 Sub Section 6.4 Fixed Wing Aircraft flying 3D and Sub Section 6.5 Helicopter flying. The operating pilot is to ensure that the aircraft being flown is not to fly any closer than 9 meters to all pilots operating at the same time.
- n. Model Aircraft are required to give way to full sized aircraft in all cases.
- o. When Helicopter mosquito spraying is in progress all flying must cease. Flying may resume after the Helicopter operator has given an unambiguous sign that they are finished or 15 minutes after the last sighting of the Helicopter.
- q. Members should not enter the mangrove swamps unaccompanied and should carry 2 way radios and a mobile phone even when accompanied to summon help should an accident occur.

2. General

- a. Flying is permitted at SAAMBR from 8:00AM until dusk (electric powered aircraft of seven cell capacity or less may fly before 8:00AM) with the following exceptions:
 - i. No flying before 12:00PM ANZAC Day.
 - ii. No flying on Christmas Day or Good Friday.
- b. The last member to leave must close all gates and doors and ensure that the bottom gate is closed and locked and the top gate is closed.
- c. The wearing of your club supplied name badge is recommended at all times whilst at the field.
- d. Posted road speed limits must be observed at all times.
- e. Pet are not permitted at the field without the express written approval of the Management Committee. Pets with written approval at the field must be restrained at all times.
- f. Within the SAAMBR enclosure parking is only permitted in designated parking areas. Vehicles may be used to load/unload in other areas for short periods, provided the vehicle is moved to the parking area on completion of the activity. Under no circumstances may vehicles be inside the Pitts fence when flying is in progress.
- g. There is a strict drug and alcohol free policy, in accordance with the MOPs, except on club sanctioned social events.
- h. A strict policy of No Smoking within the pits or flying area is to be observed at all times. Smoking is only permitted within the designated areas.
- i. Use of the area adjacent to the Clubhouse on the Southern side shall be determined by the following priority list:
 - i. Camping/Spectators for club sanctioned events.
 - ii. Helicopter hovering training, limited to 2 aircraft at a time.
 - iii. "Shockie" type electric aircraft using less than 150W at full power. Limited to 2 aircraft at a time. The determination as to suitability of a particular mode rests with the Management Committee.

Flying activities must remain 40 metres or more from the Pitts fence and the clubhouse fence.

- j. Advertising signs on the Pitt fence at the field are to be limited to 8 in number and charged at \$250 per year (AGM to AGM). The size of the sign is to be 600mm by 1000mm or less. The sign is to be provided by the advertiser
- k. Advertisements in the club newsletter "Airwaves" are to be charged at \$20 for ¼ A5 page, \$40 for ½ page and \$80 for whole page ads and are to be sold in three monthly blocks. The artwork is to be supplied by the advertiser and should be supplied in a format as specified by the airwaves editor.

3. Administrative

Each committee member shall attend at least eight (8) meetings from the date of his/her election unless there are less than eight meetings before the AGM. Should he/she fail to do so or fail to attend two consecutive meetings he/she may be asked to show cause. why he/she should not resign from the Committee.

- a. Renewal of membership fees are due on 1st July of each year. For membership payments received after the 31th July, a late payment fee of \$50.00 will apply. All memberships that remain unpaid at the 1st October will be cancelled and will require application for membership form together with the joining fee to be submitted.
- b. A member may place his membership on hold for up to a maximum of 2 years by requesting a leave of absence in writing.
- c. All new membership application forms must be submitted, together with the \$50.00 joining fee.
- d. The Treasurer of SAAMBR will run the Association accounts using an approved electronic accounting software package. In line with accepted business practices the Treasurers reports will be given one month in arrears.
- e. The Sport Aeromodellers Association Moreton Bay Region shall not accept any responsibility for accidents or acts of negligence or misconduct by its members or by unauthorised persons.
- f. It is the responsibility of the owner and/or owner and pilot to meet all costs in the event of an aircraft starting a bushfire requiring the attendance of the fire brigade.
- g. The Association will allow persons to fly radio controlled models at the field upon invitation from any Association member provided he/she produces a current MAAA affiliated licence or other proof of insurance. In the absence of such evidence, the visitor is permitted to fly on four (4) occasions after signing the visitors register.
- h. All items purchased, manufactured by, donated to the Association, won or inherited shall be the property of the Association until sold or otherwise disposed of. All properties of the Association shall be under the control of the Committee or appointed person. Any items of property on loan or on hire to or by the Association shall be under the control of the Committee or appointed person subject to written conditions. In the case of damage to or loss of any item of the Association's property, the Committee shall have the power to take action to recover the property, and expenses incurred in the repairs to that property.
- i. All MAAQ QFI's in SAAMBR form the Safety Committee. The Safety Committee may meet from time to time to advise the Management Committee on safety matters. Such meetings will be organised and notified by the CFI.

- j. The CFI is to ensure that all trainee pilots are issued with their student log book and it is maintained at all times by their instructor.
- k. All instructors and Association members having any interaction with minors must possess a current Blue Card.
- l.
 - i Association members who have satisfactorily completed their Gold Wings Flight test, and who have the approval of the CFI are welcome to assist other club members with flying training. Limited to on buddy box training.
- m. In acknowledgement of the work done by volunteer Instructors at SAAMBR working bee credit will be awarded for each 4 hour period of instruction. Records are to be maintained by the CFI and forwarded to the Secretary at the end of each financial year.
- n. An honorarium of \$300.00 per annum, or pro-rata amount, shall be paid to the President, Treasurer and to the Secretary at the end of each financial year unless the member has been removed from office under Rule 16(1) or Rule 20(3) of the Constitution.
- o. By Laws may be amended by a vote of the members present at any General Meeting provided that prior notice of the motion making the amendment has been published in Airwaves.
- p. Any Association expenditure of \$1000 or more may be approved by a vote of members present at any General Meeting provided that prior notice of the motion to approve the expenditure has been published in Airwaves.
- q. Limited to emergency cases involving Safety or Duty of Care issues, the Management Committee may commit to the expenditure of up to a maximum of \$5000:00 with full disclosure published in the next published edition of Airwaves and tabling the matter at the first general meeting after the commitment by the Management Committee.
- r. The president will chair all General and Management Committee Meetings, ensuring that accurate Minutes are kept of all meetings by the Secretary, and sign and date to confirm as a true record of the meetings.
- s. The secretary will receive and log all correspondence In and disseminate/action as necessary, log all correspondence out, and attend to the day to day running of the Association in accordance with the constitution.
- t. The secretary will insure that accurate Minutes of all meetings together with an up to date register of members of the association are maintained at all times. The Secretary with the approval of the Management Committee may delegate the recording of the minutes and the maintenance of the Register to another member of the Association.
- u. The treasurer's responsibilities:
 - 1. Receive all monies from Fuel Shed Sales, Canteen, Functions and Members Parties, Drink Fridge Sales, Air Show, Flying

Competitions, Raffles, Memberships and all other Association activities involving the receipt of money. Write individual receipts for monies received in triplicate. Prepare a "Revenue/Banking" Sheet in receipt number order and a Bank deposit and bank the total receipts. A sample of the "revenue/Banking" Sheet and its reconciliation will be attached to these notes. Forward all completed Revenue/Banking sheets to the Bookkeeper for processing

2. Clear the Fuel Shed Safe on a weekly basis (maximum of 2weeks) and forward the Revenue/banking sheet together with the duplicate receipts to the Bookkeeper.
3. At the end of each Month, balance and replenish all floats. Receipt "overs" and include in next banking, for Shortages Replenish from Cash Drawer or write a cheque make out a request for payment and forward to bookkeeper
4. Reconcile all receipt numbers and see that no receipts are missed.
5. Stock take Fuel in litres (not in can lots)at the end of each month and note the last receipt number issued at the time of the stock take and forward to the Bookkeeper
6. Pay all out of pocket expenses to members who have expended monies on behalf of the Association. Get the payee to make out a 'request for Payment" Write a cheque for these individual monies and complete the details at the bottom of the request form and forward to the bookkeeper.
7. Make out a Request for Payment form for all creditor invoices received. Verify that the invoices are correct and need to be paid. Write a cheque and pay the creditors within the terms of payment and forward the Request form to the bookkeeper.
8. For Air Show, provide floats for all selling activities and count all monies. Prepare a deposit and a "Revenue Banking sheet and forward to the Bookkeeper
9. When stock is replenished check the costing of fuel and adjust selling prices if necessary.
10. Place orders for fuel at the request of the Fuel Organiser and arrange payment
11. Approve out of the ordinary expenditure as requested by the executive from time to time in accordance with the Budget. If in excess of the budget, see where other items can be reduced to ensure that the aimed surplus is achieved.
12. On a monthly basis, review accounts as presented by the bookkeeper. Check bank, cash drawer debtors and creditors reconciliations. Review balance sheet

13. Attend Monthly General meetings and give a report and also attend mid month committee meetings and report on current position.
14. Memberships, check payments are correct, refund over payments. For new members, write to each that have not paid the full amount and advise them of the amount due and how they can pay. Forward receipted membership forms (new Members and Renewals) to the bookkeeper for processing.
15. Review monies in the Current account and from time to time transfer monies to or from the Investment account
16. Register new office bearers' signatures at our bankers and remove retiring members of the executive signatures from the Bank records.
17. File all records of receipt and expenditure and membership.
18. If application is made for government grants, prepare the financials required. On completion prepare the "Justification of monies Spent"
19. In May each year prepare a budget for the coming year
20. In July each year prepare accounts for presentation to the auditor.

Note. If the treasurer is doing the Bookkeeping on an approved computerised Accounting Software system the Treasurer will retain the completed revenue/banking sheets, process them and then file them.