



FENLAND AERODROME CLUB RULES

Fenland Aero Club
Fenland Airfield
Holbeach St Johns
Nr Spalding
Lincolnshire
PE12 8RQ

Table of Contents

Table of Contents	2
PART 1 - THE CLUB	4
Name of the Club	4
Objectives of the Club	4
PART 2 - MEMBERSHIP	5
Classes of Membership	5
Flying Membership Definition	6
Family Membership	6
Membership Card	6
Membership Refusal	6
Suspensions and Expulsion of Members	6
Application for Membership	7
Registration of Members Contact Address	7
PART 3 - SUBSCRIPTIONS	8
Subscription Period	8
Flying Membership Annual Subscription	8
Social Membership Annual Subscription	8
Subscription for Young Persons Under 18 Years	8
Annual Subscription Renewals	8
PART 4 - CONSTITUTION OF THE CLUB	9
Club Rules	9
Annual General Meeting	9
Extraordinary General Meeting (EGM)	9
Voting	10
Chairman and Vice-Chairman	10
Exofficio Members of the Committee	10
Sub Committee	10
Termination of the Club	10
Annual Accounts	10
PART 5 - THE COMMITTEE	12
Maximum Expenditure of Committee	13
Minutes of Committee Meetings	13
Insufficient Numbers of Members to Form a Committee	14
PART 6 - BUSINESS GOVERNANCE & GOOD PRACTICE	15
Bank Account Type	15
Bank Account Signatories	15
Club Correspondence and Communications	15

Club Address	16
Credit Checks - Business Fuel Accounts	16
Credit Limits - Business Fuel Accounts	16
Members Fuel Accounts	16
Credit Limit - Members Fuel Accounts	16
Insurance	16
Critical Financial Payments	17
Liability	17
PART 7 - CLUBHOUSE	18
Club Premises	18
Restaurant Facilities	18
Club Contract Bar License Hours	18
Guests	18
Children	19
Property & Funds	19
Discipline	19
Breakages	19
Losses or Damage to Members Property	19
Notices	19
Removal of Club Property	20
Complaints	20
Parking of Motor Vehicles	20
PART 8 - CLUB RULES & COMPLIANCE	21
Rules To Be Available and Deemed Binding	21
Promulgation of Bye Laws and Amendment of Club Rules and Regulations	21
Understanding and Interpretation of Club Rules, Byelaws and the Fenland Aerodrome Manual	21
Smoking Regulations	21
Bounds	21
PART 9 - HEALTH & SAFETY AND FIRE REGULATIONS	22
PART 10 - AUTHORISATION	22

PART 1 - THE CLUB

Name of the Club

1.0. The name shall be the **Fenland Aero Club**. The Fenland Aero Club operates at Fenland Airfield, Jekils Bank, Holbeach St John, Lincolnshire PE12 8RQ and is licensed for day and night flying by the Civil Aviation Authority.

Objectives of the Club

1.1. The objective of the Club¹ is to promote the amateur sport of flying, at the lowest possible rates, including the provision of flying training and social facilities. The Club shall be a non-profit organization. The objectives shall be advanced by the following through good governance and sound business practice:

- (a). To acquire a Clubhouse, grounds, equipment and training,
- (b). Take out any insurance for Club, employees, contractors, guests and third parties,
- (c). Raise funds by subscriptions, appeals and charges,
- (d). Borrow money for the Club and open bank accounts,
- (e). Buy, lease or license property and sell, let or otherwise dispose of the same,
- (f). Set aside funds for special purposes or as reserves,
- (g). Invest funds in any lawful manner,
- (h). Employ and engage staff and others and provide services,
- (i). Cooperate with or affiliate to any bodies regulating or organizing the sport or body involved with it and with government and related agencies,
- (j). Do all things that are reasonably necessary to advance the purpose,

¹ The expression 'CLUB' shall mean Fenland Aero Club. Words importing the masculine gender shall include the feminine where the context so requires.

PART 2 - MEMBERSHIP

- 2.0. Membership of the Club shall be open to any person interested in aviation.
- 2.1. Applications shall be proposed and seconded by members, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Classes of Membership

- 2.2. The Club has five classes of membership: Flying, Social, Temporary, Honorary and Life and are defined as follows.
- (a). **Flying Membership** - all privileges as set out in these rules and operational regulations,
 - (b). **Social Membership** - full privileges, except the right to receive instruction in flying, or to fly as a pilot of an aircraft based at Fenland airfield,
 - (c). **Temporary Membership** - will generally be issued to persons who require a short period (of no more than 3 months) of instruction in flying, or to fly as a Pilot of an aircraft based at Fenland Airfield to qualify or renew ratings, or undertake skills or validation tests etc.
 - (d). **Honorary Membership** - members may consider that exceptionally an individual has given a continued and excellent service to the Club. In this respect a nomination by a member and seconded by a further two members shall be made in writing to the Club Secretary not less than twenty one days prior to an AGM. The application shall provide full details and be considered by the Committee.
 - (i). The Secretary shall provide the details of the nomination to members in a notice to be displayed on the Club notice board and by other electronic means if available.
 - (ii). The proposal for Honorary Membership shall be made to members by the proposer at an AGM and shall be approved by a majority vote of those attending the meeting. The appointment shall be reviewed annually and voted at each AGM. An Honorary Member shall not have a voting right and shall not be subject to a member's subscription charge.
 - (iii). **Flying Instructors** - flying instructors being employed by the Fenland Flying School and Resident Engineers on a full or part-time basis will generally be considered as Honorary Members subject to approval (which may be reviewed at anytime) by the Committee.
 - (e). **Life Membership** - Life membership shall be at the discretion of the Committee.

Flying Membership Definition

- 2.3. Any person undertaking flight training, hiring, owning or a member of a Flying Group based at Fenland Airfield must be a fully paid up flying member. Any person undertaking flight operations with the Fenland Flying School, as a hirer or a group member based at Fenland Airfield shall not fly or use the airfield facilities unless they are a fully paid up flying member of Fenland Aero Club.

Family Membership

- 2.4. The spouse and children of Flying or Social Members shall be considered social members of the Club with no voting rights. However, a spouse or child learning to fly, owning, hiring or flying in any form of aircraft from Fenland Airfield must be a flying member in their own right.

Membership Card

- 2.5. On acceptance of any person as a member, the Club shall provide a membership card, which shall show the period of validity and the members' name. The membership card will contain the membership type and reference number and following membership acceptance; the appropriate subscription rate shall be paid as stated in the rules (see Subscriptions).
- 2.6. A Club member shall on request of a Flying Instructor, Committee Member, Club Official or Contract Bar Staff produce his/her members' card if called upon to do so.
- 2.7. A Club membership card is not transferable.

Membership Refusal

- 2.8. The Club Committee may refuse membership on the grounds of good character, financial probity or conduct which has or may be likely to bring the Club or flying into disrepute.

Suspensions and Expulsion of Members

- 2.9. A member committing a breach of Club rules or the rules contained in the Fenland Aerodrome Manual or of any other regulation or by statutory law promulgated by the Club or being charged with conduct, which, in the opinion of the Committee, is detrimental to the character and interest of the Club. That renders it desirable that the member should be cautioned, suspended or cease to be a member of the Club, the member shall be invited to attend a meeting of the Committee, at which the member shall be given a reasonable opportunity to provide an explanation verbally or the member may elect to provide the necessary details in writing. One supporting associate who may not necessarily be a Club member may accompany the member.
- 2.10. Should the Committee consider the charge is sustained, the member may be cautioned, suspended, expelled or required to resign his membership as the committee thinks fit.

Application for Membership

- 2.11. Application for membership shall be made on the Form provided by the Club. A specimen Membership Application Form is at Annex B.

Registration of Members Contact Address

- 2.12. All Members shall provide the Club Secretary with a contact address to enable Club communication for registration and other matters as considered necessary by the committee. All correspondence sent to the advised address shall be considered duly delivered. In addition, members are encouraged to provide an electronic address, a phone number and profession that shall be used as considered prudent. The details shall not be provided to a third party without the members' authority. The Club shall comply with the requirements in the use, distribution and security of personal data under the Data Protection Act.

PART 3 - SUBSCRIPTIONS

- 3.0. Annual subscriptions, including membership and hangarage shall be authorised by the Committee and subsequently advised to members by the Secretary in a timescale that provides a reasonable period to allow payment to be made on or before the first day of April.

Subscription Period

- 3.1. The Club membership runs from 1st April to 31st March of the following year, with all membership subscriptions due on or before the first day of April.

Flying Membership Annual Subscription

- 3.2. Any new application accepted after the 1st May will be charged at a pro-rata rate [annual subscription divided by 12 months multiplied by the number of each whole month of membership left].

Social Membership Annual Subscription

- 3.3. Any new application accepted after the 1st April will be charged at the full rate for social membership (due to substantially reduced social membership rate).

Subscription for Young Persons Under 18 Years

- 3.4. Annual flying membership subscription for persons under the age of 18 years will be set at ½ the rate of the annual flying subscription. Any new application accepted after the 01 April for young persons will be charged half the flying and pro-rata.

Annual Subscription Renewals

- 3.5. Any renewal of membership after the 1st April will be charged at the full subscription rate.
- 3.6. Payment of the subscription shall be considered as acceptance of, and consent to the rules, regulations and byelaws of the Club, to the penalties they exact and to any amendments that may be made to them.
- 3.7. A complete list of all members, as amended from time to time, shall be available from the Secretary. The list shall not provide members personal details including address and telephone numbers.
- 3.8. The Club shall endeavour to maintain subscriptions at levels that will not pose a significant impediment to participating members. Only Flying and Social members shall have the right to vote at an Annual General Member (AGM).
- 3.9. A member shall be deemed to have resigned from the Club if, after due notice and reminder in writing/electronic format, has not paid the annual subscription which became due on 1st April after six weeks.

PART 4 - CONSTITUTION OF THE CLUB

- 4.0. Except as stated in these Rules and otherwise provided, the Committee shall have total control over matters of finance in connection with the Club. It shall from time to time vary the amount of any rate of subscription, price of aviation fuels, the scale of all charges including hangarage and open parking of aircraft, use of and access to airfield facilities.

Club Rules

- 4.1. Club Rules may be amended at an AGM by two thirds of the votes cast but not so as to jeopardize the Club's status as a Community Amateur Sports Club.

Annual General Meeting

- 4.2. The Annual General Meeting (AGM) shall be held on the last Wednesday in June and held not more than fourteen months following the previous AGM. The committee shall arrange a General Meeting (GM) whenever and as often as it shall deem to be necessary to do so. Notice of the AGM or a GM shall be displayed on the Club notice board not less than fourteen days and not more than twenty-one days prior to the date of the proposed meeting. Five percent of registered Club members shall be deemed to form a quorum. If less than that number of members is present, the meeting shall be adjourned for seven days and irrespective of the number of members present, it shall be deemed to form a quorum. Proposed changes to Club rules shall be delivered to the Secretary at least 14 days before an AGM ensuring proposed changes can be displayed on the Club notice board and or communicated to members via email, letter or website.

Extraordinary General Meeting (EGM)

- 4.3. A number of members, being not less than ten or less than ten per cent of the members entitled to attend and vote at a General Meeting, whichever is the greater, shall be capable of summoning an Extraordinary General Meeting (EGM), at any time on giving not less than twenty one days notice of their intention, by displaying a notice on the Club notice board and ensuring the use of electronic mail, letter and website is used to ensure full publicity is afforded to members.
- 4.4. The business of the meeting shall be confined to that stated in the distributed notification. Any resolution other than matters appertaining to finance, accepted by the membership and approved by majority vote at an AGM or EGM where sufficient members are present for the meeting shall not be overruled by the Committee and shall take precedence over any contrary resolution made by the Committee and shall be enacted without undue delay by the Committee or its officers insofar as is reasonably practical and provided only that such instruction shall not be contrary to any statutory instrument or byelaw.
- 4.5. Committee members shall present a review of the Club's activities since the previous AGM.

- 4.6. Members shall be given the opportunity to discuss and vote on any resolution, including policy or a change to the Rules and deal with any other business put to the meeting.

Voting

- 4.7. Only full flying and social members who have paid their subscriptions in full are entitled to vote at any AGM, GM or EGM meetings.

Chairman and Vice-Chairman

- 4.8. A Club Chairman and Vice-Chairman shall be appointed at the first meeting of the elected committee following the AGM. The appointment shall be for one year. A Chairman and Vice-Chairman may volunteer for subsequent periods of one year at each AGM.

Exofficio Members of the Committee

- 4.9. The proprietor of Fenland Flying School (E-Plane Ltd) (or their representative) and the proprietor OK Catering shall be exofficio members of the committee, and shall not be liable to retire by rotation. Exofficio members shall not have the right to vote at a Committee meeting.

Sub Committee

- 4.10. The Committee shall have the authority to appoint and delegate tasks to sub-committees for such specific purposes as considered necessary. Members of such Committees need not be members of the Committee or the Club. Sub Committee findings, proposals and or recommendations shall be forwarded to the Club Committee for consideration, amendment and authorisation as considered appropriate.

Termination of the Club

- 4.11. Members shall vote to terminate the Club if not less than three quarters of club members present and voting supports the proposal at a properly convened GM.
- 4.12. Following member's approval to terminate the Club, the Committee shall dispose of the Club assets remaining to one of the following:
- (a). Transfer to another Club with similar sports purposes which is a registered charity and / or Transfer to another club with similar sports purposes which is a registered CASC.

Annual Accounts

- 4.13. A qualified professional body shall be appointed by the Committee to audit the Club accounts. The finalised annual accounts for the previous financial year will be made available at the AGM in June.

- 4.14. The details of the previous year's accounts shall be available to members electronically and displayed on the Club notice board.
- 4.15. The audited accounts shall be available to members on the Club notice board for a period of not less than twenty one days prior to an AGM. The Treasurer at the AGM shall present the annual accounts to members.

Authorised Fenland Aero Club Rules

PART 5 - THE COMMITTEE

- 5.1. The Committee shall have the responsibility for the management of the Club, its funds, property and affairs.
- 5.2. A Club Committee of members shall be elected by the members of the Club at the Annual General Meeting and shall consist of a Chairman, Secretary, Treasurer and an adequate number of members to form a Committee of not less than five and not more than eleven. See also Para 5.20.
- 5.3. Nominations for the Committee shall be posted on the Club notice board by the Secretary for six weeks prior to an AGM. Nominations shall be sponsored and seconded by a member.
- 5.4. Committee members shall retire annually, but shall be eligible for re-election. No person may be nominated to serve on the committee (or management team) unless he or she has been a flying or social member of the Club for two full consecutive years.
- 5.5. Any person with a business or commercial interest in Fenland Aero Club shall not have the right to be a committee member.
- 5.6. The Committee shall have the authority to provide:
 - (a). Sporting (Flying) activities,
 - (b). Social activities,
 - (c). Insurance cover,
 - (d). The supply and sale of food and drink,
 - (e). The employment of members and remunerate them for providing goods and services,
 - (f). Reasonable hospitality for guests,
 - (g). Indemnity for the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club but only to the extent of its assets,
 - (h). Maintain the Clubhouse and airfield in a safe and appropriate condition at all times,
 - (i). Purchase aviation fuel for use by members and visitors,
 - (j). Such necessary steps to comply with statutory and legal duties; to provide information, safeguards and conditions to comply with good business practice and business continuity; to apply safe and appropriate measures and conditions to maintain the aerodrome licence and safe flying and Club activities,
- 5.7. The Committee shall conduct its business to a written agenda as approved by the Chairman.

- 5.8. Minutes shall be taken at Committee meetings. The Committee shall approve minutes at the next meeting. Minutes shall be made available to Club members.
- 5.9. The Committee shall meet at such times as may be necessary (generally monthly) to transact the business for which they were elected.
- 5.10. The Treasurer shall provide to the committee a financial statement for each monthly Committee meeting based on the end of month bank statement. The statement should provide the following information:
 - (a). the statement should be provided for a snapshot of monies in the FAC account on the last day of each proceeding month as follows:
 - (i). Cash in the Bank
 - (ii). Petty Cash
 - (iii). Outstanding Debtors
 - (iv). Outstanding Creditor
- 5.11. A Committee member shall declare a personal interest in a matter to be discussed. Unless asked to stay, the Committee member shall not have his vote counted and shall withdraw from the room.
- 5.12. At least five members shall be present for the meeting to be valid.
- 5.13. Meetings shall be held face to face.
- 5.14. The Chairman, Vice-Chairman or whoever those present elect shall chair meetings.
- 5.15. A resolution in writing and signed or by electronic means (email) submitted by every Committee member shall be valid without a meeting.
- 5.16. The Chairman shall have a casting vote.

Maximum Expenditure of Committee

- 5.17. The committee may authorise capital expenditure up to £7,500 without consulting the members but, excludes the purchasing of fuel, general maintenance or health & safety issues. Capital expenditure of more than £7,500 on new equipment, systems, building alternations or general improvements must be authorised by the Membership through an EGM or AGM.

Minutes of Committee Meetings

- 5.18. Minutes of Committee meetings shall, following the Chairman's acceptance, be displayed on the Club notice board. Following approval at a Committee meeting, minutes shall be displayed on the Club Notice Board for one calendar month and subsequently filed and located in the Clubhouse for members' access.
- 5.19. Minutes shall be retained for a period of five years.

Insufficient Numbers of Members to Form a Committee

- 5.20. If insufficient members apply to be Committee Members of FAC at an AGM, the AGM shall be required to approve a Management Team to carry out the duties necessary to run the Club, airfield and maintenance of the Aerodrome Licence. The Management Team shall consist of not less than five members and a minimum of three members shall be required to form a quorum.
- (a). If a Management Team is required to be formed then the Management Team will be the Committee and have the same authority and duties as a constituted committee.
 - (b). Management Team Meetings shall be open to any Club Member wishing to attend to observe proceedings only.
 - (c). Management Team Meeting Minutes shall be published on the Club notice board complete with a monthly Financial Statement within 14 days of the meeting taking place.

PART 6 - BUSINESS GOVERNANCE & GOOD PRACTICE

- 6.0. Club's Services, Banking, Solicitors and Accountants shall be located with branches or firms in the immediate area to the airfield for ease of access to ensure that officers of the Club can access the branch for business and account functionality. The Club professional service providers shall be based locally in either Holbeach or Spalding.

Bank Account Type

- 6.1. The bank account shall be a Business 'Club' or 'Treasurers' type to avoid bank charges. The account shall have the facility for internet access to enable account details to be available immediately and that emergency or large payments may be made electronically or authorised to ensure good business continuity. The Treasurer shall not have access to the internet bank account.

Bank Account Signatories

- 6.2. There shall be at least three persons who are authorised signatories for cheques and should include the Chairman, the Secretary and one member of the committee (but not the Treasurer). Any payment from the account requires the signature/authorisation of any two of three Committee members.
- 6.3. **Treasurer** - the Treasurer shall not sign cheques or make payments, but will present invoices for payment through the authorised Committee Member signatories.

Club Correspondence and Communications

- 6.4. All correspondence entered into by Officer's of the Club will be address through the Secretary at the following address:

The Secretary
Fenland Aero Club
Fenland Airfield
Holbeach St Johns
Spalding, Lincs PE12 8RQ

Tel: 01406 - 540330

Email: fenlandairfield@btconnect.com / facsecretary@btconnect.com

Web: www.fenlandairfield.co.uk

- 6.5. Under no circumstances may Fenland Aero Club correspondence such as forms, account information, statements, invoices certificate authorisation or CAA licensing information or **any other documentation be sent directly to private addresses of individual committee members**. This is to ensure that all correspondence relating to the effective running of FAC business is secure accounted for and that records and correspondence is correctly kept, filed dealt with and archived effectively.

- 6.6. All of the Club's Documents should be available to other committee members and therefore it is recommended that electronic document share and management system should be used to ensure no documents are kept in accessible on individual computers and not available to the committee and secretary. It is suggested that Dropbox (www.dropbox.com) is used to manage the Club's documents electronically.

Club Address

- 6.7. No member shall give the name of the Club in any advertisement or use the address of the club for any business.

Business Fuel Accounts

- 6.8. All fuel will be paid for by credit or debit card at the time of the transaction. The exception will be E-Plane Ltd where a monthly account facility will be provided. There should be a credit check for any business fuel accounts. Normal business arrangements apply in respect to late or unpaid invoices.
- (a). All fuel account terms are 30 days net and the Club holds the right to set and charge reasonable interest on outstanding balances after 30 days.
 - (b). Failure to settle members or business fuel accounts after 30 days and with due written warning may result in recovery of monies owed via the County Court.

Credit Limits - Business Fuel Accounts

- 6.9. There should be a monthly credit limit set for the business fuel account.

Members AVGAS Fuel Facilities

- 6.10. Members fuel accounts are discontinued. All fuel will be paid for by credit or debit card at the time of the transaction with the introduction of self-service and electronic payment at the Avgas pumps.

Members JET A1 Fuel Facilities

- 6.11. Members fuel accounts are discontinued. All fuel will be paid for by credit or debit card at the time of the transaction with the introduction electronic payment for JET A1 via the FAC Credit Card terminal in the Fenland Flying School.

Insurance

- 6.12. No member shall cause any act to be carried out that may have the effect of increasing the Club insurance premium or which may invalidate or make void or otherwise jeopardize or prejudicially affect any such policy. Club members shall be deemed to have full notice and knowledge of the contents and terms of such insurance policy or policies, which may be inspected from time to time.

Critical Financial Payments

6.13. TBN

Liability

- 6.14. In so far as the Club Insurance permits, the cover shall extend to members the protection of such policies against legal liability for loss, injury or damage to third parties, other than other members of the Club, and against legal liability for loss or damage to the aircraft and other property of the Club, caused by any member unless such loss, injury or damage was directly or indirectly caused by the wrongful or negligent act, default or omission of such member of the Club rules or operations regulations or any Air Navigation Order made by the Government, Local Authority, the CAA or of the conditions of any policy of insurance held by the Club. In which case the member shall be liable to the Club for such loss, injury or damage and the Club reserves the right to take legal proceedings to recover from the member in respect thereof.
- 6.15. The committee reserves the right to recover from the member any excesses due under Club policies together with incidental uninsured expenses where considered appropriate.
- 6.16. The committee reserves the right not to make a claim under the policies mentioned where it would appear that in so doing future premiums or cover or excess be affected, in which case, the member is liable to be called upon to pay the costs of repairs, replacements and recovery costs.
- 6.17. The signing of the Club Membership Application Form absolutely discharges the Club from all liability for loss, injury or damage sustained by the person signing the form, in whatsoever circumstances the loss, injury or damage shall be sustained. If the applicant signing the application form is under 18 years of age he/she shall not be accepted as a member of the Club unless the form is also signed by a parent or guardian who shall be deemed to undertake personally, all liability that would have been undertaken by the applicant if he/she had been of full age. All members shall be deemed to have signed a Club Membership Application Form and to have obtained the parent or guardian's signature on his behalf if he/she was under 18 years of age.

PART 7 - CLUBHOUSE

Club Premises

- 7.0. Premises provided by Fenland Aero Club shall be used by Club members at such times and subject to such regulations and byelaws as the Committee may from time to time issue and display on the Club notice board &/or sent electronically via email.
- 7.1. Gambling or any other unlawful act is not permitted in any of the Club buildings or facilities.
- 7.2. On occasions when Club events are held in the Club premises, only members and guests in possession of valid tickets shall be admitted.

Restaurant Facilities

- 7.3. The Committee shall enable restaurant facilities to be provided through a contract, license or other arrangements as considered beneficial to the Club. The contract specification, selection of contractor and period of contract shall be as agreed by the Committee.

Club Contract Bar License Hours

- 7.4. The permitted licensing hours for the provision of intoxicating liquor shall comply with the Local Authority License.

Guests

- 7.5. Members may introduce friends as guests by completing an entry in the Visitors Book, but no one person may be introduced as a visitor or guest more than three times in one calendar year. Members introducing visitors shall be responsible for any charges incurred in their entertainment and shall remain with them whilst on Club premises.
- 7.6. No person who has failed to be elected to membership or has been removed from Club's membership shall be eligible as a guest or shall be admitted to the Club (including; Clubhouse, Tower, Portacabin, car park, hangars, airside or apron) on any pretext.
- 7.7. The Committee shall have the right to exclude without providing a reason any stranger or guest who, in their opinion, is an undesirable visitor whether introduced by a member or not.
- 7.8. In accordance with Licensing Act 2003, non-members and members guests may be admitted to the Club premises on such occasions as approved by the Club committee on the occasions of social or sporting events arranged in connection with Club activities. Intoxicating liquor may be sold to such persons and their guests in the same way as it may be provided to members and their guest for consumption on the Club premises only.

Children

- 7.9. Children under the age of 14 years shall only be permitted to Fenland Aero Club premises on the understanding that the member introducing them is responsible for their supervision at all times.

Property & Funds

- 7.10. Property and funds of the Club shall not be used for the direct or indirect private benefits of members other than as reasonably allowed by the Club Rules and all surplus income or profits shall be reinvested in the Club.
- 7.11. Should the Club be dissolved for whatever reason, Club assets shall be donated to an approved charity or charities.

Discipline

- 7.12. The committee shall have the authority to delegate appropriate authority to such officials as it may decide and, where necessary, in the interest of members generally, the activities of members whilst on club premises.
- 7.13. Any such official may, if in his opinion it is desirable, request any member to leave the Club premises. In such circumstances, the member shall comply with this request. The member shall have the option to record any objection, which, if made, shall be considered by the committee. The committee shall take action in accordance with Club Rules.

Breakages

- 7.14. A member introducing a visitor or guest shall make good all breakages or damage to Club property by the visitor or guest causing the breakages or damage.

Losses or Damage to Members Property

- 7.15. The Club shall not accept any responsibility for loss or damage caused by accident, negligence or otherwise, to aircraft or articles left in aircraft, or on any part of the Club premises. Aircraft, motor vehicles and other machines are accepted for storage, repair, maintenance or handling at 'OWNERS RISK' only.

Notices

- 7.16. No notices or other writing or document shall be placed in any part of the Club premises or aerodrome without the consent of the Club Committee.
- 7.17. Notices placed on the Club notice board(s), or 'Control Point' by the Committee are official, and shall form part of these rules, and shall not be removed or defaced by any member.

Removal of Club Property

7.18. No member shall remove Club property from the Club premises, or remove from the rooms to which they are assigned, any newspaper, pamphlet or other article.

Complaints

7.19. Complaints shall be made in writing to the Club Secretary and signed by the member complaining. The Committee shall consider the complaint at the earliest opportunity and respond in writing to the complainant.

Parking of Motor Vehicles

7.20. To minimise any danger to Club member's aircraft and vehicles, the authorised parking areas as advised from time to time and as designated by the Committee shall be used. Vehicles moving from one place to another within the airfield boundary shall be driven slowly and with the greatest of care. It is strictly prohibited to drive vehicles around the perimeter track without permission of Air Traffic Control, CFI or a Committee member. The Club shall be under no liability in respect of any loss or damage sustained by the member by reason of his leaving his vehicle in any place designated by the Club.

SECURITY ISSUES

7.21. **Cars left at the airfield overnight** - if members intend leaving their car at the airfield car park overnight or for longer periods, then they must let onsite security (Carl) that they are leaving their car and provide suitable contact details to or someone in authority (e.g. the Flying School, the Engineers or one of the committee members). The same applies if visitors leave their car and going off with a member.

PART 8 - CLUB RULES & COMPLIANCE

Rules to be Available and Deemed Binding

- 8.0. The Club Rules and Fenland Aerodrome Manual shall be available in the Clubhouse, and no member shall be absolved from their effect by any allegation of not having access to the Rules or of ignorance of the contents.

Promulgation of Bye Laws and Amendment of Club Rules and Regulations

- 8.1. The Committee shall have the authority to promulgate such byelaws and to amend the Club Rules and Fenland Aerodrome Manual as considered necessary. Following Committee approval, such byelaws and amendments to the Club Rules and Fenland Aerodrome Manual shall be effective and binding on all members immediately the promulgation of byelaws and amendments to Club rules and the Fenland Aerodrome Manual is posted on the Club notice board(s).

Understanding and Interpretation of Club Rules, Byelaws and the Fenland Aerodrome Manual

- 8.2. All members shall make themselves acquainted with Club Rules, the Fenland Aerodrome Manual, as amended, and byelaws and notices that may be promulgated by the Committee. Members shall comply with rules and regulations at all times, and shall be responsible also for ensuring that visitors introduced by them are acquainted with the safety aspects of a flying environment.
- 8.3. The interpretation of the Club Rules and Fenland Aerodrome Manual and byelaws and the settlement of any questions or disputes shall rest entirely with the Committee whose decision shall be final.

Smoking Regulations

- 8.4. Members shall comply with statutory regulations in respect of NO SMOKING, which is NOT permitted in the Clubhouse, Hangars & Surrounds, Portacabin (Committee Rooms), Air Traffic Control, and Refuelling Zone / Hut & surrounds.

Bounds

- 8.5. Members and their guests shall observe and comply with regulations relating to all areas of Fenland Airfield as regulated by the committee. Members' shall not authorise or indicate to visitors or spectators that they may enter hangars or parts of the airfield not open to the public. Access to airside shall comply with rules contained in the Fenland Aerodrome Manual.

- 8.6. **Fenland Airfield and its bounds are designated a 'Restricted Zone' under the Aviation & Maritime Security Act 1990: Section 21c.** A person shall not enter with or without a vehicle, onto any part of a restricted zone of the aerodrome, except with the permission of a person acting on behalf of the Club, and in accordance with any conditions subject to which that permission is for the time being granted, or remain on any part of such a restricted zone after being requested to leave by a person acting on behalf of the Club. Notices stating that the aerodrome is a 'Restricted Zone' are posted so as to be readily seen and read by persons entering the restricted zone.

PART 9 - HEALTH & SAFETY, FIRE SAFETY & PETROLEUM REGULATIONS

- 9.0. The Club and by default its members shall comply with all relevant Health & Safety legislation; The Regulatory Reform (Fire Safety) Order 2005; The Petroleum Acts as advised and notified by the committee, the CAA, local or other authorised authorities.

PART 10 - AUTHORISATION

- 10.0. The Fenland Aero Club Rules adopted at a meeting held at:

- **Fenland Aero Club Committee Meeting - Sunday 28 Aug 2011**

- Names: Rob Masters Mike Worrall
- Signed: *Rob Masters* *Mike Worrall*
- Appointment: **Joint Chairman of Fenland Aero Club**
- Dated: **28 Aug 11**

And:

- Name: **Simon Cooke**
- Signature: *SA Cooke*
- Appointment: **Secretary Fenland Aero Club**
- Dated: **28 Aug 11**

End