



Tygerberg Model Flying Club

Constitution

2025

1) **NAME**

The name of the Club shall be known as the TYGERBERG MODEL FLYING CLUB, hereinafter referred to as the Club.

2) **OBJECTIVES and DEFINITIONS**

- a) To be a means whereby persons interested in radio control model flying may meet and discuss in Committee and also General Meetings which further the hobby.
- b) To promote and organise all forms of competitions and assist radio control model flyers in any safe way.
- c) In writing shall be by means of post or email to the addressee/s at the last known address/s.

3) **CODE OF ETHICS**

The Tygerberg Model Flying Club is an anti-discriminatory and harassment free organization which abides by the following code of conduct:

- a) The purpose of this code is to protect the health, safety, and wellbeing of all TMFC members and those who participate in the activities of flying model aircraft.
TMFC seeks to provide a safe environment for all its members and those who participate in the activities of flying model aircraft.
- b) This code confirms that TMFC, its committee and its members will not tolerate harassment, victimization, or abuse of those involved in it, or its member's activities.
- c) This code records TMFC's commitment to strong ethical principles, requiring that all people participating in its activities must comply with principles of responsible and professional behaviour.
- d) TMFC advocates that everyone who participates in its and its members activities have the right to be treated with respect and dignity and that they have the right to have any complaints dealt with in a fair, confidential and sensitive manner.

4) **RESPONSIBILITY**

It is the responsibility of all TMFC Members to ensure that their actions conform to this Code of Ethics and that they respect the rights of other Modellers and flyers.

5) **COLOURS**

The colours of the Club shall be **BLUE**.

6) **MEMBERSHIP**

There shall be 4 classes of membership of the Club namely:

- i) ***Life Members***
- ii) ***Full Members***
- iii) ***Junior Members***
- iv) ***Senior Members***

a) ***Life Members***

- i) We have two (2) types of members that will fall under ***Life Members*** class, that is ***Honorary life members*** and ***Life Members***.
 - (a) ***Honorary life members*** are members that were recognised for their meritorious service to Aero modelling and being elected at an Annual General Meeting via nominations.
 - (b) ***Life Members*** are members who used a once off opportunity which was made available, to pay their membership in advance to obtain lifelong membership.
- ii) Both these type of membership classes will no longer be offered to current members, as it is not financially viable for the club anymore. However, all members with this type of membership will still be recognised as club members of TMFC.

b) ***Full Members***

A full member is any person who is employed or self-employed and receives a monthly income.

c) ***Junior Members***

Any person desirous of becoming a member of the Club who is under 18(eighteen) years of age in the Club's financial year and who is not self-supporting and has no fixed income, or who is a full-time bona fide student and who is under 25 (twenty five) years of age in the Club's financial year and who is not self-supporting and has no fixed income, shall be deemed a junior member in respect of subscription dues as determined by the Executive Committee but on all other instances, the "SACAA approved ARO" rules, the conditions of this Constitution and the bye-laws contained in ANNEXURE "A" hereto will apply. Membership shall be reviewed annually.

d) ***Senior Members***

A Senior is a person who is retired from his profession and does not receive a fixed monthly income.

7) Membership application process

Any person desirous of becoming a member of the Club shall be proposed and seconded by two members of the Club who have at least two years good standing.

The procedure of election shall be:

- i) The completed application form shall be handed to the Secretary.
- ii) **The new member will be informed that his application was successful, and he/she will be asked to pay the joining fee and annual or pro rata subscription into the club's bank account.**
- iii) The proposer and seconder must ensure that the new member is present at the first meeting, which shall be a General Meeting.
- iv) Should circumstance not permit the foregoing arrangements, the Executive Committee may make alternative arrangements.

(a) **Other rules for Membership**

All members, as defined in this paragraph 6, will be subject to the "SACAA approved ARO", the rules, the conditions of this Constitution and the byelaws contained in ANNEXURE "A" hereto.

- (b) A member may request a pro-rata refund of his or her membership if the member is unable to travel to the Tygerberg Model Flying Club if:

- (i) The member is disabled or has an illness
- (ii) The member is transferred or relocates to an area too far to make it viable to travel to the Tygerberg Model Flying Club

- (c) This decision in 7(b) above will be taken by the executive committee and the TMFC members at a general meeting by way of a vote.
- (d) A new member application will be subject to a probation period of six months. If membership is then denied any fees that was paid will be refunded for the remaining term. The decision is final, and no reasons need be provided.

8) **ANNUAL SUBSCRIPTIONS**

Fees for joining the Club and membership fees will be determined by the Executive Committee who will make recommendations to the Club at the Annual General Meeting, which will decide on any changes.

9) **ARREARS**

Any member whose subscription is not paid by the last day of February and have not communicated with the Executive Committee with reasons for non-payment shall automatically cease to be a member of the Club. In the event of cessation of membership, this shall not absolve the member from liability for any monies owing to the Club.

Re-instatement after absence shall be at the discretion of the Executive Committee and shall also be subject to the "SACAA approved ARO" rules, the conditions of this Constitution and the byelaws contained in ANNEXURE "A" hereto. Should a member be re-instated, such member shall have to pay the required annual subscription as well as any monies owed to the club.

10) **CLUB YEAR**

The administrative and financial year of the Club shall end on the 31 December of each year. Subscriptions shall be due and payable not later than the last day of February. A person who wishes to join the Club shall, in addition to the current joining fee, pay membership fees as laid down by the Executive Committee.

11) **THE EXECUTIVE COMMITTEE, ITS DECISION-MAKING PROCESS AND TERM OF OFFICE**

- (a) The administration of the Club will be conducted by the Executive Committee, to be elected at the Annual General Meeting. The Executive Committee will consist of the Chairman, Vice-Chairman, Secretary, Treasurer, Maintenance Manager and Events Coordinator.
- (b) ***The Executive Committee will:***
 - i) In their absolute discretion be entitled to co-opt member/s to assist them in their decision-making process
 - ii) be entitled to appoint advisory committees, the members of which need necessarily not be members of the Club, to investigate and report to the Executive Committee as requested.
- (c) In the event of facts and circumstances arising for which no provision has been made for in this constitution, the Executive Committee, acting in the best interest of the Club, shall, if necessary, make a decision as soon as practical and after having made such a decision. It shall call a Special General Meeting to address such facts and circumstances in order to have its decision ratified and accepted.
- (d) The term of office of the Executive Committee shall be for one administrative year unless terminated at a Special General Meeting by a two thirds majority of those members present. A quorum shall consist of not less than two thirds of the average monthly member's attendance over the past twelve months.
- (e) The term of office of the Executive Committee shall not be terminated at a Special General Meeting, called for such purpose, unless provision is made for the election of a new Executive Committee at such meeting.
- (f) In the event of a deadlock arising in a decision of the Executive Committee the Chairman will have a casting vote.

12) NOMINATIONS FOR ELECTION OF THE EXECUTIVE COMMITTEE

Nominations for members of the Executive Committee must be made in writing, properly seconded, and countersigned by the nominee.

- a) Nominations shall be lodged with the Secretary at least 30 days prior to the Annual General Meeting. The present executive members must resign or make themselves available in writing on the same date. Nominations will be final once they have been published, at least 14 days prior to the Annual General Meeting.
- b) Members with at least 2 years good standing shall, first and foremost, be nominated for election. However, should no such member be nominated for election or be willing to stand as a Committee member, any other member of the Club shall be eligible to be elected for or co-opted to the Committee. This extraordinary circumstance shall not apply to the election of the Chairman of the Club. Members with at least 3 years good standing shall, first and foremost, be nominated for election as Chairman. In the event of no member being nominated for election or willing to stand as Chairman, Rule 27 ("Dissolution") shall take immediate effect.
- c) No member may be nominated to any position on the TMFC executive committee should such a member be the owner, shareholder, salesperson of a business or any other persons that may derive financial benefit from the radio control hobby.

13) DISCIPLINARY PROCEDURES FOR TRANSGRESSIONS OF THE CODE OF ETHICS (SEE RULE 3) AND THE BYE-LAWS OF THE CLUB AS DEFINED IN ANEXURE A AND THE GROUNDING OF A MEMBER.

(a) Constitution Of the Disciplinary Committee:

The Disciplinary Committee will consist of the Executive Committee (excluding any of the members named in the grievance) and 3 senior members (any member with at least 5 years good standing in the club) of the club appointed by the Executive Committee (excluding any of the members named in the grievance).

In the event of a vacancy/ies in the members of the Disciplinary Committee, the Executive Committee will forthwith appoint new member/s to fill such vacancy/ies so as to ensure that a quorum of the Disciplinary Committee is constantly in existence so as to give effect to this disciplinary procedure.

(b) The Inception of a Disciplinary Procedure will take place when:

- i) Any one member/s of the Club (complainant/s) lodges a written, signed complaint against another member/s of the Club (the accused/s) with any member of the Executive Committee stating the following:
 - a. The name/s of the accused/s
 - b. The nature of the alleged transgression
 - c. The date and time of the alleged transgression
 - d. The witnesses, if any, other than the complainant/s to the alleged transgression
- ii) Will only take place if after accessing the above complaint in 13(b)i and considering all the facts the disciplinary committee deems such a procedure necessary. This will be done so as to ensure that the complaint in 13(b)i is legitimate and that there has been a transgression by the member/members with respect to the TMFC constitution.
- iii) A member has been grounded in terms of paragraph 13 (g) below.

(c) *The Calling of The Disciplinary Hearing*

- i) The Disciplinary Committee will, in two (2) weeks of a receipt of a written complaint or grounding, as referred to in paragraph 13(b) above, convene a disciplinary hearing.
 - ii) The disciplinary hearing will take place as soon as possible but, in any event, no later than 1 and ½ months after the alleged transgression.
 - iii) A detailed record must be kept of the disciplinary hearing. This will be done by the TMFC secretary or appointed secretary. This record will and can be used should there be matters that arise post disciplinary hearing.
 - iv) The disciplinary hearing will be convened by notice in writing, email, SMS or any other means of communication, giving no less than two (2) weeks' notice of such hearing, by the Disciplinary Committee to the complainant/s, accused/s and witness/es, if any, as referred to in paragraph 13(b) above, stating the following: The venue of the disciplinary hearing which will be at any location convenient to all parties or an online meeting; The date of the disciplinary hearing which will be during the week; and the time of the hearing, which will be after normal working hours, all of which to ensure that it be reasonably possible for all parties concerned to attend the disciplinary hearing.
 - v) In the event of a party not being able to attend the disciplinary hearing and if, in the opinion of the Disciplinary Committee his/her absence from such a meeting is reasonably justified, the Committee may postpone such hearing to a further date by written notice to all parties concerned.
 - vi) A party who cannot attend a disciplinary hearing will notify the Disciplinary Committee of that no later than one (1) week prior to the date of the hearing, in writing, of his inability to attend the hearing.
 - vii) In the event of the Disciplinary Committee not being satisfied that the inability of a member to attend a hearing convened in terms of paragraph 13(c)iv above or a postponed hearing in terms of 13(c)vi above, is reasonably justified and that his conduct is directed at delaying the conclusion of the disciplinary hearing, such enquiry will proceed.
 - viii) In the event of a disciplinary hearing or postponed disciplinary hearing, pursuant to the provisions of paragraph (vii) above proceeding, it will be competent for the Disciplinary Committee to: in the absence of the accused to find the accused guilty in the transgression as charged in absence of the complainant/s to find the accused/s not guilty of the transgression as charged.
- (d) In the absolute discretion of the Disciplinary Committee, taking into account the seriousness of the first or second transgression of the code of ethics and or any of the byelaws as contained in Annexure "A" hereto, it may deem it fit for a period to suspend the flying privileges of the member found guilty of the transgression.
- (e) In the event of any member in any administrative year being found guilty by the Disciplinary Committee of a third transgression of the code of ethics and or any of the byelaws, the Executive Committee may forthwith terminate such member's membership in writing for such administrative year.

(f) The decision of the Disciplinary Committee will be final and binding upon the member concerned.

(g) A "SACAA approved ARO" Instructor, or Club Instructor or any member may forthwith ground a member for any transgression of the byelaws contained in Annexure "A" hereto. Such grounding shall remain in force and effect until a disciplinary hearing has been held and concluded as defined in this Clause 13.

14) RESIGNATIONS

All resignations shall be made in writing to the Secretary who shall submit it at the next Executive Committee meeting for acceptance. Acceptance of resignation in writing however shall not absolve the member from any liability for monies owing to the Club at the date of resignation.

15) GENERAL MEETINGS

- a) Three (3) General Meetings shall be held during the club's financial year, at a venue or online, to be decided on, by the Executive Committee and advised to all members in writing, email, SMS or any other means of communication. It will be considered a quorum if the number of members attending is equal to two-thirds of the average number of members who attended each three preceding General Meetings. Part of the business of each General Meeting shall be the Treasurer's financial report.
- b) The three (3) general meetings indicated above, will include a meeting at the end of February, to allow members to pay their fees in cash or Electronic Funds Transfer (EFT), if not already paid. Additionally, the General and Annual General Meetings will also be held at the end of July to provide feedback after the administrative year end.

16) ANNUAL GENERAL MEETINGS

The Annual General Meeting shall take place not later than 31st of July of each year and a report of the year's proceedings shall be submitted. It will be considered a quorum if the number of members attending is equal to two-thirds of the average number who attended each three preceding Annual General Meetings. If a quorum for the Annual General Meeting is not present within half an hour of the stated time of the meeting, then the meeting shall stand adjourned for a further half an hour, and the members then present shall form a quorum. A special notice and the agenda of such a meeting shall be transmitted in writing not less than 14 days before such meeting.

17) SPECIAL GENERAL MEETINGS

The Executive Committee or a member (who is in good standing with the club) shall have the power to call a Special General Meeting at any time. A member who wishes to call same, must hand a written request stating full reasons therefore, to the Secretary who shall give the members seven days clear notice in writing stating the reasons therefore before holding such a Special General Meeting. A quorum for a Special General Meeting shall not be less than two-thirds of the average number of members attending. General Meetings during the previous twelve months. Should the total number present be insufficient to form a quorum, the meeting will be postponed for two weeks with written notification being sent to all members. At the second meeting the total number of members present will form a quorum.

18) BUSINESS OF ANNUAL GENERAL MEETING

The business of the Annual General Meeting shall be as follows:

- a) Presentation of the annual report of the Chairman.
- b) Presentation of Treasurer's audited accounts and balance sheet for the year.
- c) Election or confirmation of Executive Committee.
- d) Annual subscription fees
- e) General.

19) CHAIRMAN'S VOTE

At any meeting, should there be an equal number of votes for, or against any motion, the Chairman shall have a casting vote in addition to his ordinary vote.

20) AMENDMENTS TO THE CONSTITUTION AND ALTERATIONS OF THE BY-LAWS AS CONTAINED IN ANNEXURE "A" HERETO

Any proposal to alter the Constitution or By-Laws (as contained in ANNEXURE "A") of the Club must be submitted in writing to the Secretary 14 (fourteen days) before the General Meeting or Special General Meeting at which it will be considered. The Secretary shall give members, prior to such General Meeting or Special Meeting (7) seven days' notice in writing of such proposal. Any such proposal shall require a two-thirds majority of those present before being carried. A quorum shall consist of not less than two thirds of the average attendance of members over the past twelve months of General or Special Meetings.

21) MINUTES

Minutes of all Committee Meetings and General, Special and Annual General Meetings shall be taken and accepted by the club members at the next scheduled meeting.

22) FINANCE

- a) All monies of the Club shall be deposited at an approved bank in the name of the Club and any cash withdrawn only with the approval of the full Executive Committee. The treasurer and any two other members of the committee may have access to the bank account. Any one of these three may schedule a payment, which will be approved (executed) by one of the others. This is facilitated by business accounts at banks.
- b) One or more auditors shall be appointed annually, and the books shall be audited timeously to be ready for acceptance at the Annual General Meeting.

23) RESIGNATION OF EXECUTIVE COMMITTEE

- a) The Committee resigning from office at an Annual General Meeting shall forfeit any legal or other powers whatsoever and shall hand over at the Annual General Meeting to the new Committee all administrative and financial documents as well as all correspondence in their possession.
- b) A resolution to open or to continue the operation of an account with or without a change of office bearers, shall be duly completed and signed by the new Committee at the Annual General Meeting.
- c) In the event of an Executive Committee resigning at a time other than at an Annual General Meeting the Chairman shall cause to be called a Special General Meeting in terms of Paragraph 16 above, for the election of an Executive Committee. Under such circumstances the provisions of paragraph 11(a) shall not apply but only that of paragraph 11(b).

24) ABSENCE AND NEGLECT OF DUTIES BY A COMMITTEE MEMBER

Any member of the Executive Committee who is absent from two consecutive meetings without leave or who in the absolute opinion of the Executive Committee is not fulfilling his\her duties satisfactorily may be removed from office by a majority vote of all the remaining Executive Committee Members. In such an event, the provisions of paragraphs 11(b) and 16 above shall apply. It shall be in the absolute discretion of the Executive Committee acting by means of majority vote as to whether leave of absence shall be granted or not. The decision made by the Executive Committee will be final and binding.

25) INDEMNITIES AND LIABILITY OF EXECUTIVE MEMBERS AND OFFICIALS OF THE CLUB

- a) Members of the Executive Committee and persons appointed in terms of paragraph 10(b) above are indemnified and held blameless in respect of any loss sustained by the Club or its members as a result of any bona fide act performed by or authorised by them in the course of their activities on behalf of the Club.
- b) The liability of any member of the Club for its debts, engagements, or obligations, is limited to the amount of his or her subscription unpaid for the current year or any previous year.

26) GENERAL

- a) All members shall register their postal address or email address or any changes thereto with the Secretary.
- b) Voting at meetings shall be done by those present (If an online meeting, by show of hands or an acceptable (by ExCo) polling platform / application) and no voting either by proxy or in writing shall be allowed.
- c) An official instructor shall have the option to levy a fee, which shall not exceed the maximum fee laid down by the Executive Committee. Any person under training is expected to apply for membership after two sessions with an Instructor.
- d) Only Life, Senior and Full Members in good standing shall have a voice and vote in the management or control of the Club.
- e) The present flying premises of the Club can accommodate a maximum of 120 members as defined in Paragraph 6 above consequent to a requirement placed by the Landowner.
- f) All suggestions between Members and Members of the Executive Committee, pertaining to the day-to-day administration of the Club, will as far as practicable be in writing.

27) DISSOLUTION

The Club may be dissolved by a formal resolution to that effect, which has been submitted to all members and has been carried by a majority vote which shall not be less than two-thirds of the average members attending General Meetings during the previous twelve months. After all administrative costs have been settled, the total assets of the Club shall be distributed to a registered welfare organisation(s) decided on by the members of that meeting.

28) LEGAL LIABILITY:

The Executive Committee will not be liable for any personal or property damage arising from any incident, accidental or due to negligence or criminal acts.

29) PUBLIC LIABILITY:

The committee recommends that all members carry public liability insurance that includes the operating of radio control model aircraft. Neither TMFC or the Executive Committee or the farm owner and their staff will accept any responsibility for any damage or injuries caused by the flying or operating of model aircraft.

ANNEXURE “A”

BYE-LAWS

1. By joining this flying club or using the facilities of this club you automatically waive all rights to any claims you may have against this club, the Executive Committee or the farm owner and their staff for any responsibility for any damage or injuries caused by the flying or operating of model aircraft at this field.
2. No member shall be allowed to fly on his own without having qualified at least for an Elementary Flying Certificate i.e. proficiency of at least “Fixed Wing Solo”. Any TMFC pilot who has not attained the required **“SACAA approved ARO”** “Fixed Wing Solo” proficiency will be required to fly with a qualified instructor or TMFC member with such (or higher) proficiency and on the same mode.
3. No pilot shall consume alcohol prior to or during his flying any aircraft.
4. No pilot should be alone on the field and fly on his own without someone present to assist or if so, the members will be informed on the “TMFC Members Only” WhatsApp group both when arriving and when leaving the airfield.
5. A safety officer is appointed when there are 2 or more members on the field, typically the most senior pilot, in years of experience (not age), will take the responsibility. This can be decided on the day from any of the members. Safety officers: Everyone is a safety officer and therefore your own responsibility.
6. Pilots who still use the transmitters with approved FM/AM frequency bands, must use the pegboard to identify their frequency spot on the board.
7. To qualify to fly at the Tygerberg Model Flying Club, any visiting pilot must provide proof of their “SACAA approved ARO” membership including proficiency of at least “Fixed Wing Solo” and pay the landing fees by scanning the QR code on the notice board. The pilot is then considered to be a member of the TMFC for the day. Any visitor who has not attained the required **“SACAA approved ARO”** “Fixed Wing Solo” proficiency will be required to fly with a qualified instructor or TMFC member with such proficiency and on the same mode in order to be covered by the **“SACAA approved ARO”** insurance. Visitors using transmitters with approved FM/AM frequency bands, must use the pegboard to identify their frequency spot on the board, unless they use a 2.4GHz transmitter.
8. No children or any other unauthorised person shall be allowed into the pit area, or on or near the runways at any time. No children shall be allowed in the clubhouse without proper supervision.
9. No pets shall be allowed outside vehicles at any time.
10. Under no circumstances are vehicles of any kind allowed to drive up to or on any of the Club’s runways.
11. A committee member or senior club member will designate the active runway and direction and will be indicated by the runway arrow located close to the flagpole. In the event of a change in the predominant wind direction, pilots can petition for a runway change. Once general consensus is reached, the arrow will be moved to indicate the new active runway and the direction to take-off and land. Pilots already in the air will be notified of the change.

12. No pilot shall start his motor within the covered pit area. Aircraft must be started at the designated starting areas. No fuelling is allowed in the pit area which must be done at the starting areas provided. Pilots using electric motor configuration aircraft must always have a throttle-cut switch active on their transmitters and only arm or test run their electric motors on the runway or the designated starting blocks. When working/setting up an electric model in the pit area the prop must be removed before connecting the battery or in the case of a EDF jet, the model must be restrained by a fellow pilot.
13. All pilots shall take care that their aircraft exhausts do not blow towards any other person, aircraft or equipment in or around the pit area.
14. No pilot shall taxi an aircraft in or near the pit or pilot's area. Pilots are required to cut their engines before exiting the runway after landing.
15. No aircraft is allowed to take off from the grass areas, taxiways and or any other areas other than the designated runways. Hand-launch aircraft are to be launched from an area to be determined by a committee member or senior club member. The prevailing wind direction will determine this area. Hand-launch aircraft are to be launched away from pilot and spectator areas.
16. A pilot approaching the runway prior to take-off shall, at a distance of approximately 3 meters from the runway ensure that there is no aircraft coming in for a landing.
17. No pilot shall stand on or near the runway except during take-off or landing. Otherwise, all pilots shall stand inside the designated pilots' area.
18. Prior to take-off or landing the pilot shall call all other pilots to his intention to take-off or landing.
19. When three or more aircraft are airborne, all pilots will fly in a circuit direction mutually agreed upon between the active pilots. All manoeuvres outside the general pattern must be timeously called out so that the other pilots can take appropriate action.
20. A pilot who desires to execute a fast or slow low pass shall call "low pass" and shall then execute such low pass only on the furthest side of the indicated flight line.
21. No pilot shall fly his aircraft at any time over or around the clubhouse, pit area, spectator's area or car park.
22. Any pilot who suffers engine failure or any other emergency, shall call "dead stick" and will be given immediate priority over all other aircraft in the air or on or near the runway at that time.
23. Peg time for a single flight shall be limited to 20 minutes. Peg time shall include any preparation for a single flight and the duration of such a flight (excluding 2.4 GHz).
24. All transmitters capable of a "FAILSAFE"-feature must be configured to bring the aircraft's engine to a slow idle or complete cut in the event of interference, signal loss, or similar malfunction.
25. All gas (petrol) engines are required to have an electronic engine cut-off module fitted which can be operated by a switch on the transmitter. All electrical & glow fuel power planes must have a throttle cut programmed.
26. Turbine powered aircraft may only be flown at the TMFC if accompanied by the necessary firefighting equipment and with prior clearance from the TMFC committee. Turbine powered aircraft may only be flown by a pilot who has a **"SACAA approved ARO"** proficiency for turbines.

27. It shall be the duty of all members of TMFC to ensure that all Field Rules be obeyed. A pilot may be grounded by the persons referred to in clause 13(g) of the Constitution.
28. There shall be at least one TMFC member present at the field when there is a visiting pilot. The TMFC member is responsible to lock up after leaving, therefore the visiting pilot will have to leave with him/her.
29. The access gate must be closed and secured at all times, as well as locked when leaving.
30. A visiting pilot will be allowed to fly without paying a landing fee for three times, thereafter he/she will have to become a member or pay appropriate landing fee.