



Constitution of the Jet Modellers Association – 2023

1. NAME

The name of the Association will be the Jet Modeller's Association. (Herein after referred to as the 'JMA' or the 'Association').

2. OBJECTIVES

The aims and objectives of the Association will be:

- 2.1 To promote interest and participation in the sport of Radio-Controlled Jet aeromodelling in Great Britain.
- 2.2 To schedule, hold and promote fly-ins, competitions, championships, static displays or other similar events for Ducted Fan and Gas Turbine powered fixed wing flying models*, as considered desirable in the promotion of 2.1 above.
*Turboprop models may be subject to local rules at some events. At sites where an additional flightline can be utilised, it may be possible to include turbine powered rotary winged aircraft.
- 2.3 To hold and maintain Specialist Body status within the British Model Flying Association, maintain it's membership of the International Jet Model Committee (IJMC) and thus be the official United Kingdom liaison body with other national and International organisations in matters relating to the development of the sport and promotion of the objectives of 2.1.
- 2.4 To uphold its responsibilities to the British Model Flying Association in compliance with the BMFA Specialist Body Guidelines.
- 2.5 The JMA will be non-profit making, non-political, non-sectarian, and non-denominational.

3. MEMBERSHIP

- 3.1 Membership will be open to all aeromodellers resident in Great Britain. This may be varied by the committee if still within objectives. A person will be deemed a member from the date of receipt of the appropriate subscription fee either by direct bank transfer (preferred), Credit Card payment or PayPal transaction. All possible via the official JMA Website (<https://jmajets.bmfa.uk/>). The Committee has the right to refuse membership to applicants, however the reason cannot be due to race, gender, sexuality, disability etc. If membership is refused the reasons will be documented in committee meeting minutes.
- 3.2 Each flying or organising member must be a member of the British Model Flying Association* and be able to provide proof of such on request. Proof of possession of a BMFA B certificate applicable to the aircraft being flown is a mandatory requirement for all those who fly as a JMA member at a JMA event.
- 3.3 Each member will be provided with relevant information either by E mail, JMA Website bulletins, Social Media platforms or hard copy as appropriate. Official notices will be posted on the JMA Website including notification of the AGM, given adequate notice. See section 6.1

- 3.4 Full members may be made a 'Fellow of the JMA' by decree of the committee for exceptional services to the aims of the Association. Fellowship may also be bestowed at the AGM by the membership in a majority vote of members present. The title is honorary and entitles its bearer to complementary membership for life.
- 3.5 Members and Fellows of the JMA will be eligible to vote at the AGM, if present.
- 3.6 Prospective JMA flying members may attend one flying event as a pilot in any calendar year as a guest of a current JMA member or Fellow, provided they hold current BMFA membership and the relevant BMFA B certificate. Guests will pay the applicable flying fees for the event via the member extending the invite. The invitation is valid for the duration of the event and the member is responsible for the guest for the duration of the event.
- 3.7 The membership fees for each year will be fixed at the Annual General Meeting for the succeeding year.
- 3.8 The membership year will run from 1st January to 31st December. Existing members will be given until 30th January to renew membership, after which membership will cease if no monies have been received. Anybody wishing to join from 1st October onwards in the calendar year will be eligible for a 50% reduction in membership fee. The Treasurer will close the books as at the 31st of December in order that a financial statement may be provided for audit, and presentation at the A.G.M.
- 3.9 Any complaint concerning any member or guest must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.
- 3.10 Where an allegation of misconduct is made against a member, the member may be suspended from all JMA activities while an investigation is carried out. 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.
- 3.11 The Committee may remove from the role of members any persons whose conduct is considered by them to be prejudicial to the Association; is contrary to the aims of the Association; or is disruptive in a manner designed to interrupt the proper and harmonious conduct of the Association and its business.
- 3.11 The JMA disciplinary procedure is detailed in Appendix B of this document.
- 3.12 Special terms regarding Junior Members or membership of Vulnerable Adults are given in Appendix C of this document.

4. ADMINISTRATION

- 4.1 The day-to-day administration of the JMA will be carried out by a committee elected by the membership for this purpose. The minimum Committee required will consist of Chairman, Secretary, Treasurer and BMFA Delegate. Additionally, committee members may be elected to the roles of Membership Secretary, Events Coordinator, Media Representative, Webmaster, Safety Advisor, IJMC Representative and Jet World Masters Team Organiser if there is a requirement to do so. At no point may the committee exceed eleven members.
- 4.2 The members of the Committee will be elected at the Annual General Meeting for a term until the following year's AGM. Their term of office will be deemed to start immediately upon the close of the meeting where they were elected. Retiring members of the committee will be eligible for re-election if they wish to stand.
- 4.3 The committee is empowered to take any actions, appoint persons to carry out any required duties, or spend any JMA monies necessary in pursuance of the objectives of the Association.
- 4.4 The committee will have the power to co-opt persons to fill vacancies following any mid-term resignations. Any persons co-opted will stand until the next AGM.

- 4.5 The Committee will have the power to appoint sub-committees to be responsible for carrying out specific 'projects' in line with the objectives of the association.
- 4.6 The quorum for a committee meeting is 75% of the current committee membership.
- 4.7 Duties of Committee Members:
- 4.7.1 The Chairman will preside over all Committee Meetings and the Annual General Meeting. In his absence, the Chair may be taken by the Secretary, Treasurer or by another member of the committee, in that order of priority.
- 4.7.2 The Secretary will record, keep and distribute minutes of committee meetings and be responsible for administrative matters with outside bodies. Additionally, the Secretary may assume the role of Media Representative if required (4.7.6 below).
- 4.7.3 The Treasurer will keep records of all incoming and out-goings from the JMA funds and will be responsible for payment of outstanding debts from the JMA funds. The Treasurer will provide an annual statement of accounts and a schedule of assets showing cost and current valuation for submission to an auditor and, after audit, to the A.G.M.
- 4.7.4 The Membership Secretary, will track fees received from members and will be responsible for keeping records of member's numbers, names and addresses. They will issue each member with a membership card and new members with a copy of the current JMA Constitution and contact details for the JMA Committee.
- 4.7.5 The Events Coordinator will be responsible for the overall coordination of JMA events. They may, through the committee, select a sub-committee from the JMA membership to assist in the organisation and running of each event and can appoint Liaison Officers to be the point of contact on-site for the events duration. The Events Coordinator will be responsible for securing in advance any required BMFA/LMA site Permissions and NOTAM's if required and maintaining site specific rules and Risk Assessments to accompany them.
- 4.7.6 The Media Representative will be responsible for press releases and promotional matters, as agreed by the Committee. They will be responsible for the maintenance and upkeep of the JMA Website (<https://jmajets.bmfa.uk/>) and other social media platforms as required. It is common for the Media Representative role to be undertaken by the Secretary if required.
- 4.7.7 The Safety Advisor will be responsible for advising the JMA Committee on all safety matters affecting the JMA. He will be available in an advisory capacity to non-JMA model jet event organisers holding events in Great Britain and will assist in the production of site-specific Risk Assessments as required. The Safety Advisor will view the conduct of the members from a safety aspect and advise the Committee accordingly.
- 4.7.8 The International Jet Model Committee (IJMC) Representative will maintain regular contact with the IJMC, represent the JMA at IJMC meetings as directed by the JMA Committee, and disseminate IJMC information to the JMA Committee.
- 4.7.9. Unless a JWM English Team Organiser is appointed, the IJMC Representative is best qualified to be responsible for the coordination of applications for Jet World Masters (WJM) entries for the English Team and if required, the organisation and running of a qualifying event and selection of the English Team.
The JWM Team Organiser will also be responsible for Team Trials or otherwise and co-ordinating the selection of the English Team Manager in conjunction with the English Team Members and the JMA Committee. Additionally, they will also be responsible for organising any JMA 'scale' competitions.
In the event of a JWM team trial, assistance and advice from IJMC judges will be solicited.
- 4.7.10 The BMFA Delegate will represent the JMA at BMFA R/C Power Technical Committee meetings, or other meetings where representation from the JMA as a Specialist Body is required. The BMFA Delegate will also liaise with the BMFA on any technical information which may affect the JMA.

4.8 Sub-Committees

- 4.8.1 Any Sub-Committee is accountable to the full JMA Committee and must report to it as necessary.
- 4.8.2 Provided 4.8.1 is observed, each Sub-Committee may decide its own system for making and executing policy.
- 4.8.3 Each Sub-Committee must contain at least one JMA Committee member.

5. GENERAL DATA PROTECTION REGULATIONS (GDPR)

- 5.1 All JMA Committee/Sub-Committee members will observe the JMA specific General Data Protection Regulation (GDPR) Policy (Appendix A) when managing information held on members.

6. MEETINGS

- 6.1 The Annual General Meeting will be held each year at a time to be determined by the Committee and where possible it will be associated with an event where the attendance of many members is anticipated. The AGM will be notified to all members via the JMA Website events calendar at least 42 days before its date and the agenda will be published a minimum of fourteen days prior to the AGM.
- 6.2 An Extraordinary General Meeting may be called by the Committee, or any 10 current members of the Association (by written application to the Secretary), giving at least 42 days' notice. The time, date and venue will be fixed by the JMA Committee.
- 6.3 When a request for an EGM is made in accordance with Article 6.2 and it is not called within 42 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Association by giving 28 days' notice in writing to all members with the assistance of the BMFA Office*, 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. (*Under GDPR the membership list is not a public document.)
- 6.4 The quorum at any General Meeting is 15% representation of the membership. If a quorum is not present, the meeting must be adjourned and re-scheduled.
- 6.5 For proposals considering updates or rule changes to JMA procedures which are considered by the Committee to require wider distribution, a postal or electronic ballot may be arranged.

7. MOTIONS FOR GENERAL MEETINGS

- 7.1 Motions (proposals) for amendments to the constitution must be sent in writing on the official form to the Secretary, to be received at least 28 days before the A.G.M. The constitution may only be amended at the A.G.M., or an E.G.M called for that purpose.
- 7.2 Only motions (Agenda Items) for a General Meeting made in writing and received by the Secretary at least 28 days before the General Meeting will be guaranteed to be on the agenda. There will be no items of "Any Other Business".

8. VOTING AT MEETINGS

- 8.1 Each member of the JMA Committee present will have one vote. In the event of a tie, the Chairman will have a casting vote.
- 8.2 Each current JMA member present will be entitled to vote at Annual or Extraordinary General Meetings. Proxy Voting is not allowed.
- 8.3 At General Meetings the Chairman will have a casting vote in addition to their own membership vote.

9. FINANCE

- 9.1 Proper books of accounts will be kept by the Treasurer who will be responsible for advising the Association on all matters affecting the Association's financial activities.
- 9.2 All monies received on behalf of the Association will be paid into a bank account in the name of the JMA at a bank approved by the Committee.
- 9.3 All cheques drawn against the above account will be signed by two of the three office holders of Treasurer, Chairman, or Secretary of the Association. The Treasurer will gain the approval of either the Chairman, Secretary, or in the case of event payments, the Events Coordinator (recorded by email or other written medium) before making any electronic payment from the JMAs bank account.
- 9.4 All expenditure must be approved by the JMA Committee.
- 9.5 All expenditure must be accompanied by receipt. Payment of monies without a receipt will only be at the discretion of the Treasurer who will be responsible to the auditor for ensuring that expense was genuinely incurred.
- 9.6 The Auditor for the succeeding year will be an ordinary (non – committee) member appointed at each A.G.M.
- 9.7 All Committee members acting on behalf of the JMA will be entitled to reasonable expenses incurred performing any duties on behalf of the JMA.

10. INSURANCE AND INDEMNITY

- 10.1 The Association will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
- 10.2 The Association will indemnify all committee members if they incur any liability on behalf of the Association.
- 10.3 In the event of a Committee Member being awarded damages or costs during proceedings taken by him in his representative capacity, such damages or costs will belong to the Association and not the Committee Member personally and upon receipt that Committee Member will pay them to the Association Treasurer.
- 10.4 When there is a joint meeting between the Jet Modellers Association and another club or organisation, the other participant must be able to provide evidence of adequate insurance cover well in advance of the event.

11. DISSOLUTION OF THE ASSOCIATION

- 11.1 Should it be considered necessary or desirable to wind up the Association, the Committee will call an Extraordinary General Meeting. Any motion to wind up the Association will then be carried by a two thirds majority. On winding up and after the sale of assets (clothing, trophies, safety equipment etc.), settlement of all outstanding debts, and remaining funding will be utilised to refund the subscriptions for the remaining part of the year to the paid-up members.
- 11.2 If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be held in trust by the BMFA for a period of up to ten years, to be returned in the event the Association is reformed. After 10 years the funds will be transferred to the BMFA Development fund and used to further model flying in the UK.
- 11.3 All members will receive a final statement of accounts.

Appendix A

Jet Modellers Association GDPR Arrangements



The General Data Protection Regulation came into force on 25th May 2018. Its primary aim is to give control to individuals over their personal data and to comply with this, the JMA is required to:

- Advise members of personal information held on them.
- Advise members what the JMA does with that information.
- Advise members how to request a review or erasure of that information.

Personal Information Held

The JMA holds the following information on members:

- Name
- Address
- Telephone number(s)
- Email address
- BMFA Number and Achievement Scheme Rating
- Date of Birth
- Car registration number

This information is held electronically, on a bespoke MS Excel spreadsheet which is backed up to off-line storage, by the Membership Secretary. It is disclosed on an as-needs basis to no-one other than the JMA Chairman, Treasurer, Secretary and Membership Secretary, and, if required, to the BMFA for verification of members' BMFA status. Electronic records are deleted 12 months after membership has lapsed, or 3 months after a member has deceased.

Separately, the JMA also maintains a record of subscriptions paid by cash, cheque, or bank transfer. This information is held on bank statements and the JMA Accounts and is kept for 5 years for audit purposes.

In addition, members' email addresses are added to a MailChimp database by the Media Representative, which is stored remotely, and which can be deleted by the member or the Media Representative at any time.

What the JMA Does with the Information

The information provided is used:

- To manage the membership of the Association
- To provide the Association with details to contact members when needs be.
- To provide details to enable the Association to audit its financial accounts.

The information will not be disclosed to any person other than as described above.

How to request your personal information

Members may request a written record of the information held by the JMA on them, or request its amendment or deletion, by contacting the JMA Secretary (secretary@jmajets.bmfa.uk) in the first instance.

Appendix B

Jet Modellers Association Disciplinary Procedure

In implementing its Disciplinary Procedure, the JMA Committee will strive to achieve the correct balance between exercising a sensible degree of tolerance towards members with a good track record who make the odd inadvertent mistake and taking firm action against more serious misconduct or against members who flagrantly or persistently abuse Association or Site rules or fellow JMA Members or disrupt the harmony within the Association.

When the Committee considers formal disciplinary action to be necessary, the following procedure will be followed:

A. The member will be given a verbal warning by a member of the committee, during which the member is made aware of their misdemeanour and what they are reasonably required to do to make amends.

B. If the member does not respond, they will be given a written warning by the Secretary to advise them of their misdemeanour and what they are reasonably required to do to make amends.

C. If the member still fails to respond, the Committee will invite them in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of their membership. From this point in the process a Member subject to disciplinary procedures has the right to the attendance in support of a friend or other representative.

Note: For less serious offences i.e., those likely to result in verbal warnings or initial written warnings, but not those liable to proceed towards removal from the membership, the member may be asked to appear before the Chairman, Secretary and Treasurer. In the event that any action taken by this hearing should lead to an appeal, the appeal will be made to the full current Committee.

D. If the member still fails to respond to reasoning or fails to attend without reasonable cause, the committee may advise them in writing that their membership has been withdrawn, stating the reasons why this decision has been reached.

E. Whilst having no claim to any subscription fee paid, such a member may request of the Committee that a Special General Meeting be convened to consider the reasons why their membership should not be terminated. Such a request should be made in writing within seven days of notice to terminate membership and should contain an outline of the reasons to be presented at the meeting. The Committee reserves the right to impose a suspension instead of removal from the membership.

In the case of gross misconduct or under exceptional circumstances, elements "A" or "A" and "B" may be omitted. Although the list is not exhaustive, the following behaviours are liable to be regarded as gross misconduct: -

- Dishonesty, theft and fraud from the association or its members.
- Deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the association, etc.
- Vandalism or sabotage of association equipment and property.
- Fighting, or seriously disruptive behaviour or offensive or abusive language.
- Serious misuse of computer, email, and internet systems, including posting to association websites or emailing pornographic, offensive, or obscene emails to members.
- Misuse of association financial or other confidential association information.
- Acts of bullying, harassment, or discrimination.
- Model flying under the influence of drinks, illegal drugs, or other intoxicants.
- Misconduct which may bring the association into disrepute.
- Serious breaches of the associations policies, procedures, and safety rules.
- Deliberate or serious damage to the associations / landowner's property or causing loss, damage or injury through serious negligence.
- Any criminal offence carried out at an association event or during association meetings / events where such offence impacts or may impact upon the association.

Appendix C

Jet Modellers Association policy on the protection of Children and Vulnerable Adults.

- All members, parents, guardians and carers are to comply with BMFA and JMA policies and guidelines for the promotion of the welfare and care of children and vulnerable adults.
- A junior member is defined as being under 18 years of age.
- A vulnerable adult is defined as a person of 18 years of age or over but through mental or physical attributes requires a higher level of supervision than would be normally necessary for an adult member.
- A responsible adult is defined as a senior member or parent/guardian who has the clearance, experience, knowledge and training commensurate with the type and degree of supervision required.
- Junior members must be always supervised by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities, and levels of experience.
- No child or vulnerable adult shall undertake any activity which might place him or her at risk. In any event prior consultation with their parent, guardian or carer must take place if there is any doubt on the member's abilities to undertake a specific activity.
- No senior member of the Association is to be expected to assume responsibility for a child or a vulnerable adult. It is the parent or guardian's responsibility to always supervise any child or vulnerable adult, or to appoint a responsible adult to do so on their behalf. The Association will not accept responsibility for appointing a responsible adult, nor will it make any recommendations about an individual's suitability for that appointment. It is the parent or guardian's sole responsibility to satisfy themselves of the suitability of the person they appoint and to notify the Association of the appointment. Full details of how the parent or guardian may be contacted in an emergency must be provided if they are not present as the responsible adult.
- Notwithstanding the requirements of the previous paragraph, should a member discover a child or vulnerable adult that is unsupervised then he/she must assume responsibility for that person's safety in the first instance. They should never assume this role as an individual and should immediately involve at least one other senior member of the Association while the matter is being resolved. The situation should then be rectified as soon as possible by seeking out the parent, guardian, carer or nominated supervisor. Any instance of such an occurrence is to be reported to the Secretary as soon as possible and a record made of the occurrence. The Association will then contact the parent or guardian and inform them that should a similar situation arise again, the committee will consider terminating membership for the child or vulnerable adult.
- Whilst associating with children or vulnerable adults at a flying site, members should avoid placing themselves in a position that could be open to misinterpretation or question in accordance with BMFA policy. Remember, the policy is there to protect you as well as children and vulnerable adults. All members are required to respect the rights and dignity of children and vulnerable adults and to promote their welfare. Caring is largely a matter of common sense provided everyone is clear on what is expected of them, and a few simple principles are adhered to. It is not a responsibility to be feared but is, nevertheless, essential if we are to ensure that we are to be an association that offers opportunities for all.