



Light Aircraft Association

HANDBOOK
For Strut and Affiliated Organisations

V 3.0

FEB 2008

CONTENTS

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|----------|---|--------|
| 0 | <u>Review</u> | ACTION |
| 0.1 | The Strut Handbook shall be reviewed by the first Light Aircraft Association (LAA) National Council (NC) meeting after the AGM and then forwarded to the Executive Committee(EC). | LAA NC |
| 0.2 | The EC shall formally accept or send back to NC for further review. | LAA EC |

<u>Issue</u>	<u>Amendment Record</u>	<u>Review date</u>
V1.0	Original compilation.	
V2.0	PFA to LAA	Nov 07
V3.0	Contingency Insurance changed to Primary Insurance	Feb 08

1 PURPOSE OF DOCUMENT

- To define a 'Strut' and an 'Affiliated Organisation' as part of the LAA membership services.
- To define the activities, responsibilities and procedures for a Strut as required by the LAA.

2 STRUT DEFINITION

2.1 Definition of a 'Strut'

See rules of the LAA - 13c

2.2 Reports to the Association

See rules of the LAA - 13f

See Annex A for the Annual Report template.

3 STRUT REGULATIONS

- 3.1** These regulations are in addition to the Rules of the LAA.
- 3.2** A Strut exists only as part of the LAA and thus any proposal for a new Strut shall be made to the LAA and be ratified by the EC before that Strut can exist.
- 3.3** In general, meeting the requirements of Sections 2, 3 and 4 will gain acceptance.
- 3.4** If a group of members in an area that has a current active Strut want to form a new Strut the EC will, after consultation with members in that area, decide whether a new Strut is in the best interests of the LAA.
- 3.5** A Strut will not be accepted if it is based outside the UK in a country that has a national association for amateur aircraft constructors, unless it is purely a social group for expatriates from the UK, any local members would be required to hold a membership of their national association.
- 3.6** The LAA has the right to 'deregulate' a Strut if it is in breach of the Rules, Regulations and Responsibilities and such a decision would be agreed by the EC and communicated to the Strut concerned in writing. The Strut has the right to appeal the decision, and should do so to the EC in writing, setting out its reasons for appeal within one month. The Strut may be invited to provide more information as part of the appeal, verbally or in writing, and will be notified of the EC's decision, which will be final, within 14 days of the appeal being heard.

4 'STRUT' RESPONSIBILITIES

4.1 A minimum level of regular activity to be recognised as a Strut is -

- Regular get-togethers for Strut members at pre-notified locations.
- Maintenance of a Membership Register.
- Where a subscription is taken a Treasurer shall be appointed.

- Strut officers shall acquaint themselves with the LAA's 'Crisis Management' Procedure (See Doc XX) currently under revision by the EC.

4.2 Requirement for a Strut that organises events where the public (non-strut members) are invited.

- Ideally should appoint an event safety officer or else the chairman/ strut-coordinator should take on the role. LAA's Safety Guidelines provide a checklist that can be adapted for most activities. See Doc.

5 LAA SUPPORT FOR STRUTS

ACTIVITY	RESOURCE
<ul style="list-style-type: none"> • Data from LAA Office 	<ul style="list-style-type: none"> • Strut Directory. • Handbook for Struts and Affiliated Organisations. • LAA Membership lists of new members sorted by post codes on a regular basis. • Primary Insurance. • A model constitution.
<ul style="list-style-type: none"> • National Strut-to-Strut, and Strut-to-LAA communication forum 	<ul style="list-style-type: none"> • Regular National Council meetings and administrative back-up.

6 STRUT DEVELOPMENT

6.1 Mission

- To Organise a wide range of activities on a regular basis for LAA members, providing
 - enjoyable flying activity,
 - improved safety knowledge and understanding,
 - opportunities to acquire/enhance building and maintenance skills.
- To attract through appropriate publicity both LAA members and non members. Encourages, without insistence, non members to join LAA
- To advance the cause of aviation through local publicity, community activities, and local education activity for young people
- To maintain awareness for restrictions on aviation activity (eg local strips/airfields facing opposition or needing planning support)

6.2 Activities

- Core
 - Regular social activities at comfortable, convenient venue
 - Occasional speakers on aviation related topics of interest
 - Education/Social/Entertaining activities indoor and outdoor
- Activity Programme (LAA supported - part of national strategy). Some or all of -
 - Flying events including 'Fly-outs' and 'Fly-ins' (Safety a key

- consideration)
- Young Aviators.
- Airmanship Awareness Days.
- National/Regional Rally participation.
- Youth Education Programme.
- LAA 'Roadshow' Days.

7 ORGANISATIONS AFFILIATED TO THE LAA (INCLUDING LAA SQUADRONS)

Whilst Struts are organisations within LAA and are set up as regional branches of the LAA there are other independent organisations which have close links with LAA due to being a type club for an aircraft that is handled by LAA Engineering or having a specialised interest in an activity relating to recreational aviation. Due to the LAA's links with government and airworthiness agencies it has been mutually beneficial to work together so that LAA can claim to represent a greater body of people to government and the smaller organisation can get its specialist voice heard.

The following Rules govern Squadrons and other affiliates.

7.1 Definition of a LAA Squadrons.

See rules of the LAA – 13d

7.2 Other forms of membership.

See rules of the LAA – 13e

7.3 Reports to the Association (applies to LAA Squadrons)

See rules of the LAA – 13f

8 AFFILIATED ORGANISATION REGULATIONS.

- 8.1** After the organisation has applied for affiliate status or a group of members requests the recognition of a new Squadron, the organisation will be asked to fill in the annual report form (See Annex A) and submit to LAA office. This will be sent to the EC for ratification.
- 8.2** The EC will decide whether to agree to the affiliation, and also whether to accept the organisation onto the National Council.
- 8.3** To be accepted for NC membership a body should have at least 50 members in the UK and the majority of officers to be members of LAA. The person representing the organisation on the NC shall be a full member of the LAA.
- 8.4** Access to LAA's contingency insurance is dependant upon having an appointed safety officer.
- 8.5** The affiliation may be terminated or conditions modified at 2 months notice by either party.
- 8.6** Provided the organisation completes an annual report by the deadline set by LAA office (3 months after the report was requested) the affiliation remains current.
- 8.7** If the organisation has a place on the NC then failure to complete the report or non involvement with the NC activities for 3 consecutive meetings will be taken

as resignation from the NC.

The minimum involvement is an apology for non attendance sent to the LAA office.

- 8.8** The office will inform the EC where an affiliated organisation has not met the requirements of 8.3 or 8.7. The EC will make a final decision on the status of the affiliated organisation.

Annex A

LAA AFFILIATE ORGANISATION ANNUAL REPORT

Please note that this report must be returned to Turweston Aerodrome by 1st February latest, otherwise you may lose your Strut or Affiliate Organisation status, no insurance cover will be in place and you will not be allowed to be represented at NC meetings(if eligible)

Name of Organisation:

Number Of Members:

Website of Organisation:

For Struts; Number of LAA Members:

For Affiliated Organisations;

The aim of the Organisation is:

Number of members in the UK:

Name of Senior officer of the Organisation*:

LAA Membership Number:

Address:

Contact Tel Number:

E-mail:

* For an affiliated organisation this is the Senior Officer of the organisation based in the UK for a Squadron it may be the Coordinator.

LAA Contact or NC Representative:

LAA Membership Number:

Contact Tel Number:

E-mail:

All information provided below is only a requirement for Struts.

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1. Strut Venue:
- Strut Time:
- Strut Date:
- Please attach the Strut Membership list

2. Please attach a list of Strut Committee members including their LAA membership numbers.

3. Strut Safety Officer:
- Contact Telephone Number:
- You must appoint a safety officer if your Strut organises fly-ins, young aviator days etc..

4. If you produce a newsletter please ensure LAA HQ is copied

5. How many Strut Members have you introduced to the LAA this year?

6. How many new members have you introduced to your Strut via the New LAA members list sent to all Struts each month?

7. How many Young Aviators did your Strut fly during 200_

8. What is your Strut's joining fee/annual membership fee? (if applicable)

9. Have you got any new Strut speakers that can be added to the attached Speakers List? If so, please state details below:

10. Please list below events that your Strut organised during 200_:

Comments

Signed:.....

Print Name:

Date:

Date Received by LAA HQ:

Please return (e-mail, fax or post) by 1st February 200_ latest:

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