

Changes to Rules Governing SIGs

- SEP 2014 13 QUORUM AND VOTING AT GENERAL MEETINGS
- 14 CHANGES AND ADDITIONS TO COMPETITION RULES
- 15 MAIL/EMAIL BALLOT PROCEDURE

RULES

GOVERNING THE APPOINTMENT & OPERATION OF GENERAL SUB COMMITTEES, Special Interest Groups (SIGs) & PROVINCIAL ASSOCIATIONS

1. INTRODUCTION:

- a) These Rules shall in no way replace or negate the Rules or By-laws of the NZMAA.
- b) These Rules cover General committees, Advisory Committees and Provincial Associations.
- c) General Committees, Special Interest Groups (SIGs) and Provincial Associations are formed by Council and while they may operate independently under the conditions of these rules, they are at all times required to abide by the conditions of the **NZMAA RULES AND BY-LAWS** and are directly responsible to the Council to ensure that their operation in no way conflicts with the requirements of the **Incorporated Societies Act** in respect of the obligations under the Act, and the **Inland Revenue Department** in respect of the obligations under the Act for Tax Exemption as may be included in the NZMAA Rules.

2. DEFINITIONS:

- i] General Sub-Committees are those committees formed to deal with a specific issue and are to disband once the issue has been resolved.
- a) ii] Special Interest Groups (SIGs), are Technical Committees which have been formed to attend to the needs of a particular flying discipline in the area of flying rules, conducting of competitions, selection of international teams and technical matters. SIGs are responsible for all facets of their discipline for the entire country, not just their home region and are also charged with promotion to the general populace as well as the modelling community including the non-competition membership.
- iii] Provincial Associations are the APMAA, CPMAA & SIMAA which are formed to attend to local area competition and needs not covered by the normal activities of Advisory Committees.

herein after the above will be referred to as **Committee** in general terms.

3. AIM & OBJECTIVES:

Committees undertake to do all or any of the following:

- b) To undertake all duties assigned in a professional and thorough manner.
- c) To report to Council on any activities undertaken by the Committee.
- d) To advise Council on any matters pertinent to the discipline or matter for which they are responsible.
- e) To ensure safe flying practices at all times
- f) To control, encourage, promote and foster the sport or pastime of building and competition flying of model aircraft.
- g) To collect and supply information and advise members on matters relating to competition, safety and technical advancements.

- h) To raise money by any lawful means to support the Committee's aims & objectives.
- i) SIGs are responsible for all facets of their discipline for the entire country, not just their home region and also are also charged with promotion to the general populace as well as the modelling community including the non-competition membership.

4. APPOINTMENT:

Appointment to Sub-Committees shall be by Council only. Recommendations for appointment to SIGs and Provincial Associations in the form of elections or nominations may be submitted by affiliated members to Council for consideration. Should Council fail to receive suitable nominations Council shall have the right to appoint members to either the SIGs or Provincial Association, or failing this place the committee into recess.

A. Term Of Appointment:

The term of appointment to Committees shall be as follows:

a) *General Sub-Committees*

- i] for the time it takes to complete the assigned task

b) *Special Interest Groups (SIGs) and Provincial Associations*

- i] in order to maintain continuity it is recommended that the period be not less than three years

5 POSITIONS:

A The number of permanent positions on Committees shall be

- a) General Sub-Committees not more than four which shall comprise of:-
 - Chairperson
 - Secretary
 - Committee
- b) SIGs and Provincial Associations not less than four which shall comprise of:-
 - Chairperson
 - Secretary
 - Treasurer
 - Committee

The Secretary's and Treasurer's position and duties may be combined

B Additional Appointments

- i] General Sub-Committees and Provincial Associations may at their discretion co-opt any additional association members or any other suitable person as may be approved by Council to assist them in their duties.
- ii] SIGs may with the **prior approval** of Council co-opt additional Association members:-
 - (a) to the committee to act as local contacts for the Committee on a regional basis as set out in the Association Rules. Such additional members shall be known as:
 - Regional Co-ordinators**, and shall have full voting rights on the committee.
 - (b) to run or assist with the running of competitions on behalf of the committee.

6. GENERAL OPERATION:

- a) The Committee should endeavour to meet at least once each quarter. Meetings may be conducted by email, however there shall be at least one physical meeting per year.
- b) The quorum for all meetings shall be 50% of the Committee.
- c) Each appointed member of the Committee shall have one vote at each Committee meeting either in person or by proxy, the chairperson in all cases of equal division shall have a casting vote in addition to the allowed deliberate vote.

7. DISMISSAL/RESIGNATION:

- a) Any member of the Committee failing to attend three consecutive Committee meetings shall automatically cease to hold membership of the Committee except in the case of such member being granted leave of absence by the Committee. The Chairperson of the Committee may recommend to Council a replacement or Council may appoint a replacement which shall, in the case of a SIG or Provincial Association, stand until the next Annual General Meeting.
- b) The Committee may at any time by resolution passed by two-thirds majority recommend to Council the removal of any member of the Committee if the removal of the person is deemed to be in the best interests of the Association. Such recommendation must be in writing stating the reasons why, and the offending member must be given the opportunity to address Council before any action is taken. A vacancy caused by expulsion shall be termed as a casual vacancy.
- c) In the case of SIGs and Provincial Associations, by the calling of a Special General Meeting by the members who, by a two thirds majority vote by those present, recommend to Council that all or any individual Committee member be removed.
- d) Any member of a Committee may resign by giving notice of such desire to resign to the Chairperson in writing. Such resignations are to be notified to Council within seven days of receipt from the member.
- d) Should there be a written petition from not less than 20 members, and at least 75% of the full NZMAA Council concurs, any member, or any number of members, of a SIG or Committee may be dismissed and replaced by any person(s) nominated by the NZMAA Council, Such appointments shall be temporary and not exceed six months.

8. DUTIES:

- a) **Chairperson:**
 - i] Shall preside at all meetings.
 - ii] Manage the activities of the Committee
 - iii] Provide a written report on the Committees activities. In the case of Sub-Committees and, to Council two weeks prior to a meeting of Council, and for SIGs and Provincial Associations, to Council and Members annually.
- b) **Secretary:**

The Secretary shall:-

 - i] Be responsible for all administrative matters of the Committee as detailed in the Job Description set by Council.
 - ii] Keep accurate and detailed minutes of all meetings and forward a copy to the NZMAA Secretary within **14 days** of the meeting.
 - iii] Act as custodian of all books, papers and accounts of the Committee and produce same to Council whenever called upon to do so.
 - iv] Forward all records, equipment and trophies of the Committee to the incoming Committee within **30 days** of the Annual General Meeting being held.

c) Treasurer:

The Treasurer shall:

- i] Be responsible for the financial management of the Committee as detailed in the Job Description set by Council.
- ii] Keep an accurate set of accounts
- iii] Secure all funds in a branch of the NZMAA's Bankers in the name of the Committee in an account which is a sub-account of the main NZMAA account.
- iv] Ensure that three committee members are approved by the Committee to endorse cheques for the payment of debts. All cheques are to carry two signatures.
- v] Pay all debts on time.
- vi] Maintain an assets register.
- vii] Prepare for each Annual General Meeting of the Committee, a set of audited accounts for the year 1st November to the 31st October, a copy of which is to be forwarded to reach the Association Secretary not later than the 15th December.
- viii] In the case of Provincial Associations the financial year shall be the same period as the NZMAA 1st April to 31st March, a copy of the audited accounts are to be forwarded to reach the Association Secretary not later than the 1st May.

9. AUDITOR

An Auditor is to be appointed by the Advisory Sub-Committee and Provincial Association to examine all accounts, vouchers and minutes of the Committee, and certify that the annual accounts as presented by the Treasurer at their Annual General Meeting, or in the case of the Advisory Sub-Committee (non technical) to Council, are a true record of the Committees financial transactions. The appointed person may be any competent member of the NZMAA provided that the person is not a member of the Committee.

10. NOTICES OF GENERAL MEETINGS:

Notices of General Meetings shall be published in The Model Flying World at least two months prior to the date of the meeting, the accidental omission of any member in being given notice shall not invalidate any proceedings at any meeting.

11. THE ANNUAL GENERAL MEETING:

The Annual General Meeting of the SIGs and Provincial Associations may be held during the running of the National/Annual Competitions of the Committee/Association or at any other major gathering of the discipline. The Chairperson of the Committee for the time being shall preside at all meetings or failing the Chairperson being able to attend a person nominated by the assembled members.

The business of each Annual Meeting shall be:

- a) The confirmation of any previous Annual General Meeting's Minutes.
- b) The adoption of the Chairperson's and Treasurer's reports.
- c) Adoption of the Audited Annual Statement of Accounts.
- d) The election of Committee members for the ensuing year.
- e) Competition Rule changes & other such Business of which notice shall have been duly given.
- f) Any other general business as the Chairperson of the meeting may deem appropriate.

12. SPECIAL GENERAL MEETINGS:

Special General Meetings of SIGs and Provincial Associations may be called at any time by order of the Council, the Committee or on requisition to Council executed by at least five senior members. Such request shall specify the business to be placed before the Special General Meeting and at least two months notice shall be given of all Special General Meetings, which shall be published in The Model Flying World. The Committee shall allocate the venue of such meetings. In the event of the Committee failing to convene the meeting requested, the Council will do so and allocate the venue of the meeting.

13 QUORUM AND VOTING AT GENERAL MEETINGS

- a) The quorum for the meeting shall be 10 members of whom not less than 6 are present with the remaining number being made up of proxy votes.
- b) Each financial member present shall be entitled to one vote.
- c) Voting may be by a show of raised hands or secret ballot. Any two members shall be entitled to require that any vote be taken by secret ballot.
- d) Proxy voting shall be allowed. Each proxy vote must be completed on the official form nominating any one other financial member of the Association to act on the member's behalf. The form must be delivered to the meeting Chairperson or Secretary prior to the commencement of the meeting.
- e) If any vote is tied, the Chairperson shall have a casting vote in addition to his/her deliberative vote.
- f) All matters voted upon shall be decided by simple majority except as may be otherwise stated in the Association Rules.

14 CHANGES AND ADDITIONS TO COMPETITION RULES

- a) This section refers to the Competition Rules administered by Special Interest Groups.
- b) Any member may propose rule changes or new rules at any time to the Committee of the relevant Special Interest Group.
- c) Rule changes will be approved by 75% majority of the votes cast (excluding abstentions) at
 - 1) An AGM of the Special Interest Group
 - 2) An SGM of the Special Interest Group
 - 3) A ballot conducted by mail/email, according to Section 15.
- d) Notice of intent to change the rules or introduce new rules must be published by placing a brief description in Model Flying World at least 2 months prior to the date on which votes will be counted.
- e) Copies of the full wording of the proposed changes or new rules must be forwarded to the Competition Manager, published on the NZMAA website, and made available to members on application to the SIG Committee, on the same date as publication of the notice.
- f) In a matter of safety, Council has the right to authorize and require immediate adoption of a changed or new rule.
- g) Any resultant rule changes will be effective after they have been published on the website and will be promulgated in the Associations magazine.

15 MAIL/EMAIL BALLOT PROCEDURE

In the case of implementation of 14(c)(3) by a Special Interest Group the following ballot procedure shall apply:

- a) Votes must be cast on the official form available from the Secretary of the Special Interest Group.

- b) The official form will specify clearly the proposal(s)/remit(s) to be considered, provide clear instructions about how to cast votes, and provision for the voter to state his/her name, residential address, telephone number, MFNZ membership number, and email address (only if the voting form is to be sent by email).
- c) To be valid, voting forms must be completed as instructed and will be sent to the Secretary by mail or email, to be received no later than the date and time specified.

16. **BANK ACCOUNT:**

The SIGs and Provincial Associations are to operate an account with a branch of the NZMAA's Bankers (as opened by the NZMAA Secretary) which shall be operated by three members of the Committee, appointed by the Committee. Any two signatories are required to withdraw monies and any one signatory to endorse cheques and negotiate documents for the purpose of making deposits. In addition NZMAA Secretary and Treasurer will be signatories to the account for access only in the event of a problem with the change of committees.

17. **DISSOLUTION OR WINDING UP:**

- 1] Upon the dissolution or winding up of a:-
 - a) **Special Interest Group** the funds if any remaining after paying all liabilities and the expenses is to be paid into the Association's Competition Account where it is to be held until the next Combined Annual General Meeting of the Advisory Committees who will decide on the distribution of the funds.
 - b) **Provincial Association** all assets held by that Provincial Association are to be distributed between the members clubs in that territory or held in trust by NZMAA until formation of a new Provincial Association for that territory.
- 2] In all cases should the SIG or Association wind up, all funds held shall be disposed of in accordance with Article 30 of the Association Rules.

APPENDIX 1

PROCEDURE

MEMBERS FAIL TO ELECT A TECHNICAL COMMITTEE.

Where at the Nationals AGM the members present fail to elect a committee to run the SIG for the next term the following procedures will apply:

1. The outgoing SIG Committee shall be responsible for the conveying of all Files, financial documents and equipment belonging to the SIG to the Secretary of the Association within one month of the meeting.
2. The affairs of the SIG shall be placed in the hands of Council.
3. The signing authority for the SIG's account shall pass to the Treasurer and Secretary of the Association and all funds will be frozen except for the settling of outstanding accounts and cost to store the equipment, if any.
4. The Council shall advertise in The Model Flying World calling for applications to fill the vacant positions and the Area Representatives shall contact all clubs in their area requesting assistance.
5. If, after three months, no applications are received the SIG shall be placed in recess and members shall be advised of the action in The Model Flying World.
6. Should the SIG still remain in recess when the Nationals programme is finalised the events scheduled for the Nationals shall be deferred unless some person or group of persons volunteer with a suitable offer to run the events and members shall be advised by a notation to this effect, on the events calendar which is published in The Model Flying World.
7. As there will be no Technical Committee to advise the Recording Officer of a schedule of events for the next NDC Calendar year, there will be no change from those events of the previous year.
8. Should the SIG remain in recess for a period exceeding twelve months, the Council shall disband the SIG, close all accounts in that name, and transfer all funds into the competition account.

APPENDIX 2

PROCEDURE

FOR HOLDING INTERNATIONAL COMPETITIONS

General

1. All FAI and International Competitions including the holding of Trans Tasman Competitions must have the prior approval of Council.
2. All applications to hold such competitions are to be presented to Council through the SIG responsible for that discipline.
3. In the case where there is no elected SIG at that time, members through their club may submit such applications directly to Council, any such applications will be required to meet all the conditions and the club submitting the application must also assume responsibility for the organisation of the event.

Procedure

In co operation with, and coordinated through the Competitions Manager in the first instance, or the Secretary:-

- i] Plan and coordinate at least 12 months in advance members participation in FAI, International, and Trans Tasman Competitions.
- ii] Provide to the Secretary a copy of the International Events Calendar and a financial budget for approval by Council not later than 1st February. All events to approved at the next Council Meeting must have not less than a 6 months lead time.
- iii] Where Team Trials are to be held, the full programme of events is to be published in The Model Flying World at least one issue before the first trial is to be held. The programme shall list the trial organiser, date, venue, type of event, reference to the rules to be flown to, start time of the competition (and where applicable the rounds) and selection procedure.
- iv] Conduct Team Trials and select the Team the names of which are to be forwarded to the Secretary for the approval of Council. Each team shall have an appointed Team Manager who should where possible not form part of the competing team.
- v] Forward by the due date to the Competition Manager, the official notification/nominations and processing forms of all FAI International Competition.
- vi] Where the competition is to be held in New Zealand, and the Technical Committee is not to be the organiser, the organiser of the competition is to have prior approval of Council
- vii] All official material used to promote the event must clearly state that the event is approved by the NZMAA.
- viii] Produce all advertising and competition material in the name of the NZMAA SIG and ensure that the NZMAA Logo is displayed in a prominent place on all documents.
- ix] Supply to Council copies of all promotional material

APPENDIX 3

PROCEDURE

**FOR NOTIFYING NAMES OF MEMBERS
WHO QUALIFY FOR AWARDS DUE TO COMPETING
IN INTERNATIONAL COMPETITIONS**

General

1. Members competing in International Competitions are eligible to receive the following awards.
 - A Silver Wings Badge for the first representation..
 - B Gold Wings badge on completion of five representations.
 - C Certificate of participation for each event entered.
 - D A merit badge can be awarded to competitors for meritorious performance in events nominated by the SIG, involving International competitors, that does not meet the Gold or Silver badge conditions.

Note: The wings badges are awarded for selection as a member of **TEAM** and therefore the fact that several events are entered does not count towards the number of representations. Team selection in different disciplines all count towards the grand total.

2. The presentation of the badges and certificates will be undertaken at the Nationals each year by the President. Members who are not present at the Nationals will be sent their awards by the Secretary of the Association.

Procedure

1. Immediately on completion of the International Event, a copy of the names of the competitors are to be forwarded to the NZMAA Secretary, the official recorder of International Competitors.
2. Names of members who qualify for either badges or certificates using the official form are to be forwarded to reach the Secretary not later than the **1st November** each year.

APPENDIX 3

OFFICIAL FORM

To the Secretary
NZMAA

Dear Sir,

This is to confirm that the following members competed in an International Competition this year as detailed below.

Name of Technical Committee: _____

Competitors Name	A Sample	Member No	1256	Competition	Indoor F1D Championships			Date	05/01/96
Event entered (if Team Manager insert here)	Hand Launched Glider (or TEAM MANAGER)	Certificate Required	√	Silver Wings	√	Gold Wings	Qualifying Years	1996	

Competitors Name		Member No		Competition			Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years	

Competitors Name		Member No		Competition			Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years	

Competitors Name		Member No		Competition			Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years	

APPENDIX 3

		Member No		Competition		Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years

Competitors Name		Member No		Competition		Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years

Competitors Name		Member No		Competition		Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years

Competitors Name		Member No		Competition		Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years

Competitors Name		Member No		Competition		Date	
Event entered		Certificate Required		Silver Wings		Gold Wings	Qualifying Years

APPENDIX 4**FORMATION OF A TECHNICAL COMMITTEE**

Where the need for the establishment of an additional SIG is deemed necessary the following criteria is to be met and listed procedures followed.

1. The proposal to form a SIG must be sponsored by at least **three** constituent clubs.
2. There must be a recognised body of members **acceptable to Council** who are prepared to take on the duties required to service the needs of the members of the proposed discipline.
3. A **written submission** is to be sent to Council containing the following:-
 - a] **Name of the proposed committee.**
 - b] **Reason for the committee to be formed.**
 - c] **The aims, objectives of the committee**
 - d] **Programme of events to be run leading up to and including the Nationals.**
 - e] **List of members willing to serve on the committee and the positions that they will fill.**
 - f] **Letters of support from the sponsoring clubs.**
4. On acceptance by Council of the proposal to form the committee, a summary of the proposal will be published in The Model Flying World requesting members to register their interest in supporting the new committee. **Council will base their final approval on the interest shown by the members.**

APPENDIX 5
SPECIAL INTEREST GROUP
FINANCIAL GUIDELINES

1. General

Each committee should elect a Treasurer who will:

- a) Be accountable for the financial management of the committee.
- b) Operate the committee bank account.
- c) Keep an accurate set of accounts.
- d) Maintain an update an asset register.
- e) Prepare a set of audited annual accounts for the SIG AGM.

2. Bank Account

The bank account should be operated as a sub-account of the NZMAA account.

The account should NOT be closed when a new committee is elected. The signatories only should be changed.

There should be at least three signatories, any two to sign cheques and any one to endorse cheques, make deposits, obtain statements etc.

The NZMAA Secretary should be advised of the names of all signatories annually when forwarding the copy of the audited annual accounts.

3. Accounts

The Treasurer should keep a record detailing all income and all expenditure. The record should show:

- * The date of each transaction.
- * The cheque number of each payment.
- * The type of each transaction. ie. interest, stationary, tolls etc.

Each item of expenditure should be shown as approved by the committee in minutes of meetings.

At the end of each financial year the bank balance should be shown to equal the bank balance at the end of the previous year plus all income less all expenditure.

In addition to the Cash Book the Treasurer should maintain a file containing:

- * All bank statements.
- * Receipts for all items of expenditure.
- * Minutes of meetings showing committee approval for all items of expenditure.

This file will be used by the Auditor to carry out the annual audit.

4. Asset Schedule

The Treasurer should maintain an up to date asset schedule listing all assets owned by the SIG that will be used for more than one year. For each item the schedule should show:

- * Description
- * Date of purchase.
- * Purchase price.
- * Who holds the item.

5. Annual Accounts.

Audited annual accounts and asset schedule should be presented and approved at each SIG AGM.

The accounts should be in the form of a Statement of Income and Expenditure and should show:

- * The bank balance brought forward at the end of the previous year.
- * All income and expenditure under appropriate headings.
- * The surplus or deficit.
- * The bank balance carried forward.

The accounts should be audited by a responsible member of the Association not connected with the SIG committee.

The Auditor should certify “that the Statement of Income and Expenditure gives a fair and accurate record of the SIG financial transactions.”

A copy of the audited accounts and asset schedule together with a list of the account signatories should be forwarded to the NZMAA Secretary by 15th December. Any NZMAA administration grant to SIGs is dependant on the Secretary receiving a satisfactory set of annual accounts and asset schedule.

6. Handing over to a new Committee.

The Treasurer should arrange the appropriate bank forms to delete the existing account signatories and insert the new committee signatories. The account should NOT be closed.

The new Treasurer should be given an up to date record and the file of bank statements, receipts and committee meeting minutes.

APPENDIX 6**24th July 2004****Criteria for Allocation of Financial Support from the NZMAA Competition Account to Special Interest Groups as discussed and approved at SIG General Meeting 2004**

The following policy is proposed for adoption by the NZMAA council for consideration of applications for financial support from the competition account to Special Interest Groups.

- Applications will only be considered from Special Interest Groups approved by the NZMAA Council in accordance with the NZMAA constitution.
- Applications for funding must have been approved by a SIG general meeting authorised to making the application.
- SIG's may seek financial support for the following purposes:
 - To contribute toward entry fees to international competitions and uniforms.
 - To contribute toward capital items which the SIG considers are necessary for the furtherance of their discipline in New Zealand
 - To contribute toward the costs of promotion of the SIG to other NZMAA members.
 - To cover the actual and reasonable costs of administration of the SIG
- To provide for effective allocation of scarce financial resources, all applications will be considered at the first meeting of the NZMAA Council following the National Championships every year.
- At no stage will the Council make an allocation from the account that results in the balance falling below \$5000. Such a reserve is necessary to underwrite the Nationals each year.
- All applications must be submitted in writing to the NZMAA Secretary at least 15 days prior to the Council meeting at which they are to be considered. Late applications will not be considered. The date of the relevant Council meeting will be notified in the Fliers World in the last issue prior to Nationals in the preceding year.
- All applications shall state the specific purpose(s) for which the money will be used, and the amount(s) sought.
- Preference will be given to applications where the SIG is intending to contribute toward.
- The Council may award a lesser amount than that sought by the SIG at its discretion.
- Where the application is for funding to compete at an international event, the SIG must have a quantifiable team trial so team selected for competition is the best available.
- Funding precedence shall be for International events, then Trans Tasman events.
- A maximum of \$1000 per competitor or capital item per year will be paid.