



SOCIETY OF MODEL AERONAUTICAL ENGINEERS

(T/A BRITISH MODEL FLYING ASSOCIATION)

SUB- AREA CONSTITUTION

Issued **May 2010**

SMAE **SUB** - AREA CONSTITUTION

The Constitution of the.....**Sub- Area Committee** of the Society of Model Aeronautical Engineers Ltd.

Please note that for conciseness throughout this document the pronoun 'he' is used. 'She' should be substituted when appropriate.

GENERAL

1. The name of the Committee shall be 'The..... **Sub- Area Committee**' of the Society of Model Aeronautical Engineers Ltd. **This Sub Area is part of the..... BMFA Area**
2. The **geographical area** of the Committee's jurisdiction shall be fixed from time to time by the Council of the Society of Model Aeronautical Engineers Ltd, (hereinafter called 'The Society').
3. The objectives of the Committee shall be to promote to the fullest extent the aims and objectives of the Society; to encourage, develop and assist the model aircraft movement; and to liaise between the Council of the Society and
 - a) The clubs Affiliated to the Society that are situated within the **Sub-Area**.
 - b) Individual members of the Society, (hereinafter called 'country members') resident in the **Sub-Area**.

MEMBERSHIP

4. All clubs situated within the area of the Committee's jurisdiction and which are affiliated to the Society shall automatically be members of the **Sub-Area Committee**. Member Clubs shall be afforded the right of appeal to the Council to transfer to an adjacent Area **or Sub-Area**.
5. The Committee shall not have the power to determine the membership of any of its Member Clubs, but in the case of persistent or gross breaches of the Committee's regulations the Committee shall report the offender to the Society.

OFFICERS

6. The Elected Officers of the **Sub – Area Committee** shall be:
The Chairman
who shall preside over meetings of the Committee and conduct them in accordance with it's rules and Constitution.
The Vice Chairman
who shall fulfil the duties of the Chairman in the event of his absent from meetings, and all other duties of the Chairman when he shall by indisposition or absence be unable to properly fulfil those duties. **If considered more appropriate not to elect a Vice chairman for the Sub-Area**

then either the Hon Secretary or the Hon Treasurer may be tasked to be the Vice Chairman, to take over in the event of the absence of the Chairman

The Honorary Secretary

who shall attend meetings of the Committee and record and distribute the minutes of the meetings. He shall summon all meetings of the Committee and deal with the general correspondence of the Committee, submitting to the Committee such correspondence as may be received officially (If the Hon. Sec. is unable to record the minutes of a meeting then a member of the Committee shall be co-opted to record the minutes of that meeting). He shall send a copy of the Area minutes to the Society's General Secretary following each meeting of the Committee.

The Honorary Treasurer

who shall keep proper accounts of the Area Committee financial transactions. He shall deal with moneys allotted to the Area Committee and shall pay all accounts and moneys due after approval by the Committee. He shall be responsible for ensuring that a banking account exists and is maintained in the name of the Committee. All cheques drawn on such account shall require signing by any two from the Hon. Treasurer, the Hon. Secretary, the Chairman, the Vice Chairman. Immediately after the end of the financial year the Treasurer shall prepare and submit to the Auditors an Income and Expenditure account and a balance sheet for their audit and certification. He shall send copies of these audited accounts to the secretaries of the clubs within the Area not later than the date on which the notice of the Annual General Meeting is circulated.

The above posts are seen as the minimum required to achieve a functioning Sub-Area but, In addition, it may be desirable either to elect the following additional committee members or to share these tasks, allocating the relevant responsibilities amongst the officers listed above.

Flying Discipline Secretaries

who shall take charge of such tasks of the Committee as concern any specific flying disciplines. They may be appointed for any discipline that the Area decides is appropriate and they shall co-ordinate the work of the Committee in that discipline.

The Council Delegate,

who shall attend all Full and Area Council Meetings of the Society and shall prepare and submit to the Committee reports on Council matters. He will liaise between the Council and the Area Committee and ensure that Council is kept informed of the opinions of the Area Committee and its member clubs. If the Council Delegate shall resign during his period of office then, on the Area Committee filling the vacancy under the Constitution, notice of such change together with personal details of the new Delegate shall be delivered to the Society within 7 days.

The Council Delegate will automatically take on the post of a Director of SMAE Ltd, subject to ratification by SMAE Council, and shall undertake duties in this respect. The Council Delegate shall be a common delegate representing all Sub Areas of the Area.

The Public Relations Officer,

who shall inform the local and modelling press of events held under control of the Committee and shall publicise any activity or action by whatsoever means the Committee may from time to time decide.

The Education Co-ordinator,

who shall;

- a) provide a point of contact on model flying education matters within the Area,
- b) encourage Clubs to make contact with young people's organisations in their locality,
- c) encourage Clubs to introduce young members to model flying activities,
- d) provide a point of contact for individual BMFA members who wish to help promote education initiatives'
- e) keep the Area Committee advised of model education matters,
- f) attend any national meetings of Area Education Co-ordinators.

The Achievement Scheme Co-ordinator

Who shall:

- a) Keep the **Sub-Area** Chief Examiners (ACEs) up to date with Council precedents pertinent to the scheme.
- b) Respond to and deal with any enquiries from **Sub-Area** members or individual members of member Clubs or individuals wishing to take part in the Scheme.
- c) Provide feedback to the **Sub-Area** Committee on the work of the ACEs.
- d) Provide a framework under which ACEs can meet for the purpose of maintaining or improving the standards of examining across the **Sub-Area**.

The Auditors

who shall be one or two in number must be over 21 years of age and may not hold any other elected office in the Committee. They shall audit the account books and the bank account statements of the Area Committee, examine the vouchers supporting the same and sign the income and expenditure account and the balance sheet when correct for presentation to the Annual General Meeting.

If the Annual General Meeting so decides then assistants may be appointed to help the above officials with their duties.

Temporary posts,

such as Safety advisor, may be created by the **Sub-Area** Committee at any time according to its needs and such posts last until the next Area Annual General Meeting.

Sub - Area Chief Examiners and Sub - Area Chief Instructors

Who shall:

- a) Run the BMFA Achievement Scheme within the Sub-Area to the standards laid down by the BMFA and to the satisfaction of the Sub-Area Committee.
- b) Liaise with the Sub-Area Achievement Scheme Co-ordinator in the course of their duties.
- c) Report annually to the Sub-Area AGM via the Sub-Area Achievement Scheme Co-ordinator.

Sub-Area Chief Examiners and Sub-Area Chief Instructors will be non-voting officers of the Area Committee. They may be initially recommended by the Sub-Area for ratification at Areas Council at any time but thereafter will be elected annually by the Sub-Area AGM, subject to confirmation by the relevant National Achievement Scheme Co-ordinator.

Items 10 (f) and (g) do not apply to Sub-Area Chief Examiners and Sub-Area Chief Instructors

7. Any Fellow of the Society resident in the Sub-Area or any country member resident in the Sub-Area or any individual member of a member club of the Sub-Area shall be eligible to be an officer of the Committee but a country member is not eligible for the post of Council delegate.
8. The Officers of the Committee shall be elected at the Annual General Meeting of the Committee for a period of two years but the two year cycle shall be staggered so that one half shall retire at the end of each year. For example, the Chairman, Treasurer, Council Delegate, PRO, and one Auditor shall retire in even numbered years and the remainder shall retire in odd numbered years. All retiring officers shall be eligible for re-election.
9. The Committee shall have power at its ordinary meetings to co-opt any person qualified under clause 7 to fill vacancies occurring within the Sub-Area's elected officers. Any officer so appointed shall retain office only until the next Sub-Area Annual General Meeting but may then stand for election.
10. The Office of a member of the Committee shall be vacated;
 - a) If a receiving order is made against him or he makes an arrangement or composition with his creditors,
 - b) If he is found lunatic or becomes of unsound mind,
 - c) If he ceases to be, a member of a club affiliated to the Society or a country member,
 - d) If by notice in writing to the Committee he resigns his office,
 - e) If he retires by rotation and is not re-elected,
 - f) If he is removed from office by a resolution at the Annual General Meeting passed by a two thirds majority of those present and entitled to vote,
 - g) If he absents himself without reasonable excuse from three consecutive meetings of the Committee.

GENERAL MEETINGS

- 11a. The Annual General Meeting shall be held in each year within a period commencing 30 days before the Society's Annual General Meeting and terminating 30 days after the Society's Annual General Meeting.
- 11b. Initial notice of the date, time and place of the Sub-Area Annual General Meeting shall be sent to all Officers and member clubs at least 28 days before the event.
12. Notices of motions for the Annual General Meeting must be received by the Secretary not less than 28 days before the meeting.
13. Only the business included on the agenda shall be discussed at the Annual General Meeting or at an Extraordinary General Meeting.
14. A Notice formally convening the Annual General Meeting shall state the time and place and agenda of the meeting and shall be posted by the Secretary to all officers and member clubs of the Sub-Area at least 14 days and not more than 28 days prior to the meeting together with copies of the balance sheet, the audited Income and expenditure account and the unconfirmed minutes of the previous Annual General Meeting.
15. An Extraordinary General Meeting may only be called on the written demand of * member clubs or upon a resolution being passed either by the Council of the Society or the Sub-Area Committee. A notice formally convening the Extraordinary General Meeting shall state the time and place and agenda of the meeting and shall be posted by the Secretary to all officers and member clubs of the Sub-Area at least 14 days prior to the meeting. * See Appendix A
16. All business that is transacted at an Extraordinary General Meeting shall be deemed special. All business that is transacted at an Annual General Meeting shall be deemed special except;
 - a) The nomination and election of Officers,
 - b) The consideration and adoption of the accounts,
 - c) The consideration and adoption of the officers reports.
17. No business shall be transacted at any General Meeting unless a quorum is present. A quorum for this purpose shall consist of not less than the representatives of * member clubs. If a quorum is not present the Society must be informed within 15 days and an Extraordinary General Meeting shall be called within two months. * See Appendix A
18. Voting at all General Meetings is restricted to member clubs represented in person. Representatives shall declare the presence of their clubs by signing an attendance register. No club's vote shall be exercised by more than one person, nor shall any person exercise the vote of more than one club, or the vote of a club of which he or she is not a member.

Elected officers of the Committee shall only have a vote if acting as a representative of a member club.
19. At such Meetings, a resolution put to the vote of the meeting shall be decided, by simple majority, on a show of hands by those duly authorised club representatives present and entitled to vote. Before, or upon, the declaration of the result of this show of hands a poll vote may be demanded by the Chairman of the meeting or by the voting representatives of at least two member clubs present. If a poll is not so demanded, then a declaration by the Chairman of the meeting of the vote by a show of hands shall be

conclusive, and an entry to that effect in the minutes of the meeting shall be evidence thereof.

20. If a poll be demanded in the manner aforesaid it shall take place in such manner as the Chairman of the meeting shall direct and the result of the poll shall be deemed the resolution of the meeting at which the poll was demanded.
21. In the case of equality of votes on a show of hands a poll shall be taken. If there is equality of votes on the poll the Chairman of the meeting, notwithstanding the provisions set out in Section 18 above, shall be entitled to a casting vote.
22. In a poll vote the number of votes cast by a member club present and voting shall be equal to the number of its individual members (senior and junior) as stated in the Society's most recent published club membership list.
- 23a. Vice Presidents, Fellows and Elected Officers of the Society living within the Committee's jurisdiction but not representing member Clubs may attend General Meetings and receive notice thereof but shall have no right to vote.
- 23b. Country members of the Society living within the Committee's jurisdiction may be invited to attend General Meetings but shall have no right to vote. Individual members of member clubs of the Sub-Area, other than the duly authorised voting representatives of those clubs, may be invited to attend General Meetings but shall have no right to vote.
24. Within 7 days of the Annual General Meeting the Secretary shall send a return to the Society giving the names and addresses of all Officers elected, together with a copy of the audited accounts of the Sub-Area Committee certified by the Chairman as having been approved by the meeting.

ORDINARY MEETINGS

25. The management of the Committees affairs shall be transacted at ordinary meetings of the Committee attended by Officers of the Committee and representatives of member clubs. The Committee may accept observers to ordinary meetings but such observers shall have no right to vote.
26. The Committee shall meet as required for a minimum of three and a maximum of twelve ordinary meetings each year, at such time and place as the Chairman shall direct. Notices confirming the meeting shall be sent to all member clubs and officers at least 7 days prior to the date of the meeting together with copies of the unconfirmed minutes of the previous Ordinary Sub-Area Meeting.
27. No business shall be transacted at an ordinary meeting unless a quorum is present. A quorum for this purpose shall consist of the representatives of not less than * member clubs. * See Appendix A
28. Voting at all ordinary meetings is restricted to member clubs represented in person. Representatives shall declare the presence of their clubs by signing an attendance register. No club's vote shall be exercised by more than one person, nor shall any person exercise the vote of more than one club, or the vote of a club of which he or she is not a member
29. At ordinary meetings a resolution put to the vote shall be decided, by simple majority, on a show of hands by those entitled to vote as set out in Section 28 above. If there is equality of votes on a show of hands the Chairman of

the meeting shall be entitled to a casting vote even if not representing a member club at the meeting.

30. The Committee by resolution at any ordinary meeting may;
 - a) Appoint and dissolve sub-committees as may be considered necessary and delegate to such sub-committees such powers as it shall think fit.
 - b) Make regulations for the conduct of business and competitions within the Committee's jurisdiction, such regulations not to be inconsistent with the constitution or rules of the Society then in force.
 - c) Organise model flying and model contests within its jurisdiction and carry out such other duties as it may from time to time be authorised to do by the Society.
 - d) Take such action as may be desirable (subject to approval of the Society's Council) in connection with matters which affect member clubs and country members of the Society within its jurisdiction. Such decisions of the **Sub-Area** Committee, after receiving the approval of Council, must be put into effect by those concerned, subject to the right of appeal to the SMAE Council.
 - e) Generally carry on the work of co-ordinating and regulating the model aircraft movement under the Society's Council.
 - f) Co-opt other individuals who are not normally eligible to attend **Sub-Area** Committee meetings but who are able to forward the aims and interests of the Committee; such co-opted persons having no voting rights.
 - g) Select candidates for the post of Chief Examiner or Chief Instructor within the **Sub-Area**, for presentation to Areas Council for ratification.

When the resolution to accept any new candidate is voted upon by the **Sub-Area**, it is required that there is at least a two thirds majority of those eligible to vote and present at the meeting in favour of the candidate (i.e. at least two thirds of the full voting strength of the meeting).
- 31a. Vice Presidents, Fellows and Elected Officers of the Society living within the Committee's jurisdiction but not representing member clubs may attend ordinary meetings and may request notice thereof but shall have no right to vote.
- 31b. Country members of the Society living within the Committee's jurisdiction may be invited to attend ordinary meetings but shall have no right to vote. Individual members of member clubs of the **Sub-Area**, other than the duly authorised voting representative of those clubs, may be invited to attend ordinary meetings but shall have no right to vote.

FINANCE

32. The **Sub-Area** Committee shall receive from the Society such proportion of the subscription fees of the members of clubs situated within the **Sub-Area** and country members resident within the **Sub-Area** as Council shall from time to time determine. The **Sub-Area** funds shall be used to defray all reasonable expenses incurred and agreed by the Committee.
33. The financial year of the Committee shall begin on.....in each year and end onin the following year to coincide with the Society's financial year.

- 34. In the event of the **Sub-Area** Committee ceasing to function then the Treasurer shall take steps to hand over all assets, funds and books of account of the **Sub-Area** Committee to the Treasurer of the Society in trust for the re-formation of the Committee. In the event of the Committee not being re-formed or incorporated in another Area or **Sub-Area** within 5 years of its ceasing to function then the Treasurer of the Society may apply such funds to such charity as the Council of the Society may determine.
- 35a. The **Sub-Area** Committee, its member clubs and Officers jointly and severally, shall indemnify the Society against all costs, claims, actions and demands whatsoever made against the Society as a result of the acts of the **Sub-Area** Committee or its officials unless the same are acting as agents of the Society pursuant to a resolution made by the Council of the Society.
- 35b. Notwithstanding anything herein contained the Committee shall not embark upon, promote, or organise any meeting or enterprise wherein the liability of the **Sub-Area** Committee may exceed the sum of 50 times the full individual membership fee without the written consent of the Council. Such consent shall not for the purpose of the last preceding clause make the **Sub-Area** Committee the agents of the Society.

GENERAL

- 36. No member shall use or allow to be used the name of the Committee or of the Society in any advertisement, prospectus business announcement or in any manner whatsoever without the prior consent of the **Sub-Area** Committee.
- 37. The name and address of the Committee shall not be given by a representative of the Committee as his address or otherwise for the purpose of identification in connection with legal proceedings.
- 38. All communications to members shall be sent to the address shown in the records of the Society and any such notice sent by ordinary post shall be deemed to have been fully received.
- 39. This constitution shall come into effect on the date shown as witnessed by the signatory to the document and shall continue in force until the same shall be amended by the Society's Council and shall be binding on all **Sub-Area** Committees.

Document dated; **May, 2010**

Approval of SMAE Council Honorary Secretary

Adopted at the**Sub-** Area AGM

Sub- Area Chairman..... Date

Appendix A

The * numbers of clubs required for the various quorums or to call an EGM are determined as follows:

10 or fewer affiliated clubs in the Sub- Area	3 Clubs are required
11 to 20 affiliated clubs in the Sub-Area	4 Clubs are required
21 or more affiliated clubs in the Sub-Area	5 Clubs are required

Original Area Constitution compiled by D.N.Kerswell on behalf of the Society of Model
Aeronautical Engineers - 1989