

1.0 SAMAA MANAGEMENT COMMITTEE'S AND PROCEDURES

(Main SAMAA Management COMMITTEE hereafter called "Management Committee" or "Committee")

INTRODUCTION

Most of the SAMAA Management Committee work can be categorized as Managerial, Financial or Administrative. Set out below are directives and guidelines on how these sections will be operated and managed.

1.1 DETAILED OBJECTIVES OF SAMAA

To ensure that the Association goes from strength to strength, it is imperative that the direction of the Association is controlled and maintained by adherence to the objectives of the Association. This is the prime function of the Management Committee, and below are listed the detailed objectives;

- Collect all membership fees; update the membership list and issue membership cards.
- Allocate funds to the SIGS and others.
- Pay Administrative and Running Costs.
- Collect information, publish and distribute newsletters and keep the members informed and interested.
- Keep an Insurance Policy updated and handle Claims.
- Steer the Association in the correct direction.
- Make Rules, update Rules, Regulations and Bylaws and put in place a mechanism to enforce these principles.
- Update specifications, procedures and data.
- Keep a watching brief on SIGS.
- Form, maintain and expand on the Hall of Fame and Museum Principal.
- Maintain and protect the Radio Flying Frequencies.
- Ensure liaison with the Government, Aero Club, CAA and any other influential body which will further our hobby/sport.
- Introduce a Development and Transformation program
- Arrange/manage sponsorships, donations, bequeaths, publicity and grants so as to raise funds for the organisation.
- Establish a Head Office, which will provide service to members, retain data, records etc.
- Offer the members something for their money i.e. some incentives for a person to want to become and remain a member.
- Ensure SAMAA Constitution is upheld
- Ensure a Representative Management Committee
- Promote and Advance Model Flying Sites and Safe Flying

- Provide Advice and Information To Members Clubs and Groups
- Approve all Displays, Air Shows and Competitions
- Approve and Register Flying fields

To help clarify and to expand on the SAMAA Objectives set out in the Constitution in Clause 3. The "core activities" of the Association have been set out below:

To expand on these one liners are the following:

- (a)
 - To direct the Technical Organization and conduct of National and International model aircraft contests held within South Africa in keeping with the FAI requirements.
 - To establish and maintain official regulation governing the conduct of model airplane records and contests and issue sanctions for the same.
 - To promote recognition in South Africa and abroad of all officially sanctioned competitions and records, which are conducted by the Association Contest Directors.
 - To organise National and International Championships in conjunction with the organising club.
 - To organise and assist with overseas participation.
 - To liaise with CIAM to update rules and requirements for International competition.
 - To maintain close ties with the Aero Club of South Africa who are the authority who control all sports aviation in South Africa under the delegated powers from the CAA and who have authorised SAMAA to coordinate and control all model aircraft activities in the RSA.
- (b)
 - To have as it's guiding principal, of, by and for the model aircraft enthusiast.
 - To advise and assist with information and advice to members and clubs.
 - To encourage any person interested in model aircraft construction and flying to become a member of the Association. (Apparently there are some 5000 plus non-SAMAA persons flying model aircraft in South Africa.
 - To uplift, have educational and development programmes and open the hobby to all persons

- (c)
- To recognise leadership of unusual quality by the conferring of special honorary titles.
 - To encourage through recognition, leadership in model aeronautics.
 - To guide and direct national model activities to the end that model aeronautics may be advanced in South Africa in a manner that will best serve the model aviation as a whole.
 - To advise and assist with the testing for, and recognition of, pilot's ability, by means of a proficiency grading system formulated, upgraded when required, and maintained by the Association.
 - As the national controlling body for aero modelling in South Africa set and maintain guidelines, operating procedures, rules and regulation which shall apply to all persons, members and groups operating model aircraft.
 - To provide third party insurance to all its members against damage or injury that may occur while operating a model aircraft from an Association approved field.
 - To provide a mechanism to ensure that the Associations National Rules, Safety Rules and Regulations are complied with.
 - To take such disciplinary action as is appropriate against a member or members who default.
- (d)
- To license model aircraft and flyers thereof for competitions
- (e)
- To encourage the contribution of articles on the development of model aeronautics for the association newsletter.
 - To keep leaders informed of the latest developments through the publication of scientific journals or news bulletins.
 - To communicate thoughts, ideas, trends, etc. through the Association newsletter.
 - To maintain a website on the internet, which contains the latest information, views and opinions and which is regularly updated
 - To maintain a subcommittee for Information and Education to ensure the future growth for the hobby and sport.
 - To ensure that aero modelling is given public exposure to attract interested persons to the Association.

- To market the Association, with the intend of obtaining sponsorship, grants and recognition, in keeping with the aim of furthering aero modelling in South Africa.
 - To promote the Association and Aero modelling in South Africa by organising public displays, demonstration and educational activities.
- (f)
- To guide and assists in the acquisition and retention of flying sites for the further growth and development of model aeronautics.
 - To ensure that exclusive radio frequencies are interference free and available for model aircraft use and that old ones are retained.
 - To represent all branches of the hobby and sport on the Association Committee.

To arrange with local club for the use of their flying fields for competition flying and displays.

1.2 COMPOSITION OF MANAGEMENT COMMITTEE

1.2.1 Members of the Management Committee

The Management Committee shall consist of: -

a) Elected Officers:

Five (5) members elected by the membership of the Association.

b) Treasurer:

A Treasurer to be appointed by the Management Committee at its inaugural meeting, after advertising the post within the Association.

c) Three Representatives designated as follows:

- i. One Representative designated by the Special Interest Groups registered in terms of section 17 of the Constitution.
- ii. One Representative designated by the Clubs registered in terms of section 17 of the Constitution, and
- iii. One Representative designated by the Region registered in terms of section 17 of the Constitution.

d) One Representative designated by an association with majority representation from dealers in aero modelling supplies in S.A

e) The past Chairperson of the Committee

- f) A General Manager who shall be the employee of the Association as appointed by the Management Committee in this capacity at the time.
- g) Additional members as co-opted by the Management Committee from time to time.

1.2.2 Visitors

The Management Committee may invite whomsoever it wishes to attend particular meetings. Standing invitations exist for: -

- the Newsletter Editor

The meetings of the Management Committee shall be open to all members in good standing with the Association, subject to written notice being given to the Chairperson and accepted at least 24 hours prior to the meeting.

Should the Chairperson of a registered group or club have a matter for consideration by the Management Committee, he shall be entitled to raise any matters pertaining to the operation of the group he represents and to attend the Management Committee meeting and have a vote on the matter raised by his group (see Constitution item 8(b) subject to his having previously submitted, in writing, a copy of the matter to be discussed to the Chairperson or General Manager.

1.2.3 Eligibility for Management Committee

Only members of SAMAA and SAMAA Registered clubs in good standing with the Association, who have been paid-up members of the Association for the previous three (3) years, and have served on a Club Committee, may be elected or co-opted to sit on the Management Committee.

Members of the same family, including relatives, shall not be permitted to serve on the SAMAA Management Committee simultaneously.

1.2.4 General Manager

The General Manager is a advertised staff position, appointment confirmed by the Management Committee. The attending of Management Committee Meetings is part of the duties of his position.

1.2.5 Quorum.

The quorum for Management Committee Meetings is 50% of the elected and co-opted members present, plus one.

Provided the number of members present at any Management meeting is not less than seven (7) elected and co-opted members..

1.2.6 Disqualification

There are seven reasons, any one of which would automatically cause a Management Committee Member to be disqualified. The reasons for, and the implications of, some of them are:

- a). If they have a Court Order against them.
- b). If they become lunatic or of unsound mind (although we don't know who judges)
- c). If they cease to be a member of SAMAA or a member of a registered SAMAA club; -

NOTE-

If you cease to be a member of SAMAA, you are automatically disqualified from the Committee. You automatically cease to be a member of SAMAA if you have not paid your subscriptions, at the latest, one month after the subscription falls due.

- d). If they have submitted a resignation in writing: - A verbal resignation from the Committee (at meeting for instance) has no validity.
- e). If they are removed from office by a vote of no confidence at a formal Management Committee Meeting or a decision resulting from a Special General Meeting.
- f). Absence from two consecutive Management Committee Meetings is a reason for disqualification. A Committee Member must attend an absolute minimum of every third Committee Meeting in person, or be disqualified.

Anyone absent on genuine business, may apply for permission to be absent from a Management Committee meeting. Application for permission to be absent must be sent in writing to the Committee Chairperson at least two weeks before the meeting in question.
- g). If they cease to hold office by virtue of any legislation (In certain extreme circumstances, usually because of criminal activities, Committee Members can be banned from holding office by courts)

1.2.7 The Hon. Treasurer

The Honorary Treasurer shall not fill any other Committee post during his/her term of office.

1.2.8 Term of Office

The Elected officers (1.1.a, c, d, and e) are elected for a two (2) year term. If a replacement is required because of an officer resigning or leaving a post, then the appointment will be made ; in the case of (a) by the appointment of the member who had the next highest number of votes at the election, in the case of (c) and (d), by a newly designated Representative, from within the group concerned. In the case of (e) this member will not be replaced.

Directly Co-opted Members (see 1.1.g) are co-opted and confirmed by the Committee for up to one year only. These co-options to the Management Committee and to sub-committees must be reconfirmed by the Management Committee annually.

All elected officers are eligible for re-election to the Committee when their term of office has expired. Similarly, any other member of the Committee i.e. Representatives are eligible for re-ratification to the Committee, providing that they have been re-elected to serve on the Committee by their designated groups. The maximum term of office that a member may serve on the Management Committee is 3 terms (6 years).

1.2.9 Management Committee Members Responsibility

Newly elected Committee Members will have no portfolios at the first meeting of the Management Committee. At this first meeting, the Committee members will elect from themselves a chairperson, a vice chairperson and a secretary and thereafter will agree on the distribution of portfolios, and the co-opting of additional members to fill vacant portfolio positions. Group Representatives will speak for their organisations but may, in addition to their group representation, be requested to fill a portfolio position on the Management Committee. The eligibility of the Representatives, the past chairman and the Co-opted members to the positions of Chair or Vice-Chairperson, is not clearly stated, and their election or appointment to these positions is debateable, as they were elected by a minority group of the membership.

1.2.10 Committee Members Liabilities

SAMAA is an Association by Guarantee, which means, in simple terms, that it has no shareholders (instead it has 'members') and its members are limited to a liability of R1.00 each in case of insolvency.

In addition, the Association is not allowed by law to disburse any surpluses as dividends to its members or Committee Members

In all other respects it acts as a normal Limited Company and, as in all other Companies, the Committee Members **may** have a greater liability than the ordinary member.

This would only be the case, however, if the Committee Member or Members in question had not taken seriously their responsibility of ensuring that the Company was not operating whilst insolvent, or was operating in such a way that insolvency was a serious risk.

Anyone familiar with the operation of the Management Committee will realise that these risks are very low indeed as it is certain that other members of the Committee would be aware of problems some considerable time before they become serious and they would ensure that the appropriate action would be taken to rectify the problems.

It should be noted that any possible penalty against a Committee Member would almost certainly be as a result of their inaction and indifference, rather than as a result of their doing their best to sort a situation out. In other words, if you attend a reasonable number of meetings, listen and take part in a sensible fashion then the additional risk you take, as a Committee Member, is insignificant.

Each Committee member will be required to sign a "Committee Member's Declaration" form before taking up his seat on the Management Committee.

It should be noted that the Aero Club has a professional Indemnity Policy of R 5 million to cover Management errors.

1.3 MEETINGS

1.3.1 Calling of Committee Meetings

Committee meetings are called by the Hon. Secretary, or in his absence the General Manager, at the request of the Chairperson and the Management Committee. The intention is that the Management Committee sets its meeting dates for the next SAMAA year at the end of the previous SAMAA year. (The SAMAA year starts and finishes at the AGM). Any elected Officer has the right to call a Management Committee Meeting. Should he/she have a genuine concern, the request for the meeting shall be submitted to the Chairperson and Vice Chairperson in writing and a meeting shall be convened.

1.3.2 Frequency of Meetings

The Committee is obliged to hold at least four meetings each year although six are usually held. The date of these meetings is a matter for the Committee to decide. Management meetings are normally held on the first Wednesday evening of the month.

1.3.3 Location

The location of Management Committee Meetings is a matter for the Management Committee to decide. At present they are held in the Aero Club Boardroom at Grand Central Airport.

1.3.4 Start/Finish Times

This is a matter for the Committee to decide but the suggested start time is 19h15, and the scheduled finish time is should not be later than 22h00.

1.3.5 Notice of Meetings and Minutes of Previous Meeting

A formal notice of Management Committee Meetings with the Agenda attached shall be dispatched to Committee members by e-mail, a minimum of 7 days before the meeting and will serve as a reminder of outstanding reports etc. which need to be prepared.

Minutes of a Management Committee Meeting shall be distributed to those present within 14 days of the Meeting.

1.3.6 Meetings with Special Purposes

Some of the Management Committee meetings must deal with certain subjects on an annual basis. These subjects will be included on the agenda at the appropriate time. The major subjects are as follows: -

a) Contest Calendar

The Contest Calendar is the responsibility of the SIG Representative and should be presented to the Committee not later than the first meeting of the intended contest calendar year.

b) Budget.

The Budget, prepared by the Financial Manager, with assistance from the Treasurer and General Manager is to be presented at the Committee Meeting nearest to April 1st, each year.

c) Club Registration Lists.

At the first Management Committee Meeting of the year, the General Manager shall present a list of all SAMAA registered clubs and their SAMAA membership for formal acceptance by the Committee.

At each subsequent Management Committee Meeting, any additional club registrations shall be presented for formal acceptance. These acceptances will also include the relevant paperwork to confirm that the club, its composition and its flying site comply with the SAMAA requirement

d) Clubs, SIGS or Regional Bodies.

At the first Management Committee Meeting of the year, a list of the Registered bodies and SIGs will be tabled for acceptance by the Management

Committee. Before any of the above groups can be accepted, the relevant group must have provided all the required back up paper work, budgets etc .to the SAMAA.

e) Representation

There is in principle no set time to the appointed the representatives for the SIGS, the Registered clubs, the Regions or the Dealers but it is normal for these four (4) places to be taken up and confirmed at the first meeting of the Management Committee after the AGM. The Representatives appointed must sign a Committee Members Declaration form.

f) Co-option

Co-options to the Management Committee or sub-committees shall be proposed and accepted by the Members of the Management Committee on an annual basis at the first meeting of the year. The purpose of the co-option, and the duration of the co-option, should be clearly stated. Co-option reinstatement is not automatic and needs annual renewal and confirmation from the Management Committee.

1.3.7 Summary of Meetings.

First Meeting of Year for the New Committee (Usually November)

The General Manager and the past Chairman will lead this meeting in its initial stages and will ensure all relevant information and returns and paperwork is available for the meeting to proceed successfully. The newly-elected Chairperson will chair the meeting after his, the Vice-chairperson and the secretary's election has taken place.

Items which need to be added to the standard Agenda as set out in clause 1.4.1 are as follows:

- Elect a Chairperson Vice-chairperson and Secretary
- Committee Members' Declarations
- Formally accept SIG and other Representatives
- Distribute portfolio responsibilities to Committee Members
- Propose and accept any co-options for Committee posts
- Disclose and if necessary, delegate any matter requiring action
- Reconfirm membership and existence of Committee appointed Sub-Committees
- Ratify Technical committee recommendations for CIAM Judge and Jury lists
- Ratify Technical Committee recommendations for International Sub-Committee nominations (i.e. CIAM Technical Committees)
- Receive notifications of contests, contest fees, etc.
- Ratify Registered Club lists and Registered flying sites
- Lists of SAMAA Members
- Receive Contest Calendar

- Other Matters

Second Meeting of Year (Usually Jan/Feb)

Agenda per clause 1.4.11

- Ratify additions to the registered club list
- Feedback from Portfolio holders, co-opted members and sub-committees
- Establish election program (Every second year)
- Other Matters
- Receive a budget for following year for approval

Third Meeting of Year (Usually April/May)

Agenda per clause 1.4.1

- Ratify additions to the registered club list
- Receive draft account of the previous year
- Approval of budget
- Establish and approve subscription for the next year
- Feedback from Portfolio holders, co-opted members and sub-committees
- Other Matters

Fourth Meeting of Year (Usually July/August)

Agenda per clause 1.4.1

- Draft Accounts for Approval to AGM
- Ratify offers by SA to host any World Champs
- Ratify offers of SA to host any Open International Contest
- Awards Committee's recommendations for SAMAA or FAI awards.
- Ratify additions to the registered club list
- Confirm the following year's FAI License fee
- Decide the Associate Specialist Body Fee
- Feedback from Portfolio holders, co-opted members and sub-committees
- Ratify the dates for the following year's meetings.
- Other Matters

1.3.8 Committee Members Expenses

All reasonable out-of-pocket expenses of each Committee member (and any visitor requested by the Committee in attending a Committee Meeting shall be met from General Funds on presentation of a detailed claim. The Claims process and Claim forms are available from the General Secretary at the Main Office (see Disbursement claims: section 3.3.

1.4 MEETING GUIDELINES AND PROCEDURES

1.4.1 Standard Agenda Items

It is suggested that Management Committee meeting should be standardised.

Each agenda shall include at least the following items:

But the format and content may be changed from time to time:

1. Welcome
2. Attendance and apologies
3. Minutes of previous meeting
 - Correction of previous minutes
 - Acceptance of previous minutes
 - Matters arising from previous minutes (If not covered by a separate Agenda item)
4. Correspondence
5. Report on Finances
 - Financial statements
 - Budgets
6. Proposals for discussion
7. Reports from Portfolio holders (written report, distributed to the members prior to the meeting required).
8. Reports from Ad hoc and standing sub-committees
9. General Manager's Report
10. Items for AOB (Any Other Business) must be sent to the General Manager or handed in writing to the Chairperson of the meeting before the start of the meeting. AOB is normally intended only for information items or for matters, which have arisen in the 8 weeks prior to the meeting.
11. General

1.4.2 Proposals

Proposals to the Management Committee is a mechanism for putting queries or questions to the Management Committee. Many of these proposals may:

- only need a yes or no answer
- may need to be referred to an Ad Hoc sub-committee for research
- may be held over to the Agenda for the next meeting
- may be held over, if thought to be of interest or concern to the members, to a workshop where interested parties could be present.

Proposals to the Committee should be received from the Committee Members.

Proposals from the Committee Members must be submitted to the General Manager in writing prior to the Committee meeting at which the proposal is intended to be considered.

A brief explanatory note should accompany each proposal.

The proposing Committee Member shall sign the proposal.

Following discussion, one of the four courses of action noted above may be adopted.

Proposals that seek to reverse or nullify policies that have themselves been discussed and voted on by the Committee within the previous two years will not automatically be placed on Committee meeting agenda.

1.4.3 Amendments to Proposals

Amendments to the proposals may be accepted before or during discussions.

- a) During the debate on a proposal, an amendment may be proposed from the floor.
- b) When the Chairperson is satisfied that the debate has covered all relevant points, the Committee will decide on the appropriate action to be taken to handle the proposal.

1.4.4 Management Committee Member Voting

Only Elected and Representative Management Committee Members present may vote. Each member is entitled to only one vote, irrespective of the number of posts they may fill. Substitute Committee Members do not qualify for a vote. Co-opted Committee members do not have a vote.

The Chairperson has a second (casting) vote, which he may use, in the case of the equality of votes.

1.4.5 Substitutes

Any Committee Member may, with the Chairman's consent, send a substitute to a Committee Meeting should the Committee Member be unable to attend. The substitute must be a member in good standing with SAMAA.

The sending of a substitute does not affect the requirement for a Committee Member not to miss two consecutive meetings. It doesn't matter who has been sent - if the registered Committee Member is absent from two meetings without Committee approval, they will automatically be disqualified from the Committee and co-option or election will follow.

1.4.6 Items for the Agenda

Apart from proposals, Committee Members may place other items for discussion or consideration on the Agenda, provided the Secretary receives it no later than 7 days prior to the Committee meeting. This covers such items as request for information or discussion documents.

Special matters for the consideration of the Committee by members of the SIGS, or other groups, may be accepted by the Chairperson up to 48 hours prior to the meeting.

Group or club Chairpersons shall be entitled to attend the Management meeting and raise any matter pertaining to the group he represents, provided he has given due notice, in writing, to the Chairperson.

1.5 INFORMATION RELATING TO THE COMMITTEES

1.5.1 Committee Appointments

The Committee makes various appointments during its first year of duty, at the beginning of the second year. All non-elected appointments, previously made, need to be reviewed and ratified by the Management Committee members. The current list of appointments is shown below but it is subject to change at short notice.

- a) Delegate or Delegates to the Aero Club of SA. This delegate is usually the Chairperson who will attend meetings and discuss SAMAA matters.
- b) A member to represent Transformation and Development on the SAMAA Management Committee. The person/member nominated for this position is co-opted.
- c) The Newsletter Editor (a Committee appointment, as and when required).
- d) The Treasurer (an advertised and appointed position).
- e) The General Manager (an advertised and appointed position).
- f) Delegate to CIAM
- g) Ad hoc and standing sub-committee members
- h) Co-opted members
- i) A Public Relations Officer

1.5.2 Committees

The SAMAA Management Committee has powers to set up Sub-Committees and to delegate tasks to them. Two types of Committees are used:

- a) Ad hoc sub-committees who are given specific tasks, one of which could be the researching for proposals which, when completed and presented to the Committee may, automatically be disbanded by the Committee.
(ie. Park flyers)
- b) Standing sub-committees, of which two types exist:
 - i) The sub-committees which are formed and who, from time to time, are given the responsibility to make recommendations to the Committee on specific matters (ie. Constitutional matters: see 6..2).
 - ii) The Portfolio Sub-Committees, which are under the control and guidance of a main Committee member and who have the authority to administer certain areas of the Committee's Business. The operation and make-up of these Sub-Committees is scheduled under item 6.2 of this document.
- c) For further information see item 1.8 sub-committees.

1.5.3 SUB-COMMITTEES OF THE MANAGEMENT COMMITTEE

1. COMMITTEES

- (a) The Management Committee of the Association will represent all branches and categories of Aero Modelling.

To achieve this, some or all of the following Sub Committees, where deemed necessary need to be established.

These bodies will be used to establish the guidelines and objects of the Association for a selected branch or category and will ensure that the information is made known, recorded into the Handbook as guidance principles and passed on and actioned (If applicable) by the members of the Association.

By the same token, the members will through their relevant representatives have access to the Management Committee to express their views, problems and proposals.

As a first pass at delegating portfolios to the Management Committees, the following responsibilities were allocated:

- (b) Technical issues
- (c) Frequencies and airspace
- (d) IT Budget and Finance
- (e) SAMAA News

- (f) Transformation
 - (g) Public Relations and sponsorships
 - (h) Membership and Club registrations
 - (i) Administration, HR, SAMAA Office and Treasurer
 - (j) Manual of Operations and Rule book
 - (k) Club representative
 - (l) SIG representative
 - (m) Dealer representative
- Dependent on growth, the delegation may be different and the portfolios may need to be increased to include more sub-committees.

The suggested Sub-Committees, over and above those listed above, are as follows: -

- National Safety Committee
 - National Contest Committee
 - Public Relations Committee
 - Youth Committee
 - Education Committee
 - Development and Transformation Committee
 - Constitution Committee
 - Competition & Fund Raising Committee
 - Awards Committee
 - FAI Committee
 - Archives Committee
 - Frequency Committee
 - Noise Committee
 - Radio Control Aerobatics Committee
 - Radio Control Large Scale Aerobatics Committee
 - Radio Control Scale Committee
 - Radio Control Fun Fly Committee
 - Radio Control Glider Committee
 - Radio Control Pylon Committee
 - Radio Control Helicopter Committee
 - Radio Control Jet Committee
 - Control Line Committee
 - Rocketery and Space Committee
- (b) New Sub-Committees may be established and old Sub-Committees dissolved by the Management Committee as and when deemed necessary.
 - (c) There shall be a member on the Management Committee who co-ordinates and represents each sub-committee and who transmits the Committee concerns, views and proposals and findings to the Management Committee.
 - (d) To help the Association members understand the way in which the Management Committee and SAMAA Management System has been structured, organigrams have been prepared and are attached to section 5.3. Actual details of Management Committee Members and their functions and duties are set out in clause 5.3.

- (e) Initially when Management organisation is set up, it is likely that the Management Committee Members may be requested to fill more than one portfolio position, but with time and depended on the workload associated with that portfolio, their duty may be delegated or re-assigned to say Sub-committees
- (f) It should be noted that the SAMAA Chairperson, by token of his position in the organisation, is entitled to attend any sub-committee, or sub group meeting, whenever he so wishes.
- (g) The sub-committees set up will each have its own chairman and will set its own agenda and, through the General Manager (who is the liaison man for all sub-committees) produce its own minutes.
- (h) The last ten (10) groups listed i.e. Radio Control Aerobatics up to Control Line Committee have already formed SIGS and these ten (10) groups will have one (1) representative on the Management Committee. This representative will be responsible for arranging meetings with the SIGs and for taking queries, decisions and information to the Management Committee on behalf of the SIGs.
- i) See Section 5.4.c for the structure and operation of Sub-Committees.

1.5.4. STRUCTURE OF THE SAMAA MANAGEMENT COMMITTEE

Below are two organigrams discussed and agreed as being a workable arrangement for the Management Committee structure.

The first (Item 1.5.5) was used by the original 2006/2007 Management Committee, and it was found to work satisfactorily.

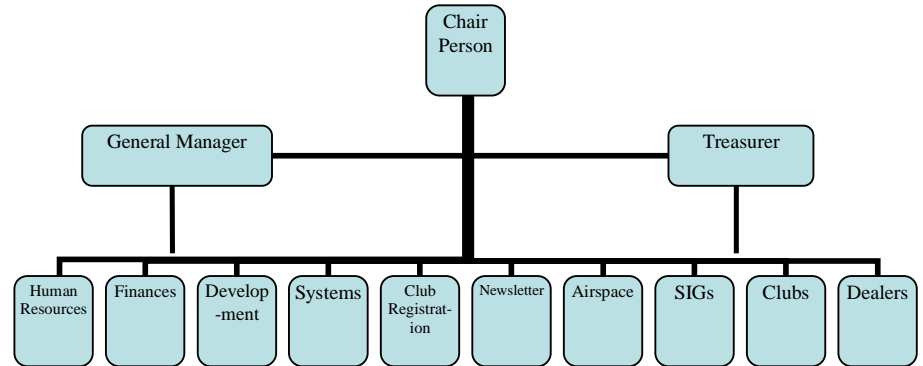
Subsequent Management Committees, saw no reason to change and this same structure was used by the 2008/2009 and 2009/2011 Management Committees

The second structure (1.5.6) ,was thought to be the way SAMAA Management would automatically evolve, after the initial teething problems were overcome and as systems and procedures were introduced, which would then make certain portfolios, sections, functions and procedures more routine standardised, and require less individual attention, so that these groups could then become Office managed.

We appear to be fast approaching this stage, and it can be expected that the next Committee 2012/2014 could change to a structure similar to the one shown under the organigram 1.5.6. .

Section 1.5.3 sets down a number of thoughts on additional Committees that exist in other Countries in the world, and SAMAA , if and when it grows, or has spare capacity may consider establishing some of these Committees.

**1.5.5. SAMAA MANAGEMENT COMMITTEE
(2006-2007)
(Section 5.3)**



Human Resources	Finance	Development	Systems & Manuals	Club Registration		Airspace	SIGs	Clubs	Dealers
membership	Budgets	Transformation	Procedures	membership		frequency	Special Interest Groups	safety	etiquette
correspondence	controls	PRO	Manual of operations			incursions		proficiency	Dealer interaction
insurance	information		minutes			technical		displays	
information	technology							insurance	
office									
staff (Treasurer)									
Web (Gen. Man.)									

Members:
 5 elected
 3 representatives
 2 co-opted
 1 previous Chairperson

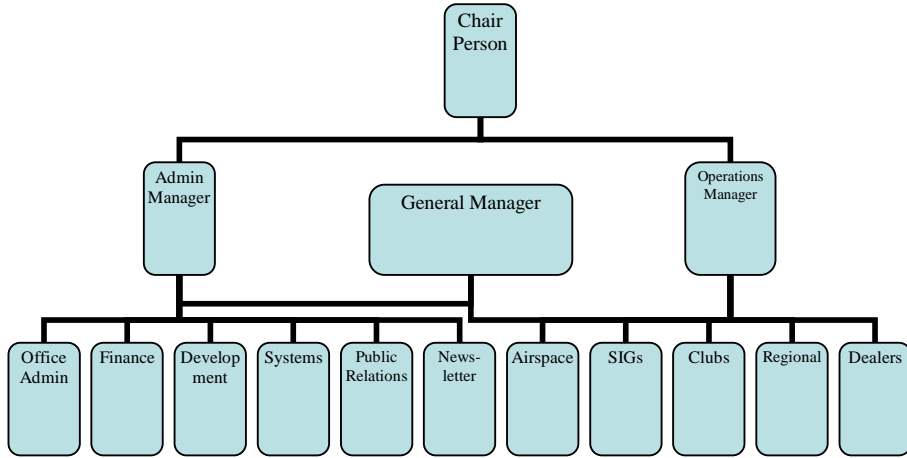
Note:

1. Sub-committees appointed for each Portfolio position
2. Reports from each Portfolio holder to Management Committee at Management meeting

1.5.6.

SAMAA MANAGEMENT COMMITTEE

(Future)
(Section 5.3)



Admin.	Finance	Development	Systems & Manuals	Public Relations	Airspace	SIGs Rep.	Clubs' Rep.	Regional Rep.	Dealers' Rep
member-Ship filing	Budgets controls	Transfor-Mation youth	Policies Procedures	Fund-raising sponsor-ships	frequency incursions	compe-titions CDs	registration operations	represent	etiquette Dealer conformity
archives	Reports	education	Directives	donations	technical	judges	Safety	assist clubs	member-ship interaction
correspon-Dence insurance	forecasts payments	sponsor-ships recruit-Ment	guidelines updates	bequests Sales		roster selection	proficiency Training	advise clubs visit clubs	
Waivers		schools		airshows		awards	instructors	listen	
informa-Tion handouts		training		displays advertising publicity		fund-raising	incidents Displays	report back air shows	
liaison									
invoices									
office									
human resources payments									

1.6 DUTIES AND FUNCTIONS OF THE MEMBERS OF THE MANAGEMENT COMMITTEE.

1.6.1 GENERAL RULES FOR COMMITTEE MEMBERS

(a) No Committee member, employee or Co-opted member of the SAMAA shall make any announcements or issue any statements regarding any SAMAA matter/s or issue to the public or to a private domain without the sanction of the Chairman. This includes the newsletter Editor and Website manager. The reason for this ruling is that the personal views expressed may be interpreted as being those of the SAMAA.

(b) Portfolio holders and Co-opted Committee members must have their responsibilities and mandates clearly defined, so as to reduce the interference and conflict potential between committee members. IT must be fully understood that all Committee and Association members are to be treated with respect and consideration and behaviour which breaks the acceptable Code of Conduct between persons is unacceptable and may lead to the requested resignation of the person concerned, whether he/she be a committee member or otherwise.

1.6.2 Duties of the Chairperson

- a) The Chairperson will do his utmost to ensure that all the affairs of the Association are being managed and are being attended to in a manner which will achieve and fulfil the “objectives” of the association.
- b) The Chairperson shall ensure that Annual Budgets for the Association are prepared by the Treasurer. The Committee will discuss and approve these Budgets before they are presented to the Association Members for acceptance. These Budgets will be completed and be issued for approval prior to the third week of May of each year, and must be published in the SAMAA Newsletter for comment by the Association Members.
- c) The Chairperson will not allow the Association to be committed to any unreasonable additional debt or costs other than those, which have been provided for in the Annual Budget, without the consent of the Association Members.

- d) The Chairperson will ensure that all fees, outstanding debts or costs incurred are paid or collected timeously. This does not empower him to authorise unbudgeted payments. But miscellaneous and reasonable expenditure may be authorised.
- e) The Chairperson will ensure that an audit for compliance with the Constitution and its' Appendices, be carried out annually by a competent QA, or QC. Auditor. He shall also ensure that all non-conformances recorded are rectified as soon as possible.
- f) The Chairperson shall ensure that all Committee Members who have portfolios, have produced the guidelines required and are running these portfolios are following the guidelines and are performing in a manner acceptable to the Association.
- g) The Chairperson is to ensure that an Association newsletter is issued regularly and that the Association Members are kept updated on Association related matters and any pending on-going problems.
- h) The Chairperson is the mouthpiece and coordinator of all the SAMAA activities. It is his responsibility to ensure that the affairs of the Association are properly managed.
- i) The Chairperson will be responsible to ensure that over and above his many other duties not detailed in this document, the following functions are carried out:
 - (i) The Chairperson will arrange each portfolio holder to report on his progress and achievements to date at the Management Committee Meeting. (A copy of this report should be available to those present at the meeting).
 - (ii) The Chairperson ensures that all grievance and disciplinary complaints are attended to in accordance with the procedure set down in Appendices to the Constitution.
 - (iii) The Chairperson ensures that the Association records, files, archives and policies are in safekeeping during his term of office.
 - (iv) The Chairperson keeps contact with the Aero Club of S. A. and ensures that all agreements are observed.
 - (v) The Chairperson ensures that contact is maintained (with Aero Clubs' knowledge where applicable) with the relevant Government and Sporting bodies in the country.

1.6.3 Duties of the Vice Chairperson

- i. To assist the Chairperson wherever possible.
- ii. Attend social/Association functions with, or on behalf the Chairperson.
- iii. Head up investigations and enquiries if so requested.

- iv. Attend if so requested, meetings of Sub-groups or Sub-Committees to ensure a reliable report and feedback to the Chairperson.
- v. Ensures that proper arrangements and publicity for all competitions, air shows and displays are in place and followed.
- vi. Ensures that all Association activities are done in conformance with the Association Constitution Rules, Regulations and Appendices.
- vii. Take over the chair or otherwise all functions and duties of the Chairperson in his/her absence.
- viii. Resolve problem matters related to model aircraft flying matters.

1.6.4 Duties of the Treasurer

- (a) Ensure that all Membership and other Invoices are sent out and that all subscriptions and fees are collected from the members and banked.
- (b) Ensure that an up-to-date account register of all Association Members is held.
- (c) Ensure and Maintain in up-to-date condition, all the financial records and accounts of the Association. This will include but not be limited to the Receipt Book, Cash Book General Ledger and bank accounts.
- (d) Prepare a Budget in February of each year reflecting the projected Income and Expenditure for the forth coming year, and calculate and propose the membership fees for the year and have these accepted by the Management Committee prior to the Budget being issued in the newsletter to the Associations Members.
- (e) Prepared a Budget spread sheet showing predicted Income, Expenditure, Cash flow and Bank balance on a monthly basis.
- (f) Ensure that the expenditure of the Management Committees is controlled and is in accordance with, and does not exceed the Budget allowables.
- (g) Compile and issue monthly financial statements to all Committee Members before the Meeting and have them approved at the next Management Committee Meeting.
- (h) Ensure that all payments due ,accounts or debts incurred by the Association are authorised and accompanied by the relevant authorising documentation before payment is made.

- (i) Ensure that Audited Financial Statements are prepared at the end of each financial year ,issued to and approved by the Management committee.
- (j) Ensure that these approved Audited Balance Sheets are issued to the Association Members via the newsletter.
- (k) Ensure that all monies received by the Association are receipted and deposited with such commercial bank or institution as the Committee may decide on from time to time. All payments made shall be made by Electronic Bank transfer or by cheques drawn on these accounts. Interest from these accounts should be maximised.
- (l) Sign cheques or money transfers in conjunction with the Chairperson or Vice-Chairperson, both of whom in addition to himself will have signing powers (provided he is an elected Committee Member).
- (m) Signing powers shall be such that no transfers or cheques will be issued without the agreement of the Committee, unless such transfers or cheques are for agreed or standing invoices, monthly or annual payment ,or budgeted items in which case they may be handled electronically

Notwithstanding the above, a list of payments made or cheques issued together with all other relevant information will be produced and sent out to Committee Members for acceptance at the following Management Committee Meeting.

- (n) Ensure that any cost incurred outside those budgeted for, shall be raised at the monthly Management Meeting and approved by a majority vote of the Management Committee members before being paid.
If the amount is substantial the Members of the Association shall be informed of this variation in budget and expenditure as soon as possible thereafter.
- (o) **No payments** will be made if there are no funds in the current account, and the Money market or feeder account has been exhausted.

Overdraft facilities will only be used after Management Committee`s permission has been obtained.

1.6.5 Duties of the Honorary Secretary

- (a) The Secretary shall take minutes of all Committee and Management Meetings and issue and circulate these as required.
- (b) The Secretary will ensure that such notice and information as is required and is deemed necessary by the Committee is issued to the members.

- (c) The Secretary shall set, confirm and circulate the dates for the management committee meetings and shall ensure that the agenda and information for the forthcoming meeting is timeously issued.
- (d) The Secretary ensures that copies of all relevant minutes, correspondence and other documentation, is sent to the Main Office and retained in the Association files.
- (e) The Secretary issues notices, as required, to the last known address of all Association Members. (through the Main Office facilities)
- (f) The Secretary ensures that the Association Rules, Policies and Procedures are updated, observed and followed.
- (g) Ensure that the Administration and Association affairs are run in an approved and acceptable manner.
- (h) Shall ensure that the Aero Club requirements are complied with and kept up to date.
- (i) Shall assist the Public Relations Officer whenever possible by giving the Association public exposure. He will assist with fund raising and sponsorship where possible.
- (j) Will ensure that the 3rd Party Insurance Policy is kept valid
- (k) Shall assist the Association Members where possible by giving information, answering queries and providing the relevant forms or paperwork as required. (through the Main Office facilities)
- (l) May be called upon by the Chairman to assist him in resolving problems ,by sending out relevant correspondence, by performing general duties as required to further the objects of the Association.

1.6.6 Duties of the SAMAA General Manager

Duties of the General Manager will include but are not limited to the following:

- (a) He will devise a system to receive all mail of the Association and will record, receipt, date and number stamp all correspondence received and distribute and circulate copies of the correspondence, e-mails and faxes and minutes to the relevant parties (see clause 2.2.1). He will further ensure that all correspondence is duly acknowledged and answered.
- (b) All correspondence received will be put in a monthly file (Letters, faxes or otherwise not e-mails). These files will be available for scrutiny at the SAMAA office by any Management committee member.

- A system for distribution of e-mails to the relevant Management committee members must be devised.
- (c) He will keep the Data Base of all the Association members updated, process applications for membership or renewals, send out reminders for payment and issue paid up Association Members their membership cards.
 - (d) The General Manager will Issue such notices and information to Members as is required and is deemed necessary by the Committee.
 - (e) Ensure that the newsletters and notices, as required, are sent to the last known contact address of Association Members.
 - (f) Ensure that the Association Contact persons, Membership forms, Minutes, Newsletters, Notices Rules, Safety Rules, Operational Policies and Procedures are kept up to date, and on the SAMAA Website, and are available to all members and clubs (at a nominal cost), and where possible check that they are used.
 - (g) Ensure that the appropriate SAMAA forms are made available and issued to clubs, members and groups who need information, to register, record, or apply for permission for any event or activity, proficiency or Club Registration, and after the receipt of the forms, process these requests, in the manner set out in the procedures.
 - (h) Shall assist the Association members and clubs where possible by giving information, and sending out the relevant correspondence.
 - (i) Ensure that the Administration of SAMAA is run in an approved and acceptable manner and perform general duties as required to further the objectives of the Association.
He further will inform Management immediately of any problem or potential problem he becomes aware of.
 - (j) Shall receive the Agenda, Minutes of Management meetings ,reports and financials and issue and circulate these timeously as required for the meeting.
 - (k) Be involved in all matters handled by the SIG Representative and the other portfolio holders and where necessary take and action decisions made at these meetings.
 - (l) Shall arrange dates for Portfolio and Sub-Committee meetings and shall attend same.(activity calendar)
 - (m) Will take minutes of meetings and Portfolio Sub-Committee meetings (under special circumstances.)
 - (n) Will circulate copies of all Portfolio Sub-Committee minutes to all the members of the Sub-Committee and Management Committee for information and action.
 - (o) Shall ensure that the Aero Club requirements are complied with and kept up to date. (CAA approvals to be channelled through RAASA and copied to Aero Club)
 - (p) Will ensure that the 3rd Party Insurance Policy is kept in force, and will obtain the required information from the Members, and inform the Insurance broker and Management of any claim, or pending claim. He will assist the members, so as to ensure that any claim can be expeditiously handled.
 - (q) Shall assist the Association Members where possible, by giving information, and sending out relevant correspondence and performing general duties as required to further the objects of the Association.
 - (r) The General Manager will receive copies of proficiency tests performed, will check the information received and will enter results onto the Data base. All proficiencies received requesting Instructor judge status should be circulated to the sub committee members and discussed, before issuing the member with the appropriate badges and certificates.
Any queries, or incomplete test forms must be referred back to the Chairman of the club concerned for clarification and on receipt of a Satisfactory response, processing the award.
 - (s) Will hold a petty cash balance to pay for incidental office consumables. Petty cash slips will be submitted to the Treasurer /bookkeeper for inclusion in the monthly balance sheet. Any cash received from subscriptions or other sources by the office, will be deposited in the bank.
 - (t) The General Manager will ensure that a EBT(Electronic bank transfer) list, as well as a file containing all invoices and items for payment that month, will be available in the office, by the 20th of the month, for signature and authorisation by the Treasurer, and from other approved signatories, before the Bank transfers are scheduled for payment at the bank. These EBT schedules will be updated to reflect the date that payments were recorded on the Bank statements.
Only under special circumstances will early payments, or non scheduled payments be made.
The General Manager is responsible for communications with the bank on SAMAA related matters.
 - (u) The General Manager will ensure that all correspondence, minutes, documents and other relevant information is “backed up,” filed and retained, together with all the Associations previous records, in a secure central filing system which shall be known as “The Archives” (see item

1.7.7 (h))

- (v) On receipt of an Event, Display, Airshow or fly-in request, ensure that all relevant information is received, and there after immediately circulate the information to members of the Display sub committee and Insurance broker, and if necessary the Aero Club for comment, authorisations, conditions and approval. Thereafter inform the applicant of the outcome, approval and conditions attached, if any.
- (w) Will ensure that the bookkeeper is accommodated in the office, and that he/she is given and has access to all records and information required, so as to be able to perform his/her duties satisfactorily.
All financial records and ledgers are to be safely stored at night in lock up Cabinets. Ledgers and other financial records and documents, should not leave the office, except at audit time. Payments schedules, and signatures as required in (t) above are to be obtained or produced.
Trial balances are prepared and issued to management monthly.
Ensure that the petty cash is controlled and ensure that the year end financial documents are sent for Auditing timeously.
- (x) All applications for Club and flying site registrations received are to be Checked for completeness, before being tabled at a Club Registration sub committee meeting for discussion and approval. Thereafter inform the applicant of the outcome.
- (y) Will ensure that all office work, and issuing of Membership cards, is kept up to date, that all queries from, and dealings with the membership requests are expedited, ensure that subscriptions received are receipted, and further will advise management immediately, with recommend remedial action, as soon as a backlog in office work is identified.
- (z) The General Manager will maintain an up to date record of all hours spent on other work, including time off and holidays, and ensure that these times are charged out, and in the case of holidays approved by the HR Manager before any leave is taken.
- (aa) Perform any other tasks, which are SAMAA related, as requested from time to time.
- (ab) Will keep updated, and submit to management, on a monthly basis, on spread sheet type schedules, the following information;

Membership. A spread sheet table, summarising on a monthly basis, by category, the SAMAA membership numbers for the previous 2 years.
The table will further show, the number of payment received, the number of renewals processed and issued, the number of new

Members signed on and the number of non renewals.

- Event Applications.** List the Event/Display applications received, details of the events Actions taken and status of the application.
- Club Registrations.** List the Club Registration requests, details, information and recommendation.
- Proficiency tests.** List the proficiency tests processed; with club names, merits obtained, and members name.
- Correspondence** Summary of incoming mail, e-mails and faxes received, detailing the number received in, categories of membership, proficiency, information, displays, problems and other, and number answered.
- Insurance** Note and record any accidents, potential claims or insurance claims received during the month. Report on the progress of outstanding insurance claims.
- Newsletter** Ensure that the newsletter editor is sent a schedule of the advertising payments made on a daily basis, and the age analysis of the account payments is sent every two weeks.
Monthly statements for Advertisers will be generated by the Bookkeeper for transmission to the advertisers. .

1.6.7. Duties and Functions of other Management Committee Members

As was stated earlier the Members of the Management Committee are nominated and elected so as to ensure that the whole spectrum of Aero modelling is represented and to achieve this each Committee Member is entrusted with overseeing and representing a number of functions or portfolios within the organisation

As a starting point, like functions and activities have been grouped under one Committee member. This grouping may need to be altered by the Management Committee from time to time as is seen fit.

Below are listed the functions or portfolios to be represented and supported by the Management Committee and its Members if SAMAA is to achieve its Objectives: -

(a) Fund Raising.

To get the best return from the Fund Raising Organisation it is seen as essential that only one Committee is established for the Association

This Committee would be responsible for organising and raising funds from at least the following sources: -

- Air shows
- Displays

- Sponsorships
- Donations
- Bequests
- Sales
- Raffles
- Publicity
- Advertising
- Wall of Remembrance

Obviously in the case of Air shows and Displays the SIG Competition Directors and the Safety Office would be involved.

It was considered, that as this fund raising was initially to financially assist the South African Pilots to fly in International Competitions, logically it should be arranged that the Specialist Interest Groups should be active in participating and assisting with the raising of this money.

It is also likely that the club which Hosts an Air show or Display would require a cut of any profits

(b) Aero Club Representative.

Presently the SAMAA Representative at the Aero Club Meetings is the Chairperson. This may need to change as we are entitled to 1 representative at Aero Club Meetings for each 1,000 members.

There is presently no Aero Club representative, but the Aero Club General Manager is the contact person providing advice and a link with the Aero Club of S.A., (especially in the field of FAI licenses) CAA Contacts, Government Contacts and the Development and Transformation Organisations.

It should be noted that all contact with the Aero Club should be through the SAMAA Chairperson on the SAMAA Committee.

(c) Public Relations

This position is one of the more important posts on the Committee as it covers the promoting and selling of Aero modelling and Model flying to the general public of South Africa.

Its aim, amongst other important factors, is to promote the hobby, give the hobby exposure to the public, to try and encourage members of the public, model enthusiasts, model flyers and others who are not members of the Association to join the Association, thus helping to increase the membership and indirectly the power and presence of the hobby.

The function and Duties include, but are not limited to, the following:

- Youth Exposure.

- Schools and youth group.
- Education packages.
- Development, Transformation and exposure for the disadvantaged.
- Recruitment.
- Advertising.
- Publications.
- Publicity.
- Newsletter (Editor).
- Queries.
- Information.
- Handouts
- Junior Competitions
- Fun fly events

Again Committees and Sub- Committees would need to be set up to handle the large quantity of work involved.

(d) The Inclusion of a Queries and Information Centre

The inclusion of a Queries and information Centre is fairly important as good advice and help to interested persons at an early stage will help the Association retain potential members by successfully teaching them to fly and get involved in the hobby. This office is presently the General Manager's responsibility.

(e) Transformation and Development

A fully organised Development and Transformation Committee needs to be established, as the future of competitive flying is dependant on this organisation.

The principle of including and involving the youth through educational facilities and through schools must be actively perused and be made known to the public and Government.

(f) Safety Director

This portfolio of safety is presently being 'side streamed' with statements like "each club has its own rules", possibly a true observation but one which is unacceptable.

Safety and compliance with safety criteria must be made a prime objective of the Association.

A bad accident or a death in our hobby or sport becomes headline news and the adverse publicity can and will set the hobby back drastically.

Realistically the Safety Rules are common sense, but they do require that members be more thoughtful and considerate and stop showing off.

If one remembers that a model aircraft of over 100 km per hour has many times as much energy as a bullet from a handgun, maybe it make sense that rules are available and are enforced by SAMAA and clubs.

Hand in hand with the safety aspect go the following: -

- Registration of flying fields
- Training of pilots
- Proficiency
- Inspectors
- Insurance and Insurance Claims
- Frequencies
- Noise
- Application and education on safety issues
- Enforcement of safety
- Disciplinary Matters
- Updating safety Rules

The one point often overlooked is the link between Safety and Insurance. If one considers that, at least 85% of the SAMAA Membership is as a result of the “third party insurance” offer, it is essential that this insurance aspect be properly managed, and a service be provided to help members with their claims.

It must be clearly stipulated and issued to the Association members that if they do not comply with certain basic Safety Rules and an accident occurs, they are solely liable for all costs and for the legal consequences which may follow.

Accident reports and frequency interference are presently being ignored but are part of the duties of the Safety Director

(g) Competition Co-ordinator (Possibly SIG Representative).

This portfolio is for the most part related to competition and to those involved in Competitive flying at National and International level.

This position will include involvement with all displays and Air shows as the Contest Co-ordinator will organise all flying functions, to ensure that all Competitions and Air shows are properly organised and run so as to give maximum exposure of the hobby.

The sub-Committees under this Committee Members include: -

- Competition Rosters
- Competition Advertising
- FAI Delegates

- Air show and Display coordination.
- Judges
- Contest Directors
- Local and National Competitions
- Allocation of Awards.
- Travel Fund

Obviously the Competition Director is required to involve the Safety officer and the Public Relations Director in his organisation when public displays or flying is involved.

(h) Archives

This is one of the more onerous but important functions on the Committee, as it involves finding, collecting, indexing, recording, registering and filing all the past and present records of the Association and thereafter issuing the documents and data when requested to the Association members or Committee members.

This function must fall to the General Manager and his administrative staff. Amongst the documents to be collected and filed are: -

- Minutes
- Newsletters
- Correspondence
- Administration functions
- Registration of Clubs
- Registration of Members
- Insurance
- Liaison
- Invoices
- Club Details
- SIG Details
- Records
- Rules
- Specifications
- Data
- Financial records
- Accounts
- Payments
- Balance sheets
- Financial statements
- Grants
- Aero club
- CAA
- CIAM
- Government

- Distribution of information
- Fundraising
- Proficiency Records
- Membership Lists
- Safety Rules and Regulation
- Policies and Procedures

Documents and rules, procedures, policies, etc. should be available on request.

(i) Other Duties

The obvious duties have been covered in the above write up, but there is still dozens of duties and functions required of SAMAA which have not been addressed, here are some of them:

- Membership
- Fees
- Disbursement
- Sub-Committee Directives/ Policy
- Government policies
- Directives
- Bulletins
- Constitutional Changes
- Problems and problem solving
- Fields and assistance with acquisition
- Loans /Advances
- “Think Tank”
- Insurance
- Affiliations
- Policies
- Perks
- Discounts
- Office Management Space
- Staff Selection
- Short and Long Term Objectives
- Museum / Hall of Fame / Library
- Newsletters
- Club Registration
- Club Involvements
- Dealer Interactions
- Handling Technical Issues
- Frequency Control
- SIG Interaction
- Control of Model Aircraft in S.A
- Coordination of Clubs for Control
- Keeping members happy!



(a) Types of Sub-Committees

As outlined in section 4.6 of this document, two distinct types of sub-committees are proposed. These being:

- standing sub-committees
- ad hoc sub-committees

Both of the above sub-committees are appointed by the Management Committee to assist them with their workload.

Standing sub-committees will be formed to either assist Portfolio holders or as advisory groups to resolve specialist model aircraft-related issues as and when they arise. Examples of these are Constitutional queries, updating or producing new procedures for the Operations Manual etc.

Ad hoc sub-committees are appointed by the Management Committee to research, investigate and report back on a specific model aircraft-related issue. An example of this would be the investigation into the control of Park Flyers.

(b) Formation of Sub-Committees

The Management Committee will, as required, appoint an Association member to set up and chair a sub-committee to assist, research, investigate or run a section of its work.

The appointed member will then find suitable volunteers or specialists, if necessary, to form his sub-committee.

This sub-committee will meet, as often as required, and attend to the matter to be addressed.

(c) Operation of Ad Hoc Sub-Committees

- The sub-committee shall meet as soon as practical after their appointment to discuss and agree on strategy to resolve the query or problem and will obtain the required information and delegate tasks to its members.
- Meetings will then be held until a proposed solution has been agreed upon.
- The sub-committee will then prepare a draft report for circulation by the General Manager to the Management Committee prior to the Committee meeting at which the report will be presented for discussion.
- Following the presentation, a decision or ruling will be made by the Management Committee.
- The sub-committee will act on the decision or ruling made and produce a final report for acceptance by the Management Committee and/or for possible action or incorporation into the procedures or policies of SAMAA.

- f) When the report is accepted and the work completed, the sub-committee will be disbanded.
- g) The Reports produced will be sent to the General Manager for recording and filing.

(d) **Operation of Standing Committees**

Bearing in mind that 2 types of standing committees exist,

- i) the normal standing sub-committee and
- ii) the Portfolio standing sub-committee.

These two sub-committees need to be considered separately.

- i) The normal standing sub-committee (ie. The one which handles Constitutional or operational matters) will operate in a very similar manner to the ad hoc sub-committee in that they will be given a specific problem to address and when they have reported back to the Management Committee on that matter, they will stand down until another specific problem related to their expertise is raised.
- ii) The Portfolio sub-committee is an active sub-committee as it will be their function to do the everyday running of the Portfolio holders' duties.
 - a) The Portfolio sub-committee will normally be headed by a Management Committee member or, in some cases, by a co-opted member, and it is this member who will report back on a regular basis to the Management Committee.
 - b) This Portfolio sub-committee has an ongoing responsibility, which will probably require member involvement and general contact with the Association members.

(e) **Composition of the Sub-Committee**

- a) An ad hoc sub-committee will be made up of:
 - * A Management Committee appointed co-ordinator
 - * at least 2 other members, chosen from the SIGs or membership who preferably have a knowledge of the subject to be addressed
- b) The above composition applies to a normal standing sub-committee
- c) A Portfolio sub-committee will be composed of:
 - * a Management Committee member
 - * the General Secretary
 - * at least 2 other SIGs or ordinary members

The sub-committee in (a) and (b) above will be required to keep minutes of their meetings and to submit regular reports on their progress to the Management Committee at every management meeting.

The Portfolio sub-committee minutes will be taken by the General Secretary.

(f) **Duration of Service**

- a) Ad hoc sub-committees will be appointed to do a specific job and will thereafter be disbanded.
Should their term run beyond the AGM, they will require re-appointment.

- b) Standing sub-committees will be appointed when a newly-elected Committee is instated and will serve with that Committee until the following Election. All standing sub-committees must be ratified at the meeting following the non-election AGM on an annual basis.

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