THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION

Operations Manual

SAMAA POLICY ON SPECIAL INTEREST GROUPS (SIGS)

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PR 07

Management Committee
and SIG Approved

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PR07

SAMAA POLICY ON SPECIAL INTEREST GROUPS (SIGS)

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This document forms part of the SAMAA Manual of Procedures. It is to be used by SAMAA Members and Registered Clubs in all activities associated with the flying of model aircraft in the RSA.

1. Purpose

This Policy is an extension of PR06, but is specific to a SIG.
Any group of SAMAA Members who wishes to form a Special Interest Group to represent a type of Model Aircraft Flying may form a separate entity within the Association and receive registration and recognition.
To achieve this Objective they will need to apply to the SAMAA Management Committee through the General Manager for registration, and must provide the Committee with the following information:

2. **Application**

(a) The recognition of a SIG may be given to the group by SAMAA, provided SAMAA believe that registering the SIG, will add value to the Association, and further that certain information is provided to SAMAA , and conditions as set out in this procedure are complied with. It must be fully understood that the SIG functions under the Auspices of SAMAA and is operating as an Interest Group in term of the Constitution

(b) Applications should be sent to the General Manager, at the SAMAA office. At least 28 (twenty eight) days prior to the relevant Management Committee Meeting,

These applications must include the following information: -

- SIG Group Name
- Reason for Formation
- Objectives
- Constitution
- List of members
- List of office bearers
- Fees to be levied or charged
- Funding required

Once the Specialist Interest Group has been accepted by the Management Committee then the Specialist Body is required to comply with the following conditions thereafter: -

- Subscribe and adhere to the Objectives of SAMAA
- Development and maintain Safety and Rules for their SIG
- Manage their own affairs through a committee
- Ensure Regional participation for their discipline
- Ensure membership is open to all SAMAA Members
- Run their own finances on a non profit basis
- Ensure SAMAA is kept updated and informed of all activities, correspondence, results and grievances.

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3. **Duties And Responsibilities Of SIG**

(a) Every member of the Specialist Body who flies or acts as an organiser shall be a SAMAA member

(b) Full membership details as well as a budget and estimate of requested funding for the Specialist Body, for the following year, shall be sent to the SAMAA General Secretary by September 30st each year.

(c) The Specialist Body Members shall elect a Committee to manage their SIG. This committee is to have at least five Elected Officers, Chairperson, Secretary, Treasurer , Competition/Events and Regional delegate Manager.

(d) The Officers are to be nominated and elected by the members.

(e) At least six meetings plus an Annual General Meeting shall take place each year.

(f) Ordinary members may attend Committee Meetings as observers but they will have no input to the proceedings.

(g) Items included on Specialist Body Meeting Agenda shall be:

i. Fund raising, including obtaining sponsors, organising Air Shows, Displays, etc.

ii. A development plan to expand their discipline activities to a larger section of the flying members.

iii. A Transformation and Development plan.

iv. A method of communication to keep their members informed of progress.

(h) Minutes of all meetings held shall be sent to the SAMAA General Manager within 28 (twenty eight) days of the meeting

(i) A representative of the Specialist Body may attend the relevant Management Committee Meeting at the Specialist Body's expense

(j) The Specialist Body's Chairperson will be required to attend at least 4 SAMAA SIG meeting a year, and together with the other registered SIGS, vote for a Representative who shall be known as the "SIG Representative" and who will Co-ordinate all SIG group activities and will represent the SIG groups on the SAMAA Management Committee.

(k) Technical Sub Committee
Each SIG Committee shall be responsible within its specialisation to appoint a Technical Group (hereafter called the Technical Committee) to attend to the following duties:

1) Prepare a list of Competitions for the year, locating suitable fields and ensuring that permission is obtained from the CAA through SAMAA office for additional height needed to fly the schedule at such Competitions .

2) Review, and keep updated on the SAMAA website their SPORTING CODE, SIG rules affecting its specialisation, and posting of results.

3) Constantly review safety requirement and environmental effects of models within its specialisation with particular reference to the safety and compliance with CAA Regulations in existence.

4) Recommending to the Management Committee, representative teams for World Championships based on competition performance and availability..

5) Recommending to the Management Committee SIG Representative, the allocation of SAMAA Trophies and accepting, together with the Public Relations Officer on the behalf of the SAMAA new trophies, relevant to their particular discipline.

6) Propose and initiate Raising Funds for South African Teams

7) Recommending to the Management Committee, SIG Representative, International Judges and Experts., and CIAM representative.

8) Propose ways of expanding the Specialist Group Activities and categories to attract and introduce new members into the Specialist Group, so as to open Competition to those members and, to ensure the health and growth of both the group and the Association.

[Sunday flyers do get bored with just flying in circles and should be given the opportunity to compete.]

4. Area Delegates

A Specialist Body representative will be appointed to co-ordinate the activities of the SIG in each Area or Region in South Africa where their Group is represented.

This Representative will automatically be on the SIG Sub-Committee under the direction of the Chairperson of each SIG

5 Competitions

(a) Competitions are to be organised by the Specialist Body, these shall be open to all SAMAA Members provided the Member complies with the SIG's rules

(b) A Competition Calendar will be produced by each SIG and Co-ordinated at a Technical Committee Meeting with the other SIGS This Calendar will then be sent to the editor of the SAMAA News for inclusion in the Newsletter.

(c) Competitions shall be held at SAMAA registered Flying fields, and the SIG management is to negotiate with the relevant Club for the use of their field, for the period required.
It is to be understood that the SIG Management is fully responsible, during this period of tenure, for the SIG`s compliance with, and enforcement of, the SAMAA MOP`s and the Clubs Rules, Regulations and Restrictions.

(d) The Specialist Body will arrange Team Trials (if applicable to the SIG) and recommend the names of the International Team members to the SAMAA Management Committee for ratification.

(e) The Specialist Body will also recommend a Team Manager, who will hold SAMAA Membership.

(f) The specialist Body will recommend to the Technical Committee any rule changes for consideration and incorporated into the SAMAA or SIG rules.

(g) The Specialist Body should submit names to the Technical Committee for the FAI's Judges and Technical Experts Register.

(h) The Specialist Body will be responsible for organising, running and financing of events within their specialist group for and on behalf of the SAMAA. These events will include the National Championships. (To which event SAMAA may contribute if requested, and if finances allow)

(i) The Specialist Body will send the results of any contest to the SAMAA General Manager's Officer within the three (3) weeks of the event taken place.

(j) The SAMAA shall send a representative to CIAM/FAI Meetings. This representative will have meetings with all the Technical Committees of the Specialist Interest Groups to obtain information and queries for CIAM Meetings and on his return the representative, will inform the Specialist Bodies of the outcome of such meetings.

(k) Each Interest Group, will have a "sporting code" booklet which sets down details of how the SIG is to be run, and the Rules, model restrictions and any other information relevant to the operation / flying of their SIG discipline.

(l) Close liaison with other Specialist Bodies and the SAMAA Management Committee is essential and should be maintained diligently by the SIG.

6. <u>Finance</u>

(a) The SIGS will be responsible for the administration of their respective Finances and Competition funds.

(b) Each Competition fund will be shown as a separate amount in the SIGS end of year accounts.

(c) The monies obtained from fundraising and sponsors will be itemised.

(d) The Specialist Body will send an Annual Report and a Financial Report to the General Manager of SAMAA at the end of each financial year.

KFN