

2.0 ADMINISTRATIVE GUIDELINES AND PROCEDURES

2.1 Minutes

a) **Handling of Minutes**

Draft minutes of the SAMAA Management Committee shall be prepared under the supervision of the Secretary and, within eight days of the meeting, shall be sent to the General Manager. The General Manager will immediately forward a copy of these minutes to the Chairperson for approval.

The meeting Chairperson must return the draft to the General Manager at the main office within six days and then these minutes will be circulated to all Committee Members within twenty days of the meeting.

When distributed, the minutes shall be regarded as provisional until adopted by two Committee members at the next Committee meeting.

The ratified minutes are then signed, by the Chairperson of the meeting and form the official record of the Committee's proceedings.

A note that the minutes have been ratified and signed should be incorporated at the top of the minutes and the General Manager shall maintain a master set of these minutes for the archives.

b) **General**

Minutes shall be distributed to all persons present at the meeting as well as to those Committee members who tendered their apologies.

Extracts of individual items of general interests should be put into SAMAA News and Club Bulletins and newsletters.

A full set of the minutes shall be placed on the SAMAA Website.

The minutes of the Committee meeting should be such that sufficient detail is contained therein to enable reference back at a later date to reveal the reasons behind the decisions taken.

The pro's and cons of an argument or discussion would normally best not be linked with the names / posts of the individual participants, unless they particularly request it.

At the end of each item the Chairperson should seek to give a summary of the discussion and points to be recorded, thus assisting the minute taking and permitting

others to agree or dissent from that summary. The precise wording of proposals and amendments must be recorded in full.

An Action column should be incorporated in the circulated minutes.

The minutes should be written in the past tense.

The procedure for sub-committee minutes is set out in section A6 (Sub-Committees) of this document.

2.2 Correspondence

2.2.1 **Incoming**

- a) All incoming mail, faxes, e-mails or correspondence will be received, recorded and filed by the SAMAA office. Mail received by Management Committee members which is related to SAMAA business will be sent to the SAMAA office.
- b) All incoming mail will be put into an office file for Management Committee members' perusal (see Duties of General Manager: 5.5.5(a))
- c) Any correspondence, e-mail or fax received which could bring the hobby, Association or SAMAA into legal action or disrepute, or which is critical to SAMAA's actions, will be circulated to all Committee members for comment and discussion at the next Committee meeting under agenda item 4.
- d) Copies of all minutes will be sent to the General Manager for filing and distribution.

2.2...2**Outgoing**

- a) The General Manager shall ensure that sufficient supplies of the formal letterhead are available to all Committee Members, and any one who is involved in SAMAA business.
- b) SAMAA letterheads must be used for SAMAA business only. **Under no circumstances** may it be used for personal or private purposes whether connected with model flying or not.
- c) Use of the formal letterhead should normally be restricted to correspondence outside the society and to important 'internal' correspondence e.g. to Registered Clubs.
- d) At this point in time all letters on SAMAA letterheads will be signed by the Chairperson or Vice-chairperson and a copy given to the General Manager at the SAMAA office for filing. This directive may change at some later date.
- e) Supplies of Internal Memorandum paper are available from the

General Manager for routing internal correspondence.

- f) All correspondence received by SAMAA will be acknowledged and Answered.

2.3 AGM and AGM Preparation

- a) Each year, an AGM is held towards the end of October.

Since the amended Constitution was adopted in 2005, the elected term of office of the Management Committee members is now 2 years. This means that there are two types of AGM:

- 1) The main AGM is the one at which the new Committee members, both elected and nominated, are ratified and begin their 2 year term of office on the Management Committee and
- 2) The Intermediate AGM, where the AGM is a formality to comply with the Aeroclub's Articles of Agreement and is in the forum for a feedback to the members, and where the members can raise points for discussion.

With this in mind, the Election-year AGM is the one of importance and the many activities associated with this AGM need to be performed and completed, in some cases months prior to the AGM.

- b) The formal notice of the AGM with an Agenda must be issued to all Association Members at least 21 days before the date of the meeting (usually in the Newsletter) and this notice must include the time and venue for the meeting. It must also be accompanied by any relevant information needed by the members to make proper decision at the AGM.
- c) The Committee is responsible for ensuring that the following reports are available at the AGM:
- i. The Chairman's and General Manager's Reports
 - ii. The previous AGM Minutes
 - iii. The audited accounts
 - iv. A formal notice of the AGM has been previously correctly issued with an Agenda.
 - v. The Committees' Portfolio Reports
 - vi. The results of the Election for Management Committee members is available for ratification (if applicable to the AGM)
- d) The Agenda for any AGM shall cover at least the following items:
1. Welcome
 2. Chairperson's Report
 3. Previous AGM Minutes and matters arising

4. Financial Report (audited statements, Budget)
5. General Manager's Report (statistics)
6. Additional voting for elected members (if applicable)
7. Ratification of new Committee Members (if applicable)
8. General

It should be noted that there will be no voting at the AGM and that all Elections, nominations etc, will have been done previously by postal vote or by the relevant groups.

2.4 Special General Meetings

A Special General Meeting, other than the AGM, may be called by the Committee or at the request of a certain number of members, provided the request for a SGM has been submitted and is in compliance with clause 21 of the Constitution.

KFN