

## 4.0 MANAGEMENT PROCEDURES

### A. ANNUAL AND SPECIAL GENERAL MEETING

#### A.1. Annual General Meeting

*In keeping with the requirements of the Constitution clause 20, the conditions applicable to the Annual General Meeting will be as follows:*

1. The Annual General Meeting of the Association shall be held at a venue to be decided by the Management Committee, which is available to a reasonable representation of members and during the month of October of each year (unless there are exceptional circumstances beyond the control of the Management Committee).
  2. Written notice of the Annual General Meeting shall be posted to each member of the Association at least fourteen (14) days prior to such a meeting, provided that this notice may be given via the Association Newsletter subject to it being posted at least fourteen (14) days prior to such meeting. If notice is given via the Newsletter, notice will be printed in **bold type** and suitably highlighted.
  3. Such notice shall be addressed to each members last known address and shall contain an agenda and specify the business to be conducted at such a meeting.
  4. At all Annual General Meetings the items noted on the agenda and the business specified will be discussed (for Agenda see AGM in Management section).
  5. Any decisions or recommendation made at an Annual General Meeting which change the policies or procedures of SAMAA will need to be confirmed by a postal vote of the membership.
  6. The applicable controls are set out as follows:
    - i) A quorum for an Annual General Meeting shall be those members present.
    - ii) The Chairperson of the Association shall be the Chairperson of the meeting and, in the event of his absence, the Vice-Chairperson will act in his stead. Should both be absent, the meeting shall appoint a Chairperson.
    - iii) In case of an AGM, the Chairperson, or a Management Committee member of the meeting and all office bearers shall remain in office until the conclusion of the meeting (note: this is every second year) after which the new Management Committee will take over.
- iv) The maximum term of office for the Chairperson, or a Management Committee member, shall be three consecutive sessions (six (6) years).
  - v) All Committee members shall be, and have been, in good standing with the Association for at least three years prior to the election to be eligible for a Committee position.
  - vi) A Committee member shall be a person who, in his own right, is self-supporting, who has an income derived from outside sources and who has volunteered his services to serve the members of the Association.
  - vii) A Committee member shall not be elected to the Management Committee if he could receive financial gain from his position on the Committee.
  - viii) The election procedures for Committee members will be as set down in section 2B of the Operations Policies and Procedures Handbook.
  - ix) The five (5) nominated members, who received the most votes from the postal vote, will be ratified for Committee positions at the AGM after cogniance has been taken of any additional legal votes cast at the AGM.
  - x) A junior member shall not be entitled to vote, nor shall he be eligible to serve on the Management Committee.
  - xi) In the event of there not being a sufficient number of nominations, the Committee – as constituted subsequent to the election, shall fill the remaining vacancies by co-opting additional members onto the Committee.
  - xii) The issue of, and the counting of the votes at AGMs or SGMs will determine whether a decision or resolution will be put out to the membership for a postal vote. No decision or vote taken at an AGM may change SAMAA Policy or Constitution unless supported by a postal vote.
  - xiii) Changes to the Constitution shall be ratified at the AGM or SGM provided the requirements of clause 22 “Amendment of Constitution” has been complied with by postal vote.

- xiv) The dissolution of the Association is not possible at an AGM and requires the process set out in clause 25 to be followed.
- xv) Resolutions made at a properly convened SGM, and which have been confirmed by a majority of Association members from a postal vote, will be ratified at the AGM.

**A.2. Special General Meeting**

*In keeping with the requirements of the Constitution clause 21, the conditions applicable to the calling and conducting of a SGM will be as follows:*

1. A Special General Meeting of the Association may be called by the Management Committee at any time it deems it necessary or expedient and shall, if at least one hundred (100) members request it in writing, call a Special General Meeting. This will be held at such time (but not later than two (2) months after the request is received) and place available to a reasonable representation of members, as determined by the Management Committee.
2. At a Special General Meeting, discussions may take place, and resolutions proposed and put forward for acceptance by the members present. These resolutions or proposals, if so requested, will be put forward to the membership for a postal vote.
3. It should be noted that no decision made at an SGM, irrespective of the numbers of the Association present, can change the existing SAMAA Policy or Constitution without a majority or quorum from a postal vote.

**B. ELECTIONS AND GENERAL VOTING**

*To fulfil the election of Management Committee Members and Representatives, per requirements of the Constitution clause 9 and 10, and to accommodate any changes required by the membership at an SGM or AGM, the process or procedure will be as follows:*

- B1.) The process for calling the AGM**
- B2.) The election process for the “Election of the 5 (five) Management Committee members”**
- B 3.) The process for the “Appointment of Representative Members”**
- B4.) The process for a “Change to a SAMAA Management or Operating Procedure”**

**B1) The Process for calling the AGM**

In October of each year, an AGM will be held.

As the Management Committee’s term of service is 2 years, in each second year, the members present at the AGM will ratify the new Management Committee members both “Elected” and “Representative”.

The Constitution requires that each Association member be notified timeously, and at his last known address, of the AGM and of the matters to be discussed.

This will be done by including a Notice and an Agenda in the Newsletter.

**1.) Notification of AGM in September Newsletter Issue**

**Notice is hereby given  
that the AGM of the South African Model Aircraft Association  
(will be held on Wednesday \_\_\_ October \_\_\_  
at 18h15  
in the main Aeroclub Boardroom  
at Grand Central Airport.**

**All SAMAA members in good-standing with the Association are invited  
to attend.**

**Agenda**

1. Welcome
2. Chairman’s Report
3. Minutes of Previous AGM
4. Report by General Manager
5. Vice Chairman’s Report on Finances
6. Additional Voting for Management Committee members to be elected
7. Ratification of Election Results and Announcement of Elected member of the incoming SAMAA Management Committee
8. General

Note: Any member wishing to raise any matter at the AGM under “General” is required to submit a brief write-up to the Chairperson at least 7 days before the meeting.

**B2) Election Process for “Election of the 5 Management Committee Members”**

Per clause 9.1(a) of the Amended Constitution (March 2005), 5 members are to be elected for the Management Committee by the Association members.

To achieve this objective, a set of forms and a procedure have been produced and the dates, times and actions for the process have been set out below:

The steps in the process are:

- 1) **Timing** so as to ensure the results of the election are available for ratification at the AGM in late October
- 2) **Nomination** forms are issued to the members by post, or via the Newsletter, so that suitable and willing members can be identified to serve on the Management Committee.
- 3) **Voting forms** (with unique numbers) must be issued to the members so that the membership may record their choice for Management Committee members.
- 4) **Counting and results** for the final Committee will be established by an independent party from the votes received.
- 5) **Instatement** The five (5) candidates with the higher number of votes will be ratified at the AGM as elected Management Committee members for the following two (2) years. If two or more candidates obtain an equal number of votes, the candidate to be elected shall be determined by lot.
- 6) **Election Procedure**  
This section contains all the notices, forms and instructions needed to successfully complete the Election process.

The above sets out the process in its most simplistic form and it is then up to the General Manager, the Newsletter Editor and the Management Committee to make it work.

**It should be noted that the above election process has been approved by, and will be supervised and certified by, the auditors of the Association.**

To help ensure that the process is successful and meets the requirements, the information which follows must be used and actions and times adhered to.

- 1) **Timing – Programme**  
The cheapest and easiest way for the distribution of paperwork (ie. Nomination and Voting Forms) is via the SAMAA Newsletter.  
If this method is used, bearing in mind that this Newsletter is issued every two (2) months, the following dates are relevant:  
The closing dates for submission of materials for the Newsletter are:  
\* 20 February, 20 April, 20 June, 20 August, 20 October and 20 December.

Should the Newsletter be changed to a monthly issue, the time span for the Voting exercise will reduce dramatically.

The schedule for the Election/Voting Process is as follows:

No.	Activity	Date
1.	Nomination Forms to Newsletter Editor	20 February
2.	Newsletter issued with Nomination Form	20-25 March
3.	Return of Nomination Forms	30 April
4.	Processing Nominations and preparation of Voting Forms and CVs	30 April – 7 June
5.	Voting Forms printed by Newsletter Editor	7 – 20 June
6.	Issue of Newsletter with Voting Forms	20-25 July
7.	Voting Forms returned to Auditors	30 August
8.	Auditing processing period	30 August – 15 October
9.	Results to SAMAA from Auditors	15 October
10.	AGM	Late October

**Newsletter issue dates:** March, May, July, September, November, January

**Newsletters affected:** March, July and September

- \* March Newsletter: to contain Nomination Forms
- \* July Newsletter: to contain Voting Forms
- \* September Newsletter: to contain AGM Notice

- 2) **Nominations**  
The Nomination Form, for nominations to the SAMAA Management Committee, is to be sent out with the March Newsletter. The closing date for return of the nominations is on or before 30 April. Late returns will not be accepted.

The return postal address for nominations is:

*Nominations: Management Committee*

SAMAA  
P.O. Box 1961  
Alberton  
1450

These envelopes will be date stamped by the General Manager/Secretary on receipt but will not be opened.

At the February meeting of the Management Committee, an Election Co-ordinator will be elected. This Co-ordinator will be responsible for the co-ordination of the Election/Voting as well as to ensure that a fair and democratic election is conducted and that each and every Association member shall have a vote. Should it be required, he may form a sub-committee to assist him with the work.

As soon as possible after the closing date for the return of nominations, the Election Co-ordinator will, with the General Manager present, open the nominations, list them and check the nominees and their forms for conformance. Non-conforming nominees will be contacted and informed of the irregularities on their application. Non-conformances which are contrary to the SAMAA Constitution will automatically disqualify the candidate.

3) Voting

This list of nominees, together with their CVs, will be given to the Newsletter Editor by not later than 1 June to give the Editor time to format and prepare the Voting Forms and envelopes for the election of Management Committee members.

These printed Voting Forms (each uniquely numbered), and the pre-addressed envelopes will be included in, or enclosed in, the July Newsletter.

The closing date for the return of these Voting Forms will be on or before 30 August.

4) Counting

The return address will be on the enclosed Voting Forms, or on an enclosed envelope, and will be that of the Association Auditors.

The Auditors will be provided by the AGM with a printout of the SAMAA Association members in good-standing at the date of election.

The validity of the votes will be checked by the Auditors.  
The Auditors will count the votes and send the final information to the Election Co-ordinator by not later than 15 October (in time for the AGM).

The envelope, which contains the election results, will only be opened at the AGM in the presence of the members present.

The Constitution provides for votes to be received from the floor from those members who can prove that they did not receive a voting form.

5) Instatement

The results of the Election will be announced at the AGM and will be ratified by the members present.

The newly-elected Management Committee members will be informed of their election as soon as possible and will be invited to attend the next Management Committee Meeting in November or February.

6) Election Procedure for "Election of Management Committee members"

Included in this section are the draft of Notices to be put into the Newsletter informing the members of the forthcoming event and the Nomination and Voting Forms to be used for either the Election of Committee members or for a change to the SAMAA Procedures/Policies.

- 6.1 a) Nomination Notice for Management Committee members  
b) Nomination Form
- 6.2 a) Voting Notice for Management Committee members  
b) Instructions to Voters  
c) Voting Form  
d) Typical Pre-addressed Envelope

**B2.6.1.a) Typical Nomination Notice and Form for inclusion in the March Newsletter**

**ELECTION TIME  
PLEASE SEND US YOUR NOMINATIONS FOR  
THE ELECTION OF MEMBERS  
FOR THE SAMAA MANAGEMENT COMMITTEE**

Notice is hereby given that Nominations are required for suitable members to serve you (the Association member) on the SAMAA Management Committee for the next two years.

Should you know of a suitable candidate, please approach him or her and have the Nomination Form – which is included in the Newsletter – duly completed, signed and returned to the address given by, not later than, 30 April \_\_\_\_.

Note that only one Nomination per form is allowed and it is an obvious advantage if the person nominated has a knowledge of model aircraft and has previously served on a model flying club committee.

**B2.6.1b) Nomination for Members of the Management Committee**



**THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION**

**NOMINATION OF MEMBERS FOR  
THE MANAGEMENT COMMITTEE**

The SAMAA hereby calls for the nominations from/of Association members to serve on the Management Committee during the term of office \_\_\_\_\_ to \_\_\_\_\_.

In terms of clause 9 and 10 of the Constitution, and the election process approved by the auditor, NOMINATIONS ARE CALLED FOR 5 (FIVE) MANAGEMENT COMMITTEE MEMBERS:

To be valid, each nomination form must be completed, signed and returned as follows:

- the name and signature of the proposer
- the signature of acceptance of the nominee
- the name and signature of a seconder
- the address of the persons concerned
- nomination forms are to be posted to: Nominations: Management Committee, PO Box 1961, Alberton 1450
- nomination forms must arrive on, or before, 30 April of the current year

**NOMINATION FORM**

- I \_\_\_\_\_, the proposer, being a member of SAMAA in good standing, hereby nominate \_\_\_\_\_ to stand for the SAMAA Management Committee.

Signed \_\_\_\_\_ SAMAA No. \_\_\_\_\_

Address \_\_\_\_\_

- I \_\_\_\_\_, the nominee, being a member of SAMAA in good standing, do hereby agree, if elected, to serve on the SAMAA Management Committee.

Signed \_\_\_\_\_ SAMAA No. \_\_\_\_\_

Address \_\_\_\_\_

- I \_\_\_\_\_, being a member of SAMAA in good standing, hereby second this proposal.

Signed \_\_\_\_\_ SAMAA No. \_\_\_\_\_

Address \_\_\_\_\_

Nominees must submit an introduction to themselves giving i) a brief CV ii) an election promise iii) reasons why he/she should be elected: not more than 100 words – for publication in SAMAA News.

**B2.6.2.a) Voting Notice and Form for new Management Committee members for inclusion in the July Newsletter**

**ELECTION OF THE MEMBERS OF THE  
SAMAA MANAGEMENT COMMITTEE**

Included in this Newsletter, you will find  
a Voting Form, a pre-addressed, prepaid envelope for the return of your Voting Form  
and a list of CVs of each of the members standing for the Management Committee.

This is now your chance to elect the member or members that you wish to have  
represent you and look after your, and the Association's, affairs on the  
SAMAA Management Committee for the term of 2 years.

Do take this opportunity to exercise your rights as an Association member  
and vote for the person or persons you believe will  
take model flying into the future.

Please note, you may only vote for up to 5 candidates.

**B2.6.2.b) Voting Instructions for positions on the SAMAA Management Committee**

**1. General**

The Constitution requires the vote for election of the members of the SAMAA Management Committee to be administered and ratified by the auditors. The vote will consist of a postal vote controlled by the auditors, and a floor vote called for at the AGM. The result of the vote will be ratified at the AGM for the SAMAA Management Committee.

Regarding the postal vote, the auditors will ensure that:

- \* The wording of the voting documents requesting the vote that are sent to members does not contain ambiguous or by default language
- \* The voting papers received back from members are original documents: no copies or facsimiles can be accepted

Members in good standing will be allowed to nominate, second or vote for candidates.

Junior members may neither nominate, second or vote.

**2. The Process**

*a) Nomination*

- i) The current Management Committee will call for nominations
- ii) Nominations must reach the Management Committee on, or prior to, the date indicated on the Nomination Form
- iii) To be valid, a nomination must be in writing, and contain:
  - 1) the name and signature of the proposer

- 2) a signature of acceptance from the nominee together with:
  - \* a resume or brief CV of the nominee

- 3) the name and signature of the seconder

- iv) The Management Committee will scrutinize the nomination papers and prepare a list of candidates

*b) Voting*

- i) The list of nominees, together with their resumes or CVs, will be circulated to members by publication in SAMAA News at least 30 days before voting is required
- ii) This will provide members who do not receive a voting paper to request one
- iii) A voting paper listing the names of the candidates will be sent as an insert with the SAMAA News to the last known postal address of each SAMAA member who is entitled to vote
- iv) The voting paper will list the candidates and will contain a set of clear instructions on:
  - 1) How the voting paper is to be completed
  - 2) How the postal vote is to be returned to be valid
  - 3) The date by which it is to be returned
  - 4) Any other information relevant to the voting process
- v) Members must return the completed voting paper in the pre-addressed envelope
- vi) Each voting paper will carry a unique serial number
- vii) Members will vote by marking their choice/s with a cross

**3. Spoiled Documents**

- a) v) The auditors will deem a voting paper spoiled if:
  - 1) The member sent the voting paper in an envelope other than the pre-addressed envelope
  - 2) The member returns the voting paper to another address than that indicated on the pre-addressed envelope
  - 3) The member sending the voting paper was not in good standing or otherwise not entitled to vote
  - 4) The voting paper was a copy or a facsimile
  - 5) The voting paper carried marks other than crosses
  - 6) The voting paper contained more than the required number of votes
  - 7) The voting paper duplicated a serial number already received, in which case the voting paper will be deemed spoiled

**4. Declaration of a result**

*a.1) The Postal Vote*

- 1) The auditors will record and check the SAMAA numbers of all accepted and spoilt voting documents and submit a numbered list, in numerical sequence, to the Management Committee

- 2) The auditors will tally the votes cast on the voting papers and submit the tally to the Management Committee
- 3) The vote tally will include the accepted and spoilt voting papers
- 4) The tally of the accepted and spoilt votes must balance with the total number who voted that appear on the list

**5. The AGM or relevant meeting**

- a.2)
- 1) The auditor's list of SAMAA members whose votes were counted must be available at the meeting for members who wish to scrutinize it to ensure that their vote was counted
  - 2) The AGM will accept additional votes from the floor from a member present who can prove their postal vote was not received
  - 3) This vote will be by secret ballot and each ballot paper must contain the SAMAA number, name and address of the member in order to be counted
  - 4) The floor vote will be compared with:
    - \* the members' list to ensure the member is entitled to vote
    - \* the postal list to ensure there is no duplication with a floor vote
  - 5) The Management Committee will present the postal vote tally at the AGM for ratification

**6. Declaration of result**

- a.3)
- 1) The postal vote tally, together with the floor vote tally, will be presented to the AGM for ratification
  - 2) The result of the election will then be declared ratified by the AGM

**B2.6.2c) Voting Form**



**THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION**

**VOTING FOR MANAGEMENT COMMITTEE MEMBERS**

**Serial No.**

The SAMAA hereby calls for your vote to elect 5 members to represent your interests on the SAMAA Management Committee. This is a confidential vote and only the SAMAA auditors will see and retain your voting paper and no personal information will be disclosed.

This vote, in terms of clause 9 and 10 of the Constitution and the voting paper should be completed in accordance with the following:

**VOTING PAPER**

**Election of five (5) members for the SAMAA Management Committee**

**INSTRUCTIONS TO VOTERS:**

Complete the voting paper and sign it to confirm your identity as the person who has voted. Complete your membership details on the form. To validate your vote, you must personally sign the voting paper. Do not write comments, other than those requested, on the voting paper or make any mark other than a cross when you vote. Do not vote for more candidates than the 5 to be elected. Do not vote more than once for the same candidate. Return the completed Voting Paper in the pre-addressed and prepaid postage envelope. The pre-addressed, prepaid envelope is to be returned to arrive before the close of business on \_\_\_\_\_. At this time and date, the post box will be cleared and no further voting papers will be accepted.

Candidate	Location	SAMAA No.	Vote X

**NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SAMAA NUMBER** \_\_\_\_\_

Incomplete or incorrectly completed voting forms, not abiding with the instructions herein, will be deemed as "spoilt" by the auditors. The auditors' count and decisions will be final and no correspondence will be entered into.

**B2.6.2d) Typical Envelope**  
(Preaddressed and included with Voting Form)

SAMAA ELECTION \_\_\_\_\_  
HBLT Chartered Accountants Inc.  
ASTON MANOR  
1630

### **B3) Election Process for the “Appointment of Representative members”**

#### **Process for “Appointment of Representative Members” to the Management Committee**

##### **B3.1 Constitutionally 4 Representatives are to be Appointed**

This Item sets down who is to be elected and the steps to be taken to elect these Representatives;

- 1) The Representatives to be elected or nominated by their groups are as follows:
  - i) Representatives for the registered SIGs
  - ii) Representatives for the registered Clubs
  - iii) Representatives for the registered Regions ( not presently elected)
  - iv) Representatives for the registered Dealers

##### 2) Process

Each group is to nominate or propose a member or members to be their Representative. The Representative who gets the most votes from the chairpersons or members of that group will be the elected group Representative to serve on the SAMAA Management Committee.

##### Timing

The timing for the selection of Representatives must be such that these Representatives are confirmed and available to attend the first meeting of the Management Committee in November of the year of election or appointment.

This would suggest that the nomination process should start on or before the April Management Committee meeting.

The term of office of a Representative will be two (2) years, but a Representative may stand for re-election for a further term of 2 years.

#### **Procedure For Appointing Representatives to Management Committee**

##### **B3.2 Appointment of Registered SIG and Dealer Representative**

In the case of the Registered SIGs and the Registered Dealers, the groups are already operating and the nomination and voting for a SIG or Dealer Representative to sit on the Management Committee should be fairly routine. The process of reappointment should be co-ordinated by the present Representative but the General Manager and the

Election Co-ordinator must be involved in all phases of the process and all activities relating to the elections will be recorded in writing and will be routed through the SAMAA General Manager’s office. Any queries or problems encountered must be referred to the SAMAA Management Committee for resolution.

##### **B3.3 Appointment of the Registered Club Representative**

The identifying of, and appointment of, a true representative for the Registered Clubs is a more lengthy process and will be as follows:

All clubs in South Africa will have a chance to nominate and vote for a Club Representative.

A notice requesting nominations for Club Representatives will be e-mailed or faxed to the Chairperson of each club.

The closing date for these nominations will be before 15 June and must be returned by e-mail, facsimile or by post to the following destinations:

e-mail: The Club representative  
[samaa-gm@mweb.co.za](mailto:samaa-gm@mweb.co.za)

facsimile: The Club Representative  
(011) 973-3679

postal address:  
The Club Representative  
SAMAA  
P.O. Box 1961  
Alberton  
1450

The nominations, when compiled, will be placed on a SAMAA voting form and will be e-mailed, faxed or posted to SAMAA Registered Clubs for a final election/vote.

Instructions will be included and a closing date on, or before, September 15<sup>th</sup> will be confirmed for the return of club voting forms.

A majority of votes for a nominee will decide the choice of the Club Representative to serve on the SAMAA Management Committee.

It is intended that the voting powers of a club be linked to the number of Association members in that club.



B3.3.a) Club Representative Voting Procedure

a) Typical Nomination Notice and Form for e-mailing to Club Chairpersons

**ELECTION TIME**  
PLEASE SEND US YOUR NOMINATIONS FOR  
THE ELECTION OF MEMBERS  
FOR THE SAMAA CLUB REPRESENTATIVE

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Notice is hereby given that Nominations are required  
for a person suitable to serve you, the Clubs,  
on the SAMAA Management Committee.

Dear Club Chairman,  
should you know of a suitable candidate,  
please approach him or her and have the Nomination Form –  
which is included in this e-mail –  
duly completed, signed and returned to the address given  
by, not later than \_\_\_\_.

Note that only one Nomination per form is allowed and  
it is an obvious advantage if  
the person nominated has a knowledge of model aircraft  
and has previously served on a model flying club committee.

B3.3b) Nomination Form

**THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION**



**NOMINATION OF MEMBER FOR  
THE MANAGEMENT COMMITTEE**

The SAMAA hereby calls for the nominations from clubs for a  
Club Representative to serve on the Management  
Committee during the term of office \_\_\_\_\_ to  
\_\_\_\_\_.

I \_\_\_\_\_ of the Constitution, NOMINATIONS ARE CALLED FOR A CLUB  
REPRESENTATIVE:

To be valid, each nomination form must be completed, signed and returned as follows:

- the name and signature of the proposer
- the signature of acceptance of the nominee
- the name and signature of a seconder
- the address of the persons concerned
- nomination forms are to be posted to: Nominations: Th Club Representative:  
SAMAA, PO Box 1961, Alberton, 1450
- nomination forms must arrive on, or before, \_\_\_\_\_ 20\_\_

**NOMINATION FORM**

1. I \_\_\_\_\_, the proposer, being a member of SAMAA in good  
standing, hereby nominate \_\_\_\_\_ to stand for the SAMAA  
Management Committee as Club Representative.

Signed \_\_\_\_\_ SAMAA No. \_\_\_\_\_

Address \_\_\_\_\_

2. I \_\_\_\_\_, the nominee, being a member of SAMAA in good  
standing, do hereby agree, if elected, to serve on the Committee as Club Representative.

Signed \_\_\_\_\_ SAMAA No. \_\_\_\_\_

Address \_\_\_\_\_

3. I \_\_\_\_\_, being a member of SAMAA in good standing, hereby  
second this proposal.

Signed \_\_\_\_\_ SAMAA No. \_\_\_\_\_

Address \_\_\_\_\_

Nominees will submit an introduction to themselves giving i) a brief CV ii) an election promise iii)  
reasons why he/she should be elected: not more than 100 words – for circulation with the voting  
forms.

**B3.3c) Voting Notice and Form for election of the Club Representative to serve on the SAMAA.**

**ELECTION OF THE CLUB REPRESENTATIVE FOR THE SAMAA MANAGEMENT COMMITTEE**

Dear Club Chairman,  
included in this e-mail, you will find  
a Voting Form and a list of CVs of each of the members standing for the Club Representative on the Management Committee.

This is your chance to elect the member that you wish to have represent you and look after your, and club's, affairs on the SAMAA Management Committee.

Do take this opportunity to vote for the person you believe will best represent your club.

Please note, you may only vote for one candidate.

Please e-mail, telex or post your marked-up voting form to

**B3.3 d) Voting Instructions for positions on the SAMAA Management Committee**

**d(i). General**

The Constitution requires the vote for election of the representatives of the SAMAA Management Committee to be administered and ratified by the Election Co-ordination Sub-Committee.

The vote will consist of a postal vote controlled by the Co-ordinating Sub-Committee. The result of the vote will be ratified at the AGM for the SAMAA Management Committee.

Regarding the postal vote, the Election Co-ordinators will ensure that:

\* The wording of the voting documents requesting the vote that are sent to members does not contain ambiguous or by default language

\* The voting papers received back from members are original documents: no copies or facsimiles can be accepted

Members in good standing will be allowed to nominate, second or vote for candidates.

Junior members may neither nominate, second or vote.

**d(ii). The Process**

**a) Nomination**

- i) The current Club Representative, with the assistance of the Election Co-ordinator, will call for nominations
  - ii) Nominations must reach the Club Representative on, or prior to, the date indicated on the Nomination Form
  - iii) To be valid, a nomination must be in writing, and contain:
    - 1) the name and signature of the proposer
    - 2) a signature of acceptance from the nominee together with:
      - \* a resume or brief CV of the nominee
    - 3) the name and signature of the seconder
  - iv) The Election Co-ordination Sub-Committee will scrutinize the nomination papers and prepare a list of candidates
- b) Voting**
- i) The list of nominees, together with their resumes or CVs, will be circulated by e-mail to the chairmen of the clubs at least 30 days before voting is required
  - ii) The voting paper will list the candidates and will contain a set of clear instructions on:
    - 1) How the voting paper is to be completed
    - 2) How the vote is to be returned to be valid
    - 3) The date by which it is to be returned
    - 4) Any other information relevant to the voting process
  - iii) Club Chairmen must return the completed voting paper to SAMAA
  - iv) Each voting paper will carry a unique serial number
  - v) Club Chairmen will vote by marking their choice/s with a cross

**d(iii). Spoiled Documents**

- a)** The Election Co-ordination Sub-Committee will deem a voting paper spoiled if:
- 1) The member returns the voting paper to another address than that indicated on the voting form
  - 2) The member sending the voting paper was not in good standing or otherwise not entitled to vote
  - 3) The voting paper carried marks other than crosses
  - 4) The voting paper contained more than the required number of votes
  - 5) The voting paper duplicated a serial number already received, in which case the voting paper will be deemed spoiled

**d (iv). Declaration of a result**

**a.1) The Postal Vote**

- 1) The Election Co-ordination Sub-Committee will record and check the SAMAA numbers of all accepted and spoilt voting documents and submit a numbered list, in numerical sequence, to the Management Committee

- 2) The Election Co-ordination Sub-Committee will tally the votes cast on the voting papers and submit the tally to the Management Committee
- 3) The vote tally will include the accepted and spoilt voting papers
- 4) The tally of the accepted and spoilt votes must balance with the total number who voted that appear on the list

**5. The AGM or relevant meeting**

- a.2) 1) The Election Co-ordinators' list of SAMAA members whose votes were counted must be available at the meeting for members who wish to scrutinize it to ensure that their vote was counted
- 2) The Management Committee will present the postal vote tally at the AGM for ratification

**6. Declaration of result**

- a.3) 1) The postal vote tally will be presented to the AGM for ratification
- 2) The result of the election will then be declared ratified by the AGM

**B3.3e) Voting Form**



**THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION**

**VOTING FOR MANAGEMENT COMMITTEE MEMBER  
"CLUB REPRESENTATIVE"**

**Serial No.**

**Dear Chairperson,**

The SAMAA hereby calls for your vote to elect a Club Representative to represent your interests on the SAMAA Committee. This is a confidential vote and only a selected SAMAA Sub-Committee will see and retain your voting paper and no personal information will be disclosed.

This vote, in terms of clause 9 and 10 of the Constitution and the voting paper should be completed in accordance with the following:

**VOTING PAPER**

**Election of the Club Representative for the SAMAA Management Committee**

**INSTRUCTIONS TO VOTERS:**

Complete the voting paper and sign it to confirm your identity as the person who has voted. Complete your membership details on the form. To validate your vote, you must personally sign the voting paper. Do not write comments, other than those requested, on the voting paper or make any mark other than a cross when you vote. Do not vote for more than one candidate. Return the completed Voting Paper by e-mail, (bobskinn@global.co.za), fax (011 907-4652) or post (P.O. Box 1961, Alberton, 1450) addressed to "The Club Representative: SAMAA", to arrive before the close of business on \_\_\_\_\_. At this time and date, the post box will be cleared and no further voting papers will be accepted.

Candidate	Location	SAMAA No.	Vote X

**NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SAMAA NUMBER** \_\_\_\_\_

Incomplete or incorrectly completed voting forms, not abiding with the instructions herein, will be deemed as "spoilt" by the auditors. The auditors' count and decisions will be final and no correspondence will be entered into.

**B4) General Voting for "A Change to a SAMAA Management Operating Procedure"**

(see Constitution points 21 and 22)

**B4.1 This procedure sets out the method for the handling of a Change**

1) Introduction

The intent of this Procedure is to allow the membership of the Association to **make changes or updates etc, to an existing SAMAA Management policy or to have a change introduced into the SAMAA Manual of Operations.**

**To effect a document setting out the proposed change and, supported by at least one hundred (100) signatures, must be submitted to the Management Committee for a meeting to be convened. The matter/change will be discussed at the Special General Meeting, which will be called in response to this request, and restructured into "Resolutions" which will then be voted on by the Association members in a postal vote by a process similar to that used for the Election of Committee members.**

2) Voting

A simple majority vote from the members (no minimum specified) will suffice for the normal Resolutions to be accepted but, in the case of Constitutional changes, amendment or upgrades an improbable  $\frac{2}{3}$  majority of  $\frac{1}{3}$  of the total Association membership will be required for the change/Resolution to be accepted.

Any change or Resolution approved by this vote will come into immediate effect and will be ratified at the next SAMAA AGM.

3) Voting Instructions for a change to a SAMAA Management policy

a) *General*

The Constitution requires that, for a change to be made, a process is to be followed. This process requires that a Special General Meeting be called and that the change requested at the meeting, now called a "Resolution", be put to the members' via a postal vote approved and certified by the auditors. The result of the vote will be ratified at the AGM if the proposed change or resolution is accepted.

Regarding the postal vote, the auditors will ensure that:

- \* the wording of the voting document/s, requesting the vote that are sent to members, do not contain ambiguous or by default language or wording
- \* each resolution may only address one subject
- \* the voting papers received back from members are original documents: no copies or facsimiles can be accepted

Members in good standing will be allowed to vote. Junior members may not vote.

b) *The Process:*

a) *Request for a Special General Meeting*

- i) A properly documented and supported request for a Special General Meeting will be made to the Management Committee
- ii) A SGM will be called after circulation to the members of the Association:
  - 1) The purpose of the meeting
  - 2) The date of the meeting
  - 3) The time of the meeting
  - 4) The place of the meeting
- iii) At the SGM, the matter raised will be discussed and resolutions will be raised so that all Association members can be informed of the discussions and be given an opportunity to vote on the matter by a postal vote
  - vi) The Management Committee will ratify the resolutions prior to their distribution for a postal vote

b) *Voting*

- i) The list of resolutions, as well as an explanation of the thinking behind the proposed changes, will be circulated to members by placement in SAMAA News at least 30 days before voting is required
  - ii) This will provide members who do not receive a voting paper to request one
  - iii) A voting paper, listing the resolutions, will be sent as an insert with the SAMAA News to the last known postal address of each SAMAA member who is entitled to vote
  - iv) The voting paper will list the resolutions to be voted on and will contain a set of clear instructions on:
    - 1) How the voting paper is to be completed
    - 2) How the postal vote is to be returned to be valid
    - 3) The date by which it is to be returned
    - 4) Any other information relevant to the voting process
  - v) Members must return the completed voting paper in the pre-addressed envelope
  - vi) Each voting paper will carry a unique serial number
  - vii) Members will vote by marking their choice/s with a cross
- c) *Spoiled Documents*  
The auditors will deem a voting paper spoiled if:
- 1) The member sent the voting paper in an envelope other than the pre-addressed envelope
  - 2) The member returns the voting paper to another address than that indicated on the pre-addressed envelope.

- 3) The member sending the voting paper was not in good standing or otherwise not entitled to vote
- 4) The voting paper was a copy of facsimile
- 5) The voting paper carried marks other than crosses
- 6) The voting paper contained more than the required number of votes
- 7) The voting paper duplicated a serial number already received, in which case the voting paper will be deemed spoiled

d) *Declaration of a result  
The Postal Vote*

- i) The auditors will record and check the SAMAA numbers of all accepted and spoiled voting documents and submit a numbered list in numerical sequence to the Management Committee
- ii) The auditors will tally the votes cast on the voting papers and submit the tally to the Management Committee
- iii) The vote tally will include the accepted and spoilt voting papers
- iv) The tally of the accepted and spoilt votes must balance with the total number who voted that appear on the list
- v) The postal vote tally together with the floor vote tally will be presented to the Management Committee for acceptance
- vi) Acceptance of the result of the vote by the Management Committee will confirm that the change or Resolution will come into immediate effect.
- vii) The result of the election will then be ratified at the next AGM

**B4.2) Change of Procedure/Policy Notice (typical) and Change form for inclusion in Newsletter**

**CHANGE TO EXISTING  
SAMAA PROCEDURE OR POLICY**

If you were wondering what the voting form included in this Newsletter was for, here's your explanation.

As most of you will be aware, SAMAA have a Constitution as well as a Manual of Procedures and Policies, these being the guidelines and rules by which SAMAA operates.

To date, you have been exposed to the Election side of the general voting system, this is now the **“change”** system whereby **you** – the Association member – is given the opportunity to vote on one or more changes requested by the Association members at an AGM or Special General Meeting.

The instructions are clearly stated on the voting form, and we would appreciate it if you could read the instructions, mark your choice with a cross and return the voting form in the enclosed pre-addressed envelope. A majority yes or no vote will decide the outcome.

**THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION**



**RESOLUTIONS” TO CHANGE SAMAA POLICY**

**Serial No.** \_\_\_\_\_

The SAMAA hereby calls for you to vote on the changes requested by Association members at the Special General Meeting held on the \_\_\_\_\_.

This vote, in terms of clause 21 of the Constitution, should be completed in accordance with the following:

**INSTRUCTIONS TO VOTERS:**

You vote by putting a cross in the Yes or No column against the resolution of your choice. Complete the voting paper and sign to confirm your identity as the person who has voted. Return the completed voting paper in the pre-addressed and prepaid postage envelope. The pre-addressed envelope is to be returned to arrive before the close of business on \_\_\_\_\_. At this time and date, the post box will be cleared and no further voting papers will be accepted.

Place your cross in the appropriate column, against each resolution, below. Do not write on the paper or make any mark other than a cross.

	Resolution to be voted on:		Vote with a cross	
	Yes – if you agree	No – if you disagree	Yes	No
Resolution 1				
Resolution 2				
Resolution 3				

**NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SAMAA NUMBER** \_\_\_\_\_

Incomplete or incorrectly completed voting forms, not abiding with the instructions herein, will be deemed as “spoilt” by the auditors. The auditors' count and decisions will be final

**B5). Management Committee Declaration**

The intention of the attached Declaration form is to attempt to ensure that members accepting Committee positions do so fully understanding the seriousness of their undertaking to the Association and to the members. Each and every Committee member will complete and sign a Declaration form.

**DECLARATION FORM**

Typical/Sample

**SAMAA**

**MANAGEMENT AND COMMITTEE MEMBERS DECLARATION FORM**

I .....(full names and surnames) having accepted a position on the Management Committee of SAMAA do, hereby declare that in all matters relating to the Association: -

- I am sincere in accepting this position
- I will uphold the objects of the Association
- I will do my utmost to remain impartial and base my decisions on what will be best serve the interest of the Association
- I will not take advantage of my position on the Management Committee for personal gain.
- I declare that I am aware of the Rules and Regulation applicable to being a Management Committee member
- I will in all matters, and in my actions and decisions, try to improve and further modelling and model flying in South Africa.

**COMMITTEE POSITION:** .....

**YEAR ELECTED:** .....

**SIGNED:** ..... **DATE:**.....

**MEMBER NO.:** .....

**WITNESS:** .....

**DATE:** .....