



BRITISH MODEL FLYING ASSOCIATION

**A GUIDE TO THE BMFA AREAS
OBJECTIVES and CONSTITUTION**

**AND
ADVICE TO AREA COMMITTEES**

Issue 4

February 2015

A GUIDE TO THE BMFA AREAS OBJECTIVES AND CONSTITUTION AND ADVICE TO AREAS COMMITTEES

Gender - words of masculine gender should be taken as including the feminine gender unless the context indicates otherwise.

1. BMFA Structure

- 1.1 The BMFA is a legally constituted “Not for Profit” organisation and as such it is formally registered at Companies House. This means that it is subject to relevant legislation, which is handled by a formal Constitution with governance by a Board of Directors, the Full Council, which is charged with representing the interests of all of the members. This dictates the nature of some of the BMFA structure.
- 1.2 In the pre-internet era, the primary link that ordinary club members had with the BMFA was via their club and respective Area. Now that the day-to-day running of the BMFA is handled by the professional staff in the BMFA Office, headed by the CEO, much contact to and from individual members is done directly from that office albeit usually through the member’s club.
- 1.3 However, the work of the BMFA office is supported throughout the organisation by volunteers who are vital to the running of the organisation. The Areas, with their volunteers, continue to provide a vital link between the clubs and the BMFA and help ensure that the interests of the ordinary club flier can be properly represented and protected.
- 1.4 To many fliers, the BMFA is simply the organisation which provides their insurance so that they can fly safely at their local club field. Other than that and perhaps the bi-monthly BMFA News magazine, they have little contact with the organisation other than when things go wrong, such as a threat to their flying field for example. However, as the motto says, “Together we Achieve” and the interests of both the fliers and the organisation benefit from a continued interaction via the Areas.
- 1.5 The Full Council mentioned above, is made up of three elements: ten Elected Officers (much like a club committee), representatives from the five Technical Committees, which look after the competition disciplines, and fourteen Area Representatives, one from each of the BMFA’s Areas plus a Delegate from the Royal Navy Model Aircraft Association, (collectively known as Areas Council) who ultimately look after the clubs in their Area and thus the individual fliers. Inevitably this wide representation results in a large Council which, at times, makes for slow decision making.
- 1.6 The five Technical Committees handle the rules and competitions for their disciplines. They have regular interaction through the Technical Council and a good understanding of the interests and activities of competition fliers.
- 1.7 The Areas representatives are there to look after the interests of the clubs and their members within the Area and hence rely on input from their clubs in order to do this. Collectively, the Areas play a vital role as Areas Council in administering the Achievement scheme. They are responsible for appointing Area Chief Examiners, who in turn agree examiner appointments to club level and so help improve standards of flying and safety for all. The Achievement Scheme is a good example of something the organisation provides for every flier, not just those interested in competitions. The Areas Council appoints the members of the Achievement Scheme Review Committee (ASRC) and has final administrative oversight of their activities, decisions and recommendations.

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- 1.8 In preparing this update, it may be that this guide, indeed potentially the Areas Constitution itself, needs additional changes to reflect the increasing use of the internet and email as the methodology for conducting much of the business of an Area. If any Area believes that further changes to this guide and/or the Constitution are desirable to reflect current practices, then they are asked to highlight these potential changes to the BMFA's Honorary Secretary.

2. The Areas

- 2.1 Each of the fourteen Areas has a Committee of its own, elected in much the same way as a club committee, and the Area Committee includes a Delegate who is their representative on the Areas Council. This Delegate has a responsibility to represent the interests of all clubs and members within the Area. This is the route by which club fliers can have their interests properly raised and considered by the BMFA, and this is one of the ways that the BMFA provides demonstrable democracy to its membership.
- 2.2 The Areas should hold regular meetings, normally four a year, at a mutually convenient time (usually evenings) and location. These meetings are generally scheduled shortly in advance of the BMFA Full/Areas Council meetings, in order to allow the Area Delegate to be briefed on how to respond to the various Council agenda items, including any votes. Every club in the Area should be invited, but sadly many clubs opt not to attend. This means that the Area representation is not as effective as it could be and this is a situation that the Council strives continuously to improve.
- 2.3 The poor support at Area meetings may be because these clubs and their members are content with the way things are. The apparent lack of interest could indeed be a positive indication, but there is inadequate feedback to determine this. Perhaps also clubs and their fliers feel too remote from BMFA processes and or feel that they can't have any meaningful input or influence. Of course the time involved to attend meetings and the travelling expense are also factors.
- 2.4 When a club re-affiliates to the BMFA each year, the Club Committee nominates an individual to attend Area meetings on its behalf. The Area secretary should ensure that he knows who this person is and liaises with the club representatives to encourage attendance at Area meetings.

3. Area Activities and Objectives

- 3.1 It is not an easy task to set out objectives and activities for Areas as the nature of the BMFA organisation rightly gives a high degree of autonomy to each Area to deal with its local issues as it feel is best. Nonetheless the BMFA Council wishes to see best practice pursued across all Areas with a sharing of ideas and feedback via the Areas Council (by email if there are no scheduled meetings imminent) of concepts and activities from which all could benefit.
- 3.2 The following are suggested tasks which each Area should undertake on behalf of its member clubs.
- 3.2.1 Provide appropriate Area representation at BMFA Council/Areas Council.
- 3.2.2 Organise and run Area Examiner/Instructor workshops in support of the Achievement Scheme – with the aim of improving consistency – and advertise to the wider community.
- 3.2.3 Organise Area competitions and or training events, and advertise to the wider community, as appropriate.
- 3.2.4 Co-operate with the Council and officers of the Society in running any national competition or event in the Area.

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- 3.2.5 Publicise and propagate the aims and achievements of the movement within the Area.
- 3.2.6 Assist and encourage the formation of new clubs or societies in the Area so long as they do not encroach on the territory of existing clubs.
- 3.2.7 Hold a stock of, and distribute, the Society's literature, badges and insignia to the clubs in their Area.
- 3.2.8 Stimulate youth involvement/support local youth groups to encourage aeromodelling as a hobby or, indeed, as the sport that it is.
- 3.2.9 Seek to stimulate and improve attendance of Area clubs at Area meetings. In addition, if this is unsuccessful, consider the use of postal or e-mail ballots for key decisions or where a greater consensus would be appropriate ie ACE & ACI appointments and ratifications.
- 3.2.10 Manage the activities of all Area Chief Examiners and Instructors within the Area and ensure effective review of performance for annual ratification.
- 3.2.11 Arrange for Club examiner tests, as required, in order to maintain sufficient numbers of Club Examiners to provide effective delivery of the Achievement Scheme in the Area.
- 3.2.12 Maintain a database of all Club Examiners and Instructors in the Area.
- 3.2.13 Assess and recommend as appropriate, any new Area Chief Examiners and Instructors, as required to maintain effective delivery of the Achievement Scheme in the Area.
- 3.2.14 Provide financial assistance, as appropriate, to Area members who are representing Great Britain at World or European competitions.
- 3.2.15 Ensure effective communication of Area activities, primarily to all Area clubs, but also to other Areas and the wider community. The use of an Area web site and or a Facebook page should be considered.
- 3.2.16 Feedback any corrections and or amendments of Area club contact details to the BMFA office.
- 3.2.17 Generate BMFA News articles, as appropriate, on any of the above activities.
- 3.2.18 Maintain for the Area, a listing of perceived "Strengths, Weaknesses, Opportunities and Threats". Review this Area-specific listing annually and consider how best to capitalise on their strengths and minimise the threats and weaknesses.
- 3.2.19 Organise and run Achievement Scheme Examiner workshops – to improve consistency.
- 3.2.20 Arrange details and dates of any open competitions or rallies proposed by the clubs in the Area.

4. Guidance on the Areas Constitution document

The purpose of this section of the document is to give guidance to all the BMFA Area Committees, and their members and officers, on the clauses of the Area Constitution in such a way as to clarify the practices needed to run the Area.

It is not a replacement for that Constitution and if difficulties arise then it must be the wording of the Constitution document which forms the basis of decision.

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All Areas should have copies of the Area Constitution and should note any relevant decisions arising from Full and Area Council meetings which have any impact on procedures and operating practise for an Area.

Please read this guide alongside the Constitution; the paragraph numbers quoted below refer to the Area Constitution document.

GENERAL

- 2 The boundary of the Area and which clubs are in an Area is fixed by BMFA Council.
- 3a Members of the Society are CLUBS, not individuals. This is carried forward from the Articles of Association of the Society and does have constitutional impact in certain circumstances.
- 3b Individuals who join the Society outside the club structure are called Country Members.

MEMBERSHIP

- 4 ALL affiliated CLUBS within an Area are automatically MEMBERS of the Area Committee.
- 5 The Area cannot remove a member club but can refer the actions of that club to BMFA Council for action.

OFFICERS

- 6 This section is largely self explanatory but attention is drawn to actions required by the Constitution of certain officers and also to some implications on how the Area operates. Most important is the fact that these Elected Officers are NOT the Area Committee; they are the Officers of the Area Committee.
A meeting of the Officers of the Committee is NOT a meeting of the Area Committee and, although it can be useful in certain circumstances, it will always be an informal meeting with no powers under this Constitution even if it is quorate.
An "Area Committee Meeting" occurs when the appropriate notifications have been sent out and all members of the Committee (ie the Area's clubs) have an opportunity to attend.
 - The Hon Secretary is required to copy the Minutes of all Area meetings to the BMFA Office. If there are regular monthly meetings then it is reasonable to wait for Minutes to be confirmed at the next meeting before sending them in. If Area meetings only take place three or four times per year then the unconfirmed Minutes should be sent to the BMFA office.
Area AGM or EGM Minutes should be sent to BMFA office immediately as unconfirmed Minutes.
The Hon Secretary must ensure that all relevant notices of AGMs and EGMs are posted to clubs at the correct times. (See items 11a, 11b and 14 and he must liaise with the Hon Treasurer on item 14).
 - The Hon Treasurer is required to send an Income and Expenditure Account and a balance sheet to all clubs in the Area and these must be sent out with the main AGM notice. (See items 12 and 14.) The Treasurer should liaise with the Hon Secretary about this and should make sure that the audited accounts are ready and with the Hon Secretary at least one month before the Area AGM. This in turn means that the accounts should be with the Auditors several weeks before this date.

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However, the financial year runs from 1st April to 31st March and this gives four or five months in which to prepare the accounts.

The Hon Treasurer is also responsible for co-ordinating the completion of the annual budget pro-forma, if this is required, and ensuring that it reaches the BMFA office at the appropriate time each year.

- There can be as many Flying Discipline Secretaries as required (ie F/F, R/C, C/L, Indoor etc).
- The Council Delegate is expected to attend the Society's Council meetings and report Council business to the Area. An important point is that the Council Delegate is made a Director of the SMAE Ltd at the first Council meeting that he attends and thereafter every January. The Delegate is required to sign the Director's declaration form at the Council meeting.

It is important to note that the Council Delegate is NOT mandated in either the Area Constitution or the SMAE Articles of Association to follow the Area's wishes in all matters. The most that the Delegate is required to do is to 'liaise between the Council and the Area Committee' and to 'ensure that Council is kept informed' of the opinions of the Area Committee and the clubs within the Committee's jurisdiction.

In practice the Council Delegate will follow the Area's wishes whenever he can but Areas should take note that there are occasions at Council when matters are raised from the floor and the Delegate will be asked to make decisions purely on what he hears around the table. Also, and perhaps more importantly, the Delegate will sometimes be asked consider a matter at Council purely as an independent Director of SMAE Ltd and he will have to do exactly that, with no reference to Area opinions whatsoever.

The fact that the Council Delegate must be a Director of SMAE Ltd is the reason for the 7 days notification of change and it should also be noted that the Delegate must also be either a member of an affiliated club or a Fellow of the Society to comply with the main SMAE Constitution.

The Council Delegate is also a voting member of the Areas Council.

If the Council Delegate has to miss a Council meeting for any reason then he may send a substitute. At the Council meeting the substitute has all the responsibilities of a Director, albeit temporarily. This can be very useful for an Area as it will sometimes allow other Area officers gain experience of a Council meeting that they would otherwise never have. This should not be underestimated as it can give the Area Committee an insight into the work that is required of their Delegate.

- The Education Co-ordinator has duties outlined in the Constitution.
- The Achievement Scheme Co-ordinator also has duties outlined in the Constitution. Note that anyone can stand for this post; existing Chief Examiners within the Area are not barred from it.
- It is acceptable for an Area to have only one Auditor but it is safer with two. Note that they cannot hold another elected post on the Committee.
- Temporary posts may be created at any meeting and they last until the next AGM when they can be extended on a yearly basis. Areas should make use of them when needed. They are useful for someone running a fly-in etc. Their 'official' status makes paying expenses to them much easier. If the Area does create any such ex-officio posts, it is important to let the BMFA office know within a few days as they need to keep Area officers' records up-to-date.
- Area Chief Examiners and Area Chief Instructors. This ties these posts into the Area system and allows the Area some control over what they do. The requirement to report to the Area at the AGM also gives the Area an overview of their activities during the year and may be of use in deciding whether or not to continue their ratification.

- 7 Anyone who resides in the Area and has either paid fees to the Society or is a Fellow of the Society may become an Officer of the Area (he does not necessarily have to be a club member). The Council Delegate must, however, be a member of an affiliated club or a Fellow because of the rules on Directorships in the SMAE Articles of Association.
- 8 This is to avoid the Area Committee all being replaced at the same time and it ensures continuity.
- 9 At any ordinary Area meeting, vacancies for Area officers can be filled by co-option. The Area does not have to wait for the AGM or call an EGM. Such co-options only last until the next AGM when the post becomes available for election again. The two-year cycle of elections must be maintained and so, for instance, if an officer resigns within a few months of being elected, the replacement officer would be co-opted until the next AGM and at that meeting the post would be an elected one for the next single year. If an officer resigns when he is into his second year of a term, the co-opted officer would serve until the AGM and the post would then be a normal two-year term election.
- 10 The word 'shall' is mandatory and means that if any of these things happen, the officer in question is disqualified.
- 10a Any person who is bankrupt or in receivership or who is in debt enough to have to make special arrangements with his creditors.
- 10b Anyone who is committed by doctors to a relevant institution, but also anyone who 'becomes of unsound mind'. This implies a level of, eccentricity, which might fall short of being legally classed as 'lunatic'.
- 10c Is no longer an Individual member of the Society. This is covered in the SMAE Articles which gives an individual member three months to pay before he automatically forfeits his membership. By the first Area meeting after 1st April each year **all** officers of the Committee must have current BMFA membership cards.
- This should not be confused with the insurance aspect of membership. The insurance cover becomes invalid just **two weeks** after 1st January each year.
- 10d If an Area Officer leaves a meeting saying "I resign", he has **not** resigned until he puts it that in writing. Even if he does not attend any other Area meetings, the Area cannot do anything about it, such as co-opting a replacement, until (e), (f) or (g) happens.
- 10e At each AGM, around half of the Area officers posts come up for re-election. The officers in these posts are deemed to have retired by rotation.
- 10f This allows the Area Committee to remove an unsuitable post holder half way through his two year term by a vote at the AGM. Note that this cannot be done at any other time; for instance an EGM cannot be called to do it. Note the wording of the two thirds majority voting requirement: it means that any abstentions will be counted with the 'against' votes.
- 10g This allows an Area to get over the situation where a person says he will do a job but is failing to do so by non-attendance at Area meetings. Just sending in an apology to the meeting you are not attending is not a 'reasonable excuse'. Being on holiday abroad or attending something like a Council meeting does constitute a valid reason.
- If an officer rarely appears at meetings but still does a good job for the Area (a Flying Discipline Secretary for instance), then if the Area desires for him to remain an officer of the Committee, and, if he does not stand for election or fails to be elected, he may be co-opted back each time his term expires.

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GENERAL MEETINGS (AGMs and EGMs)

- 11a This give a precise time slot into which the Area AGM must be held to align with the Society's AGM.
- 11b **initial** notice of the Area AGM must be given to all the Area clubs at least 28 days prior to the meeting. Note that this is a minimum time and that no maximum is stated. Compliance with this is achieved if the date, time and venue of the forthcoming AGM is included with any Area paperwork going out to clubs during the year. The best way is to tag it on to any regularly published list of Area meetings and then no-one can complain that they don't know when and where the AGM will be held.
- 12 An AGM or EGM **cannot** have 'Any Other Business' on the agenda. Any proposals to be discussed must be submitted in writing before the 28 day limit.
- 13 This confirms item 12 above.
- 14 This, together with items 12 and 13 means that the Hon Secretary has fourteen days in which to finalise and post out the final notice of the AGM, complete with the agenda. The earliest it can be done is 28 days before and the latest is 14 days. This posting is also the one in which the Area accounts must be sent out.
- 15 An EGM can only be called in one of three ways:
- (a) On written demand of five member clubs. This does **not** mean that five club representatives can call an EGM. Such a demand must be produced in writing on the relevant Clubs' headed notepaper. Company law insists that calls for an EGM also state the reason why and although the law doesn't apply to Areas in this sense, a precedent is there which should be followed.
 - (b) On an instruction by BMFA Council after a resolution has been passed by Council making this necessary.
 - (c) If the Area Committee wants to do so, for a specific reason and after a resolution to hold one has been passed by the Area Committee at ANY Area meeting (Ordinary or General). Note that this is not the same as the Area officers wanting to hold an EGM.
- 16 All AGM and EGM business is 'special' to that meeting and can only be items that are published on the agenda of the meeting. The only exceptions being the routine items in (a), (b) and (c) at the AGM. There can be no AOB and the items discussed do not come up as 'matters arising' or 'Minutes' at ordinary meetings.
- Note that if there may be general items to discuss or it is known that something is coming up around AGM time, an ordinary Area meeting may be called to follow immediately after the AGM closes. Such a meeting is constitutional as long as the appropriate notice has been given and it **can** have AOB items. However, this cannot be done on the spur of the moment. For instance if something comes up in officers' reports that has implications that need to be discussed then it can only be placed on the agenda for the next ordinary Area meeting. This is a good reason for automatically calling an Area meeting after the AGM with the single agenda item of AOB. Just remember the time limits for calling a meeting and make sure that the notice calling it is sent out with the AGM agenda and accounts.
- 17 The quorum for a full (not Sub) Area is five signed-in voting club representatives. This is not necessarily the same as five Area officers. (See items 18 and 19.)

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The 15 days notice to inform the Society after a failed (non-quorate) AGM means that the Society will be made aware of a problem within an Area quite quickly and it gives a structure by which the Area meetings can be re-started. This does not mean that the Area Committee has ceased to exist; after all, it is made up of all the clubs in the Area. However, the Area Committee will not have its full complement of officers and this is the reason for the automatic EGM.

18 Each club is allowed **one voting member only** at the meeting although other observers from the club are usually allowed. The voting person for a club must be present at the meeting, he must be a member of the club he is representing and he must sign the voting register as such.

19 Hand voting is on a straight majority; one club, one vote. No proxies are allowed.

At any time during the voting, including after the result has been announced, a poll vote may be called either by the Chairman or by two of the voting members present. Under normal meetings procedure, a poll vote cannot be called on an item once the meeting has moved on to the next business on the agenda.

A poll vote is a 'card' vote where each club present votes the number of BMFA affiliated members it has. This number is taken from the 'most recently published club list'. (See item 22a.)

Officers of the Committee do **not** have a vote as a right. They may **only** vote if they are signed-in as the voting representative of an Area club. (See item 18.)

20 The Chairman personally decides exactly how the poll vote will be taken and the result of the poll is then taken as the vote of the meeting.

21 If a hand vote is tied, a poll vote **must** be taken.

If the poll vote is tied, the Chairman has a casting vote, whether he is a signed-in voting club representative or not. This can lead to a situation where the Chairman of the meeting has had no vote in the initial hand vote or the poll vote but he is entitled to an eventual casting vote simply on the fact of his being the meeting Chairman. The voting procedure has to stop somewhere.

22 The Hon Secretary must make sure that he has received a copy of the latest club list from the BMFA office before any General meeting. A list is normally posted out to all Areas at the end of October and this should be in time for Area AGMs but if an EGM is called, special arrangements may require to be made with the BMFA office.

23a Vice Presidents, Fellows and Elected Officers of the BMFA living within the Area can go to Area AGMs and EGMs but do not have a right to vote simply because of their position. They can only vote if they are present as the signed-in voting representative of an Area club, of which they must be a member. (See item 18.) Even with no voting rights the fact that they are on the official 'invitation list' should give them the right to speak at the meeting.

23b Most Areas welcome Country Members to their meetings and Area Officers can be elected from these persons if they volunteer to work for the Area.

24 This allows the Society to update Area officer files and to monitor the Area's accounts and general business.

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ORDINARY MEETINGS

- 25 Member clubs can send **one representative** to these meetings. Other club members may be invited to meetings but cannot vote. Secretaries and meeting Chairmen need to keep a close eye on this one and should agree at the start of the meeting exactly who is able to vote and who is not.

It is custom and practice in many Areas that not only can additional club members attend without a specific invitation but that country members may also. None of these people may vote but their input to meetings is sometimes invaluable. Normal meeting procedure is that the decision on whether they can speak at the meeting is the Chairman's but, again, many Areas have an unwritten policy that anyone present at a meeting may speak. How these things are handled is the responsibility of each Area Committee under the guidance of its Chairman.

- 26 Area Committees should meet as often as necessary to run the business of the Area, to pass on to member clubs the decisions made at Council and to agree on items to be passed back to Council as either proposals or points to be made in debate. This should not be interpreted as 'as often as needed to run the competition calendar' or 'as few times as we can get away with'.
- 27 The signed-in representatives of five member clubs.
- 28 Votes shall be by show of hands of those entitled to vote. (See item 29.) On a tied vote the Chairman has a casting vote even if not entitled to a vote in the original show of hands. (Again, see item 29.)

Note that a poll vote is not allowed at an ordinary meeting.

- 29 This defines exactly who can vote in item 28. This is strictly one club, one vote and this vote is exercised by the club's signed-in voting representative. This representative must be a member of the club he is voting for and no proxies are allowed. The only exception to one club, one vote, is the Chairman's casting vote in the event of a tied vote even if he has already voted in his capacity of a club representative in the original show of hands.
- 30 A resolution must be proposed and seconded before being voted on and only the representatives of member clubs present at the meeting may do this. The Minute taker should note proposers and seconders by club name, not by individuals' names. Area officers, if they are not signed-in voting club representatives, **cannot** propose and second resolutions but may put resolutions forward to the meeting with a request that they be proposed and seconded.
- 30a This enables the Area Committee to focus work into smaller groups of people. Note that such Sub-committees do **not** need to be made up of Area officers or even regular attendees at Area meetings. However, the precedent at Council is that one member of a Sub-Committee must be a Council member and it would be sensible for Area Committees to follow this system, with at least one member of any appointed Sub-committee being an Area officer.
- 30b This enables the Committee to manage its workload providing the methods used are in line with current Society practices.
- 30c The bottom line and it's a bigger job than most people realise.
- 30d This enables the Committee to make decisions within the Area which may materially affect the way the Area deals with all paid up BMFA individuals in the Area. Clearly, decisions taken under this clause have to go through Council and there is also a right of appeal to Council.
- 30e No comment is needed.

- 30f This allows the co-option as ex-officio of people having a wider view of the aims and interests of the Society. For instance a teacher from a local school might be co-opted to help with the Area education programme.
- 30g Do not forget to pass on details of accepted new candidates to the appropriate scheme co-ordinator via the BMFA Office. The Co-ordinator can ratify the candidate or, if he is in any doubt, he can arrange for the candidate to be notified to Areas Council for final ratification.
- Note the “at least two thirds majority of those present voting” requirement. This means that any abstentions are counted with the ‘against’ votes and therefore at least two thirds of the voting strength of the meeting must be ‘for’ the proposed candidate.
- 31a This allows for Vice Presidents, Fellows and Elected Officers of the Society living in the Area to attend Area meetings in a non-voting capacity. If they don’t attend, however, it should be noted that they can officially request to be put on the Area’s mailing list for meeting notifications and there is no choice but to comply with that request.
- 31b This allows Country members to attend in a non-voting capacity.

FINANCE

- 32 The first part refers to the Area Support Grant which is received by the Area from the Society, normally shortly after the 1st April each year. If an Area needs money from its grant in advance then application should be made to the Society’s Hon Treasurer who will clear such an advance through Council.
- The Society uses a system to fix the amount of the grant which can be varied to suit the financial forecast for the coming year as agreed by Council. The agreed budgeted amount is then split between the Area according to a formula agreed by the Society’s Hon Treasurer.
- 33 The start and finish of the financial year should be filled in and it MUST coincide with the Society’s. There is no choice in this matter.
- 34 This enables a defunct Area to remain on the books for five years in the hope that it can be reformed and become active again. It also states the mechanism by which Area funds may be disposed of if it comes to that stage.
- 35a This applies if the member clubs of an Area take it upon themselves to organise and administer their own affairs at Area level. Responsibility cannot be put onto Council if things go wrong. If, however, Council passes a resolution which demands that an Area or Areas do something specific then the responsibility for such actions as are carried out does lie with Council.
- 35b This limits the extent to which an Area Committee can involve itself financially without obtaining permission from the Society. If an Area wishes to commit funds to a project beyond this limit then the Area must put a proposal to Council requesting permission. If consent is given this does not make Council responsible for what happens afterwards.

GENERAL

- 36 Individuals and/or member clubs cannot use the name of the Area Committee to promote activities or fund raising without the permission of the Area Committee. In practice Area Committees would be most unlikely to object to a club advertising an event but would not be so happy with business use of the Area name or logo.
- 37 No individual can use the name of the Area Committee for his identification in legal proceedings. In other words they must use their own name and address in dealing with proceedings even if the proceedings involve the Area.

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38 People move and it is up to them to ensure that any change of address is notified to the BMFA office. If a person is dealing with the Area regularly then he should also notify the Area Hon Secretary as changes of address are **not** automatically passed on to the Area by the BMFA office. If a letter is sent by the Area to an address held in good faith then there is no responsibility on the Area if the person concerned is no longer at that address, even if that letter contains important Area information for the club such as notification of the AGM etc.

39 Changes involving amendment to the Constitution may only be passed by Full Council, usually at the September Council meeting. This will enable all Areas to ratify them at the Area AGM without the need to call EGMs part way through the year. Most of the changes will have been recommended by Areas Council. Any changes ratified by Full Council are binding on ALL Area Committees so that everyone runs to the same Constitution.

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Amendment History

- Issue 1** 3rd June, 1995
Dave Kerswell, BMFA Northern Area Chairman.
Chris Bromley FSMAE, BMFA North West Area Chairman.
- Issue 2** December 2002
- Issue 3** December 2003
Chris Bromley FSMAE, BMFA Technical Secretary
- Issue 4** February 2015
Robin Sleight MBE, BMFA Honorary Secretary