

THE SCOTTISH AEROMODELLERS ASSOCIATION

Constitution 2017



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THE SCOTTISH AEROMODELLERS ASSOCIATION

1. NAME/ CODE

1.1 Name The name of the Association shall be the 'Scottish Aeromodellers Association'.
(Herein after referred to as the SAA)

1.2 Code The Constitution is a mandatory Council Code of Ethical Behaviour. The words are designed to help and serve the Association and not proof against a challenge in Court.

2. OBJECTIVES

The objectives of the Association shall be to :-

2.1 Promote interest and participation in the sport of aeromodelling in Scotland in a safe and responsible manner.

2.2 Benefit members of the Association by coordinating work of various clubs and/or sports organisations in the promotion of 2.1 above.

2.3 Promote or support competitions, championships, or other similar events, as considered desirable in promotion of 2.1 above.

2.4 Be the official united liaison body with other National Organisations in matters relating to the development of the sport and promotion of objectives 2.1.

2.5 Further the foregoing objectives by organising such activities and taking other such action, as may be deemed appropriate.

2.6 The SAA shall be non-profit making, non political, non sectarian, non denominational, is open to both male and female applicants, is non-discriminatory and adheres to the Disclosure Act.

3. MEMBERSHIP AND FEES

3.1 Membership shall be open to all Scottish nationals and aeromodellers resident in Scotland. This may be varied by Council if still within objectives. A person shall be deemed a member, from date of receipt of the appropriate membership fee by the Membership Secretary, or an officially appointed agent.

Membership grades shall be as follows:-

3.1.1 Club Member. Club members may join through an affiliated club. Each member will be provided with insurance. Each member will be provided with Newsletters direct as registered and arranged with the Editor's system, current at the time.

3.1.2 Country Member. This shall be available to members where membership through a club is impractical. Each member will be provided with insurance. Each member will be provided with Newsletters direct as registered and arranged with the Editor's system, current at the time.

It is recognised that an individual may wish to use a club as title, but it will not be recognised as an official 'club', for voting purposes, unless it complies with affiliation rule 4.1.

For voting, see section 9.

3.1.3 Junior Club Member. Members, who are under 18 years of age on 1st January in any membership year, shall be deemed to be a Junior Member. Conditions of membership shall be as for Members except for Fees, which shall be as defined in Paragraph 3.3.

3.1.4 Junior Country Member. Country Members, who are under 18 years of age on 1st January in any membership year, shall be deemed to be a Junior Country Member. Conditions of membership shall be as for Members except for Fees, which shall be as defined in Paragraph 3.3.

3.1.5 Family Membership. This shall be available to family members only, and shall provide for one full Membership and any junior memberships residing at the same address and joining through the same Club. Each family member so covered, will be deemed to have conditions applicable as per individual Membership. However, only one newsletter will be provided to that address. The fee will be as defined as in paragraph 3.3.

3.1.6 Associate Member. This membership is open to any member of a recognised model aircraft association who have equal or better insurance cover to that of the SAA. Associate Membership carries no voting rights.

3.1.7 Fellow of the SAA. Bestowed by Council for exceptional services to the aims of the Association; Fellowship may be bestowed at the AGM at Council's discretion. This title is honorary.

3.1.8 Guardian of the SAA. The members of Board of Guardians, who are self-perpetuating, but responsible to and approved by a General Meeting, are solely concerned with ethical behaviour of the Association and their main duties are outlined in paragraph 5. The Board will normally consist of four members.

3.1.9 Complementary Member. This grade of membership can only be awarded by Council and carries no voting rights whatsoever. Council does not need to give a reason for withdrawing a member from this grade.

3.2 It must be emphasised the SAA is an association of clubs and not individuals.

A club member may join the SAA through one affiliated club only, and shall be deemed to be a member of that club for voting purposes.

3.3 Membership fees shall be set at the Annual General Meeting and shall apply on the first day of January following the Annual General Meeting.

3.4 The membership year shall be a calendar year from 1st January. The Treasurer shall close his books as at 30th September in order financial statements may be provided for audit and presentation at the A.G.M.

3.5 Annual fees become due on January 1st. Members whose subscriptions have not been received by 1st of January will be deemed lapsed and uninsured. With effect from 31st January 1995, to avoid lapse in membership and insurance, members shall be able to renew any time on or after 1st November and be deemed fully paid up until 31st December of the succeeding year. Members renewing during this two-month period will do so at the existing annual fee. Members renewing on or after 1st January will do so at the new rate as fixed at the AGM.

3.6 A member joining for the first time after 30th September shall receive membership from receipt until 31st December of succeeding year.

4. CLUB AFFILIATION

4.1 Club affiliation is open to all Scottish aeromodelling clubs with a minimum SAA membership of five persons.

This does not preclude an individual who wishes to register a discrete club name as a precursor to establishing a larger club. It must be noted, however, that a minimum of five members is required to fully affiliate and obtain voting rights of a club. Until that number is registered, the individuals will be regarded as Country Members for voting purposes – see section 9.

4.2 Where a local need exists, local clubs may set up an area of the SAA, to attend to local interests, particularly in competitions. Control of fees, Newsletter, etc. will remain under control of SAA Council. Each area will be responsible for its own constitution, which must not contradict the SAA constitution. Each area may elect one representative to sit on the SAA Council (see 5.1).

By definition, there cannot be just one Area, as this would naturally be the whole of the Country. If one Area formed, it would automatically create a second Area of the remaining part of the Country.

5. ADMINISTRATION

5.1 Day to day administration. The day-to-day administration of SAA shall be carried out by a Council. The Voting Members (as per 9.1) shall consist of the following: - Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, Club Liaison Representative, Contest Directors' Representative, and Youth Development Officer/Public Relations Officer.

In addition to the Voting Members, one Newsletter Editor, one Membership Secretary, one Merchandising Officer and one Webmaster will be appointed as non-voting members. These four posts will be entitled to both attend and take part in full discussion at Council meetings, and to receive an honorarium at the discretion of Council.

5.2 Council members

The members of Council shall be elected at the Annual General Meeting for a term of two years, and must be current members of the Association.

5.2.1 The Voting Members will serve in an honorary capacity.

5.2.2 Not more than three Voting Members of Council may be elected from the same club.

5.2.3 A term of office will be deemed to start immediately upon the close of the meeting where they were elected.

5.2.4 It is desirable to arrange where possible that 50% of Council shall be due for election each year.

5.2.5 Retiring members of Council shall be eligible for re-election, with the exception of Chairman, who will be restricted to serving two consecutive terms of two years. After a full interval of one term of two years, a previous Chairman may stand for re-election, when the two-term rule will re-apply. This will not preclude a past-Chairman from serving on Council in a different office, at any time.

5.2.6 The four appointed posts may be filled by Complementary Members and the length of office will be decided by agreement between Council and post holder.

5.2.7 The Council shall have the power to co-opt persons to fill casual vacancies therein, due to any reason, until such times as a General Meeting is called.

5.2.8 The quorum for a Council meeting is 50% of Council.

5.3 Main Duties of Council members.

5.3.1 The main responsibility of The Chairman is to ensure correct environment in which each Council Member may carry out his/her duties, and be responsible for overseeing the highest possible ethical standards of conduct. The Chairman will preside over Council Meetings. In the absence of both Chairman and Vice Chairman, the chair may be taken by any other member of Council. The Chairman is responsible to a General Meeting.

5.3.2 In addition to the natural duty of understudy to Chairman, it is intended Vice Chairman should be a full working member of Council. It is considered valuable experience for Vice Chairman to be involved with other members of Council to gain an understanding of roles. To this end, Vice Chairman will normally take charge of Training, Safety and Achievement Scheme, together with overseeing organisation of Association events. The Vice Chairman is responsible to Chairman.

5.3.3 In principal, the Secretary shall be the sole person responsible for all correspondence between the Association and outside bodies, and between the Association and clubs. In practise, the Treasurer will communicate directly with the bank or any other financially interested party, such as the Auditor. All office bearers may have direct contact, but they must all ensure that a copy is lodged with The Secretary, so there is a central record of all Association dealings with Third Parties. The Secretary is responsible to Council.

5.3.4 The Assistant Secretary may act in place of the Secretary at the Secretary's discretion, or if the Secretary is incapacitated. The main duty will be the responsibility for taking and keeping of minutes of all Meetings. The Assistant Secretary is responsible to the Secretary.

5.3.5 The Membership Secretary shall receive fees from members and shall be responsible for keeping records of clubs and members' names and addresses. The Membership Secretary shall issue Membership cards carrying insurance and achievement details as required. The Membership Secretary is responsible to the Secretary.

5.3.6 The Treasurer's duties shall be defined under Paragraph 10. The Treasurer is responsible to Council.

5.3.7 The Club Liaison Representative is responsible for keeping Clubs in touch with Council and vice versa. He will co-opt as many Area Representatives as required to carry out this duty satisfactorily. The Area Representatives (if activated) shall liaise between Club Liaison Representative and club committees in their areas. Club members who wish to communicate directly with Council should do so through their club secretary. Area Representatives are responsible to their Areas and report to Club Liaison Representative. The Club Liaison Representative is responsible to the Secretary.

5.3.8 The Newsletter Editor shall be responsible for collating news and views, and to publish the same as a Newsletter at a frequency agreed with Council. He shall be solely responsible for contents of the Newsletter. The Editor will be responsible to Council for the ethics, contents and administration of the publication and distribution. The Editor must work within a budget set by Council. The Editor must engineer to publish an agenda of the Annual General Meeting between six and three weeks before that Meeting.

5.3.9 The Contest Director's Representative is responsible for representing the various elected Contest Directors on Council. He is responsible for financial control of events, and assisting CD's when requested to do so, whether this is financial, or use of SAA equipment for official

events. He is responsible for listing, care and maintenance of all SAA contest equipment and trophies. The Contest Director's Representative reports to Council.

5.3.10 The Dual Office of Youth Development Officer and Public Relations Officer.

The Youth Development Officer is responsible for encouraging youngsters to participate in aeromodelling in any way he sees fit.

The Public Relations Officer is responsible for promotion of aeromodelling to the general public, which will involve publicity for SAA events, and awareness of aeromodelling to outside bodies, particularly where this may result in increased awareness and/or new members for the Association.

The holder of this dual post reports to Council.

5.4 Sub-Committees

5.4.1 Each sub-committee is responsible to Council and must report to it.

5.4.2 Provided that 5.7.1 is observed, each sub-committee may decide its own system for making and executing policy.

5.4.3 Each sub-committee must contain at least one Council member.

5.5 The Board of Guardians

5.5.1 The Board of Guardians will have no operational responsibility for Administration of the Association. Their sole duties are to monitor ethical behaviour of Council and to take action at any perceived transgression of, or fall in standards of those ethics.

The Guardians will receive copies of the approved minutes of Council Meetings and may attend any Council meetings at their discretion.

5.5.2 The Board of Guardians may call an EGM at their discretion.

6. DISCIPLINE AND COMPLAINTS

6.1 The Council shall have the right to terminate membership of any member, as defined in paragraph 3 of the Constitution, who it deems to have acted in a manner that it considers to be detrimental to the Objectives of the SAA.

6.2 Any complaint should be submitted to the Secretary in writing, describing the circumstances and countersigned by at least one witness. Council will then decide whether it comes within their responsibility and competence. The complainant will then be notified, in writing, of this initial decision. If Council agrees the matter is within its terms of Reference, it will then use its offices to try and obtain redress.

6.3 If Council does not agree the complaint is within its Terms of Reference, and the Complainant still differs, he/she may request attendance at a Council meeting, in order to state the grounds under which the complaint should be re-considered by Council. The Council's decision from that meeting is final.

6.4 If the complaint concerns another member, the subject of the complaint shall have the right, along with a friend, to be heard by Council before any action is taken.

6.5 Anyone removed from Council on disciplinary grounds can never be considered for re-election.

Note:- It must be remembered Council is not a statutory body set up to arbitrate between members, unless it involves the Objectives of the SAA. However, Council may mediate between the involved parties if requested, but personal differences must be pursued through civil channels.

7. MEETINGS

7.1 The Annual General Meeting shall be held each year during the month of December at a venue fixed by Council. The meeting shall be announced and agenda published at least 21 days before the date of the AGM.

The Council shall provide to each Club Secretary and Country Member with a copy of Minutes of the preceding AGM, by electronic or written means as soon as they are available and within the time limits as prescribed in the Constitution.

7.2 An Extraordinary General Meeting may be called by:-

7.2.1 Council.

7.2.2 Any twenty members of SAA associated Clubs, by written application to the Secretary, giving six weeks' notice. The venue shall be fixed by Council within the six week period.

7.2.3 The Board of Guardians, who shall also have the power to fix the venue, set the agenda and chair the EGM. An EGM called by the Board would be considered fully constitutional, even without cooperation of Council.

All costs for an EGM called under 7.2.3, will be met by the SAA.

7.3 The quorum at any General Meeting is 20% representation of affiliated clubs. If a quorum is not present, amendments to the constitution cannot be considered. All other business may proceed. This includes any EGM called under 7.2.3.

8. MOTIONS FOR GENERAL MEETINGS

8.1 Motions for amendments to the constitution must be formally 'proposed' and 'seconded', and sent in writing to the Secretary, to be received at least six weeks before the AGM. The constitution may only be amended at the AGM or an EGM called for that purpose.

8.2 Only motions for a General Meeting made in writing and received by the Secretary at least six weeks before the General Meeting will be guaranteed to be on the agenda.

8.3 Motions raised under "Any Other Competent Business" will be discussed only at discretion of the Chairman. It is emphasised that 'Other' business specifically excludes amendments to the constitution.

9. VOTING AT MEETINGS

9.1 Council Meetings. Each member of Council present shall have one vote except for the Chairman who shall have one and one half votes*.

9.2 General Meetings

9.2.1 Club Members. (Including juniors)

Club members shall be entitled to vote at Annual General Meetings on the basis of one vote per ten SAA members per club, or part ten members thereof. Only those attending a General Meeting may use club entitlement votes. No postal or proxy voting is allowed. A card will be

issued for each entitlement vote, i.e. one card per attending member up to a total club entitlement. All vote counts will then be on show of card. Each club shall decide for itself how votes shall be used at General Meetings.

9.2.2 Country members. (Including Juniors)

Country members will be totalled and assumed to be one club for the purposes of voting at a General Meeting.

Thus, at the start of a General Meeting, the Membership Secretary will announce the total number of registered Country Members, and therefore, the number of votes as equivalent to one club.

As with clubs, it is the responsibility of Country Members present, to decide how their votes will be allocated.

9.2.3 At a General Meeting the Chairman shall have a casting vote in addition to his own membership vote, if this is being used**.

** This is to include the Chairman as a working, voting member of the Council.*

*** This is to allow the Chairman to represent his club or country member group as required.*

10. FINANCE

10.1 A proper record of all financial transactions of the SAA shall be maintained by the Treasurer, in accordance with good accountancy practice.

10.2 The Treasurer shall present an audited Annual Statement of Accounts to the Members at the AGM.

10.3 The accounts will be duly audited by a suitably eligible person. This person shall be elected, or approved, by Members at the AGM.

10.4 Current and Deposit accounts, as necessary, will be maintained in the name of the Association at a bank approved by Council.

10.5 All cheques drawn on behalf of the Association shall be signed by the Treasurer and countersigned by, usually, the Chairman or Secretary of the Association at the time.

10.6 The cheque signatories must be varied by Council if it is felt there is a conflict of interest, or too close a relationship, between signatories. The Guardians will have the final decision on this matter.

10.7 All Council members acting on behalf of the Association, or others co-opted by Council for specific duties, shall be entitled to reasonable expenses incurred in carrying out such duties. The pro forma expense account will be completed and submitted monthly. Where purchases are involved e.g. accommodation, subsistence and travel expenses other than mileage receipts shall be submitted with the expense account.

10.8 All expenditure shall be approved by Council

10.9 For sums above £100.00 a Purchase Request shall be made for approval by Council prior to the expense being incurred. Invoices for these sums shall be sent directly to the Treasurer for payment.

10.10 Expenses incurred by clubs in supporting training or international competition will be reimbursed at a level agreed to by the Council.

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10.11 Expenses incurred by competitors representing Scotland will be supported at a level agreed by Council. Applications for support shall be presented to Council via the Competition Director.

10.12 Where practical more than one Supplier should be approached to provide costs for services or materials required by Council to support their activities.

10.13 The Treasurer shall close the SAA books on the 30th of September so that an audited set of accounts can be prepared for presentation at the AGM.

10.14 Approval for moving monies between the two existing accounts shall be obtained from full Council.

10.15 Competition expenses will be controlled in accordance with the latest issue of the procedure prepared by the Competition Director issued in 2013.

11. WINDING UP

The SAA shall not be wound up except by agreement carried by a straight majority of three quarters of the SAA associated Clubs and voted at an EGM, specifically called for that purpose.

In the event of the SAA being wound up, all funds of the SAA, after payment of debts, shall be disposed of as determined by that EGM, and must be in line with the objectives of paragraph 2.

Revision amended as per the 1st December 2013 AGM.

Revision amended as per the 7th December 2014 AGM

Revision amended as per the 4th December 2016 AGM