

BMFA North West Area Constitution

Assumptions

1. Area Delegates will lose their Directorship
2. Full Council will be disbanded and replaced by a new smaller 'Management Council (MC*)' – name to be confirmed
3. Representation of the Areas at MC* will be by the Members Director and four (4) new 'Area non-Executive Directors' who may or may not be Area Delegates

1. Introduction

- 1.1. This is the Constitution of the **North West Area of the British Model Flying Association**.
- 1.2. The short name of the Area is the **NW Area**. Referenced to in this document as **the Area**.
- 1.3. The boundary of the Area is set by the MC* of the BMFA and may be varied as considered necessary by the MC*.
- 1.4. For any procedural explanations, refer to the latest version of "A GUIDE TO THE BMFA AREAS OBJECTIVES AND CONSTITUTION"
- 1.5. The Society Of Model Aeronautical Engineers (SMAE) will be referenced as the BMFA in this document.

2. Purpose

- 2.1. The purpose of the Area is to:
 - 2.1.1. To support Affiliated clubs and all members in the Area
 - 2.1.2. To promote safe, lawful model aircraft and drone flying
 - 2.1.3. To promote the BMFA

3. Membership

- 3.1. All clubs situated within the Area, and which are affiliated to the BMFA shall automatically be members of the Area Committee. Member Clubs shall be afforded the right of appeal to the Areas Council to transfer to an adjacent Area.
 - 3.1.1. A Club Delegate may only vote on behalf of one Affiliated Club. The Club Delegate must be appointed by the committee of the Affiliated Club and appear on the list of Club Delegates, Chairman or Secretaries on the BMFA justgo Club portal. The Affiliated Club may nominate an Alternative by notifying the Area Secretary in advance of the meeting.
- 3.2. Country Members - The Country Member Delegate shall be a member of the Area committee and will represent Country, Independent and Commonwealth Members located within the Area.
- 3.3. The Committee shall not have the power to determine the membership of any of its Member Clubs, but in the case of persistent or gross breaches of the Code of Conduct, the Committee shall report the offender to the BMFA.

4. Operation

4.1. The Area will be managed by the following elected Officer roles:

The minimum requirement of roles for a functional committee is:

- 4.1.1. Chairman
- 4.1.2. Area Delegate
- 4.1.3. Secretary
- 4.1.4. Treasurer

There must be at least two individuals fulfilling these four (4) roles.

The following roles may be considered desirable for the smooth operation of the Area.

- 4.1.5. Vice Chairman
- 4.1.6. Achievement Scheme Co-ordinator (Delegate to the ASRC Directorate)
- 4.1.7. Communications Officers
- 4.1.8. Country member Delegate
- 4.1.9. Youth Engagement Officer
- 4.1.10. Event Co-ordinators
- 4.1.11. Area Drone flyers Delegate
- 4.1.12. Additionally, the Area may create any special role for the advancement of the Area.

4.2. Formation of sub-committees

The Area Committee may choose to form sub-committees to help fulfil any of the Area objectives. These may be created and dissolved at any time and can potentially contain any person including volunteers who may not be BMFA members. However, the activities of the sub-committee must conform with current BMFA practices.

4.3. Election of Officers

- 4.3.1. Chairman and Area Delegate positions are due for election at the Area Annual General Meeting on even years for a 2 year period. If a Chairman or Area Delegate is elected mid-term, their tenure will be until the next scheduled Annual General Meeting.
- 4.3.2. Secretary and Treasurer positions are due for election at the Area Annual General Meeting on odd years for a 2 year period. If a Secretary or Treasurer is elected mid-term, their tenure will be until the next scheduled Annual General Meeting.
- 4.3.3. All other positions are due for annual re-election at the Area Annual General Meeting
- 4.3.4. The Committee of the Area have the power to co-opt a member to replace an officer who resigns before his position is due for re-election.

4.4. Removal of Officers

- 4.4.1. An officer who is deemed to be failing to perform his duties can only be deselected at an AGM. This must be carried out by a proposal followed by a secret vote. A two-thirds majority in favour of the deselection is required for the motion to be carried.

5. Finance

- 5.1. The Area shall submit an annual budget to the Finance Director of the BMFA on an annual basis within a timescale determined by the Company Secretary of the BMFA.
- 5.2. The scope of the budget shall cover:
 - 5.2.1. Operational Expenses.
 - 5.2.2. Club, Achievement Scheme and Event Support.
 - 5.2.3. Capital Expenditure requirements.
 - 5.2.4. Any underspend or overspend from the previous financial year must be factored into the budget submission to the Finance Director. This shall be reviewed by the Finance Director and approved by the MC* of the BMFA after which funds will be allocated.
 - 5.2.5. Funds that have been allocated by MC* can only be used for Area Activities in line with their budget submission.
 - 5.2.6. Funds that are generated by an Area can be used for any purpose that the Area sees fit.
- 5.3. Payment of Expenses
 - 5.3.1. Officers of the Area are entitled to reimbursement of reasonable expenses on production of a valid receipt and completed expense form. Expenses may also be claimed by others subject to approval of the Area Committee.
- 5.4. Audit of Finances– the Area will appoint 1 or 2 inspectors to independently examine the Area Finances on an annual basis.

6. Meetings

- 6.1. Meetings (General)
 - 6.1.1. The quorum for a full (not Sub) Area Meeting of any type is six (6) registered voting Club Delegates.
 - 6.1.2. A Club Delegate may only vote on behalf of one Affiliated Club. The Club Delegate must be appointed by the committee of the Affiliated Club and appear on the list of Club Delegates, Secretaries or Chairmen on the BMFA Club portal. The Affiliated Club may nominate an alternative Delegate by notifying the Area Secretary in advance of the meeting.
- 6.2. Area Meetings (AM):
 - 6.2.1. There shall be a minimum of 3 Area Meetings (AM) in a calendar year.
 - 6.2.2. The Agenda shall be published on the Area Website at least 21 days before the published date of the meeting. Individual Members of the Area will be notified by an email mailshot. The scope of the Agenda shall be determined by the Officers of the Area. The Agenda must cover actions and activities of BMFA MC* and the BMFA Areas Council as a Fixed Agenda item
 - 6.2.3. Topics for Any Other Business (AOB) must be submitted before the start of the meeting. AOB items involving expenditure items must be submitted 7 days before the start of the meeting

- 6.2.4. Attendance at an AM is open to any member within the Area however, only one Delegate from an Affiliated Club and the Country Member Delegate may vote on any matter. The Area Chairman shall have a casting vote in the event of a tie.
- 6.2.5. The voting method may be electronic, a show of hands or a secret vote at the request of a Club Delegate. Affiliated Clubs and the Country Delegate will be allocated one vote irrespective of the number of members within the club.
- 6.2.6. The Secretary will maintain Minutes of the meeting with Action history carried forward from previous meetings. These should be made available in draft form within 21 days of the end of the meeting.
- 6.2.7. The quorum for an AM is six (6) voting clubs.

6.3. Annual General Meetings (AGM).

- 6.3.1. The Area will hold one AGM in a calendar year.
- 6.3.2. The quorum required for an AGM is six (6) voting clubs present.
- 6.3.3. In the event of a non-quorate AGM, the Area must reschedule within 14 days. The Area must inform the Members' Director within 7 days following a failed second (non-quorate) AGM.
- 6.3.4. The Area AGM will be held no earlier than 4 weeks before or 4 weeks after the published date of the Annual General Meeting of the Society (BMFA).
- 6.3.5. An Agenda for the meeting shall be distributed to Affiliated Club Delegates at least 28 days before the meeting. The Agenda shall also be published on the Area Website. The scope of the Agenda shall be determined by the Committee of the Area and distributed by email.
- 6.3.6. Any Other Business (AOB) topics are not permitted at an Annual General Meeting.
- 6.3.7. Attendance at an AGM is open to any member within the Area.
- 6.3.8. Only Affiliated Club Delegates and the Country Member Delegate may vote at the AGM. The Chairman may have a casting vote in the event of a tie.
- 6.3.9. The voting method may be electronic, a show of hands or a secret vote at the request of a voting member of the committee. Affiliated Clubs and the Country Delegate will be allocated 1 vote irrespective of the number of members within the club or group they represent.
- 6.3.10. The ASC Delegate will provide a report on ACE and ACI activity for the current calendar year.
- 6.3.11. The ASC Delegate will submit a proposal recommending the names of ACEs and ACIs for consideration for the following Calendar year. These will be considered by the Committee and the vote will be a secret vote per individual. If all Delegates agree, then a block vote may be called by the meeting Chairman.
- 6.3.12. The Secretary will record the Minutes of the meeting, and these shall be made available in draft form within 28 days of the end of the meeting.

6.4. Extraordinary General Meetings (EGM)

6.4.1. An EGM may only be called on the written request of five member clubs or upon a resolution being passed either by the MC* of the BMFA or by the Area Committee. A notice formally convening the EGM shall state the time and place and the agenda of the meeting and shall be posted by the Secretary to all officers and member clubs of the Area at least 28 days prior to the meeting. Meetings may be held face to face at a suitable location or using electronic video conferencing at the discretion of the Area Chairman.

6.4.2. The quorum required for an EGM is six (6) voting clubs present.

6.4.3. In the event of a non-quorate EGM, the Area must reschedule within 14 days. The Area must inform the Members' Director within 7 days following a failed second (non-quorate) EGM.

6.5. Area Officers Meetings (AOM)

6.5.1. The Officers of the Area may meet on an ad-hoc basis as required to ensure the smooth running of the Area.

6.5.2. These are informal meetings and there is no requirement to maintain a formal record of minutes. A synopsis of the meeting with any action points will be reported at the next Area Meeting.

7. Changes to this Constitution

7.1. The Constitution is Area Specific.

7.2. An Area may add new or amended paragraphs in section 8 below to fulfil their specific needs. Sections 1 to 7 of this document must remain unchanged. Paragraphs in Section 8 may take precedence over paragraphs in Section 1 to 7 subject to ratification requirements described in Section 7.4.

7.3. Changes to a Constitution must be ratified at the Area AGM and will be subject to the AGM requirements for advance publication.

7.4. Subject to ratification at the Area AGM, the Constitution must also be ratified by the Areas Council at the first full Areas Council meeting of the year. This is to ensure that proposed changes:

- Do not negatively impact on the reputation and operation of the wider BMFA Organisation.
- Are lawful.

7.5. Changes to the BMFA Organisation that may impact the Constitution will require the Area to amend their Constitution accordingly.

8. Area Specific Clauses

None Specified