



BRITISH MODEL FLYING ASSOCIATION

AREA CONSTITUTION

April 2023

BMFA Area Constitution

1. Introduction

A BMFA Area (the Area) represents BMFA-affiliated clubs and Country Members situated within the Area. The boundary of the Area is set by the BMFA Areas Council and can vary from time to time.

This Constitution is accompanied by a guidance document "A Guide to the BMFA Areas Objectives and Constitution", the latest version of which should be referred to for procedural clarification.

2. Purpose

The purpose of the Area is to:

- 2.1. Support Affiliated Clubs and Country members in the Area
- 2.2. Promote safe, lawful flying of all types of model aircraft
- 2.3. Promote the BMFA

3. Membership

3.1. All BMFA affiliated clubs situated within the Area shall automatically be members of the Area Committee. Member Clubs near the boundary shall have the right of appeal to the Areas Council to transfer to an adjacent Area.

3.1.1. An Affiliated Club should ideally appoint a club member to be their Club Delegate, to represent them at Area meetings and vote on their behalf. No club's vote shall be exercised by more than one person, nor shall one person exercise the vote of more than one club or the vote of a club of which they are not a member.

3.2. Individuals who join the BMFA outside the club structure are called Country Members. Collectively they are considered a Club in their own right.

3.2.1. Country Members residing within the Area should ideally appoint a Country Member Delegate to represent them at Area meetings and vote on their behalf.

3.3. If the Area has concerns over the behaviour of an Affiliated Club it should be brought to the attention of the Areas Council.

4. Operation

4.1. The Area is managed by the elected Officers, who must all be individual members of the BMFA. Officers must be persons of good standing; they shall not be bankrupt, in receivership, or of unsound mind. The minimum Officer roles for a functional committee are:

- 4.1.1. Chairman
- 4.1.2. Area Delegate
- 4.1.3. Secretary
- 4.1.4. Treasurer
- 4.1.5. Achievement Scheme Co-ordinator

There must be at least three individuals fulfilling these five roles.

The Area should also look to elect the following officers where possible:

- 4.1.6. Vice Chairman
- 4.1.7. Communications Officer(s)
- 4.1.8. Outreach Officer
- 4.1.9. British Drone Flyers Representative
- 4.1.10. Flying Disciplines Representative(s)

4.2 Area Chief Examiners (ACEs) and Area Chief Instructors (ACIs) are automatically non-voting Officers of the Area Committee (see 6.3).

4.3. Other Officers

The Area Committee may create at any time any Other Officer Roles for the advancement of the Area.

4.4. Formation of sub-committees

The Area Committee may form sub-committees to fulfil any of the objectives of the Area. These may be created and dissolved at any time, and volunteers who are not BMFA members may be included in assistive positions only. The activities of sub-committees must conform to current BMFA practices, with two-thirds of members required for a quorate meeting.

4.5. Election of Officers

4.5.1. Chairman, Secretary, and 50% of the Other Officer Roles are due for election at the Area Annual General Meeting in even years, to serve for a 2-year period.

4.5.2. Area Delegate, Treasurer, Achievement Scheme Co-ordinator and the remaining 50% of the Other Officer Roles are due for election at the Area Annual General Meeting in odd years, to serve for a 2-year period.

4.5.3. The Area Committee may co-opt a member to replace an officer who resigns before their position is due for re-election or into a newly created Other Officer Role to serve until the next Annual General Meeting.

4.6. Removal of Officers

An officer who is deemed to be failing to perform their duties can only be deselected at an AGM or EGM, by a formal proposal followed by a ballot. A two thirds majority in favour of the de-selection is required for the motion to be carried, with any abstention counted as a vote against de-selection.

5. Finance

5.1 Area Budget

5.1.1. The Area Treasurer shall submit an annual grant application by the prescribed means and timescale to both the Finance Director and Members Director of the BMFA, who will then review all applications and allocate funds accordingly.

5.1.2. Any under spend or overspend from previous financial years may be taken into account when determining the final grant awarded.

5.1.3. Funds that have been allocated by the BMFA may only be used for Area activities in line with those on the grant application. Funds that are generated by the Area can be used for any purpose that the Area Committee sees fit.

5.1.4. The Area Committee shall appoint one or two adults to independently examine the Area finances on an annual basis.

5.2. Payment of Expenses

Officers of the Area are entitled to reimbursement of reasonable expenses on production of a valid receipt/claim. Expenses may also be claimed by others subject to approval by the Area Committee.

6. Meetings

6.1. Meetings

6.1.1. The quorum for any Area Meeting is six (6) registered voting Clubs, including the Country Member Delegate if appointed.

6.1.2. Attendance at any Area Meeting is open to all BMFA members within the Area. However, only one Delegate/member from each Affiliated Club (plus the Country Member Delegate) may vote on any matter.

The Area Chairman shall have a casting vote in the event of a tie.

6.1.3. The voting method may be electronic, a show of hands, or a secret ballot may be held at the request of any voting member. Affiliated Clubs will be allocated one vote irrespective of the number of members within the club, the Country Member Delegate will be allocated one vote irrespective of the number of Country members within the Area.

6.1.4 The Agenda and all supporting documentation for Ordinary and General Area meetings shall be communicated to all Delegates plus other nominated Club contacts and all Area Officers at least 21 days in advance of Ordinary Meetings and 28 days in advance of General Meetings (AGM/EGM). Communication will usually be by email, and where possible the Agenda should also be published on the Area website. The scope of the Agenda shall be determined by the Officers of the Area Committee. Meetings may be held face to face at a suitable location or using electronic video conferencing at the discretion of the Area Chairman.

6.2. Ordinary Area Meetings

6.2.1. There shall be a minimum of three (3) Ordinary Area Meetings in a calendar year, at which the previous Ordinary Meeting minutes shall be ratified.

6.2.2. The Agenda must cover actions and activities of the BMFA Board of Management and the 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. At the Chairman's discretion, any AOB items may be included, deferred to the next meeting, or referred to the Areas Council forum.

6.2.4. The Secretary shall maintain minutes of the meeting, with action history carried forward from previous meetings. These should be communicated in draft form within 21 days of the meeting along with the ratified minutes of the previous General meeting.

6.3. Annual General Meetings (AGM)

6.3.1. The Area will hold one AGM in a calendar year, at which the previous AGM minutes shall be ratified.

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

6.3.3. The Area AGM shall be held no earlier than four weeks before and no later than four weeks after the published date of the Annual General Meeting of the Society of Model Aeronautical Engineers (t/a BMFA).

6.3.4. 'Any other business' (AOB) items are not permitted at an Annual General Meeting.

6.3.5. The Achievement Scheme Co-ordinator shall provide a report on ACE and ACI activity for the current calendar year.

6.3.6. The Achievement Scheme Co-ordinator shall submit a proposal recommending the names of current ACEs and ACIs to be ratified for the coming year, along with those not recommended for re-ratification. These will be considered by the Area Committee and voted on. If all Club Delegates agree, then a block vote may be called by the Chairman.

6.3.7. The Secretary will record the Minutes of the meeting, and these shall be communicated in draft form within 28 days of the meeting along with the ratified minutes of the previous AGM.

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 passed by the Area Committee.

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

6.4.3. 'Any other business' (AOB) items are not permitted at an Extraordinary General Meeting.

6.4.4. The Secretary will record the Minutes of the meeting, and these shall be communicated in draft form within 28 days of the meeting. These minutes must be ratified at the next Ordinary meeting.

6.5. Area Officers Meetings

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

End.