

**Note:** *This Overview is written as a general guide. The statutory Rules and Regulations of MFNZ (Sections 2 and 3 of this Manual) take precedence.*

## 1. STRUCTURE OF MFNZ

1.1. MFNZ is managed by a nationally elected Council of Management.

Special Interest Groups (SIGS) are delegated to supervise activities of their Special Interest, organize contests and rallies and make rules for their activity.

1.2. **Council of Management.** The MFNZ Council is comprised of the following who are elected at each AGM:

**President, Vice President, Secretary** (Assisted by a contracted Secretariat who undertake data processing, word processing and attend to the routine of the Association's accounting and membership matters.), **Treasurer, Competition Manager**, and **five Area Councilors** (North, Center, and South of the North Island and the North and South of the South Island).

1.2.1. In addition, the following positions are appointed by Council to assist in the running of the Association:

**Magazine Editor, Advertising Manager and Recording Officer.**

1.3. **Special Interest Groups.** To ensure that each flying discipline is fairly represented within the Association, the Council has formed the following SIGs to which a Chairman, Secretary, and Committee Members are appointed by the members of the respective disciplines. The appointments are made at their AGM, usually held at the Nationals, and are subject to ratification by Council. Any new SIGs must be approved by Council.

Control Line, Free Flight, Pylon, Pattern (R/C Aerobatics), Soaring, Helicopter, Vintage (R/C and F/F), R/C Scale, R/C Scale Aerobatics and F/F & C/L Scale, Large Model, Turbine, Electric

*Note: In addition Council appoints members to serve on the Large Model SIG to handle regulations and safety matters.*

1.3.1. Special Interest Group sub-committees are given a set of guidelines by Council under which to operate. In general they are responsible for ensuring that all flying in their discipline is undertaken in a safe manner, ensuring that the competition rules are kept current and providing information to the members in the Association relating to their activity. In addition they encourage and foster growth within their discipline and select teams to represent NZ at International competitions.

1.3.2. A combined SIG meeting is held annually. A "Competition Account" receives its finances from the profits of the Nationals and grants from the MFNZ general account depending on budgetary constraints. This is used to benefit the SIGs for their operating expenses and the purchase of equipment or other common related matters. Some assistance is given to Teams competing internationally.

## 2. AFFILIATION

2.1. Following changes to the MFNZ constitution in 2005, membership of the Association is made up of individual members who may join the Association directly or via a club. The Association, however, encourages members to affiliate through clubs as we believe that the modelers gain a great deal through the benefits of club membership. The club acts as an agent for MFNZ collecting the affiliation fee and distributing membership cards and other information, there is a substantial reduction in affiliation fee for members joining via a club.

2.2. **Procedure.** (*Note: See the Flow Charts in 'Annex A: Forms' at the back of the Club Manual*) In late February/early March each year club Secretaries/Membership Officers will receive an affiliation package from the MFNZ Secretariat. This package contains:

- a. Two copies of the club's full membership list
- b. Membership stickers for those members listed
- c. A supply of the following forms:
  - NOTIFICATION OF AFFILIATIONS
  - AFFILIATION FORM - *For New Members*
  - CHANGE OF ADDRESS
  - "Wings" Order Forms
  - Frequency Flag/Peg Order Forms

2.3.

**a. Fees.** The affiliation fees are payable from the 1st of April and new members to MFNZ after the 1<sup>st</sup> November need to only pay half fees. Members are deemed to be unfinancial where the member's subscription is still outstanding as at the 1st July each year. At this date their name will be removed from the mailing list to receive "The Flier's World", and the member's club will be notified early in July of all unfinancial members and requested to either forward their subscriptions or formally notify MFNZ to remove their name from the membership list. *Note: New members who are affiliated after 1<sup>st</sup> November need pay half the affiliation fee but members who were financial the previous year must pay full fees regardless of when they pay.*

Fees (including GST) are:

	Senior	Junior	Family	Lone Member
2004/2005	\$48	\$20	\$55	\$60
2005/2006	\$48	\$20	\$55	\$60
2006/2007	\$48	\$20	\$55	\$100**
2007/2008	\$55	\$20	\$62	\$100
2008/2009	\$55	\$20	\$62	\$100
2009/2010	\$55	\$20	\$62	\$100

\*\* From the July 2006 AGM any individual may join the Association as a "Lone Member" but membership via a club is at a substantial discount.

2007/2008 fees will be decided at the July 2006 AGM.

**b.** A GST invoice will be returned to the club for each membership return and payment.

2.4. **Membership.** For membership fee purposes, Seniors are individuals aged 18 and over and Juniors are 17 or under at 1<sup>st</sup> April. Members who turned 18 the previous financial year will be automatically changed to Senior status on the membership list.

2.4.1. Only one member of a family need pay the Family fee and this fee covers spouses/partners living at the same address and dependants provided the dependant is either a junior or a full time student. Only one member of the Family will receive The Flier's World. It is the club responsibility to constantly monitor the status of Family members and to advise MFNZ when a senior dependant ceases full time studies.

## 2.5. **Completing the affiliation forms**

2.5.1. Check your club full membership list for errors or changes in address or status (e.g. changes from Junior to Senior or change in Family status). Please make legible alterations to the membership list and if you change a membership type you will also need to alter the fee accordingly and request a new membership card if changing from Junior to Senior. For address changes please use the proper form.

2.5.2. Place a TICK in the "FL" column to designate all members that you are re-affiliating. Rule a line through any member that you want to delete (those who you are sure will not rejoin).

2.5.3. All new members must fill out an "Affiliation Form" - for "Family" membership, each member of the Family affiliating must complete a form. Any past member who does not appear on your club list who wishes to re-affiliate should also complete a new "Affiliation Form" and mark the form "Previous Member" - giving the membership number (if known).

*You can give a new membership sticker to each club member as soon as they pay their fees. When new members join, their membership card will be sent out to the Club with the sticker attached. Your returns will be processed and new membership cards ordered promptly and you can normally expect to receive your updated current full membership list plus cards for new members well within three weeks. All new members will receive direct from the MFNZ Secretary a Member's Handbook, a current calendar, a couple of back issues of The Flier's World and a "Welcome" letter within the same time frame.*

2.5.4. Total up all the re-joining and new members and complete the "Notification of Affiliations" and send it together with your cheque made out to "NZ Model Aeronautical Assn (Inc)" to the MFNZ's Secretary's address.

2.5.5. Please send in your returns as early as possible in the new Financial Year. It is suggested that a batch at the end of each month of April, May and June and then "as required" is a good policy. Making regular returns not only ensures that your new and existing members receive their Flier's World promptly, it also helps the Association's cash flow.

*When you send further fees for rejoining or new members please follow the same procedure. It is important that the membership number, where known, is quoted in all correspondence and reaffiliations.*

## 3. FUNDING

3.1. Funding of the Association is predominantly from member subscriptions (Affiliation Fees). The primary funding of the SIGs is by way of an administrative grant from the Association's main account (depending on the SIGs's expenses), and from entry fees collected from the Nationals and various competition and Rallies which the SIGs may organise.

3.2. **What is the Subscription is spent on?** MFNZ's main expenditure is the magazine "The Fliers World" which is published five times a year and sent free to all members. This accounts for 25% of the annual expenditure. The remaining expenditure is divided approximately equally between secretarial fees, accounting, and membership (30%) general expenses and administration (20%), the Annual General Meeting and Councillor's travel expenses (20%). Competition expenses are not charged against subscription income.

## 4. RESPONSIBILITIES

4.1. **Council of Management.** The Council of Management is responsible for the efficient running of the day to day activities of the Association, providing effective membership benefits such as The Flier's World and Public Liability Insurance, and is responsible for ensuring the safe operation of model aircraft under the regulations of the Civil Aviation Authority of New Zealand. Further details of Council responsibilities are covered in the "Goals" section of this Manual.

4.2. The Council is also responsible for providing a venue for the Nationals and administrative support for registration, recording or results and prizegiving. Each year, Council appoints a Nationals Manager who co-ordinates all Nationals administration and runs the event.

4.3. **Area Representatives.** As well as being active members of Council, Area Representatives address the specific problems of clubs in their area. They are particularly interested in flying sites and in membership acquisition and retention. They are available to arbitrate and negotiate in dealings with local authorities or in matters of difference between clubs or individuals.

4.3. **Special Interest Groups.** SIGs are responsible for the running of the competitions relating to their disciplines at the Nationals, for conducting their own Rallies, New Zealand Championship events if desired in addition to the Nationals and for overseeing the organisation of any International events held in New Zealand. To assist them in these functions, Council provides each SIG with an Administration Guide and each has a "Nationals Operating Kit" which contains all the necessary items to run their events.

## 5. ADMINISTRATION

5.1 Council members are spread around the country and communicate by phone, letter and e-mail. Council meets four times a year at a central venue and spends between many hours at these meetings attending to policy matters associated with running the organisation. The routine of day-to-day administration is undertaken by the Secretary who is assisted by the contracted Secretariat in maintaining a membership database and attending to the tasks of receiving and banking subscriptions, answering general correspondence, providing administrative assistance to SIGs, maintaining the accounts, and maintaining our many documents, Rules and forms of the Association. In addition, most of the members of Council spend up to 8 hours each week attending to Association matters in their own specialist areas,

## 6. THE NZ MODEL FLIER'S WORLD

6.1. The Flier's World, the publication of MFNZ, does much to satisfy many of the goals of the association. Every financial Senior, Junior, and 'Family Paid' member gets a copy of The Flier's World which is published 5 times a year. Clubs and individual members are invited and encouraged to make unsolicited contributions to The Flier's World, which might benefit other members. The Fliers World is designed to assist, educate and entertain.

6.2. Small, non-commercial advertising is free of charge for members and clubs. For Clubs to qualify for free advertising of their events it must be within the size as set by the Editor. Advertising for Clubs outside this size will be charged at 50% the normal commercial rates.

## 7. AWARDS

7.1. The Association has several awards open to members.

7.2. **Life Membership.** Life Membership shall be confined to persons who have rendered meritorious service to the sport generally or to the Association in particular. Life Members shall be entitled to all the privileges of membership without the payment of any further membership fee. Examples of persons who might be nominated for Life Membership are:

- Devoted exceptional time and effort in a general sense to aeromodelling and the Association without pecuniary gain for the advancement of New Zealand aeromodelling.
- Given long and exceptional service to the MFNZ Council of Management.
- Given exemplary service in a position of responsibility nominated by Council.
- Served in an executive capacity on a SIG or special Advisory Committee for a long period and given exceptional service.
- Supported or fostered competition or recreational modelling as, for example, a long-serving Team Manager, and/or given unsparingly of his/her time to assist individuals or teams to participate in sport, competitions or general modelling activity.

### 7.2.1. Life Member Nomination Process.

- a) Nomination for life membership shall be made to the Council by any Senior Member
- b) The proposal must be presented formally in writing to Council. The proposal must state clearly the reason for the nomination and give a background of the nominee's service in the field of aeromodelling.
- c) The proposal must be received by Council in sufficient time to be placed on the agenda at a Council Meeting early in the year so that, if accepted by Council, it can be circulated to members via the magazine in the form of a motion for the AGM.
- d) If desired, the proposal may be presented to Council through the Area Representative of the member presenting the proposal who can then speak on behalf of the member's proposal.
- e) A resolution proposing Life Membership must be carried by a majority of at least three fourths of those present at a General Meeting.
- f) Nominations for Life Membership cannot be made from the floor at a General Meeting or an AGM.
- g) Life Members receive a gold membership card, and a certificate.

7.3. **Macdonald Memorial Award.** Any person may be nominated for this award by any member of the Association. This prestigious Award is generally given annually to those who have rendered services to the greater benefit of the New Zealand Model Aeronautical Association, its members and model aviation in general for no personal gain to the nominee whatsoever. All nominations must be through Council who then makes the recommendation to the Macdonald Memorial Award Trustees, who make the final selection. Nominations can be received at any time and the presentation is generally made at the Association's AGM or at the Nationals.

7.4. **Certificate of Appreciation.** This certificate is awarded by Council on the recommendation of any member who considers that a person has rendered some service to the Association.

7.5. **International Representation Badge.** Awarded to any member who has represented New Zealand in an Association recognised World or Trans-Tasman Championship event. The member is awarded with a Silver Badge for the first representation and a Gold Badge when the member has completed five representations. Team Managers are presented with a Certificate but do not qualify for Silver or Gold Badge awards. The Secretary maintains data on past representation.

7.6. **Merit Badge.** Awarded to any member to mark significant Aeromodelling achievement. Any member may nominate a recipient to MFNZ Council, with supporting data.

## 8. HANDBOOK and MANUALS

8.1 **Member's Handbook.** The Member's Handbook is issued to all financial members in electronic form and will be sent to all new members as they affiliate, paper copies are available on request. Information in the Handbook is *not* repeated in this Club Manual. Any club Secretary who is not a financial MFNZ member may request a free copy of the Member's Handbook.

8.2 **Club Manual.** This Club Manual is sent to Club and SIG Secretaries in electronic form, paper copies are available on request. Information from this Manual (and much additional information) is available on the Association's Internet page at <http://www.modelflyingNZ.org.nz/>.

8.3 **Club Information Booklet.** This publication is intended to be template for Clubs who wish to produce their own small handout to new, existing or prospective members. It comprises four folded sheets of A4 size paper which assembles into a 16-page A5 size booklet. Templates for this booklet are available on disk or hard copy from the MFNZ Secretary (no charge).

8.4 **SIG Manual.** SIGs are issued with an operating manual which gives them guidance in the many aspects of managing these sub-committees. This manual is not generally available.

8.5 **Acquisition and Retention of Flying Sites.** This A5 sized booklet is available free on request from the MFNZ Secretary. It is based on a booklet of the same name produced by the SMAE (UK), modified to suit MFNZ requirements. The retention of flying sites is becoming increasingly difficult with NZ's rural "spread" and there are many potential problems for clubs that the booklet helps to address. Often, many of the pitfalls are not very evident to the uninitiated and it is very important that clubs do not make mistakes in negotiations or in handling of potential problems in the early stages – such mistakes are often not recoverable. MFNZ simply does not have the resources to negotiate all matters on behalf of clubs – most of the work lies squarely on the local scene. As a consequence, the booklet is recommended as essential reading for Club executives to avoid potential problems.

8.6 **Competition Rules Books.** Rules for the operation of the various model classes are the responsibility of the respective SIGs. The rules books themselves, however, are available from the Website ([modelflyingNZ.org.nz](http://modelflyingNZ.org.nz)). The MFNZ Competition Manager is responsible for the Competition Rules, and for the incorporation of relevant FAI Rules into the various individual code's books. Rule Books are available for sale both from the MFNZ Secretary and the respective SIG – prices vary according to size of each book and a notice will be inserted in the Flier's World giving prices.

8.7 **Large Model Certification.** Special permission is required from CAA to fly large models between 15kg - 25kg and pilotless aircraft 25kg – 100kg. MFNZ has been delegated authority to issue certification. This is handled by the Large Model SIG.

## 9. WEB PAGE

The Association's Internet site is at: [www.modelflyingNZ.org.nz](http://www.modelflyingNZ.org.nz)

The MFNZ electronic mailing list is quite popular with over 200 subscribers now "online". Members from around the country (and overseas) can subscribe (free), and it's simple to use. When you send an e-mail to the list, it is copied and sent to every person on the list. They can then reply directly to you, or to the list. This provides for an excellent method of discussions, buy/sell, problem solving and general chit-chat about Aeromodelling!

To Subscribe; Go to [www.modelflyingNZ.org.nz/nzmaa-news.asp](http://www.modelflyingNZ.org.nz/nzmaa-news.asp) Follow the instructions and you'll be on the list.

## 10. MERCHANDISE

10.1 Many items of "stock" are available from the MFNZ Secretary. Pegboards, Personal Pegs, Transmitter Flags, and number of other items will be advertised in the magazine.

10.2 Back issues of NZ Model Flier's World, Publicity Pamphlets and Posters are free, but a stamped envelope would be appreciated.

10.3 Please note that orders for Frequency Flags, Personal Pegs, Wings Badges and R/C Proficiency Certificates should use the forms at Annex A to this Manual.

10.4 Wings Badges and Proficiency Certificates will only be issued to members who have passed the respective "Wings" tests (see section 10 of this manual or the Member's Handbook for details).