

# MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



## NEW AND AMENDMENT OF EXISTING PROCEDURES PROCEDURE

MOP017

APPROVED: M.A.A.A. President

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This Policy and/or Procedure forms part of the M.A.A.A. Manual of Procedures. This entire document is for the use of all classes of members of the M.A.A.A. in the conduct of activities associated with the M.A.A.A. and is not be used for any other purpose, in whole or in part, without the written approval of the M.A.A.A. Executive.

## **NEW AND THE AMENDMENT OF EXISTING PROCEDURES PROCEDURE**

### **1. PURPOSE**

This procedure is to ensure that the process to be followed for the production and amendment of M.A.A.A. Procedures is documented and Procedures are identified to enable the latest version to be identified.

### **2. INTRODUCTION**

The M.A.A.A.'s Manual of Procedures is a "live" document that is being continually reviewed, added to and improved. It is essential that a documented system is in place to ensure that changes/amendments to Procedures are identified, investigated and if found to improve the system, changed and the changes documented.

### **3. SCOPE**

This Procedure applies to the M.A.A.A., all Ordinary Members, Clubs, Special Interest Groups, Affiliate Members and Associations of the M.A.A.A.

### **4. DEFINITIONS**

<b>Affiliate Member</b>	A person properly affiliated with a Club that is properly affiliated to an M.A.A.A. Ordinary Member.
<b>Association</b>	An Association properly affiliated with an M.A.A.A. Ordinary Member.
<b>Club</b>	A Club properly affiliated with an M.A.A.A. Ordinary Member.
<b>Club Member</b>	See Affiliate Member
<b>M.A.A.A.</b>	Model Aeronautical Association of Australia Inc.
<b>M.A.A.A. Executive</b>	The elected officials of the M.A.A.A. Inc.
<b>M.A.A.A. Ordinary Member</b>	A State Association properly affiliated with M.A.A.A. Inc.
<b>Ordinary Member</b>	See M.A.A.A. Ordinary Member
<b>Special Interest Groups</b>	A group of modellers interested in a particular facet of aeromodelling. It may be a small group found within one state only.
<b>S.I.G.</b>	Special Interest Group
<b>State Association</b>	See M.A.A.A. Ordinary Member

### **5. RESPONSIBILITIES**

5.1 The M.A.A.A. Secretary is responsible for the maintenance of the M.A.A.A. Manual of Procedures.

- 5.2 The M.A.A.A. Secretary is responsible to place on the M.A.A.A. Executive Meeting agenda any suggested changes, omissions and improvements to the M.A.A.A. Manual of Procedures that are reported to him/her.
- 5.3 The M.A.A.A. Executive are responsible to consider changes, omissions and improvements to the M.A.A.A. Manual of Procedures that are presented for their decision at their Executive meetings, and either require further changes, approve or reject the proposal The M.A.A.A. Executive can reject, or send for re-drafting, the Procedure if they consider that it is inappropriate or incorrect
- 5.4 The M.A.A.A. Secretary is responsible to advise the State Associations and M.A.A.A. Web Site Manager of any changes or additions to the M.A.A.A. Manual of Procedures within 14 days of the changes being approved by the M.A.A.A. Executive.
- 5.5 The Ordinary member is responsible to investigate, and if found to be valid, to advise the M.A.A.A. Secretary of any errors, omissions and improvements to the M.A.A.A. Manual of Procedures which are reported or identified to them.
- 5.6 The Ordinary Member is responsible to ensure that their Clubs, Special Interest Groups and Affiliate Members are aware that they can suggest changes to, and new Procedures.
- 5.7 The Ordinary Member is responsible to ensure that their Clubs, Special Interest Groups and Affiliate Members are advised of the changes, omissions and improvements to the M.A.A.A. Manual of Procedures.
- 5.8 The M.A.A.A. Executive is responsible to ensure that all changes, omissions and improvements to the M.A.A.A. Manual of Procedures for the year are identified on the M.A.A.A. Council Agenda for ratification by the Council.
- 5.10 The M.A.A.A. Secretary is responsible to maintain an up to date "Table of Contents" for the M.A.A.A. Manual of Procedures identifying the date of issue of the specific version of the Procedures. A new "Table of Contents" shall be sent as part of any update or new Procedure being issued.

## **6. PROCESSES**

### **6.1 NEW PROCEDURE**

- 6.1.1 Any Ordinary Member, Affiliate Member, Club, Association or Special Interest Group of the M.A.A.A. can identify new Procedures. They shall submit suggestions to their Ordinary Member for consideration.
- 6.1.2 If a new Procedure is identified to, or by, an Ordinary Member, they shall consider the procedure and if considered that it is a worthy addition to the Manual of Procedures they shall send full details to the M.A.A.A. Secretary. The details shall include reasons the Procedure is required and preferably a draft of the Procedure.
- 6.1.3 A new Procedure identified by any member of the M.A.A.A. Executive shall be submitted to the M.A.A.A. Secretary.
- 6.1.4 The M.A.A.A. Secretary on receipt of the documentation identifying the new Procedure shall place it on the agenda of the next M.A.A.A. Executive meeting for consideration.
- 6.1.5 The M.A.A.A. Executive will consider the suggestion/s and if found to be a valid addition to the Manual of Procedures, implement a system to have the

procedure written. The M.A.A.A. Executive can assign the work to draft the procedure to an appropriate person or association.

- 6.1.6 When the Procedure has been drafted it shall be returned to the M.A.A.A. Secretary who shall then circulate it to the M.A.A.A. Executive for comment. If considered necessary the M.A.A.A. Secretary shall circulate the new Procedure to another appropriate group such as a National Special Interest Group for comment.
- 6.1.7 The M.A.A.A. Secretary is responsible for ensuring that the Format of the Procedure is compatible with other M.A.A.A. Procedures
- 6.1.8 The M.A.A.A. Executive can reject, or send for re-drafting, the Procedure if they consider that it is inappropriate or incorrect.
- 6.1.9 The M.A.A.A. Secretary in consultation with the M.A.A.A. President shall consider the comments and if considered appropriate include them into the procedure.
- 6.1.10 The M.A.A.A. Secretary shall then circulate the interim Procedure to the Executive Members and place it on the agenda of the next M.A.A.A. Executive meeting for consideration.
- 6.1.11 The M.A.A.A. Executive shall consider the Procedure at their meeting and if it considered appropriate shall approve the Procedure for release to the Ordinary Members. These Procedures shall apply to all M.A.A.A. Operations as at the date of issue/approval by the Executive.
- 6.1.12 All Procedures approved by the M.A.A.A. Executive since the last Annual Council Conference shall be placed on the agenda of the next M.A.A.A. Annual Council Conference for ratification.

## **6.2 CHANGES TO EXISTING PROCEDURES**

- 6.2.1 Any Ordinary Member, Affiliate Member, Club, Association or Special Interest Group of the M.A.A.A. can identify changes to existing Procedures. They shall submit suggestions to their Ordinary Member for consideration.
- 6.2.2 The Ordinary Member shall consider the additions, changes, omissions and improvements identified and, if considered applicable, sends full details to the M.A.A.A. Secretary.
- 6.2.3 Changes identified by members of the M.A.A.A. Executive shall submit the documentation directly to the M.A.A.A. Secretary.
- 6.2.4 The M.A.A.A. Secretary on receipt of the documentation identifying the additions and/or changes to the Manual of Procedures places it on the agenda of the next M.A.A.A. Executive meeting for consideration.
- 6.2.5 If the change is of a typographical nature and does not alter the meaning of the Procedure, the M.A.A.A. Secretary shall amend the Procedure and release it without the amendment being formally approved by the M.A.A.A. Executive. Advice that the change has been made shall be included on the next Executive Agenda for advice.
- 6.2.6 The M.A.A.A. Executive will consider the suggestions and if found to be applicable initiates a system to have the procedure amended. The M.A.A.A. Executive can assign the work to amend the procedure to an appropriate person or association.

- 6.2.7 When the Procedure has been updated it shall be returned to the M.A.A.A. Secretary who shall then circulate it to the M.A.A.A. Executive for comment. If considered necessary the M.A.A.A. Secretary shall circulate the amended Procedure to another appropriate group such as a National Special Interest Group for comment.
- 6.2.8 The M.A.A.A. Executive can reject, or send for re-drafting of, the amendments or the whole Procedure if they consider that it is inappropriate or incorrect
- 6.2.9 The M.A.A.A. Secretary in consultation with the M.A.A.A. President shall consider the comments and if considered appropriate include them into the procedure.
- 6.2.10 The M.A.A.A. Secretary shall then circulate the amended Procedure to the Executive Members and place it on the agenda of the next M.A.A.A. Executive meeting for consideration.
- 6.2.11 The M.A.A.A. Executive shall consider the amendments of the Procedure at their meeting and if it considered appropriate shall approve the Procedure for release to the Ordinary Members.
- 6.2.12 All Procedure amendments approved by the M.A.A.A. Executive since the last Annual Council Conference shall be placed on the agenda of the next M.A.A.A. Annual Council Conference for ratification.

### **6.3 IDENTIFICATION AND RECORDING OF AMENDMENTS**

- 6.3.1 All Procedures shall have a date of approval indicated on the front sheet and on each page of the document in conformance to the Document Control Procedure.
- 6.3.2 A copy of each version of a Procedure shall be kept on file by the M.A.A.A. Secretary for a period of five years after that version is amended.

## **7. RATIFICATION OF PROCEDURE AND AMENDMENTS**

The M.A.A.A. Council at the next Annual Council Meeting must ratify all changes and additional Procedures. The M.A.A.A. Secretary shall place a list of changes and new Procedures implemented during the year on the Council agenda.