

# KAMLOOPS MODEL AIRPLANE SOCIETY

## BY - LAWS

October 17, 2007

### 1. **MEMBERSHIP**

- a) Members shall be persons interested in the operation and/or the advancement of model aviation, expressing that interest in the building or assembling of model aircraft, and participating in the flying and maintenance operations at Tolko Field.
- b) All applicants for membership and those accepted into membership shall be bound by the By-Laws of the Society.
- c) All persons requiring flying privileges must be members of the **Model Aeronautics Association of Canada (MAAC)** or the Academy of Model Aeronautics (AMA).
- d) A **Member** of this Society is a person who has paid annual membership dues.
- e) A **Junior Member** category shall include persons who were under the age of 18 years as of January 1<sup>st</sup> of that year, or any students registered full time in an educational institution, and who have paid the annual Junior membership dues as in effect for that year.
- f) A membership year shall be the period from November 1<sup>st</sup> to October 31<sup>st</sup>.
- g) Persons can apply for membership into the Society through the Membership Coordinator. The joining procedure is sponsorship by two members reporting the applicant's name to a general meeting, and approval by the Executive Committee.
- h) The Society may from time to time, as it deems fit, vote to award an **Honorary Membership** to individuals who have in some outstanding way supported the Society or promoted the hobby and sport of model aeronautics. Honorary Membership does not confer voting or flying privileges.
- i) A **Life Member** is a person named on the Society Life Members Honour list recognized for an initiating contribution to the Society. Life Membership does not confer voting or flying privileges and is no longer available.

2. **RIGHTS OF MEMBERS**

- a) Members have the right to vote at all general, special and annual meetings of the Society.
- b) Society members who have been members for one full year shall have full rights to officership. They shall be elected in conformity with the By-Laws of the Society.
- c) Members may at any time in writing to the Executive request information respecting the financial operation of the Society.
- d) Members have access to Tolko Field for flying operations upon showing current MAAC or AMA membership subject to all Safety Rules.

3. **INITIATION FEE, ANNUAL DUES, AND OTHER CHARGES**

- a) An Initiation fee of no less than \$100 shall be payable, deposited in the Capital Fund.
- b) All fees, dues, and other charges shall be set out in the standing resolutions.
- c) Every member of the Society shall be assessed annual dues that shall be set at the Annual General Meeting and shall be in effect for the following year. In the event no dues are set at the AGM, such dues as were in effect in the immediate preceding year shall remain in effect.
- d) Society dues shall be payable on November 1<sup>st</sup> or not later than November 30th each year in advance for one full year membership.
- e) Any person who fails to renew an annual membership terminates his/her membership. Such person may apply to the Executive Committee for reinstatement during which time membership rights are suspended. Late payment or failure to renew will be subject to a penalty of one half of the Initiation fee.
- f) Any member may request in writing from the Club Executive a temporary withdrawal in annual membership. After permission is granted, that member may re-activate membership without penalty. This can be done once only.
- g) Persons joining after July 31st will pay the Initiation fee plus one-half of the annual dues in effect for that year and any current assessments.
- h) Life Members shall pay only the Member annual dues and assessments.

4. **MEETINGS**

- a) The Annual General Meeting shall be held during the month of October each year at a time and place designated by the Executive Committee. The election of the officers of the Society shall be held at this meeting.
- b) The Society shall hold regular meetings on a day, time, and place designated by the Executive Committee.
- c) Special meetings may be called by the President, or in his absence the Vice President, or shall be called on a written request of twenty percent of the members giving full explanation of the reason for calling the meeting.
- d) Fourteen days notice shall be given to all members advising them of a Special meeting.
- e) At Special meetings of the Society only such business as described in the notice of meeting shall be considered, discussed, or acted upon.

5. **QUORUM**

- a) Twenty percent of all members shall constitute a quorum at all General, Special, or Annual General Meetings.
- b) An Executive quorum shall be three officers where one is either the President or the Vice-President.
- c) Three members of any committee will constitute a quorum

6. **VOTING**

- a) Only Members and Junior Members of the Society shall have the right to vote.
- b) At the Annual General Meeting the vote shall be taken by secret ballot for the election of the officers and standing committees.
- c) At all meetings, except as provided in 6.b), the vote shall be by a show of hands unless in the opinion of the Executive Committee the matter is of sufficient gravity to warrant a vote by secret ballot.
- d) All matters shall be decided by the majority vote (a quorum being present) at any meeting unless herein otherwise provided.

- e) Special Resolutions shall require approval of three quarters of the members in attendance.
- f) Proxy votes will be honored at the Annual General Meeting for the election of the officers only and must be in writing.
- g) In the event of a tie vote the presiding officer shall have the deciding vote, but this vote shall not be in addition to the vote he/she is entitled to as a member.

7. **OFFICERS OF THE SOCIETY AND THEIR RESPONSIBILITIES**

a) **PRESIDENT**

The President shall preside at all meetings of the Society. General management and supervision of the duties of the Executive Committee and welfare of the society shall rest within his/her office.

b) **VICE PRESIDENT**

The Vice President shall preside at all meetings in the absence of the President.

c) **SECRETARY**

The Secretary shall:

- 1) Prepare and keep a complete record of the proceedings of all general and executive meetings.
- 2) Prepare correspondence as required and receive same.
- 3) Distribute notices to the membership regarding meetings, special resolutions, or revised by-laws as required by the Executive Committee.
- 4) File annual reports as required by the Registrar of Societies.

d) **TREASURER**

The Treasurer shall:

- 1) Receive all monies due to the Society; deposit same in the name of the Society in a Financial Institution which shall be designated by the Executive Committee.

- 2) Disburse at the direction of the Executive Committee by cheque only, signed by two officers from among the President, Vice President and/or the Treasurer, all the amounts necessary for carrying out the affairs of the Society.
- 3) Prepare and maintain all financial reports and records according to standard bookkeeping procedures.
- 4) Prepare for submission at the Annual General Meeting a statement showing the financial standings of the Society for the past year ending September 30<sup>th</sup>.
- 5) Produce all books and records for the Executive Committee or the President at any time required or requested.

e) **CHIEF SAFETY OFFICER**

The Chief Safety Officer shall:

- 1) Oversee and enforce current MAAC and Field safety rules with the authority to determine, issue and/or lift a temporary suspension of flying activity for an individual member or the entire field.
- 2) Chair the Rules Committee.

f) **MEMBERSHIP COORDINATOR**

The Membership Coordinator shall:

- 1) Collect all membership dues and fees for deposit by the Treasurer while maintaining in good order the register of all members.
- 2) Coordinate member information, communicate membership responsibilities, sponsor procedures, waiver documents, current listings, and other internal communications.
- 3) Promote membership recruitment.

8. **THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist of six members. President, Vice President, Treasurer, Secretary, Chief Safety Officer, and the Membership Coordinator.

- b) The Executive Committee shall have control of the general direction and management of the Society's affairs and expenditures subject to the provisions of the Constitution and the approval of the membership.
- c) The Executive Committee shall be responsible for ensuring that the applicable costs of the flying field are paid, and the appropriate annual reports are submitted to Victoria in accordance with the Society Act.
- d) Members of the Executive Committee are eligible to serve a maximum of two consecutive years in any one position.
- e) No member of the Executive shall hold office in another local aero modeling club in the Kamloops area (which is defined as being within a 50 mile radius of Kamloops city centre).
- f) No direct related family member may hold office in the Society at the same time.
- g) All committees report to the membership through the Executive Committee.

9) **RULES COMMITTEE**

- a) The rules committee shall consist of the Chief Safety Officer as Chair, the Chief Flying Instructor, plus one additional member appointed annually by the Executive Committee.
- b) The Rules Committee shall be responsible for the setting up, announcing, and enforcement of all rules and regulations pertaining to the model airport operating procedures for all flying, fun-flies, training sessions, or contests.
- c) Th Rules Committee shall organize and implement an annual safety and flight review which shall be conducted for each and all members.

10) **FLIGHT INSTRUCTION**

- a) The Executive shall appoint a Chief Flight Instructor who will test and recommend an Instructor Roster for approval by the Executive.
- b) The Chief Flight Instructor and Roster shall give leadership in advancing the flying skills of all members especially new trainees, and foster continuous improvement through an active training program consistent with MAAC standards.

- c) The Chief Flight Instructor, or when necessary his designated alternate, must administer all solo “Wings Certification” flights.

11. **OTHER COMMITTEES**

The Executive Committee shall appoint any other committees that the membership finds necessary for the operation of the Society, and receive reports from such committees in a timely manner.

The President of the Society shall be ex-officio a member of all committees and shall receive from each committee a notice of committee meetings.

12. **DELEGATES**

In the event that the Society requires representation to any meeting outside of its jurisdiction, delegates shall be appointed by and be responsible to the Executive Committee. Delegates may continue to provide representation until the next Annual General Meeting or until the current executive terminates delegation, whichever occurs first. A person may have their delegation reinstated by the Executive following the Annual General Meeting.

13. **BORROWING POWERS**

The Society shall not borrow any money, incur any liabilities, or issues any debentures without sanction by Special Resolution.

14. **OPERATING EXPENSES**

- a) A balanced budget shall be prepared annually by the Executive Committee for presentation to the AGM.
- b) The Society shall maintain an operating bank account in a recognized financial institution.
- c) The Society shall have a “Contingency Fund” of at least one year's operating expenses in its Bank account at the beginning of each financial year.
- d) A “Capital Fund” account of 15% of the annual budget and the deposit of Initiation Fees shall be established and maintained for future major repairs and replacements.

- e) Non-budgeted expenses, “Contingency Fund” and “Capital Fund” expenditures must be approved by the membership.

16. **REMOVAL OF OFFICERS**

- a) Any officer in the Society may be removed from office by Special Resolution.
- b) The Executive Committee may temporarily fill vacancies to the Executive Committee by appointment. Any such appointments shall be approved by the membership at the next general meeting. Failure to approve an appointment will trigger nominations and a vote to fill the position at the next general meeting,

17. **SUSPENSION**

The Executive Committee, after review with the member in question, shall be empowered to temporarily suspend the membership rights of any member.

The Chief Safety Officer shall have the right to suspend the flying privileges of a member whose conduct at the field is judged by him to be contrary to safe MAAC and local flying procedures

This suspension shall remain in effect until the next general or special meeting at which time further discipline of the member shall be decided by secret ballot.

18. **EXPULSION**

A member suspended by the Executive Committee or the Chief Safety Officer has the right to present his/her case to the membership at the next general meeting or special meeting.

In case the conduct of the suspended member shall be in the opinion of the membership injurious to the character of the Society, the member in question can be removed from the Society by a secret ballot vote of the members present at a general or special meeting.