



## KAMLOOPS MODEL AIRPLANE SOCIETY CONSTITUTION

Revised January 1, 2017

1. The name of this Member-Funded Society is the **KAMLOOPS MODEL AIRPLANE SOCIETY**.
2. The purposes of the Society are:
  - a) To promote and develop model aeronautics in the Kamloops area.
  - b) To maintain a quality model aircraft flying facility.
  - c) To design and implement training programs in model aeronautics.
  - d) To welcome visiting flyers, host special flying events, and accommodate sanctioned competitions.
  - e) To encourage others, especially youth, through virtual and real model aircraft flying to understand and enjoy aviation.
  - f) To participate in and contribute to community activities which allow for model aircraft demonstrations, display, and promotion.

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# KAMLOOPS MODEL AIRPLANE SOCIETY

## BY - LAWS

1. The operation of the Society shall be chiefly carried out near Kamloops, British Columbia.
2. This Society is affiliated with the **MODEL AERONAUTICS ASSOCIATION OF CANADA** and is a charter member of said organization, hereinafter referred to as MAAC.
3. Any proposed revision of these Bylaws requires that notification in writing must be sent to all members prior to an Annual General Meeting, or Special General Meeting. All amendments will then be put to the vote at that meeting requiring a 75% vote of the Open Members representing a quorum to carry.
4. On winding up or the dissolution of this Society, all assets remaining after all debts have been paid shall be transferred to a non-profit organization as selected by the Open Members by way of a Special Resolution at a Special General Meeting.

### 5. MEMBERSHIP

- a) Members shall be interested in the operation and/or the advancement of model aviation, expressing interest in the building or assembling of model aircraft, and participating in the flying and maintenance operations at KMAS flying facilities.
- 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) The membership year is the period from November 1st to October 31st.
- e) Persons can apply for membership into the Society through the Membership Coordinator. The applicant must be sponsored by two (2) Open Members, have his/her membership approved by the Executive Committee, and have his/her name reported to a General Meeting.
- f) All new members must receive facility orientation, safety briefing and a check flight by a designated KMAS instructor before solo flight is authorized.
- g) The classes of Membership are as defined below:
  - i) An **Open Member** is a person who is over the age of 18 years as of January 1<sup>st</sup> of that year and who has paid current annual Open Membership dues.
  - ii) A **Junior Member** is a person who is under the age of 18 years as of January 1<sup>st</sup> of that year, or any student registered full time in an educational institution who has paid current annual Junior Membership due
  - iii) A person named on the Society Life Member Honor List recognized for an initiating contribution to the Society is an **Honorary Member**.
  - iv) Any current KMAS member in good standing may recommend another KMAS member in good standing for an Honorary membership. Nominations should be made in writing to the current KMAS executive listing the nominee and the nominators justification for the nomination. The secretary will maintain the list of nominations and present them to the executive for review prior to the AGM. Nominations will then be presented to the membership for approval at the AGM. Honorary membership on its own does not confer voting or flying privileges. In the case where an Honorary member is expelled as per para. 20. b), Honorary membership will also be revoked.

## **6. RIGHTS OF MEMBERS**

- a) Open Members have the right to vote at all general, special and annual meetings of the Society.
- b) Open Members who are fully paid members shall have the right to let their name stand for election as an Executive at the Annual General Meeting. The designation, election or appointment of a director is not effective unless the individual consents in writing or the designation, election or appointment occurs at a meeting and individual does not refuse.
- c) Members may at any time, in writing to the Executive Committee, request information respecting the financial operation of the Society.
- d) Members have access to KMAS flying facilities for flying operations upon showing current MAAC or AMA membership. Maintaining flying rights is subject to compliance with the MAAC Safety Code and field safety guidelines.

## **7. INITIATION FEE, ANNUAL DUES, AND OTHER CHARGES**

- a) Initiation fees, dues, and other charges shall be set out in the annual fee schedule to be approved at each Annual General Meeting. All initiation fees will be deposited in the Capital Fund.
- b) 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.
- c) Society dues shall be payable by November 1st for the coming membership year.
- d) Any person who fails to renew an annual membership prior to November 30th terminates his/her membership.
- e) Any member may request in writing to the Executive Committee a temporary withdrawal in annual membership. Such application, accompanied by the annual holding fee, must be received prior to November 30<sup>th</sup>. After permission is granted, that member may re-activate membership without penalty or re-initiation.
- f) Persons joining after July 31st will pay the full Initiation Fee plus one-half of the annual dues in effect for that year and any current assessments.

## **8. 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) Five (5) percent of the voting members may request that a matter be put on the agenda of an AGM.
- c) The Society shall hold regular meetings on a day, time, and place designated by the Executive Committee.
- d) Special General Meetings may be called by the President, or in his absence the Vice President, or shall be called on a written request of ten (10) percent of the voting members setting out the motions to be voted on.
- e) Fourteen days' notice shall be given to all members advising them of a Special General Meeting.
- f) At Special General Meetings of the Society only such Motions as contained in the notice of meeting shall be considered, discussed, or acted upon.

## 9. QUORUM

- a) At a General Meeting, Special or Annual General Meeting, twenty percent (20%) of all members shall constitute a quorum.
- b) At an Executive meeting, three officers where one is either the president or the Vice President shall constitute a quorum.

## 10. VOTING

- a) Only Open and Junior Members over the age of 18 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 10.(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 at any meeting, provided a quorum is present.
- e) Special Resolutions shall require approval by three quarters (75%) of the members in attendance, provided there is a quorum present.
- f) Proxy votes will be honored at the Annual General Meeting for the election of the officers only. Proxy votes 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.
- h) Email voting is permitted on Special Resolutions within the 14-formal day notification period. Email ballots must be directed only to the Vice-President.

## 11. OFFICERS OF THE SOCIETY AND THEIR RESPONSIBILITIES

### a) PRESIDENT

- i. The President shall preside at all meetings of the Society.
- ii. 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

- i. The Vice-President shall preside at all meetings in the absence of the President.
- ii. The Vice-President shall serve as the Chair of a Nominations Committee for election of officers. This committee shall consist of three members and will report to the membership at each Annual Meeting.

### c) SECRETARY

The Secretary shall:

- i. Prepare and keep a complete record of the proceedings of all general and executive meetings.
- ii. Prepare correspondence as required and receive it.
- iii. Distribute notices to the membership regarding meetings, special resolutions, or revised by-laws as required by the Executive Committee.
- iv. File annual reports as required by the Registrar of Societies.

d) **TREASURER**

The Treasurer shall:

- i. Receive all monies due to the Society; deposit it in the name of the Society in a Financial Institution that shall be designated by the Executive Committee.
- ii. Disburse at the direction of the Executive Committee all the amounts necessary for carrying out the affairs of the Society by cheque, signed by two officers from among the President, Vice President and/or the Treasurer, or by cash with supporting receipts.
- iii. Prepare and maintain all financial reports and records according to standard bookkeeping procedures.
- iv. 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>.
- v. 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:

- i. Represent and enforce the MAAC Safety Code with the authority to determine and/or lift a temporary suspension of flying activity for an individual member or the entire field.
- ii. The Chief Safety Officer shall organize and implement an annual safety review for all members.
- iii. The Chief Safety Officer shall have the authority to suspend flights activities at the field.

f) **MEMBERSHIP COORDINATOR**

The Membership Coordinator shall:

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

**12. THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist of six members elected annually: 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 in accordance with the Society Act.
- d) No two family members may hold office in the Society at the same time.
- e) All committees report to the membership through the Executive Committee.
- f) The executive committee will have final approval before any wings are presented to a potential candidate.

### **13. FLIGHT INSTRUCTION**

- a) The Executive shall annually approve an instructor roster.
- b) The Instructors, as directed by the Executive, 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) Wings Certificate flights must be administered by two flight instructors.
- d) Upon successful completion of the wings test, the instructors in 13. c) above will submit their recommendation to the Executive Committee for final approval.

### **14. OTHER COMMITTEES**

- a) 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 when deemed necessary.
- b) 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.

### **15. DELEGATES**

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

### **16. BORROWING POWERS**

The Society shall not borrow any money, incur any liabilities, or issue any debentures without the support of 75 % of the members representing a quorum at an Annual or Special General Meeting.

### **17. OPERATING EXPENSES**

- a) A balanced budget shall be prepared annually by Executive Committee for presentation to the Annual General Meeting.
- b) The Society shall maintain an operating bank account in a recognized financial institution.
- c) The Society shall have funds equal to the current year's budgeted operating expenses in its Operating account at the beginning of each financial year.
- d) The Capital Fund account shall be maintained for future major repairs and replacements.
- e) Any Operating Surplus remaining after having met the requirement in c) above, shall be transferred from the Operating Fund to the Capital Fund at the end of each fiscal year.
- f) Non- budgeted expenses which exceed 10 % of the total budgeted expenses for that year, and "Capital Fund" expenditures must be approved by the membership at a Special General Meeting.
- g) Notwithstanding the above, if there is a non-budgeted expense that exceeds the 10 % threshold above, which is required to protect further damage to the grounds or building because of unforeseen circumstances or events beyond anyone's control, then the

Executive shall have the authority to make such expenditure and will inform the membership within seven days of having incurred such expense.

After having received such notice, a Special General Meeting will be held to discuss the expenditure if at least Ten (10) percent of the members make such a request in writing.

#### **18. 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.

#### **19. SUSPENSION**

- a) The Executive Committee, after review with the member in question, shall be empowered to temporarily or permanently suspend the membership rights of any member.
- b) 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 reviewed by the Executive Committee.

#### **20. EXPULSION**

- a) 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.
- b) 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. Only pro-rated Annual Dues will be refunded.

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