

**HUMBER VALLEY R/C FLYERS
M.A.A.C. CHARTER CLUB
CONSTITUTION AND BYLAWS
(Revised December, 2013)**

**ALL CLUB MEMBERS ARE REQUIRED TO READ AND ADHERE TO THE
CONSTITUTION AND BYLAWS.**

CONSTITUTION

Article 1. Name

The name of this organization shall be Humber Valley R/C Flyers Inc. hereinafter referred to as the Club.

Article 2. Affiliation

This Club is affiliated with the Model Aeronautics Association of Canada (M.A.A.C.) and is a Charter Club member of M.A.A.C.

Article 3. Purpose

The main purpose of this Club shall be the advancement and safe enjoyment, to the fullest extent possible, of the recreational and competitive activity of radio control fixed wing model aircraft.

Article 4. Notifications and Proxies

All general member notifications referred to herein shall be made via the club bulletin which is distributed by email or Canada Post mail according to member preferences. Specific member notifications for member disciplinary actions shall be made by Canada Post mail and email where possible. Proxies received either by original signed letter or printed email are considered valid for voting purposes.

Article 5. Manner of Revising Constitution

This Constitution and Bylaws may be amended by approval of a motion proposed by any Open Member. The proposed amendment requires notification to all Open Members in good standing at least 30 days prior to a Regular Meeting. Amendments shall be put to a vote at that meeting, and require a two thirds majority vote of the attending members to carry. The quorum for this vote shall be one third of the Open Membership.

BYLAWS

Article 1. Membership

1.1 Membership year

The membership year shall be from January 1 until December 31 of the same year.

1.2 Requirements of Membership

- a) Payment of current published club membership fee or exemption from payment of such fees by the Executive Committee.
- b) Signed membership application/renewal form.
- c) Approval of membership application/renewal form by the Executive Committee.
- d) M.A.A.C. membership (if member wishes to fly at club fields and events).

1.3 Classes of Membership

- e) Junior Member - under age 18 as of January 1st
- f) Adult Member - age 18 and over as of January 1st
- g) Honorary Member appointed at the discretion of the Executive Committee for a one year term to recognize significant contribution to the Club.

h) Life Member appointed approved by a vote of Open Members for significant exemplary contribution to the Club made over an extended period.

1.4. Admission to Membership

Initial membership or annual membership renewal in the Club shall be subject to the approval of member's signed application by a majority of the Executive Committee and receipt of the current applicable published membership fees.

1.5 Rights and Definition of Open Members

Open Members in good standing who abide by Club rules shall receive full Club flying privileges, all Club publications and notices, access to the Club website member section, the right to request a web forum account, and the right to vote on all Club matters. An Open Member is any adult over age 18 as of January 1st including any Adult Member, Honorary Member or Life Member.

1.6 Membership Cards

Club members in good standing shall be issued an official Club membership card. Pilots cleared for solo flight shall have a membership card which so indicates.

1.7 Limitations of Membership Size

Memberships may be limited in number at the discretion of the Executive Committee.

1.8 Disciplinary Actions

A member may be subject to the following disciplinary actions and procedures by the Executive Committee in response to any incident or incidents caused by the member or member's actions considered to be unsafe or detrimental to the Club including but not limited to safety or guideline violations, noise concerns or generally poor conduct. Three levels of action can be taken as follows: a) Grounding, b) Suspension, c) Expulsion.

a) Grounding

Any member of the Executive Committee may ground a club member verbally at the field for action(s) of the member considered to be unsafe or detrimental to the Club. The grounded member may not fly any aircraft for the remainder of the day but is automatically cleared to fly on the following day. A grounded member who ignores a grounding order and continues to fly may be subject to further disciplinary actions described below.

b) Suspension

The Executive Committee may suspend a member for repeated actions considered to be unsafe or detrimental to the best interests of the Club. The member shall be notified of the reason for the suspension which shall be effective as of the date of notice. The notice shall suspend the member's flying privileges indefinitely and provide terms and/or conditions for reinstatement. The suspended member may respond to the suspension notice acknowledging and agreeing to the reinstatement conditions or provide other rationale for reinstatement. The Executive Committee shall decide by majority vote to either approve the member's reinstatement and so notify the member, or proceed with expulsion of the member.

c) Expulsion

A member may be expelled from the Club because of any continued action or actions by the member considered by the Executive Committee to be unsafe or detrimental to the best interests of the Club. At its option, the Executive Committee may notify the member of its intent to expel. The Executive Committee shall decide by majority vote on the expulsion of the member from the Club by cancelling the membership and shall notify the member of its final decision.

1.9 Consequence of Court Actions

Any member including a member of the Executive Committee that initiates a court action against the Club or another member immediately forfeits all membership flying and voting privileges.

Article 2. Organization

2.1 Officers

The Officers of the Club shall be as follows:

1. President (elected)
2. Immediate Past President
3. Vice President (elected)
4. Secretary (elected)
5. Treasurer/Membership Coordinator (elected)
6. Field Officer (elected)
7. Program Director (elected)
8. Chief Flying Instructor and Safety Officer (appointed)

Other appointments may be made by the Executive Committee as required. Such appointments shall be for a term of up to one year, ending at the Annual General Meeting.

2.2 Elections

- a) Officers of the Club shall be elected each year at the Annual General Meeting.
- b) Voting for officers may be by a show of hands with nominees being excused from the room during the voting or by confidential ballots issued at the discretion of the Executive Committee.

2.3 Duties of Officers

- a) President
 - Supervise and direct the activities of the Executive Committee.
 - Promote the aims of the Club and provide leadership.
 - Preside at all Club meetings and establish any committees required to conduct specific Club activities.
 - Act as a Signing Officer for the Club.
- b) Immediate Past President
 - Provide executive continuity and leadership advice..
 - Carry out in the absence of the President and the Vice President the duties of those offices.
- c) Vice President
 - Carry out in the President's absence all the duties of that office in accordance with the President's wishes.
 - Take charge of all Club promotional activities.
 - Act as a liaison between M.A.A.C. and the Club.
 - Act as a signing officer for the Club.
- d) Secretary
 - Keep minutes of all meetings and if unable to attend, appoint a proxy to keep an accurate record which shall be added to the Secretary's record of minutes.
 - Receive and distribute Club correspondence.
 - Maintain an inventory of all Club assets.
- e) Treasurer/Membership Coordinator
 - Collect, record and administer the revenues and expenditures of all Club funds.
 - Produce an up-to-date financial report and budget for the AGM or as requested.
 - Process and maintain accurate financial records of the membership.
 - Act as a signing officer for the Club.

- f) Field Officer
 - Ensure proper maintenance of the flying site by outside vendors and/or by enlisting of voluntary assistance from the membership.
 - Be responsible for all Club property at the flying site.
- g) Program Director
 - Plan and arrange programs for regular Club meetings.
 - Plan and organize field events, contests or competitions.
 - Provide refreshments and social arrangements for Club functions.
- h) Chief Flying Instructor and Safety Officer
 - Administer the Club flight training program including the approval and appointment of instructors.
 - Promote all phases of safety within the scope the Club's regulations.
 - Immediately take appropriate action when aware of unsafe operation by a Club member endangering other members or the general public.
 - Report to the Executive Committee and receive direction for action on any repeated unsafe practices by Club members.

2.4 Executive Committee

The Executive Committee shall be composed of all Officers of the Club specified in Article 2.1 and shall have full authority to conduct the business of, and promote the aims and interests of the Club.

2.5 Committees:

Committees may be appointed by the President as required to conduct specific Club activities.

2.6 Removal from Office:

Any Officer can be removed from office provided the following procedures are followed:

- a) A Special Meeting to consider the removal of an Officer must be called by the Executive Committee upon a written request signed by a minimum of ten Club members,
- b) Notification of this Special Meeting must be sent to all Open Members.
- c) The majority decision of the membership present at that Special Meeting shall be final.

2.7 Filling of Vacancies:

Should for any reason any office become vacant during the Club year, it shall be left to the discretion of the Executive Committee to appoint the most suitable member to fill the vacancy on a temporary basis until the first Regular Meeting, at which it is possible to hold an election to fill the vacancy.

Article 3. Meetings

3.1 Regular Meetings

Regular monthly meetings during the period from October until May inclusive shall take place at a location, time, and date chosen by the Executive Committee for the current year.

3.2 Annual General Meeting (AGM)

The AGM shall take place at a location, time, and date chosen by the Executive and shall be held within six months of the end of the fiscal year.

3.3 Special Meetings

Special Meetings may be called at the discretion of the Executive Committee.

3.4 Voting

All voting at meetings shall be by a show of hands. Except for changes to the Constitution and Bylaws, motions shall carry by simple majority. A secret ballot may be employed if this is the unanimous wish of the Executive Committee. Open Members may give proxies in writing or by email to other Open Members to vote on their behalf at Club meetings. Each Proxy shall be valid for use on one single specified date.

3.5 Quorum

Except for changes to the Constitution and Bylaws, a quorum shall be twenty five percent (25%) of the Open membership.

Article 4. Finance

4.1 Financial Year

The fiscal year shall be November 1st to October 31st.

4.2 Fees

- a) Membership applicants are responsible for financial penalties incurred by the Club as a result of their cheques being returned NSF. The membership, if already granted, shall be suspended until the applicant replaces the payment plus any NSF penalties incurred by the Club.
- b) A budget is to be prepared annually and submitted to the membership for approval. Expenditures exceeding more than 10% of total budget require further membership approval. Based upon the approved budget, the annual fee for each class of membership shall be established by the Executive Committee. Renewal fees are due payable by December 31st of each year for the following membership year or otherwise may be subject to a late renewal fee. All new members shall be charged an initiation fee determined by the Executive Committee. All memberships lapsing beyond April 15th may be liable for payment of initiation fees unless waived by the Treasurer.
- c) Honorary and Life Members are exempt from fees.

4.3 Banking

- a) Cheques drawn on the Club account must be signed by any two of the following officers: President, Vice President, Treasurer.
- b) All revenues, disbursements, etc., of Club funds shall be properly recorded and documented by means of acceptable business practices.

4.4 Audit

To provide full transparency of the Club's financial affairs to the membership, the original source documents and financial records of the Club for the past fiscal year shall be made available to any member for inspection at the AGM. A member may request access to the financial records at any other time by submitting a request in writing or by email to the President who shall arrange a time and place for the inspection.

Article 5. Insurance

The flying field used by the Club shall be approved by M.A.A.C. and shall be covered for public Liability Insurance in the amount currently carried by M.A.A.C. in their blanket overall insurance policy. The owner of the field and related facilities shall be named as co-insured. In the event of a model aircraft accident involving personal injury and/or property damage, a report of the accident shall be submitted in writing to M.A.A.C. and the Zone Director immediately after the accident. A copy of the report should be made for the Club and another for insurance purposes. Deductible amounts shall be paid by the member(s) involved in the accident, unless acting as instructor(s), in which case the Executive Committee may decide that the cost be borne by the Club.

Article 6. Field Safety Guidelines

The Field Safety Guidelines of the Club shall be posted on the club web site and made readily available to all members. Failure to follow Field Safety Guidelines may result in disciplinary action.

Article 7. Dissolution of Club

Should it be necessary to disband the Club, a special general meeting shall be held and all Club assets shall be given to M.A.A.C. in trust for a period of 5 years. If the Club is not restarted to the satisfaction of the M.A.A.C. board of directors, within this 5 year period, the assets shall become the property of M.A.A.C.