



# **The Oakville Model Flying Club Incorporated**

M.A.A.C. Charter Club

**Constitution, By-Laws and Standing Resolutions**

## March 1, 1971

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# CONSTITUTION

## **Article I. Name**

The name of this organization shall be “The Oakville Model Flying Club Incorporated”, hereinafter referred to as the “Club”, and is incorporated as such, under the laws of the Province of Ontario.

## **Article II. Affiliation**

The Club is affiliated with the Model Aeronautics Association of Canada and is a charter member of said organization, hereinafter referred to as “MAAC.”

## **Article III. Purpose and Objectives**

The main purpose of this Club shall be the advancement and safe enjoyment of all phases of model aircraft sporting activity, to the greatest extent possible through the co-operation of all members, to their mutual benefit and through co-operation with National and International Modelling Associations and the general public.

## **Article IV. Area of Operation**

Oakville, Milton and district.

## **Article V. Manner of Revising Constitution**

Any proposed revision to this Constitution requires that notification in writing, by means of the Club bulletin or otherwise, must be sent to all members prior to the regular November meeting. All amendments will then be put to a vote at that meeting, requiring a majority vote of the attending members to carry.

# BY-LAWS

## Article I. Membership

### 1. Membership Year

The Membership Year shall be from December 1<sup>st</sup> in any one year until November 30<sup>th</sup> of the following year.

### 2. Requirements for Membership

- a) Paid membership in the Club (which requires MAAC membership).
- b) Application for membership shall be considered only when an official membership application form is completed in full and submitted to the Club Secretary.

### 3. Classes of Membership

There are three classes, as follows:

- a) Junior member – Under age 18 as of January 1<sup>st</sup>
- b) Open member – Age 18 and over as of January 1<sup>st</sup>
- c) Honorary member – Lifetime membership

### 4. New Member

A new member shall be one who has not been a member of the club during the previous two membership years.

### 5. Admission to Membership

Membership in the Club shall be subject to the approval of the Executive Committee.

### 6. Rights of Members

- a) Any member in good standing abiding by the Club rules shall receive full Club privileges, including the Club publications and those benefits accrued from membership in MAAC.
- b) The right to vote on all Club issues shall be restricted to Open and Honorary members.

### 7. Certificates and Insignia

- a) Club and MAAC membership cards. Provided to all members.
- b) OMFC insignia (two) for Club identification on models, etc.

### 8. Limitations

The number of Open members shall be unlimited in any one membership year. There will be no restriction placed on the number of Junior members.

## **9. Expulsion of Members**

A membership may be revoked due to actions detrimental to the interests of the Club. This can be done only after a simple majority of the Executive Committee, and subject to a two-thirds majority ratification at the next regular meeting, or at a special meeting. Until such time as a meeting is held, membership privileges shall be suspended.

## **Article II. Organization**

### **1. Executive Committee**

The Executive Committee shall be composed of the Officers of the Club, the Chief Flying Instructor, the Webmaster and the Municipalities Liaison. The Executive Committee shall have full authority to conduct the business of, and promote the aims and interests of, the Club.

### **2. Officers**

The Officers of the Club shall be as follows:

- a) President
- b) Vice-President
- c) Secretary/Treasurer
- d) Field Manager/Safety Director (one Field Manager/Safety Director for all Club fields or one Field Manager/Safety Director for each Club flying field as required)
- e) Fliteline Editor
- f) Social Director
- g) Past President

### **3. Elections**

- a) With the exception of the Past President, the Officers of the Club shall be elected once each year at the Annual General Meeting. Officers elected at the Annual General Meeting shall assume office at the start of the following membership year.
- b) No member shall be elected President for more than two consecutive years.
- c) All voting shall be conducted by a show of hands, unless otherwise directed by unanimous decision of the Executive Committee.
- d) The position of Past President shall be offered to the outgoing President at the Annual General Meeting. If the outgoing President turns down the position, it will remain open for that term.

### **4. Duties of Officers**

#### **A. President**

- a) At all times to supervise and direct the activities of the Executive.
- b) To promote the aims of the Club and provide leadership.
- c) To preside at all Club meetings and to establish any committees required to conduct specific Club activities.

## **B. Vice-President**

- a) To carry out, in the President's absence, all duties of that office in accordance with the President's wishes.
- a) To provide Executive continuity to the best of his/her ability.
- b) To provide public relations for Club activities and assist in Club speaker arrangements. As required, he/she may enlist the help of other members in performing this duty.

## **C. Secretary/Treasurer**

- a) To keep minutes of all meetings, and if unable to attend, to appoint a proxy to keep an accurate record which shall then be added to the Secretary's records of minutes.
- b) To handle all Club correspondence.
- c) To collect, record and administer the revenues and expenditures of all Club funds.
- d) To provide a current financial report if requested.
- e) To assist the auditor(s) in any way requested.

## **D. Field Manager/Safety Director**

- a) To promote all phases of safety within the scope of the Club's operation.
- b) To take immediate and appropriate action upon becoming aware of any unsafe operation by a Club member which may endanger other Club members or the general public.
- c) To report to the Executive, for their further action, any repeated unsafe practices by any Club member.
- d) To assume responsibility for the maintenance of the flying area under his/her jurisdiction.
- e) To see that conditions favorable to the safe enjoyment of the sport are maintained.
- f) To report to the Executive for further action any field or management modifications required to meet the above objectives.

## **E. Fliteline Editor**

The Fliteline Editor shall be responsible for the publication and circulation of the Club's newsletter, the Fliteline, and for the Club's internal publicity.

## **F. Social Director**

The Social Director shall be responsible for the provision of refreshments and the detailed social arrangements at Club functions. As required, he/she may enlist the help of other members in performing these duties.

## **G. Past President**

To assist the current Executive concerning past Club Executive actions and current issues.



## **2. Chief Flying Officer**

### **Objective:**

To maintain the Club's high standard of safety and public responsibility

### **Duties:**

- a) The Chief Flying Officer (CFI) plans, organizes and conducts the Wings Programme and other training programs.
- b) He/she recruits, trains and supervises the Club's corps of official instructors.
- c) He/she or a designated instructor will check out flyers before they are permitted to fly solo.
- d) He/she monitors the flying performance of all members, working with unsafe flyers until their performance is up to Club standards.

### **Authority:**

- a) The CFI has the authority to recommend to the Executive to ground anyone who is not, in the CFI's opinion, flying safely and responsibly.
- b) The CFI has the authority to require all new fliers and all grounded fliers to pass a 'check-out' flight before granting them permission to fly solo.

### **Appointment and Responsibility:**

The CFI is appointed yearly by the Officers of the Club.

## **3. Webmaster**

### **Objective:**

To maintain the Club's web site.

### **Duties:**

The Webmaster is responsible for developing, updating and maintaining the Club's website.

### **Appointment and Responsibility:**

The Webmaster is appointed yearly by the Officers of the Club.

## **4. Municipalities Liaison**

### **Objective:**

To maintain a consistent amicable relationship between the owner of our flying field(s) and the club to help ensure the continued use of same.

### **Duties:**

- a) Act as the liaison with property owner(s) of any flying field(s) used by the club.
- b) Facilitate any negotiations/renewals of any required lease agreements for said fields.
- c) Research and report regularly on future flying field sites.

### **Appointment and Responsibility:**

The Municipalities Liaison is appointed yearly by the Officers of the Club.

## **5. Committees**

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

## **6. Removal From Office**

Any Officer may be removed from office provided that the following conditions are met:

- a) A special meeting to consider the removal of an officer must be called by the Executive Committee upon written request signed by a minimum of ten (10) Club members.
- b) Written notice of this special meeting must be sent to all Club members.
- c) A minimum of 51% of the Club membership must be represented at this special meeting.
- d) The majority decision of the membership representation at this special meeting shall be final

## **7. Filling of Vacancies**

Should for any reason any Office become vacant during the year, an election to fill the vacancy shall be held at the next regular Club meeting. The position may be filled by the Executive until the time of the next regular meeting.

# **Article III. Meetings**

## **1. Regular Meetings**

The Club shall hold regular meetings on a day and time and at a place as designated by the Executive.

## **2. Annual Meeting**

The Annual General Meeting (AGM) shall be the regular November meeting, at which time any proposed amendments to the Club Constitution shall be considered and voted upon.

## **3. Special Meetings**

These may be called at the discretion of the Executive.

## **4. Election Meeting**

The annual election meeting shall be the Club's Annual General Meeting.

## **5. Quorum**

- a) The necessary quorum of members at the Annual General Meeting shall be 20% of the current Club membership.
- b) The necessary quorum of members at any meeting other than the AGM shall be 10% of the current club membership.

## **6. Voting**

All voting shall be by show of hands unless otherwise directed by unanimous decision of the Club Executive.

## **Article IV. Finance**

### **1. Fiscal Year**

The fiscal year shall be the same as the membership year.

### **2. Dues**

- a) An initiation fee will be assessed to any new Open member applying for membership, except for a Junior member moving up to Open classification and the spouse of a member applying for membership.
- b) The annual Club fees are due December 1st and must be paid prior to the first day of the membership year.
- c) New members joining the Club on or after September 1st of any membership year, and having paid their dues for the current year, shall not be required to pay the yearly dues to cover membership for the year following their membership application. The initiation fee remains unchanged.
- d) All dues and fees shall be as set out in the Standing Resolutions.

### **3. Banking**

- a) Cheques drawn on the Club account must be signed by both the President and Secretary/Treasurer.
- b) All revenues, disbursements etc., of Club funds shall be properly documented by means of acceptable business practices.

### **4. Audit**

Two Open members shall be elected annually from the Annual General Meeting, to review the current financial records, and to report to the membership at a subsequent regular meeting.

### **5. Operating Expenses**

The Club shall at all times carry at least one year's operating expenses in its accounts.

## **Article V. Alteration of By-Laws**

### **1. Alteration of By-Laws**

Any proposal to alter these bylaws shall be presented for debate in at least two regular meetings, or alternately by notice in the newsletter, after which the Executive shall put any resulting resolutions to an immediate vote. All accepted alterations must be recorded in full in the newsletter or in the minutes of the meeting.

### **2. Review**

These By-Laws and the Standing Resolutions shall be subject to full review at least once every three years.

# STANDING RESOLUTIONS

## 1. Meetings (refer to By-Laws, Article III, section 1)

Resolved that; The regular Club meetings, during the period from October through May inclusive, take place at locations identified by the Executive and at the hour of 7:30 pm on the first Monday of each month. If the first Monday of the month is a public holiday, the meeting will take place at the discretion of the Executive.

## 2. Dues and Initiation Fees (refer to By-Laws, Article IV, section 2)

- a) Resolved that; The Club initiation fee be \$50.00
- b) Resolved that; The dues payable by the commencement of each membership year be as follows:
  - i. Junior Member (under age 18 as of Jan 1) \$35.00
  - ii. Open Member (age 18 and over on Jan 1) \$85.00
  - iii. Family Membership \$105.00
  - iv. Honorary Member nil
- c) Resolved that; A late fee of \$25.00 be imposed for memberships renewed after the due date.
- d) Resolved that; A membership applicant is responsible for any financial penalties incurred by the Club as a result of his/her cheque being returned NSF. The applicant's membership, if already granted, will be suspended until such time as he/she issues suitable payment for the amount of the required membership fees plus any NSF penalties incurred by the Club.

## 3. Club Insurance

Resolved that; In addition to MAAC member to member liability insurance, field insurance shall be taken out through MAAC for the protection of the field property owner. It is further resolved that individual members be strongly advised to obtain personal coverage, e.g. via a homeowner's policy.

## 4. Dissolution of Club

Resolved that; Should for any reason the Club be disbanded, any funds remaining after all proper accounts have been settled, said funds shall be distributed to current members (i.e. with valid memberships) at the time dissolution takes place. The funds will be distributed using the formula:

$$\text{Member's share of funds} = (\text{\#yrs of membership} / \text{total \#yrs of all current members}) * (\text{Total Funds Available})$$

## **5. Procedures in Case of Accident**

Resolved that; In the event of a model aircraft accident involving personal injury and/or property damage, a report of the accident in accordance with the instructions on the back of the MAAC membership card shall be submitted, in writing, to the Zone Director immediately after the accident. A copy of the report should be made available for the Club records and another for insurance purposes.

## **6. Frequency Control**

Resolved that; During flying sessions, frequency control procedures, as determined by the Club, will be in force. The Club will provide the facilities or equipment necessary to maintain these frequency control procedures, except for those parts that are determined to be the responsibility of the individual member.

## **7. Flying and Safety Rules**

Resolved that; The Flying and Safety Rules of the Club be as follows:

- a) While a Club member is flying at a Club field, their Club and MAAC (or equivalent) membership cards must be displayed or available for inspection. Guests of Club members may fly provided they are MAAC or AMA members and are accompanied by a Club member for the time they are flying. Guests from countries other than Canada or the United States should check with MAAC as to the status of their insurance while in Canada. No person shall fly model aircraft from any Club field unless they are a member or guest of the Club.
- b) Flying of models or starting of engines is not permitted before the hour of 9:00 AM on any day, except for engineless sailplanes and electric-powered aircraft which are allowed to fly before 9:00 AM on any day.
- c) Models will not be flown over any restricted area at any of the Club's flying fields. A map or description of restricted areas for a particular field will be prominently posted at that field.
- d) All spectators will be kept well away from the flight line.
- e) All cars are to be parked in the specified parking areas.
- f) The flying field is to be maintained free of scrap, debris refuse and rubbish and in a clean and neat condition
- g) Engines must not be broken in on the flight line or in the pit area.
- h) Intention to take off or land shall be clearly announced. After landing, the model is to be removed from the landing area as soon as possible
- i) While flying models, flyers will stand on the flight pads, and behind any safety barriers that are provided
- j) Non-2.4 GHz transmitters must be impounded immediately upon arrival at the flying field. Frequency control procedures will be observed at all times.
- k) Approved frequency pins must be placed on the Frequency Control Board prior to switching on transmitters.
- l) Equipment will be range checked and models thoroughly inspected before each flying session.

- m) Engine exhaust shall be directed away from spectators and other flyer's equipment.
- n) When a model is elevated to check engine run, the propeller arc must not point directly at anyone.
- o) Aerials will be fully extended prior to take-off.
- p) Models shall never be flown directly at spectators or other flyers.
- q) Glider hi-starts or winches must be used in areas other than those used for take-off/landing of powered models.
- r) Inbound models must not be taxied under power into the pit area, or inside any protective barriers. Outbound models will be hand-guided through the pit area, as well as through and beyond any protective barriers that may be erected.
- s) Intention to enter the landing strip (e.g. to retrieve a model) must be clearly announced.
- t) A simple majority of the Executive may grant exceptions to the rules with respect to noise/time flight restrictions.
- u) No alcoholic beverages are allowed at the fields if there are aircraft in the pits.
- v) Fixed wing and rotary wing aircraft shall not fly at the same time at an OMFC field unless there is an agreement between the pilot(s) presently flying and the pilot wishing to fly. Any additional pilots wishing to fly must obtain verbal permission from the pilot(s) on the flight line at the time.
- w) Rotary Wing pilots must conduct their training sessions in the designated rotary wing training area(s).

## **8. First Aid**

Resolved that; First Aid facilities consisting of at minimum a First Aid kit be maintained at each Club flying field.

## **9. Wings Programme**

- a) Resolved that; The "Wings Programme", designed to promote the aims of MAAC and improve the image of the sport, be in effect at the Club
- b) Resolved that; Experienced new members who have not been checked out by the CFI or his designate, or students who have not graduated from the Wings Programme may fly only when accompanied by an official instructor. Such people will carry a specially marked membership card until they successfully pass a check-out flight.

## **10. Noise Abatement**

Resolved that; Whereas it is the objective of the Club to pursue a programme of noise abatement, and that systematic checks of aircraft noise emissions will be made during the flying season, it shall be the responsibility of individual members to ensure that their aircraft meet the requirements of 98 dBA or less at three meters (measured at ground level), or failing this, to take such steps as are necessary to modify their aircraft in such a way that it will qualify before continuing to fly at the Club fields.

## **11. Executive Committee Honorarium**

Resolved that; Members of the OMFC Executive Committee will yearly be awarded an honorarium equal to the Club dues for that membership year.

## **12. Club Name**

Resolved that; The legal name of the Club is: “The Oakville Model Flying Club Inc.”; and the name “Oakville (Milton) Model Flying Club” may be used as an alternate to reflect the realities of our geographic areas of operation.