



## HIGH COUNTRY FLYERS SOCIETY

### BY-LAWS

#### PART I - MEMBERSHIP

##### A. MEMBERSHIP TYPES

- a) **OPEN MEMBERS** shall be persons under 60 years of age.
- b) **SENIOR MEMBERS** shall be persons who are over the age of 60 years as of September 1st of that year.
- c) **JUNIOR MEMBERS** shall be persons who are under the age of 18 years as of September 1st of that year.
- d) **ASSOCIATE-MEMBERS** shall be persons holding a full or regular membership in any Club Affiliate Member of the Model Aeronautics Association of Canada requiring occasional unhosted flying privileges at any airfield operated by this society.
- e) **HONORARY MEMBERS** shall be invited to join the society, which may, from time to time, award honorary membership to individuals who have helped in some outstanding way in support of the society or in the promotion of the hobby of radio controlled model aircraft. Honorary membership can be conferred by the Executive Committee for a term not exceeding one year, and shall expire the following 31 August. It may be suspended or renewed annually at the discretion of the succeeding Executive Committee.
- f) **LIFETIME MEMBERS** shall be awarded or conferred as it suits the purpose or pursuits of the society. Award of a lifetime membership may be recommended by any member but must be approved by all members in attendance at a regular meeting.

##### B. RIGHTS AND OBLIGATIONS OF MEMBERS

- a) Members shall be persons interested in the operation and/or the advancement of the Radio Controlled Aircraft hobby.
- b) Applicants for membership must:
  - i. complete and sign an Application for Membership form
  - ii. be sponsored by at least one member in good standing
  - iii. offer payment, in full, of membership dues (and fees)

- iv. be approved for membership by the Executive Committee. Any member wishing to interdict in a membership under consideration may do so in writing to the Secretary stating the reason for the concern.
- c) Applicants for membership, and those accepted into membership shall be bound by these by-laws.
- d) Members requiring flying privileges must be a member of the Model Aeronautics Association of Canada (MAAC).
- e) Eligible voting society members who have been members in good standing for one full year shall be eligible for election to any position on the Executive Committee.
- f) Members may, at any time, make a request in writing to the Executive Committee to inspect and obtain full information with respect all records and documents of the society, including the minutes of any and all meetings of the society and all financial records.
- g) A member who has undertaken to sponsor a new member is obligated to introduce him/her to members of the Society and to make him/her aware of the Constitution, By-Laws, Field Rules and Operating Procedures.

**C. MEMBERS IN GOOD STANDING**

All members are in good standing except:

- a) a member who has failed to pay his/her annual membership dues.
- b) any member who has been suspended.

**D. WITHDRAWAL OF MEMBERSHIP**

Any member in good standing may withdraw from the Society by notifying the Secretary in writing.

**E. SUSPENSION**

- a) After review with the member in question, the Executive Committee shall be empowered to suspend temporarily the membership and the flying privileges of any member whose conduct is judged by said committee to be injurious to the character and/or interests of the Society.
- b) Any member with unpaid dues as of 01 October shall be deemed automatically suspended from flying and membership voting privileges. This suspension shall remain in effect until the member pays his/her dues with a penalty of \$25 after 01 October.
- c) Any suspension of a member's flying privileges shall be for a fixed period established by the Executive Committee, and shall apply to all airfields operated by the society.

**F. EXPULSION**

A member suspended by the executive committee has the right to present his/her case to the membership at the next general meeting or special meeting. In the event the conduct of the member is deemed, by a formal vote at a General Meeting (or Special Meeting) to be injurious to the character and/or interests of the society, the member can have his/her membership revoked by secret ballot vote of the attending members, a quorum being present.

**PART II - MEMBERSHIP DUES AND OTHER CHARGES**

- A. Amendments to all fees and dues in these bylaws shall be set out in the standing resolutions.
- B. Every member shall be assessed annual dues, which shall be set at the Annual General Meeting and shall be in effect for the ensuing year. In the event no dues or initiation fees are set at the Annual General Meeting, such dues and initiation fees as were in effect in the immediate preceding year shall remain in effect.
- C. Membership dues shall be due and payable in full on or before the September meeting of each year. Upon written request an extension may be granted by executive approval.
- D. Membership dues (and/or fees) cover the period of one fiscal year, which is defined as being from 01 September to the following 31 August.

**PART III - OFFICERS OF THE SOCIETY ( EXECUTIVE COMMITTEE)**

**A. PRESIDENT**

The President shall:

- a) be elected from the members in categories a and b in Part 1.
- b) preside over all meetings of the Society.

**B. VICE PRESIDENT**

The Vice President shall:

- a) be elected from the members in categories a and b in Part 1.
- b) preside at all meetings in the absence of the President.
- c) chair the By-Laws Committee and the Airfield Rules Committee.

**C. SECRETARY**

The Secretary shall:

- a) be elected from the members in categories a and b in Part 1.
- b) prepare and keep custody of a complete record of the minutes of all General and Executive Committee Meetings for a period of seven years.
- c) prepare outgoing correspondence as required and receive and document all incoming correspondence taking action as required or as directed.
- d) prepare and circulate revised by-laws as required following their adoption.
- e) prepare, in conjunction with the President, a draft agenda for presentation at each General Meeting and at each Executive Committee Meeting.

**D. TREASURER/MEMBERSHIP SECRETARY**

The Treasurer/Membership Secretary shall:

- a) be elected from the members in categories a and b in Part 1.
- b) receive all moneys due to the Society and deposit same in the name of the Society in a chartered bank, designated by the Executive Committee.
- c) collect all membership dues and fees while maintaining in good order the register of all members.
- d) disburse at the direction of the executive committee by cheque only, signed by two officers from among the President, Vice President, Secretary, Past President, and the Treasurer, all amounts necessary for executing the affairs of the Society.
- e) prepare and maintain proper books and records of all Society business. Detailed financial records shall be kept for a period of seven years.
- f) present a copy of the financial statements (income, expenditures and reconciliation) for each member in sufficient copies at every regular meeting scheduled prior to any vote on expenditures.
- g) prepare for submission at the Annual General Meeting in September a statement showing the financial standing of the Society for the previous year ending August 31st, and submit these statements as required by s.40 and s.64 of the Society Act.
- h) produce all books and records for the executive committee or the President at any time required or requested.

- i) disburse operating funds not to exceed those amounts as set out in the Society Budget and standing resolutions.

#### **E. DIRECTOR, CHIEF SAFETY OFFICER**

The Chief Safety Officer shall:

- a) be appointed and re-appointed annually by the elected members of the Executive Committee.
- b) be a flight instructor.
- c) oversee and enforce all safety rules and codes.
- d) oversee all instruction and training programs to ensure safety procedures are followed.
- e) appoint and prepare a qualified member as Safety Officer to assist him, delegating to him the events he cannot attend.

#### **F. DIRECTOR, TRAINING OFFICER**

The Training Officer shall:

- a) be appointed by the elected members of the Executive Committee.
- b) ensure that all pilots hold current registration with MAAC.
- c) establish, maintain and retain training files for all members undertaking the Wings Program or other training.
- d) make recommendations to the Executive Committee on training courses and methods.
- e) establish Training Outreach Programs, as required, to other organizations (such as air cadets, student programs).

#### **G. DIRECTOR, CHIEF INSTRUCTOR**

The Chief Flight Instructor shall:

- a) be elected from the qualified instructors and appointed by the elected members of the Executive Committee.
- b) prepare the Instruction Roster for the period May through September annually.
- c) provide guidance and control for flight instruction as required.

### **PART IV - THE EXECUTIVE COMMITTEE**

#### **A) GENERAL**

- a) The Executive Committee shall:
  - i. consist of five elected members. President, Vice President, Treasurer, Secretary, Immediate Past President and such Directors as required and appointed from time to time.
  - ii. manage the affairs of the society including expenditures on behalf of and under the direction of the membership.
  - iii. be responsible to ensure that all of the financial obligations are met and that the annual report is submitted to Victoria in accordance with s. 68 of the Society Act.
- b) Elected members of the executive committee are eligible to serve a maximum of two consecutive years in any one position.
- c) In the event that an elected position on the Executive Committee becomes vacant, the remaining members of the Executive Committee shall appoint another member to fill the position until the end of the term. Should this appointment be challenged by any member in writing to the Secretary a by-election shall be held within sixty days of such challenge.
- d) The directors shall retire from office on 01 September each year when their successors shall assume the positions.

**B. REMOVAL OF OFFICERS & DIRECTORS**

Any officer or director in the Society may be removed from office by special resolution.

**PART V - COMMITTEES**

**A) PRESIDENT AND OTHER COMMITTEES**

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

**B) AIRFIELD RULES COMMITTEE**

- a) The Airfield Rules Committee shall consist of the Vice President, Chief Safety Officer, The Field Operations Manager, and other members the Executive Committee deems necessary.
- b) The Airfield Rules Committee shall be responsible for the setting up and enforcement of all rules, codes and regulations pertaining to the model airport(s) operating procedures including safety rules, codes and regulations for both normal operations at the airport(s) and contests.

**C) OTHER COMMITTEES**

- a) The Executive Committee shall appoint all committees, other than those above provided for, it deems necessary for the operation of the Society.
- b) The chairperson of each committee shall report proceedings to the Executive Committee.

**PART VI - MEETINGS**

**A. GENERAL**

- a) The Annual General Meeting shall be held during the month of September each year, at a time and place designated by the Executive Committee.
- b) The Society shall hold regular meetings every other month from September to June inclusive at a day, time, and place designated by the Executive Committee, as set out in the schedule of approved meetings.
- c) Special meetings other than general business meetings may be called by the President, or in his absence the Vice-President, or shall be called on a written request of 10 percent of the members in good standing giving full explanation of the reason for calling the meeting.
- d) Fourteen days notice shall be given to all members advising them of date, time, and place of all meetings other than committee meetings or Executive Committee meetings.
- e) At special meetings of the Society, only such business as described in the notice calling the meeting shall be considered, discussed, or acted upon.
- f) All meetings shall be conducted in keeping with Roberts Rules of Order.

**B. QUORUM**

- a) 30 percent rounded down, of all eligible voting members but never less than five members in good standing, shall constitute a quorum at all meetings considering general business.
- b) Executive Meeting quorum consists of 75 percent of the elected members of the Executive Committee.
- c) If a quorum is not present within 30 minutes after the time appointed for a meeting, no business shall be conducted and the meeting shall be re-scheduled.

- d) If a quorum is not present within 30 minutes after the time appointed for a rescheduled meeting, the members present shall constitute a quorum.

### **C. VOTING**

- a) The presiding officer shall not vote unless a deciding vote is required.
- b) Eligible voting members over the age of 18 years are open members and senior members.
- c) Proxy voting is not allowed.
- d) At the Annual General Meeting the vote may be taken by secret ballot for the election of officers if requested.
- e) At the Annual General Meeting votes other than for elections 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.
- f) Special resolutions shall require approval of 75% of the members in attendance, a quorum being present.
- g) All decisions shall be made by a majority vote of the members present at a meeting unless the meeting is considered a Special Meeting.
- h) Nominations for President, Vice President, Treasurer and Secretary shall be taken at the May meeting each year and the election of officers shall take place at the June meeting. Their term will commence 01 September each year.

### **PART VII - DELEGATES**

In the event of the Society's representation to any meeting outside of its jurisdiction such delegates shall be appointed by and be directly responsible to the executive committee. Such delegates shall retire from office with effect at the September meeting annually.

### **PART VIII - OPERATING EXPENSES**

- A. The executive shall present a yearly operating budget to the membership for consideration at the first meeting of the fiscal year in September.
- B. Expenditures in excess of \$50 not identified in the operating budget shall be presented to the membership for approval.
- C. Expenditures in excess of \$150 above the yearly operating budget must be presented to the membership for approval.

- D. The Society shall maintain investments valued at one year's dues for all members at all times.

**PART IX - BORROWING POWERS**

The Society shall not borrow any money, incur any liabilities, or issue any debentures without sanction by special resolution.

**PART X - AMENDMENT**

- A. These By-Laws shall not be amended except by special resolutions, which are to be incorporated into the By-Laws at the following amendment.
- B. Amendment of the By-Laws requires a Notice of Motion in writing at the regular meeting prior to the vote on the amendment and written notification to all members.
- C. The 1997 special resolutions are incorporated and amended into these By-Laws.
- D. Effective 20 October 20, 2009:

**Table of annual dues**

**New Member:..... No initiation fee**  
**Open Member: .....Forty dollars**  
**Senior Member: .....Thirty dollars**  
**Junior Member: .....Five dollars**  
**Associate Member: .....Twenty dollars**  
**Honourary Member: .....No fee**

**Date: \_\_\_\_\_**

**APPLICANTS**

- 1. **PRESIDENT..... Murray Willis**
- 2. **VICE PRESIDENT..... Dave Whitson**
- 3. **SECRETARY..... Don Heibert**
- 4. **TREASURER/MEMBERSHIP SECRETARY..... Ernie Kidd**
- 5. **IMMEDIATE PAST PRESIDENT..... Gordon Hillson**

Witness as to all signatures:

Name: \_\_\_\_\_