



# **THE OAKVILLE MODEL FLYING CLUB INCORPORATED**

M.A.A.C. CHARTER CLUB

Constitution and By-Laws

March 1, 1971  
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## **CONSTITUTION**

### **Article I. Name**

The name of this organization shall be "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**

This Club is affiliated with the Model Aeronautics Association of Canada and is a charter member of said organization, hereinafter referred to as M.A.A.C.

### **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 the co-operation with National and International Modelling Organizations 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 1st in any one year until November 30th of the following year.

#### **2. Requirements for Membership**

Paid membership in the Club (which includes M.A.A.C. membership).

Application for membership shall be considered only when an official 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 1st
- b) Open member - Age 18 and over as of January 1st
- c) Honourary- 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**

Any member in good standing abiding by the Club rules shall receive full Club privileges including the Club publication and those benefits accruing from membership in M.A.A.C.

The right to vote on all Club issues shall be restricted to Open and Honourary members.

#### **7. Certificates and Insignia**

Club and M.A.A.C. membership cards. Provided to all members.

O.M.F.C. 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 limitations 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 subsequent 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 and the Chief Flying Instructor. 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 fields or one Field Manager/Safety Director for each Club flying field as required)
- e) Fliteline Editor

- f) Membership Director
- g) Past-President

### **3. Elections**

A. 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 Club Executive.

### **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 accord with the President's wishes.
- b) To provide Executive continuity to the best of his/her ability.
- c) 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 make a current financial report if requested.
- e) To assist the auditor 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 some 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 favourable 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. Membership Director**

The Membership 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.

### **5. Chief Flying Instructor**

#### **Objective:**

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

#### **Duties:**

a) The 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 Committee 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 & Responsibility:**

The CFI is appointed yearly by, and is responsible to, the Executive Committee.

## **6. Web Master**

### **Objective:**

To maintain the Club's Web site.

### **Duties:**

The Web Master is responsible for developing, updating and maintaining the Club website.

### **Appointment & Responsibility:**

The Web Master is yearly appointed by, and is responsible to, the Executive Committee.

## **7. Committees**

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

## **8. Removal from Office**

Any Officer shall be removed from office provided 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 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.

## **9. 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 Executive Committee appointment 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 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 regular meeting 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 Junior members 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 Open members joining the Club on or after August 1st of any membership year shall be required to pay half-year dues. 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 the 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 By-Laws 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 meetings during the period from October through May inclusive take place at locations identified by the Executive from time to time 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:

Junior Member (under age 18 as of Jan. 1)	\$35.00
Open member (age 18 or over Jan. 1)	\$80.00
Family Membership	\$100.00
Half-Year Open Member	\$40.00
Honorary (Lifetime) 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 another cheque for the amount of the required membership fees plus any NSF penalties incurred by the Club.

### **3. Club Insurance**

Resolved that, in addition to M.A.A.C. member to member liability insurance, field insurance shall be taken out through M.A.A.C. 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 donated to M.A.A.C. for the furthering of model interest in Canada.

### **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 M.A.A.C. 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, be in force. The Club will provide the facilities or equipment necessary to maintain these frequency control procedures, except for those parts of the system 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 shall be as follows:

A. Current O.M.F.C. membership cards will be affixed to and displayed on a member's flight box while the member is flying at the Club fields. 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 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 flying field will be prominently posted at that field.
- D. All spectators must 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. 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 flyers' equipment.
- N. When a model is elevated to check the engine run, The propeller arc must not point directly at anyone.
- O. Aerials will be fully extended prior to take-off.
- P. Models will be flown parallel to the flight line, never directly at spectators or other flyers.
- Q. Tow lines 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 (eg. 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.

**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 M.A.A.C. and improve the image of the sport, be in effect at the Club.

B. 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**

**A. General**

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 96 Db or less at three metres (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. Advice on noise emission problems will be available from the Noise abatement Committee.

**B. Ducted Fan Models**

Resolved that no ducted fan model may be flown at any Club field until it has been noise checked and shown to meet the Club's noise emission standards.

**11. Executive Committee Honorarium**

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

**12. Club Name**

Resolved that the legal name of our Club is: The Oakville Model Flying Club; and the name 'The Oakville Milton Flying Club' may be used as an alternate to reflect the realities of our geographic areas of operations