

WHAM Bylaws

SECTION 1: Club Administration

1.1 General

The Club will be administered by an elected Executive Committee. The Executive Committee will consist of a President, Vice-President and Secretary/Treasurer. It shall be the responsibility and duty of the Executive Committee to effectively manage the affairs of the Club in such a manner as to provide for the enjoyment and benefit of club members. The Executive Committee has the authority to issue cheques provided they bear the signature of two members of the Committee. Additionally the Executive has the authority to make contracts, enter into agreements, and to commit the club to pay any expenses for the benefit of the Club. All time and work provided to the Club by the Executive Committee members shall be on a voluntary basis and no remuneration of any kind shall be paid.

1.2 Election of Officers

Any member in good standing who has been a member of the Club for a minimum of one year may allow his/her name to stand for nomination to the Executive Committee at a general meeting called for the purposes of electing members to the Executive Committee. The term of office for Executive Committee members shall be two years. In the interests of continuity the immediate past President may be afforded an opportunity to be an ex-officio member of the Executive Committee.

1.3 Duties of the Executive Committee

1.3.1 President

The President shall be responsible for the day-to-day operations of the club and is responsible for the actions of the members of the Executive Committee in the discharge of Club duties. The President shall be responsible to call and to Chair any Executive or General meeting as required, for the good of the club. It is the responsibility of the President to monitor the activities of each established committee and to, from time to time, receive a report from each.

1.3.2 Vice-President

The Vice-President shall be an ex-officio member of each committee and shall assume the President's place in the absence of the President.

1.3.3 Secretary/Treasurer

The Secretary/Treasurer shall be responsible to maintain all correspondence between WHAM and other organizations or Clubs. The Secretary/Treasurer shall record the minutes of all General meetings as well as all Executive meetings and shall maintain a continuous minute book for the records. In addition, the Secretary/Treasurer shall record Club membership, maintain the books of accounts and bank balance(s) in good order, collect and

deposit all moneys due to the Club, prepare all cheques for signing, pay all bills as they become due, prepare quarterly financial statements for presentation to the Executive, prepare an annual financial statement for presentation at the annual General meeting and to carry out any other duties considered those of a Treasurer of a club.

1.4 Committees and Appointments

In addition to the Executive Committee other members of the Club may be asked to head certain committees or to fill other appointed positions as deemed required by the Executive Committee for the safe and effective operation of the Club or its facilities. These committee heads/positions will be considered ex-officio members of the Executive Committee and will attend Executive Committee meetings.

1.4.1 Field Committee

The Field Committee is made up of Club volunteers and is headed by a Field Chief (FC) who shall be appointed by the Executive Committee. The Field Committee is responsible for the maintenance of the field, construction of facilities and other duties as may be required. The FC is responsible for the submission of an operating budget to the Executive Committee for approval by the 1st of March each year. The FC is an ex-officio member of the Executive Committee.

1.4.2 Chief Flying Instructor and Flying Instructors

The Chief Flying Instructor (CFI) is responsible for ensuring that pilot training is conducted in a uniform manner and that club pilots are competent to operate model aircraft in a safe manner. He/she is responsible for the selection of Flying Instructors and for the scheduling of trainees and instructors. The CFI shall monitor the Club Training program and make recommendations for changes to the program to the Executive, if required. The CFI upon his own recommendation or the recommendation of a Flying Instructor has the authority to suspend the flying privileges of a member, however such action should only be taken in exceptional circumstances. In the event that the CFI takes such action he must inform the Executive Committee immediately, who must sit a special Executive Committee meeting as soon as possible to address the issue. The CFI is an ex-officio member of the Executive Committee.

Flying Instructors shall be volunteers of the club who have demonstrated the skills necessary to instruct student pilots. Flying Instructors are responsible for ensuring that instruction takes place in accordance with the Club Training Program, and that student pilots are properly supervised while under instruction. Flying Instructors may be asked from time to time to conduct member proficiency checks if required in accordance with the MAAC Safety Code or these By-Laws.

1.4.3 Safety Procedures

All WHAM safety practices are to be consistent with the current MAAC Safety Code, which undergoes review and minor amendment each year. There is no safety committee within WHAM per se, but each member is responsible to adhere to the MAAC Safety Code. Each member is also responsible to, in a non-confrontational manner, remind fellow members of the MAAC Code if he or she, for whatever reason, is in violation of the Code. With the

exception of an extraordinary suspension of flying privileges as may be exercised by the CFI, the CFI is also responsible for making recommendations to the Executive Committee as to members' flying privileges.

If an accident occurs which results in a claim being filed, the CFI and Executive shall conduct an investigation into the circumstances surrounding the accident. Members are required to cooperate with the investigative team to ensure that the facts become known. The purpose of any accident investigation is solely to identify cause factors and, where required, develop preventative measures.

1.4.4 WHAM Events

Each WHAM Event (typically Fun Fly, SWAP Meet, BBQ, Mall Show) is headed by a volunteer event chairman, and supported by additional club volunteers. The event chairman is responsible for the planning and staging of the event, and ensuring that, where appropriate, MAAC approval is received prior to the staging of the event.

1.5 Membership

General membership shall be open to all whom wish to join the Club and who agree to abide by the Club Constitution and By-Laws under the following conditions. For purposes of safety, flying members shall consist of adult men and women or minors under the supervision of an adult member. For the purposes of this By-Law "adult" is defined as 18 years and over and mature enough to accept the responsibilities of Club membership. Failure to abide by these conditions may result in the expulsion of a member or other disciplinary action that may be deemed appropriate.

Membership application is a multi-step process in which the tentative member must complete and submit a membership application, show proof of/or application for MAAC membership, and remit the appropriate fees to the Secretary/Treasurer or other member of the Executive Committee. Acceptance of the applicant in to the Club is acknowledged by the issuance of a receipt for payment of the membership dues.

1.5.1 Membership Dues

In addition to MAAC affiliation fees, each member is required to pay annual dues to the club as set by the Executive Committee. The membership year shall run from January 1st to December 31st. Dues collected are used to provide necessary services to club members such as administrative needs, field operation costs, equipment purchase or maintenance, staging of events, planning for future needs, etc.

Dues become payable the 1st of January of each year. To allow for planning and budget purposes, dues should be paid no later than the 31st of March of each year, but in any event, must be paid before a member is permitted to fly at the field. If dues are paid prior to 30 April, the standard fee is applied. After 30 April, a \$10 surcharge is added to the annual fee.

In addition to annual dues, new members are assessed a one-time joining fee of \$35.00 (one fee per immediate family). For the purposes of this bylaw immediate family is considered spouse and children under the age of 18. New members who join late in the flying season (eg. Sept/Oct) may be assessed the joining fee and have their membership dues applied to the following year. Should a member leave the club, and choose re-join in a subsequent year, he or she is not required to pay the joining fee again.

In all circumstances the Executive Committee has latitude in the assessment of fees and dues on a case-by-case basis.

1.5.2 Number of Members

The maximum number of flying members shall be determined by the general Club membership through an amendment to this By-Law (1.5.2) and after consideration by, and the endorsement of, the Executive Committee. The current authorized membership ceiling is 150 members with, for the purposes of this By-Law, a minor family member is not counted against the authorized ceiling. The Chief Flying Instructor shall make recommendations to the Executive Committee at the beginning of each year as to the number of positions available on the Club Flying Training Program for new members who would require training. New members who state that they do not require training must demonstrate their proficiency to a club instructor or member of the Executive Committee. Persons expressing an interest in joining the club beyond the authorized ceiling may be placed on a waiting list, and may be given the first available membership which becomes vacant by failure of an existing member to pay annual dues.

Section 2: Financial Administration

2.1 Responsibilities

The Executive Committee is responsible for the operation of the Club and as such is authorized to expend funds on the members' behalf. The Executive Committee, with input from the various subcommittees, is to prepare an annual budget, which is to be presented to the membership for approval no later than the 30th of April of each year. Normally funds are expended in accordance with this planned budget, however equipment repairs or opportunity purchases which are deemed to benefit all members of the club can be authorized by a 2/3rds vote of the Executive Committee. The Secretary/Treasurer is responsible to provide the Executive Committee with regular reports as to the financial status of the club and must be prepared to respond to members' questions at general meetings. A written financial statement shall be presented at the Annual General meeting. All unbudgeted expenditures in excess of \$100.00 must be approved by 2/3rds of the Executive Committee and reported to the membership at the next General meeting. Any motions from the floor to expend funds that exceed the amount of available unbudgeted funds shall be disallowed.

2.2 Disbursement of Funds.

All club funds shall be kept in a bank account(s) in the name of the Club. All transactions are to be accompanied by receipts (with the exception of the President's discretionary fund. (See para 2.3) with cheques being signed by two members of the Executive Committee.

2.3 Presidents Discretionary Fund

A fund in the amount of \$100.00 shall be made available to the President once each calendar year for his/her use as deemed appropriate in the support of the club.

3.0 Meetings

3.1 Conduct of Meetings

Generally a relaxed form of Robert's Rules of Order shall be used during the conduct of meetings. However during the election of officers, presentation of motions that affect the Constitution or By-Laws, or at other times deemed appropriate by the Chair, the more formal version shall be used. The President or other members of the Executive Committee will act as Chairperson and as such cannot propose or vote on a motion. Voting shall be by show of hands unless moved and seconded that secret ballot be used. Every member of the Club has the right to propose and speak to a motion, and vote on its adoption.

3.2 Frequency of Meetings

The Club shall meet a minimum of once per year (normally in April) at an annual General meeting where a budget and financial report are to be presented to the members. In an election year, a meeting (generally held in the fall) shall be held to elect an Executive Committee.

Regular Club meetings shall be held as often as required to conduct the affairs of the Club and to allow for members to meet and discuss issues of interest to all (generally every second month with the exception of the summer months). Extraordinary meetings may be called by the President or at the request of 1/3rd of the members in good standing.

3.3 Quorum

With the exception of Constitutional amendments (which require a 2/3 majority vote of all Club members), Club business that requires the approval of the general membership must be approved by a simple majority (50% + 1) of a quorum of Club members. For the purposes of this section a quorum shall consist of 1/3 of the total number of paid members current at the time the meeting is held.

3.4 Election of Officers

Election of Club officers shall be held every two years. A Club member, who is not seeking office, shall act as election Chairman and shall conduct the meeting to elect officials. Candidates must be nominated and seconded by members in good standing and must agree to allow their names to stand for election. When no further names are forthcoming the election Chairman shall declare nominations closed and in cases where there is only a single nomination for a position, shall declare that candidate elected by acclamation. Where two or more candidates are nominated for the same position, an election shall be held. Newly elected officers shall assume their posts immediately following the completion of elections of all the positions. In extraordinary circumstances where it is necessary to fill a position, the Executive Committee may appoint an interim member to fill the position until the next election year.

Section 4: Club Rules & Regulations

4.1 Field Safety Code

There is no Field Safety Code, but all WHAM members are required to operate in accordance with the current MAAC Safety Code.

4.2 Safety Complaints

Where a member identifies himself to the Executive Committee and expresses a concern with an existing safety practice or the conduct of another member, the Executive Committee shall convene to discuss the issue. Where the concern relates to another member, that member shall be consulted and where, to the satisfaction of the Executive Committee, the concern is invalid or has been resolved, no further action need be taken. Where the Committee feels that remedial action is necessary it may recommend one of the following measures: that a member undergo a flight test or receive additional training from a Club Instructor, or that the member's flying privileges be suspended. In all cases where remedial action is recommended the member has the right to appeal to the Executive Committee who will review the Issue.

4.3 Accident Investigation

Where an accident has occurred which results in, or is likely to result in, an insurance claim, the Club member having the accident must inform the Executive Committee immediately. The Executive Committee will investigate the circumstances of the accident and shall make a report outlining the cause and recommended preventative actions.

Section 5: Training

5.1 Club Flight Training Program

The Chief Flying Instructor is responsible for overseeing and monitoring the Club Flight Training Program and ensuring that new pilots are trained to a satisfactory standard. To ensure the safety of everyone at the field it is important that all pilots are capable of operating their aircraft in a safe and proficient manner. Flying Instructors should keep the Chief Flying Instructor informed of the progress of student pilots and only allow the member to engage in unsupervised flights when all the criteria of the training program have been met. Only Flying Instructors authorized by the Chief Flying Instructor may instruct new pilots. This does not preclude members from teaching friends or family members to fly, but simply requires that the Chief Flying Instructor be informed and that a final proficiency check be given by a Club Instructor to the student pilot prior to allowing unsupervised flights.

Section 6: Conduct of Members

Club members and their guests who are conducting flying operations, must be in possession of MAAC membership identification prior to commencing flight. Club members will accept responsibility for all guests and shall brief them on field operating procedures and rules. At no time shall profanity be used in dealing with other members, nor can the complaints of other field users be ignored. All members and guests are expected to place litter in the appropriate receptacles. All member pilots are responsible for the retrieval and disposal of all crash debris. A major rule of thumb is to use common sense and leave the field area in the condition it appeared on arrival. (If you brought it with you - take it home.) All flyers must be considerate of crops in the vicinity of the field. Care must be taken not to trample crops when retrieving downed aircraft. Visitors and passers-by shall be treated in a courteous manner in

keeping with the fact that our continued use of the field rests in large part with the goodwill of our neighbors. All flyers must also, at all costs, avoid flying over or near the home located just to the north east of the field.

Approval. This Constitution and these By-Laws were accepted and approved on the ---- day of ----, 2011, at a General Meeting conducted at the WHAM Field, at which more than a two thirds majority voted in [favor](#).