

# **VERNON RADIO CONTROL AEROMODELERS SOCIETY CONSTITUTION, BYLAWS & SAFETY GUIDELINES (2012)**

## **CONSTITUTION**

1. The name of the SOCIETY is the Vernon Radio Control Aeromodelers Society.
2. The society provides an affiliation of members who have an interest in the building and flying of Radio Controlled Model Aircraft.
3. The society is organized on a non-profit basis, and the funds and efforts of the organization shall be to promote and facilitate the building and flying of Radio Controlled Model Aircraft in the best interests of the members. This provision is unalterable.
4. Upon winding up or dissolution of the Society, the assets which remain after payment of all debts as well as costs, charges and expenses which are properly incurred in winding up shall be distributed to such organization or organizations with similar purposes as may be determined by resolution of the members of the Society and shall not be distributed amongst the members or directors. This clause shall be unalterable.

## **BYLAWS**

Here set forth, in numbered clauses, the bylaws providing for the matters referred to in section 6 (1) of the Society Act and any other bylaws.

### **1.MEETINGS AND VOTING**

- a. General Meetings of the society shall be held at the time and place, in accordance with the Society Act, that the directors decide. With the frequency being determined by resolution. In special circumstances, a meeting shall be called by the EXECUTIVE COMMITTEE if requested to the secretary in writing by 10 (ten) percent of the voting members. All members shall be notified by mail at least 14 (fourteen) days in advance of a special meeting.
- b. General Meetings shall be semi-formal in that they need not be conducted under Robert's Rules of Order. In the event of a dispute, Robert's Rules of Order shall prevail. Resolutions may be proposed by any member to any officer for submission to the meeting. The chairman shall present the proposed resolution for discussion to the meeting and if seconded after discussion, he will call for voting on the proposed resolution. All adopted resolutions shall be recorded by the secretary officer, naming the proposer, seconder, and details of the voting. Voting by proxy is not permitted. Voting by an electronic process is permitted.
- c. SPECIAL RESOLUTIONS: The passing of a special resolution shall require an affirmative vote by two thirds of Society members in good standing by a show of hands and/or an electronic process.
- d. ORDINARY RESOLUTIONS affecting all other matters shall require the presence at a meeting of 20 (twenty) percent of the membership in good standing. Resolutions shall be adopted if agreed to by a majority of members present by a show of hands. Members present after 30 minutes of the scheduled start time of the meeting constitute a quorum. A quorum shall never be less than twenty (20) members.
- e. Officers, with the exception of the chair, may vote on any resolution. In the event of a tie, the chair shall have the deciding vote, being the only vote he is entitled to as a member. No resolutions shall be passed at a meeting not chaired by the President or Vice-president.
- f. A person shall cease to be a member of the society;

- i) by delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
- ii) on his/her death or in the case of a corporation on dissolution;
- iii) on being expelled.
- iv) on having been a member not in good standing for 12 consecutive months.
- g. Termination of a membership or reinstatement of a membership shall be by special resolution only.
- h. Amendments to the Constitution or Bylaws shall be made at the Annual General Meeting by Special Resolution only. All other matters may be decided or resolved by Ordinary Resolution, at any meeting of the Society. All proposed Constitutional or Bylaw changes must be presented to the membership in writing at least fourteen (14) days prior to the Annual General Meeting.
- i. In order for a person to be considered a member, that person shall have completed the Member Information Form, including the safety orientation; shall have paid an Initiation Fee, subject to article 6. b. and 6. c. of these Bylaws; shall have paid the annual fees and levies for the current calendar year; and shall abide by the society by-laws. A person not in good standing requesting Associative Status, shall be required to pay an annual fee to remain on the current membership list, subject to article 6. c. of these by-laws. Associate members shall have no voting or flying privileges. Should a member not be in good standing for a full calendar year, that member's name shall be stricken from the membership list. Junior members and Honorary members shall have no voting privileges.
- j. During a period of suspension from the Society, a member may attend monthly meetings, but shall have no voting privileges, no Society e-mail privileges, and no flying privileges at the Society's field(s), nor may a suspended member volunteer, be elected to, or be appointed to serve on the Executive Committee, or as a Director of the Society, in any capacity.
- k. An Electoral Officer shall be appointed by the membership prior to the Annual General Meeting, for the purpose of conducting the election of officers. In the event that only one member stands for any office, the election may be by acclamation otherwise each member present shall have 1 (one) private vote for each executive position. Voting by proxy is not permitted.
- l. The term of office for the officers and directors shall be from January 01 to December 31 of a calendar year, subject to article 2. of these by-laws. Upon the resignation or termination of office, the position shall be accorded as set forth in article 2. b of these by-laws.
- m. The members may, by special resolution, remove an Officer or director before the expiration of his/her term of office, and may elect a successor to complete the term of office in accordance with article 1. c. of these by-laws.

## **2. OFFICERS AND DIRECTORS**

a. The Officers of the Society are: the President, the vice-President; the Secretary; and the Treasurer. The elected Officers are directors of the Society. Other elected Directors of the Society are: the chief Flying Instructor; the Safety Officer(s); the Membership Director; and the Field Maintenance Supervisor. The Executive Committee shall be all of the Directors of the Society. The society shall have at least one Annual General Meeting early in the month of November for the purpose of electing the Officers and other Directors for the coming calendar year, presenting a financial statement, and budgets. The society shall elect in the following order: a President, Vice-President, Secretary, Treasurer, and the following Directors: Chief Flying Instructor, Safety Director(s), Membership Director, and a Field Maintenance Supervisor. Any member wishing to run for the office of President must have

previously been a member of the Society for at least one year. The office of President has a consecutive term limit of 4 (four) one-year terms with the possibility of 1 (one) additional term in extenuating circumstances. If warranted, the members shall also elect by ORDINARY RESOLUTION, Directors for special purposes.

b. The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.

c. A director so appointed holds office only until the conclusion of the next following annual general meeting of the society, but is eligible for re-election at the meeting.

d. No director shall be remunerated for being or acting as a director, but a director shall be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

e. For all designated Flight Instructors, the Society shall assume the M.A.A.C. Insurance deductible(s) on any claim(s) incurred during the performance of his/her duties.

f. The duties and authorities of the directors shall be as follows:

**PRESIDENT**

i) To preside at all meetings of the Society and of the directors.

ii) To arrange meetings and prepare agendas for meetings in cooperation with other Directors and represent the society in negotiations.

iii) To cosign documents.

**VICE- PRESIDENT**

i) To assist the President generally, and act as the President in the absence of the President.

ii) To be prepared to stand for election as President upon expiry of the President's term(s).

**TREASURER**

i) To maintain the banking accounts of the society.

ii) To prepare a financial statement in the form of receipts and disbursements for presentation at the Annual General Meeting.

iii) To assist the President with negotiations and cosigning of documents.

iv) To state the society's income, expenses, and current bank balance BEFORE new business can be discussed at any meeting.

**SECRETARY**

i) To keep records of the society and details of Resolutions adopted by the membership.

ii) To read the minutes from the previous regular meeting(s).

iii) To record the minutes of meetings.

iv) To record the attendance of members at meetings.

v) Assist the Treasurer with the payment of invoices.

**CHIEF FLYING INSTRUCTOR**

i) To develop and maintain the VRCAS Wings program and report to the President about student and instructor's capabilities.

ii) To award wings to competent helicopter or fixed wing pilots.

iii) To ensure uniformity of approach by all instructors.

**SAFETY DIRECTOR(S)**

i) To ensure that all members abide by all Society safety guidelines and By-Laws.

ii) Co-ordinates with the Chief Flying Instructor, to ensure that all pilots are competent for solo flight.

- iii) Monitors the day to day safety of members flying activities. Has the authority to implement immediate corrective actions, and reports serious infractions to the Executive for further action.

#### **MEMBERSHIP DIRECTOR**

- i) To keep details and lists of membership.
- ii) To verify MAAC membership, and attend to club membership enquiries.
- iii) Receives membership applications and fees, and deposits funds with financial institution.
- iv) Confirms completion of safety orientation.
- v) Distributes membership cards annually, and gives gate keys to new members.
- vi) Interfaces/liases with the Executive Committee re membership concerns.

#### **FIELD AND MAINTENANCE SUPERVISOR**

To organize volunteers to maintain the field and equipment.

#### **DIRECTORS**

Directors who are elected by ORDINARY Resolution shall have the specific authority granted by that resolution.

### **3. BORROWING**

- a) In order to carry out the purposes of the society, the directors may, on behalf of the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing by the issue of debentures.
- b) No debenture shall be issued without the sanction of a special resolution.
- c) The members may by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next general meeting.

### **4. SOCIETY LOGO**

- a) The insignia for the society is a circle with an R/C embedded in an outline of the province of B.C. with Vernon Aeromodelers in an outer circle flanked by wings.

### **5. BANKING AND SPENDING AUTHORIZATION**

- a) The funds of the society shall be maintained in an account of a registered Canadian financial institution, in the name of the society.
- b) The elected Officers shall have the power to expend any sum not exceeding \$500.00 (Five Hundred Dollars) for any one expenditure, and any payments over \$500.00 are to be authorized by the membership by resolution. Nothing herein contained shall restrict the right of the elected officers to expend such sums of money as have been appropriated for a particular item by a budget duly approved by the Society.
- c) All documents signed on behalf of the society shall be signed jointly by any two officers, and only on the specific authority of the membership by resolution. No liability of any nature shall be entered into on behalf of the society, by the officers, for more than \$100.00 (One Hundred Dollars) without the specific authority of the membership by resolution, subject to the Society Act.

### **6. MEMBERSHIP FEES AND EXPECTATIONS**

- a) No member shall fly a model aircraft without current M.A.A.C. membership. A person without M.A.A.C. coverage may experience introductory flight(s) at our sites only under the guidance of a competent M.A.A.C. member utilizing a 'Buddy-box' system.
- b) A new member is defined as a person who was not a member in good standing prior to Jan. 1<sup>st</sup> of the current calendar year. All new members shall be assessed an Initiation Fee for

field maintenance and up grading, payable upon joining the society. Members not in good standing, who have declined associative status during the previous calendar year, will be reassessed this fee upon rejoining the society.

c) The Society shall set the initiation fee, annual membership fees or any other levies as determined at the Annual General Meeting of the Society. Initiation fees, annual fees and levies are payable and due by January 01 of the calendar year. Members will be deemed to be 'not in good standing,' if the annual fees and associated levies are unpaid after January First. Members other than those requesting 'Associate' status will incur a late fee should the annual fees and/or levies for the calendar year remain unpaid after March 31 of the calendar year.

d) On enquiry, any prospective member shall be provided with a copy of the Constitution and By-laws, with a blank membership form. New members with piloting experience must demonstrate to a designated Flying Instructor, Safety Officer, or member of the Executive Committee, a reasonable level of competency for solo flight.

e) All persons interested in radio controlled model aircraft shall be eligible for membership, and the admission of members to the society shall not discriminate against a person in contravention of the Canadian Charter of Rights. All members are expected to behave in a responsible, courteous, and sportsperson-like manner. No member shall operate a model aircraft while under the influence of alcohol or non-medicinal drugs, subject to section 7. of the Society By-laws.

f) The Membership Director shall keep on file the completed membership information forms. Upon payment of the required annual fees, and witnessing a current M.A.A.C. membership card, the Membership Director shall provide the member with a decal showing the year of being a member in good standing. Any new member who pays the initiation fee, annual annual fees and levies to a member of the executive and includes other payment for his/her annual M.A.A.C. membership will be considered a member in good standing for both organizations.

g) Any monies paid during the calendar year for any annual single year membership will not be refunded should a member decide to leave the Society for any reason. Upon request, refunds of multiple year memberships will be based on the unused full calendar years remaining.

h) The Society will provide any prospective member, who is a member of an affiliate club, residing within 300 kilometres of the flying site, three days of trial use of its facilities before membership is required, subject to article 6. a. of these By-Laws. Other out of town guests with M.A.A.C./A.M.A. affiliation are welcome at the Society Flying Site(s) for short term visits. This section does not pertain to fliers invited to this site for scheduled and sanctioned events.

## **7. DISCIPLINARY PROCEDURES**

Should a member refuse to abide by the Society By-Laws or Safety Guidelines, and/or disregards instructions by the Safety Officer(s), Chief Flying Instructor, and/or the Executive Committee, the following actions/steps may be taken:

a) At the discretion of the Executive committee, formal written warning of shortcomings may be issued to the member(s) requesting acknowledgement of said shortcomings, and either a written or oral promise of correction;

b) Subject to the severity of the infraction(s) a suspension of flying privileges at the Society's field, voting privileges at meetings, and Society email privileges, may be imposed until resolution of said infraction(s) to the satisfaction of the Executive Committee;

c) Upon suspension, if corrective action is not taken by the member(s) to the satisfaction of the Executive Committee, a SPECIAL RESOLUTION for expulsion will be proposed.

d) These three steps are not obligatory to be sequentially followed. In the case where the incident(s) are serious i.e. Theft of funds; or any actions that jeopardize the safe operation of the Society; or any words or actions that threaten any member(s) of the Society; the Executive Committee may proceed to section 7. c) for an immediate recommendation for expulsion from the Society.

**Applicants for incorporation (Dated Feb. 6, 2002)**

**Mike Allman, Al Hooper, Warren Barker, Nick Jost, Bill Weins**

**Accepted as a Society by the Prov. of B.C. on Feb. 14, 2002**

**SAFETY GUIDELINES (These are not part of our incorporation, but are the basis of our club safety procedures and are used for orientation purposes)**

**(1) FIELD PROCEDURES**

- a) The field is open for flying 7 days a week from sunrise to sunset, however no internal combustion engines are to be started before 8:00 am.
- b) Unsupervised spectators and visitors are prohibited from flight areas and pilot operating locations.
- c) All motor vehicles will be parked at least 100 feet from the flying area.
- d) Pyrotechnic and explosive projectiles are not permitted to be carried or activated by model aircraft.
- e)
- f) The executive will lock the gate during break-up and no member is to use the road until the gate is unlocked by the Executive.
- g) All engine testing and breaking in of engines shall be done in a designated area (south end of our fence near the out-houses) which will be well away from the clubhouse.

**(2) EQUIPMENT PROCEDURES**

- a) Only frequencies authorized by M.A.A.C. may be used. All pilots must attach a correct frequency pin (including Spread Spectrum) displaying their current club and M.A.A.C. cards to the frequency board before each flight, or before turning on any channel specific transmitter. In respect of other fliers at the field, all pilots must remove his/her pin at the end of each flight or radio check operation. It is especially imperative regarding 72 mhz radios that pilots remove only their own pins!
- b) A student's plane and radio equipment must be thoroughly checked by an experienced pilot and range checks done before the aircraft can be flown.
- c) All channel specific transmitters must be impounded upon arrival at the field.
- d) All aircraft of members and guests must be open to discretionary noise level testing. The standard for noise created by any model aircraft shall be the standard as set by the *American Model Association (AMA)* i.e. Ninety six (96) decibels at six (6) meters along the the propellor arc at two (2) feet above ground.

**(3) PILOT PROCEDURES**

- a) The pilot will perform an initial turn after take off away from the pit, spectator and parking areas and will not thereafter perform maneuvers, flight of any sort, or landing approaches over a pit, spectator or parking areas. In order to do so, pilots will always occupy a designated pilot station, and always fly with his/her back to the pit, spectator and parking areas. On busy flying days, it is recommended that when there are two or more aircraft in the air that pilots have spotters to watch for flight conflicts.
- b) Model aircraft must yield to piloted aircraft with no exceptions.
- c) Pilots are prohibited from standing either on or immediately adjacent to any active runway except for training and take off.
- d) Helicopter pilots have flight line priority on Mondays. Fixed Wings student pilots have priority on Tuesdays.
- e) All fixed wing take-off and landings will be done from the active runway.
- f) That strict announcement procedures be normal operation where pilots call out to other fliers any intention to land or take off or move out to the active runway.
- g) After landing procedures, motors must be shut off before entering the pit area.
- h) When starting engines, all aircraft must be secured by mechanical means or by a helper at ground level.

i) Any Society member who is involved in instructing new members, will be able to fly the test sequence with a high degree of competence as demonstrated to the Chief Flying Instructor, Safety Officer, or member of the Executive.

#### **(4) DISCIPLINARY PROCEDURES**

a) Members and Guests are reminded that model aviation presents certain hazards and dangers, and should be undertaken with all due caution and attention to the safety of everyone in attendance at the field. They are also reminded that the operation of a model aircraft while being impaired by alcohol or drugs is strictly prohibited.

b) Members are reminded that they must conduct themselves in a safe, responsible, and sportsmanlike manner at all times. Serious infractions may be subject to disciplinary action as determined by the executive committee in accordance with Section 1. f. iii of the Society By-Laws..

#### **SUMMATION**

It was not the intention of the Executive to suggest that these Guidelines are a final document. It is hoped that the membership will continue to suggest ways of improving and clarifying this part of the document as our Society develops.

#### **EXECUTIVE FOR THE ORIGINAL DRAFT OF OUR CONSTITUTION AND GUIDELINES (1993-94)**

President: Lorne Hansen, Vice President: Bill Warawa, Secretary/Treasurer: Al Hooper, Field Director: Laurie Peaker, Safety Director: John Nissan, Events Directors: Scott Bate and John Meaden.

#### **COMMITTEE MEMBERS WHO REDRAFTED OUR CONSTITUTION AND GUIDELINES AT A MEETING HELD ON DECEMBER 20, 2000.**

Secretary/Treasurer: Al Hooper, Members: Mike Allman, Michael Illingby, James McDougall, Martin Mrazek, and John Nissen.

#### **COMMITTEE MEMBERS WHO REDRAFTED OUR CONSTITUTION AND BYLAWS TO FORM A SOCIETY AT A MEETING HELD ON JANUARY 3, 2002.**

President: Mike Allman, Vice-President: Warren Barker, Secretary/Treasurer: Al Hooper, Field and Maintenance Supervisor: Nick Jost.

#### **COMMITTEE MEMBERS WHO REDRAFTED THESE GUIDELINES AT A MEETING HELD ON OCTOBER 27 2010**

President: Greg Milne; Vice President: Steve Hughes; Secretary: Gregg Lewarne; Treasurer: Bernie Lutes; Field Supervisor: Lorne Hansen; Members: Mike Allman, Al Allman, Don Frank.

#### **COMMITTEE MEMBERS WHO REDRAFTED THESE GUIDELINES AT A MEETING HELD ON OCTOBER 23 2012**

Steve Hughes; Greg Milne; Mike Allman; Roger Martens; Ross Owens.

**Constitution and Bylaws redrafted January 2003.**

**Bylaws and Guidelines redrafted January 2011.**

**Bylaws and Guidelines redrafted January 2013.**