

# **KAWARTHA LAKES FLYING CLUB**

## **COPA FLIGHT 101**

### **CONSTITUTION and BYLAWS**

#### **101. NAME**

**101.1 The Kawartha Lakes Flying Club (Lindsay) / COPA Flight 101**, herein referred to as the "CLUB", located at Kawartha Lakes Municipal Airport (KLMA), Lindsay, Ontario – CNF4

#### **102. AUTHORITY FOR COPA FLIGHT 101**

**102.1** Canadian Owners and Pilots Association (COPA), Flight 101 is authorized by COPA President and CEO, by certificate dated May 25, 2011.

#### **103. MISSION**

**103.1** The purpose of the CLUB shall include the following:

**103.1.1** To create an enjoyable atmosphere where members can enjoy flying and the camaraderie of other aviation enthusiasts.

**103.1.2** To provide input to the work of the CoKL Airport Board.

**103.1.3** To support and promote the aims and objectives of the Canadian Owners and Pilots Association (COPA).

**103.1.4** To work closely with our local Flight School in promoting flying, and a safe flying environment at Kawartha Lakes Municipal Airport (KLMA).

#### **104. FLIGHT MEMBERSHIP**

**104.1 Regular Membership** is extended to applicants who submit required membership information and pay the annual dues as established at the Annual Meeting. Regular members will enjoy voting privileges and be eligible to serve as a member of the Executive Committee. Regular members are subject to all bylaws, rules and regulations of the CLUB.

**104.2 Partner/Spouse Membership** is available at a reduced fee level to spouses / partners, of regular paid up members. Spouses / partners of members will receive all the benefits of regular members including voting privileges. Paid up spouses / partners of members are qualified to sit on the Executive.

**104.3 Student Membership** is a reduced fee membership extended to full time students up to the age of 20. Student members have full voting privileges, but will not qualify to sit on the Executive Committee.

**104.4** A member may be expelled from membership by a vote of no less than 2/3 of the members present at any general monthly member's meeting. Notice of intention to expel any member shall be mailed, delivered, telephoned or electronically delivered to all members not less than 10 days before the related meeting is to take place. The member to be expelled shall have a reasonable right to be heard at such meeting. Such right shall be deemed waived by such member's failure to attend such meeting.

**104.5** A member in arrears in the renewal payment of his/her membership shall have his/her membership lapse following the renewal date of the membership. All voting privileges are similarly suspended.

#### **105. EXECUTIVE COMMITTEE - GENERAL**

**105.1** The business, of the Club shall be exercised, conducted and controlled by an Executive Committee of not less than four (4) and not more than seven (7) members, one of whom shall be the Past President.

**105.2** A majority of the Executive shall constitute a quorum of the Executive at all meetings and the affirmative vote of at least the majority of those present shall be necessary to pass any resolution or authorize any act of the Club, subject to 105.7.

**105.3** Each Director shall be elected from the membership of the Club to serve for a minimum period of two (2) fiscal years, or until his successor is appointed.

**105.4** In case of a vacancy in the Executive, the remaining Executive shall fill such vacancy by appointment from the Club membership, and he/she shall hold office for the unexpired term. If three or more vacancies occur at any one time, they shall be filled by vote of the members at a meeting duly called.

**105.5** Executive members may determine by a simple majority vote of Executive members only, whether or not an Executive member has a conflict of interest in any particular matter. An Executive member who declares a conflict of interest or who has been declared so by the Executive shall not enter into debate or vote concerning the matter. This bylaw also applies to regular members who have a conflict of interest in matters before a general meeting.

**105.6** All Executive meetings will have Minutes recorded and filed by the Secretary.

**105.7** An Executive member may be expelled from the Executive by a vote of no less than two thirds of the remaining Executive committee. Notice of intention to expel any Executive member shall be mailed, delivered, telephoned or electronically delivered to all Executive members not less than 10 days before the related meeting is to take place. The member to be expelled shall have a reasonable right to be heard at such meeting. Such right shall be deemed waived by such member's failure to attend such meeting.

## **106. EXECUTIVE COMMITTEE**

**106.1 President (Captain)** with a minimum of one (1) year full membership and is a current COPA member.

**106.2 Vice-President (Co-Captain)** with a minimum of one (1) year full membership and is a current COPA member.

**106.3 Secretary (Navigator)** with a minimum of one (1) year full membership and is a current COPA member.

**106.4 Treasurer** with a minimum of one (1) year full membership and is a current COPA member.

**106.5 Past President**

**106.6 Executives at Large:** additional specific positions identified and appointed by the Executive.

**106.7** The membership has the right to waive the minimum one (1) year full membership requirement.

## **107. MEETINGS**

**107.1** Regular monthly General Meetings shall be held at a time and place within the City of Kawartha Lakes, as directed by the Executive Committee. A quorum shall consist of a simple majority of the Executive plus 1 Regular Member present.

**107.2** Executive Meetings can take place at any location, at the discretion of the Executive. The meetings must follow the same rules as General Meetings and Minutes will be kept.

**107.3** The Annual meeting will be held in November of each year.

## **108. FINANCIAL**

**108.1** The CLUB's revenue shall be obtained from membership dues, event receipts, profits from merchandise sales and other receipts.

**108.2** The Executive shall not enter into any agreement of purchase or sale for an expenditure in excess of \$1,000 without the prior approval of the members. Purchases in excess of \$1,000, must be approved by a 2/3 majority of members in good standing in attendance.

**108.3** All major events (COPA for KIDS, Christmas Dinner – Dance, etc.) shall have a separate financial reporting to the members showing Revenue sources and full Expense details to allow a net profit or loss on the event to be determined.

**108.4** Unless otherwise ordered by the Executive, the fiscal year of the CLUB shall terminate on the 31st day of October in each year. The yearend Financial Statements for the Club will be formally reviewed with the members at the following November Annual Meeting, and approved accordingly.

## **109. AMENDMENTS**

**109.1** This Constitution and related By-Laws may only be amended with the approval of a 2/3 majority of the voting members present at a regular monthly meeting. Amendments to the Constitution and related By-Laws must be ratified at the annual November meeting. Such motions to amend shall be duly put forward and seconded at the monthly meeting. Notice of pending amendment motions shall be communicated in writing, by phone, or electronically, to the members at least 14 days prior to the meeting.

## **200. PURPOSE OF BY-LAWS**

**200.1** The purpose of these by-laws is to ensure that the CLUB is operated and administered in an efficient manner.

## **201. DUTIES AND RESPONSIBILITIES**

### **201.1 The President or Captain**

**201.1.1** will take office following his/her election, the first of January of the following year, and will remain in office for a period of two years.

**201.1.2** will be responsible for the efficient operation of the CLUB.

**201.1.3** is empowered to spend moneys of the CLUB for routine CLUB operating expenses.

**201.1.4** will cast the deciding vote in the event of a voting tie, at general monthly member's meetings including the Annual Meeting.

**201.1.5** will sign all cheques along with the Treasurer, Secretary, or approved signing officer.

### **201.2 The Vice-President or Co-Captain**

**201.2.1** will take office, following his/her election, the first of January of the following year, and will remain in office for a period of two years.

**201.2.2** will assist the President to ensure the efficient operation of the CLUB.

**201.2.3** will carry out the duties of the President in his absence.

### **201.3 The Secretary or Navigator**

**201.3.1** will take office following his/her election, the first of January of the following year, and will remain in office for a period of two years.

**201.3.2** will record the proceedings of all Executive Meetings, General Meetings and special meetings.

**201.3.3** will work with the Director – Membership to keep up to date records of membership lists and all relevant information.

**201.3.4** will ensure that all members are notified as required by the constitution and by-laws within appropriate time limits.

**201.3.5** is empowered to sign cheques as an alternate to the President or Treasurer when required.

### **201.4 The Treasurer**

**201.4.1** will take office following his/her election, the first of January of the following year, and will remain in office for a period of two years.

**201.4.2** will record all financial transactions and be responsible for the safekeeping of the books of accounts and supporting data.

**201.4.3** will prepare an annual financial statement following the year end, for presentation to members within 90 days of the year end.

**201.4.4** will be responsible for all banking.

**201.4.5** is empowered to spend moneys of the CLUB for routine CLUB operation expenses.

**201.4.6** will sign all cheques along with the President, or other authorized signing officers.

**201.4.7** the Treasurer shall have the power to invest at a recognized banking institution money that is otherwise sitting in idle accounts to obtain a better rate of return. He/She shall also account for all receipts, disbursements and balance on hand.

**201.4.8** the Treasurer or his designate shall manage the yearly club membership role, maintaining a current list of paid up members with their renewal date, addresses and telephone numbers including COPA membership data, and other relevant contact information.

### **201.5 The Past President**

**201.5.1** will take office the first of the month following the expiry of his/her President's term of office and will remain in office until the next change in Presidency or until he/she resigns from the Executive.

**201.5.2** will carry out the duties to the best of his/her abilities, of any Executive Committee Member, other than the President, absent from a meeting or unable to complete their term of office.

## **202. CONDUCT OF MEETINGS**

**202.1** Regular monthly meetings under the chairmanship of the President, or in his/her absence, the Vice-President, will be held as determined by the Executive Committee. Generally, Robert's Rules of Order will be

followed in the conduct of business where they don't conflict with the Constitution. The CLUB will have a minimum of 10 monthly meetings per year.

**202.2** Special CLUB meetings and Executive Committee meetings may be held at any time requested by the President to deal with urgent matters.

**202.3** In the event that the Executive require a decision on an urgent, time sensitive matter, the Executive is authorized to conduct an electronic vote (email) of Members. Approval of the issue voted on requires a simple majority of those members who vote, subject to clause 108.2.

**202.4** An Annual General Meeting to elect the Executives Committee of the CLUB will be held each November at a time and date decided by the Executive Committee. Notice of the Annual Meeting and the Notice of Nominations for the election of new Executive members shall be communicated to the members at least 14 days prior to the annual meeting, by the Secretary.

**202.5** Members wishing to introduce a new business topic must provide the Executive with details of the topic a minimum of 10 days in advance of the regular meeting date. The Executive will determine whether the proposed new business topic will be included on the agenda of the regularly scheduled meeting.

**202.6** When a Member brings forth a Motion to the Membership, each Member will have an opportunity to speak. The amount of time allotted each member is at the sole discretion of the President. Upon completion of the Members having their time to speak a vote will then be taken on the Motion, and a simple majority is required for approval, subject to clause 108.2.

**202.7** There will be no provision for voting by proxy at any meeting.

**202.8** The President's decision on points of order will be final.

### **203. ORDER OF BUSINESS**

**203.1** The reading and approval of the minutes of the previous meeting and/or special meeting.

**203.2** Report on CLUB financial matters.

**203.3** Reading of the correspondence.

**203.4** Introduction of new members.

**203.5** Reports from committees.

**203.6** Old and unfinished business.

**203.7** Changes in the Constitution.

**203.8** Election of Executive Committee. (Annually).

**203.9** New business – Guest speaker, Entertainment

**203.10** Adjournment

**PASSED by the Executive Board, Kawartha Lakes Flying Club (Lindsay), COPA Flight 101:**

**Effective Date: April 2<sup>nd</sup>, 2014**

**President/Captain: Bob Burns** \_\_\_\_\_

**SECRETARY/Navigator: Jim Baldwin** \_\_\_\_\_

**Past President/Captain: Flavelle Barrett** \_\_\_\_\_

**EXECUTIVE:** Bruno Luzak \_\_\_\_\_

**SECRETARY / Navigator:** Allan Darling \_\_\_\_\_

**Subsequently PASSED by a vote of the members, on the effective date above:**

**First Draft by Constitution Committee, January 27, 2014**

Bill Fry  
George Hache  
Flavelle Barrett

**Second Draft by Executive, February 4, 2014**

Jim Baldwin  
Bob Burns  
Al Darling  
Bruno Luzak  
Flavelle Barrett

**Third Draft by Executive and Constitution Committee, February 22, 2014**

Bob Burns  
George Hache  
Flavelle Barrett

**Fourth Draft by Executive and Constitution Committee, March 5, 2014**

Bill Fry  
Bob Burns  
George Hache  
Flavelle Barrett

**Final Draft by Executive and Constitution Committee, April 1, 2014**

Bob Burns  
Jim Baldwin  
Bill Fry  
Flavelle Barrett

**Additional input received from** Ray Plante, and Kerstin Kelly

**This constitution document voted and passed by the members of Kawartha Lakes Flying Club COPA Flight 101 Lindsay on April 2<sup>nd</sup>, 2014**