

# **Electric Model Flyers of Southern Ontario**

## **By-Laws**

**February 11, 2015**

## **Mission**

The mission of the EMFSO is to enhance electric model aviation by organizing events and exchanging information.

## **Aims**

The Electric Model Flyers of Southern Ontario shall:

- promote electric model aviation;
- encourage the exchange of information;
- organize and conduct flying events, workshops, displays and competitions;
- assist in the governance of electric model aviation;
- support organizations with similar goals;
- affiliate with Model Aeronautics Association of Canada and
- function as a not-for-profit entity.

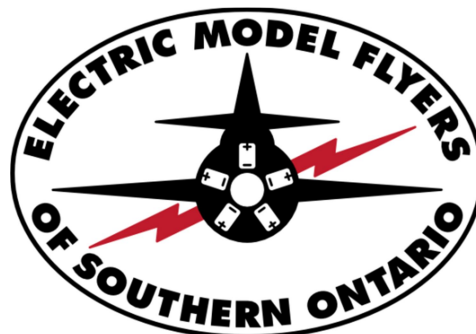
## **Article 1 NAME**

1.1 The name of the organization shall be Electric Model Flyers of Southern Ontario.

1.2 Electric Model Flyers of Southern Ontario shall be abbreviated as EMFSO.

## **Article 2 EMBLEM**

2.1 The official emblem of EMFSO is:



2.2 The official colours of the EMFSO emblem are black, red and white.

## **Article 3 ADDRESS**

3.1 The address of the organization is the address of the Secretary/Treasurer.

#### **Article 4 MEMBERSHIP**

- 4.1 All members shall abide by EMFSO by-laws, policies and procedures.
- 4.2 A current Model Aeronautics Association of Canada (MAAC) or Academy of Model Aeronautics (AMA) membership is required to fly a model aircraft.
- 4.3 A member in good standing is a member who has fulfilled all the requirements of EMFSO membership.
- 4.4 A member may be removed from the organization for cause by a process that is fair, open and follows Robert's Rules of Order.
- 4.5 The membership year shall be from January 1 to December 31 of one calendar year.
- 4.6 Membership applications shall be considered by the Board upon completion of an application form and payment of dues.
- 4.7 Categories of Membership include:
  - (A) Open, 18 years of age and older as of January 1, voting
  - (B) Junior, less than 18 years of age as of January 1, non-voting
  - (C) Life, due to long term service to EMFSO, voting and
  - (D) Special, non-voting.

#### **Article 5 BOARD OF DIRECTORS**

- 5.1 Five (5) members in good standing shall form the Board of Directors ("Board").
- 5.2 The Board shall consist of: President; Vice President, Indoor Program; Secretary/Treasurer, Outdoor Program Director and Website Director.
- 5.3 Each person on the Board shall be Officers of the corporation.
- 5.4 The Board shall be elected by the membership at an Annual General Meeting. Two positions shall become vacant in even years and three positions shall become vacant in odd years.
- 5.5 The term of office of each Officer shall be two years.
- 5.6 Each Officer shall have one vote with the exception of the President who only votes to break a tie.
- 5.7 If an Officer is unable to fulfil his or her duties, the Board shall appoint a replacement to complete the term.
- 5.8 An Officer shall be at least 18 years of age on the day elected to the Board.
- 5.9 An Officer shall not be an undischarged bankrupt person, shall have no criminal record and be of sound mind.
- 5.10 An Officer may be removed from the Board for cause by a process that is fair, open and follows Robert's Rules of Order.

## Article 6 Duties of the Officers

### 6.1 President

- (a) speaks for the organization,
- (b) conducts the general management of the organization,
- (c) chairs all meetings,
- (d) prepares an agenda for all meetings,
- (e) authorizes payment of expenditures and
- (f) shall have authority to sign a cheque.

### 6.2 Vice President, Indoor Program

- (a) manages indoor program,
- (b) chairs meetings in the absence of the President,
- (c) votes to break a tie while chairing a meeting,
- (d) coordinates event promotion.
- (e) executes such duties as directed by the Board and
- (f) develops a yearly budget proposal for events.

### 6.3 Secretary/Treasurer

#### Secretary

- (a) maintains all correspondence, files and other documentation pertinent to the operation of the organization,
- (b) manages all equipment, software and other assets as necessary,
- (c) prepares and sends correspondence for the organization as required by the Board,
- (d) records and maintains the minutes of all meetings,
- (e) provides a draft copy of the minutes to the Board in a timely manner,
- (f) plans and conducts an annual membership campaign,
- (g) maintains a current roster of members,
- (h) issues EMFSO membership cards,
- (i) prepares and distributes quarterly membership reports to the Board,
- (j) prepares and distributes special membership reports as requested by the Board and
- (k) executes such other duties as directed by the Board.

#### Treasurer

- (a) receives, disburses and accounts for all financial transactions of the organization,
- (b) shall have authority to sign a cheque,
- (c) maintains a ledger for all financial transactions of the organization,
- (d) recommends to the Board an annual fee structure for membership dues,
- (e) provides an annual financial statement for the organization to the Annual General Meeting,
- (f) prepares quarterly financial reports for the Board,
- (g) prepares special financial reports as requested by the Board,
- (h) proposes an annual budget for the Board and
- (i) executes such other duties as directed by the Board.

#### 6.4 Outdoor Program Director

- (a) coordinates outdoor program,
- (b) manages outdoor program promotion,
- (c) develops a yearly budget proposal for events and
- (d) executes such duties as directed by the Board.

#### 6.5 Website Director

- (a) Designs, develops, administers and maintains the EMFSO website.
- (b) Manages the domain name, emfso.org and website hosting.
- (c) Reflects the mission and aims of EMFSO.
- (d) Develops a yearly budget proposal for website.
- (e) Selects content relevant to electric model aviation.
- (f) Executes such other duties as directed by the Board.

### **Article 7 BOARD APPOINTMENTS**

#### 7.1 Chief Flight Instructor

- (a) instructs student RC pilots,
- (b) manages the “Wings” program,
- (c) maintains records of RC flight instruction,
- (d) recruits, trains and supervises EMFSO instructors,
- (e) develops and updates RC Flight Training Guide,
- (f) nominates instructor candidates for appointment by the Board,
- (g) assesses RC flight skills of student RC pilots,
- (h) approves RC student pilots for solo flight,
- (i) nominates student RC pilots for “Wings,”
- (j) preforms check flights for new members of the EMFSO,
- (k) demonstrates a high standard of flight safety,
- (l) provides introductory RC flights and
- (m) writes and revises Safety Rules for EMFSO.

#### 7.2 Instructor:

- (a) Provides RC flight training to EMFSO members.
- (b) Assesses RC flight skills of student pilots.
- (c) Maintains records of RC Flight Instruction.
- (d) Provides introductory RC flights.
- (e) Works cooperatively with the CFI to provide RC flight instruction.
- (f) Demonstrates a high standard of flight safety.

#### 7.3 Air Racing Coordinator

- (a) Manages the Air Racing program.
- (b) Maintains record of results.
- (c) Promotes air racing as a competitive activity.
- (d) Organizes air racing competitions.
- (e) Developing air racing guidelines.

## **Article 8 NOMINATIONS**

- 8.1 Board positions are open for nomination at the end of each two-year term.
- 8.2 All nominations shall be in writing, dated and signed by the nominator, seconder and nominee. Nominators and seconders shall be members in good standing.

## **Article 9 ANNUAL GENERAL MEETING**

- 9.1 The Annual General Meeting (AGM) shall be held on or before March 31st of each year.
- 9.2 The location, date and agenda for the AGM are set by the Board.
- 9.3 Members in good standing at the time of the AGM may vote at the AGM.
- 9.4 Additions to the agenda shall be accepted from the floor if proposed and seconded by members in good standing.

## **Article 10 ELECTIONS**

- 10.1 Elections shall be conducted at the AGM.
- 10.2 Voting shall be conducted by a show of hands.
- 10.3 A candidate for the Board of Directors is elected by a majority vote of the voting members in good standing present at the Annual General Meeting.
- 10.4 After each election, the five members of the Board will determine who will become the President; Vice-President, Indoor Program; Secretary-Treasurer, Outdoor Program Director; and Website Director.

## **Article 11 QUORUMS**

- 11.1 A quorum for a Board meeting shall be three Board members.
- 11.2 A quorum for an AGM shall be 10% of the members in good standing on January 1 of the current year.

## **Article 12 FISCAL YEAR**

- 12.1 Fiscal year is from January 1st to December 31st
- 12.2 An independent audit of the financial records may be requested by a majority of the members at a special meeting.
- 12.3 Appointment of an independent auditor shall be ratified by a majority of the members at a special meeting.

### **Article 13 DUES**

13.1 A schedule of dues shall be approved by the Board each year.

13.2 The due date for membership renewal is January 1.

13.3 The Board may set and impose special one-time levies.

### **Article 14 COMMITTEES**

14.1 Committees may be established by the Board.

14.2 Committees shall function for a maximum period of two years.

14.3 Committees are responsible to the Board.

### **Article 15 MEETINGS**

15.1 All meetings, including Board and committee meetings are open to members and guests.

15.2 The Board shall determine if a meeting or part of a meeting shall be closed.

### **Article 16 AMENDMENTS**

16.1 Members shall be informed of a proposed amendment to the By-Laws at least 30 days before the AGM.

16.2 A majority vote of the members present at the AGM is required to make an amendment to the By-Laws.

### **ADDENDA**

1. An addendum may be revised by a majority vote of the Board.

### **Definitions**

1. The word "member(s)" used in this document means member(s) in good standing.