



CONSTITUTION

(As amended 11 November 2016)

ARTICLE 1 - NAME & OBJECTIVES

- 1.1 The official name of the club is "Halton Hills Model Flying Club" (HHMFC).
- 1.2 Wherever the masculine gender is used in these bylaws, masculine and feminine are to apply equally.
- 1.3 The club is a non-profit organization.
- 1.4 The objective of the club is to encourage good fellowship, promote social and radio control (RC) model aircraft activities, and provide information of interest to the membership. And:
 - 1.4.1 to assist members in the construction and flying of RC Model Aircraft;
 - 1.4.2 to promote and exchange ideas in the design, construction and flying;
 - 1.4.3 to promote RC Model Aircraft competition and fun fly events;
 - 1.4.4 to foster all RC Aero Modeling. No class of RC aircraft will be banned from flying, regardless of size or function provided that they meet MAAC and Club rules. However, the field may be unsuitable or restrictive for some categories of RC models. Turbine operation may be curtailed because of the fire hazard when the surrounding field of grain ripens later in the summer. Pattern aerobatics are difficult because of the proximity of Winston Churchill Boulevard to the east. Because of our sensitive neighbours, all powered models must observe our noise limit. This may be difficult and/or expensive with motors of 50cc and over. (See MPPD 7 # 4)

ARTICLE 2 - MEMBERSHIP

- 2.1 To be a Member or Junior Member, one must also be a member of the Model Aeronautics Association of Canada (MAAC), have paid the prescribed membership fees and be permanently resident in Ontario.

To be a Social Member, one must be permanently resident in Ontario and have paid the prescribed membership fee.

Members will have full voting privileges. Social and Junior Members will not have any voting privileges.

- 2.2 The Executive will approve all new members.



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- 2.3 Membership in the club will be renewable annually on the 1st of January. Late renewals will be accepted up until the 15th of March.
- 2.4 Guests may take part in the social affairs and flying activities. Members will always have priority for airtime.
- 2.5 The total club membership may be limited from time-to-time.
- 2.6 There is no restriction on the number of Junior members (under 18 years as of January 1st).
- 2.7 A waiting list will be maintained if necessary. When vacancies occur, prospective members from the waiting list will be invited to the field for an evaluation flight administered by a designated flight instructor of the club.
- 2.8 Members and Junior Members must submit a copy of their MAAC Membership Card valid through year of membership application as proof of MAAC membership.
- 2.9 All members, by their signature on the HHMFC Membership Application or Renewal Form, declare that they have read and understood the HHMFC Constitution and the MAAC Safety Code and agree to abide by the rules and regulations as established therein.

ARTICLE 3 - MEETINGS

- 3.1 The frequency and dates of Regular Meetings will be determined by the membership. Notification of meetings and proposed agenda shall be sent to the members in the newsletter.
- 3.2 The Annual General Meeting will be held in November.
- 3.3 Special Meetings will be held to deal with special business. They can be:
 - i) Called by anybody on the Executive Committee.
 - ii) Called at the request of at least five Members.

At SPECIAL meetings only those subjects which were the declared purpose of the meeting will be discussed. The Chairman will determine and announce the order of business at the beginning of the meeting.

- 3.4 Executive Meetings are to be called by the President whenever necessary, or when requested by any other member of the Executive.



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3.5 The quorum for Regular and Annual General Meetings will be 20% of the number of registered Members. Signed proxy votes are included in the count. A quorum of executives will be 3 members. If a quorum is not present for any meeting, the Executive Committee will be empowered to make all decisions and take all actions, which would have been the subject of the aborted meeting.

3.6. The order of business at Regular meetings will be:

- i) Approval of Minutes of previous meeting.
- ii) Executive report.
- iii) Financial report.
- iv) Unfinished and new business.
- v) Special announcements.
- vi) General discussion.
- vii) Special Presentations.

3.7. The order of business at the Annual General Meeting will be:

- i) Approval of the Minutes of the previous AGM.
- ii) President's annual report.
- iii) Officers' annual report.
- iv) Financial annual report.
- v) Unfinished and new business.
- vi) Special announcements.
- vii) Election of Executive members and Officers.
- viii) General discussion.



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ARTICLE 4 - ELECTIONS:

- 4.1 The election of members to the Executive will take place at the Annual General Meeting (AGM).
- 4.2 Elected members will serve for a period of one year. The term of office will commence on the 1st of December and end on the 30th of November.
- 4.3 The Executive will be composed of:
- i) President.
 - ii) Vice-president.
 - iii) Secretary Treasurer.
 - iv) Training Officer.
 - v) Safety Officer.
 - vi) Field Maintenance Officer.
- 4.4 To be eligible for election to the Executive, a person must be a HHMFC Member in good standing. Social and Junior Members will not be eligible for these positions.
- 4.5 Elections will be conducted as follows:
- i) Nominations for the Executive will be accepted at the regular meeting in October and the AGM in November of each year.
 - ii) Any candidate not present at the AGM will be deleted from the nominee list unless he has previously advised the President, of his willingness to serve on the Executive.
 - iii) Voting will be by secret ballot of members only and will be counted by three tellers appointed by the President.
 - iv) If an office becomes vacant during the year, the Executive will appoint another HHMFC Member to complete the unfinished term.



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ARTICLE 5 - DUTIES OF THE EXECUTIVE:

5.1 **President:**

- i) Presides over the Executive.
- ii) Chairs the Regular and Special meetings.
- iii) Represents the Club at all official functions.
- iv) The President does not vote at a Regular Meeting. In the event of a tied vote, he will cast the deciding ballot.
- v) If he is unable to exercise any function, he will delegate that function to the Vice-President.

5.2 **Vice-president:**

- i) Assists the President in all his duties and assumes the President's functions in his absence.

5.3 **Secretary Treasurer:**

- i) Prepares, circulates and files Minutes of all Meetings in the Newsletter.
- ii) Maintains files of all correspondence and any other paperwork related to Club business in a retrievable manner.
- iii) Maintains membership records.
- iv) Prepares ballot forms for elections or any other secret vote if required.
- v) Maintains a bank account in the name of the Club at a location agreed by the Executive.
- vi) Ensures that the President, Vice-president and Secretary Treasurer are all registered as co-signers at the Bank and that the Bank understands that cheques must contain two of these signatures to be valid.



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- vii) Receives and deposits all Club income in the Club's bank account.
- viii) Disburses Club funds as authorized by the Club Membership or the Executive and ensures that all disbursements are confirmed by adequate receipts.
- ix) Maintains a columnar record of all transactions and files all associated paperwork in a retrievable manner.
- x) Compiles and presents a financial budget at the beginning of each fiscal year and presents it to the membership for approval.
- xi) Compiles and presents a financial statement for approval at the Annual General Meeting and at such other times as the Executive may require.
- xii) Ensures that no expenditure in excess of \$500 shall be made without prior approval of the Membership.

5.4 **Training Officer:**

- i) Responsible for managing qualification and wings tests.
- ii) Responsible for managing the club training program and new pilot training.
- iii) Responsible for managing the club instructors.

5.8 **Safety Officer:**

- i) Maintain safety at the field.
- ii) Tactfully notify member of any possible rule violation.
- iii) When needed, notifies the Executive of an infraction.

5.9 **Field Maintenance Officer:**

- i) Maintains the field, tractor, driveway and entrance gate.



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ARTICLE 6 - EXECUTIVE RESPONSIBILITIES:

- 6.1 The Executive will be responsible for the proper operation of the Club in accordance with the Constitution.
- 6.2 Executive meetings can be called by any Executive Member.
- 6.3 The Executive has the authority to make decisions, for the good of the Club, at any time but they must have their decision ratified by the Membership at the next Regular meeting.
- 6.4 All decisions regarding the activities, safety, rules and field layout will be the responsibility of the Executive. The Executive will approve by majority vote any amendment before presenting it to the Membership.
- 6.5 Responsible for selecting and approving instructors.
- 6.6 **Treatment of Rule Violations:**
- i) Any member who allegedly, contravenes the HHMFC Constitution or Field Operating Rules or the MAAC Safety Code, acts in a hazardous manner or in a manner that places in jeopardy the continued use of the field by the club shall be entitled to a hearing by the Executive.
 - ii) The accused member will be invited to answer the allegations at the hearing or in writing at his discretion.
 - iii) Substantiated violations will be addressed as follows:
 - a. First occurrence: verbal reprimand;
 - b. Second occurrence: reprimand in writing;
 - c. Third occurrence: suspension of membership. The duration of the suspension will be at the discretion of the Executive.
 - iv) Depending on the seriousness of the substantiated violation the Executive may decide to invoke immediate suspension of membership.
- 6.7 When their term of office has expired, Executive members must return all records (complete and up-to-date), documents, moneys and equipment belonging to the Club, to the newly elected replacements.



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ARTICLE 7 - DUES & INITIATION FEE

- 7.1 The annual membership fee for all members will be payable on the 1st of January each year. Cheques must be made payable to: "Halton Hills Model Flying Club".
- 7.2 New members joining later than August 1st will be charged at half the membership fee.
- 7.3 An initiation fee will be payable by every new adult Member. Junior Members may apply membership fees paid towards the initiation fee to become adult members.
- 7.4 Paid dues may be refundable at the discretion of the Executive.
- 7.5 The amount of annual dues for the coming year and the initiation fee shall be established by the Executive and presented at the Annual General Meeting.
- 7.6 If an applicant was a former Member, he will be exempt from the Initiation Fee.

ARTICLE 8 - DISSOLUTION OF THE CLUB

- 8.1 A decision to dissolve the Halton Hills Model Flying Club must be made by a majority vote of the Executive Committee, who will then advise all Members and Social Members by written notice, at a Special Meeting to ratify this decision.
- 8.2 The Executive Committee's decision to dissolve the Club must be approved by two-thirds of the Members present at the Special Meeting. Dissolution will become effective immediately and all remaining funds and assets will be divided evenly among the existing paid up Members. Social Members are not included.
- 8.3 If dissolution is not approved at the Special Meeting, the Executive Committee must resign and the meeting must appoint an interim Executive Committee to take care of all assets and organize the election of a new Executives and Directors, within 2 months of the date of the Special Meeting. Existing Executives and Directors may submit their names for re-election if they wish.



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ARTICLE 9 - AMENDMENTS

- 9.1 Proposed amendments to these bylaws can be submitted, in writing, to the secretary, at any time.
- 9.2 The secretary (or designate) will give notice, in the Newsletter, of and read out, any proposed amendment at the next regular meeting.
- 9.3 A motion to adopt the proposed amendment will then be made and following a discussion, it will be put to a vote.
- 9.4 To be adopted, the proposed amendment MUST be approved by a two-thirds majority of those present.

ARTICLE 10 - FIELD OPERATING RULES

- 10.1 Only club members and guests, accompanied by a member, are permitted to fly. Members will always have priority for airtime.
- 10.2 All members and guests must read, understand and comply with the Model Aeronautics Association of Canada (MAAC) Safety Code and the HHMFC Field Operating Rules.
- 10.3 All members must ensure that their guests have a current MAAC or AMA Membership Card available for inspection.
- 10.4 No class of RC aircraft will be banned from flying, regardless of size or function provided that they meet MAAC and Club rules. However, the field may be unsuitable or restrictive for some categories of RC models. Turbine operation may be curtailed because of the fire hazard when the surrounding field of grain ripens later in the summer. Pattern aerobatics are difficult because of the proximity of Winston Churchill Boulevard to the east. Because of our sensitive neighbours, all powered models must observe our noise limit. This may be difficult and/or expensive with motors of 50cc and over.
- 10.5 Executive members and designated club instructors have the authority to determine if and when Spotters (see MSD 7) are required for flight operations.
- 10.6 Frequency Board: a clothespin or similar (max. ½ by 3 inches), with your name and channel number thereon, must be in place before turning on your transmitter. If using a 2.4 GHz system, pins are not required. Pins with nil or conflicting information or documents attached are not acceptable.



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- 10.7 The HHMFC flying field layout will be in accordance with the RC Flying Field Specifications for General Category RC Aircraft as per MAAC Policy and Procedures Document (MPPD) # 8.
- 10.8 The runway at the HHMFC field is aligned east and west, specifically 080/260 degrees magnetic and measures 130 by 30 metres. The flying area is north of the flight line as defined in MPPD 8 and extends to the horizon to the west, but ends at Winston Churchill Boulevard to the east. The northern boundary of the “Flying Area” is the creek approximately 500 metres from and roughly parallel to the flight line. *(Be aware that full sized aircraft operating under VFR rules can and do cross over our field as low as 500 feet above ground.)*
- 10.9 Flight training for RC General Category will be carried out in accordance with the MAAC Basic RC Fixed Wing Flight Training Program (see MPPD 10).
- 10.10 A designated flight instructor of the club will conduct all introductory flights for prospective new club members. The flights will be in accordance with the MAAC Safety Code and a buddy box system will be used. Prospective new members who already know how to fly must demonstrate to an approved HHMFC Instructor that they can do so in a safe and competent manner.
- 10.11 Each club member is responsible to ensure that their guests can fly in a safe and competent manner and that they abide by the MAAC Safety Code and all HHMFC Field Operating Rules.
- 10.12 Model operation is permitted by an agreement with the owners of the field. Any conditions or restrictions imposed by the owners, Canadian Air Regulations or local by-laws must be observed.
- 10.13 All flying operations will cease when field maintenance is in progress.
- 10.14 The field is available seven days a week from 9:00 AM to dusk. Electric powered models may fly from 8:00 AM to dusk.
- 10.15 No alcoholic drink is permitted at the field.
- 10.16 Total model aircraft noise must be 90 dB or less, measured on the ground at full power with the meter held at 7 metres (23 feet).
- 10.17 Bungee launch operations must have the consent of all model pilots at the field. All bungee launch apparatus must be set up north of the pilot fence. All bungee launch apparatus must be removed from the runway area (north of the flight line) as soon as possible after launch.



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- 10.18 Jet turbine powered aircraft are exempt from the maximum noise requirement. However, all turbine starts and run-ups shall be carried out at the extreme eastern end of the pit area. All operators of turbine model aircraft at the HHMFC field must be in possession of a Turbine Operator's Certificate (TOC). (See MSD 10 and MAAC TOC.)
- 10.19 Models will not be taxied south of the pilot flight line fence and must be effectively restrained during preflight tests, start-up and ground running. Electric powered models must be effectively restrained when armed.
- 10.20 Smoking is prohibited in the pit area.

ARTICLE 11 - INDOOR RULES (Alloa School)

- 11.1 All rules in the MAAC Safety Document (MSD) # 14 will apply.
- 11.2 A Safety Officer will be designated to manage flying activities.
- 11.3 The Safety Officer must approve all models flown.
- 11.4 The Safety Officer will establish a flight line.
- 11.5 Pits and all spectators will be close to the stage or on it and behind the pilots flying.
- 11.6 Maximum helicopter rotor diameter 15 inches (38 cms). Maximum wingspan of fixed wing models or multi-rotor models – 20 inches (51 cms). Maximum wingspan of ultra-light, indoor, fixed wing models over 20 inches (51 cms) but less than 39 inches (99 cms) may be flown at the discretion of the designated safety officer.
- 11.7 The number and type of models flown together will be at the discretion of the designated safety officer.



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Signed at Halton Hills, Ontario

President: _____ Date: 11 November 2016
Daren Murdoch

Vice President: _____ Date: 11 November 2016
Guy Van der Laan

Secretary Treasurer: _____ Date: 11 November 2016
Carl Groskorth

Training Officer: _____ Date: 11 November 2016
Vacant

Safety Officer: _____ Date: 11 November 2016
Paul Campbell

Field Maintenance Officer: _____ Date: 11 November 2016
Steve Nelson