

BY-LAWS OF KINGSTON RADIO CONTROL MODELLERS

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Revision History

April 2011 - Complete update, approved at KRCM Meeting

January 2012 – Section 5, Financial, updated at KRCM meeting

August 2012 – Financial, Signing Authority

Section 1 – By-Laws

1. Each member of the “Corporation” has 1 vote;
2. The “Corporation” shall be carried on without the purpose of gain for its members and any profits or other accretion to the “Corporation” shall be used in promoting its objectives;
3. The Directors may pass By-laws to regulate:
 - (a) the admission of members;
 - (b) the fees and dues of members;
 - (c) the issue of membership cards and certificates;
 - (d) the suspension and termination of memberships;
 - (e) the transfer of memberships;
 - (f) the time for and the manner of election of Directors;
 - (g) the appointment and removal of agents, etc.;
 - (h) the time/place for meetings, the quorum at meetings;
 - (i) All other affairs of the “Corporation”.
4. All By-laws must be confirmed at a General Meeting;
5. Proposed changes to the By-laws will be provided in written form to be discussed at any given meeting and voted on at the subsequent meeting;
6. **Notice** of time and place of the Annual General Meeting shall be sent **by mail**, one week in advance;
7. The Chairman of a meeting will have a **second vote** to break a tie;

Section 2 – Auditor

1. At the Annual Meeting, each year, an Auditor is appointed for the ensuing year;
2. The Auditor cannot be a Officer (Member of the Executive); he/she is normally chosen from among the Members;

The Auditor and Treasurer examine all Club finances prior to the end of the Fiscal Year. The Treasurer presents an audited financial statement at the Regular Meeting which closes that Fiscal Year.

Section 3 – Election of Officers

1. The Annual Meeting for the election of Officers for the next year shall be held in December of each year and notice of the event shall be given in writing to all members at least 7 (seven) days in advance;
2. The Officers of the Club are:
President, Vice-President, Secretary, Treasurer, Chief Flight Instructor and (Fathers Day Fun Fly) Contest Director;
3. These Officers shall serve for a period from 01 January to 31 December.
4. All nominations for the Officers shall be by a motion of the Members in good standing at the time of voting and present at the meeting called for such a purpose;
5. The election shall be by the Members present and eligible to vote, with each member being entitled to only 1 vote;
6. The President shall appoint two scrutineers' to count the votes and report the results of the ballot;
7. The Officers of the Club must be in good standing (Club dues and M.A.A.C. must be paid on or before the January meeting);
8. The financial year shall end and the books shall be closed on November 30th of each year. The accounts shall be audited and a statement prepared by the Treasurer for review and approval by the membership at the December meeting.

Section 4 – Administration

Committees:

Members of Committees shall serve such periods of time as decided by the President.

Sanctioning and Approvals:

Use of the Kingston Radio Control Modellers (KRCM) name or logo in conjunction with any event or promotion, thereby implying that KRCM supports this activity, must be approved by the Club in advance. Member(s) of the Club Executive may provide such approval and then must notify the Club at the next formal Meeting. Those involved in organizing or participating in the activity are responsible for ensuring that all relevant MAAC (especially Safety and Insurance-related) and KRCM requirements are fully met. The Club will not accept any financial obligations resulting from the activity beyond those which may have been approved beforehand."

Section 5 – Financial

Membership Fees:

1. The Club Yearly Membership Fee is due 01 January. Only paid Members are entitled to vote in matters of Club operations or finances. These dues are as follows:

- a) Junior Member - under 18 years as of 01 January or enrolled as a student in full time education and can prove such \$15.00
- b) Open Member - 18 years or over as of 01 January \$65.00
- c) Family Membership - Immediate Family Members Only - pay full price for first Junior Member only. All additional Junior Memberships are free until they qualify for Pilot Wings \$15.00

The Club fee after 01 September is 50% of the annual dues. MAAC Membership is separate, and must be valid in order to fly.

Honorary Membership – This may be awarded in recognition of major service and long term support of the Club. The recipient would not be a current or former Member of KRCM. A written nomination is forwarded to the Club Executive. The Executive will then consider this for possible presentation to the Membership for final approval. An Honorary Member does not pay any Club dues, nor do they have voting rights. The Club may present the person with a significant momento, such as a Club jacket.

2. All members must pay their dues prior to flying at the KRCM field, and prior to casting a vote at a Club Meeting.

3. Any Member of the Club to whom authority has been granted to commit Club funds will ensure that the funds are not committed or expended beyond the amount, nor for purposes other than those authorized. They will submit a detailed list of expenditures with receipts on a form supplied by the Treasurer.

Financial Management:

Signing authority for the Club's bank account(s) is held by the Treasurer and one other member of the Executive. The Treasurer is the only person who accesses the account(s) normally. The secondary authority is there to ensure that Club financial operations can continue during any unusual unavailability of the Treasurer.

The Executive, upon election to office, will review the signing authority and ensure that it is appropriately placed and reported at the next business meeting. Any alterations to signing authority will be reported to the Club at the next business meeting.

At each Regular Meeting, the Treasurer reports the following:

Current Bank Balance
Current Book Balance
Contingency Fund Balance

The Treasurer also reports the following Balances Year-To-Date (operational cash flow), to monitor each Account's current status throughout the year:

Operations Account Balance Year-To-Date
Fun Fly Account Balance Year-To-Date
Indoor Flying Account Balance Year-To-Date

The individual Club Accounts are managed by the Executive as follows:

Operations Account –

Revenues from Membership Fees, Club Auctions, sales of donated items and any other income not directly related to Fun Fly's flow into this Account. All normal Operating Expenses are covered from this Account. Examples would be Taxes, Field and Building Insurance, routine Field/Building Maintenance, grass-cutting and snow-plowing.

The Executive has primary responsibility for managing this Account. Routine operating expenses are handled by the Treasurer, who reports upon these at each Regular Meeting. The Treasurer is authorized to spend up to \$1000 on normal operations items without prior approval by the Membership. Any significant, non-routine payments, within this limit, must be agreed to, at minimum, by the President and the Treasurer plus 2 others of the Executive. This will be

reported upon at the next Regular Meeting.

At the end of the Fiscal Year, the Treasurer will present the audited Financial Report. The outgoing Executive is expected to put forward any recommendations regarding Membership Fees, based upon the Operations Account status.

An acceptable Year-end Balance in the Operations Account should be periodically determined. This goal was set at \$2000 in the year 2010. This is to enable operations to continue through the Winter months and prior to the majority of Membership Fees coming in for the new year.

If the Year-End Balance in the Operations Account declines significantly and misses the previously determined goal, the outgoing Executive will discuss the cause(s) and present any resulting proposals for Fee increases or cost reduction. Action to improve the financial situation will then be left to the incoming Executive, and this should be considered to be their first priority.

In a year where there is a substantial increase in the Operations Account balance by year end, exceeding the previously established goal, the Executive would recommend possible re-allocation of this surplus. The normal options are to transfer some or all of this excess into the Contingency Fund and/or to use some or all of it for planned capital improvement projects. (Note: "planned" means non-emergency, previously identified needs to improve building or facilities.)

Fun Fly Account -

The purpose of this Account is to keep Fun Fly finances separate from the normal Club operations. Having a year where Fun Fly's overall ran a loss should not impact upon the following year's Membership Fees.

Revenues from all Fun Fly activities (the major Events, such as the Fathers Day Fun Fly, as well as informal internal Club Fun Fly's) flow into this Account. All expenses directly associated with Fun Fly's are covered by this Account. This includes, for example, purchase or replacement of any equipment or facilities which are used primarily at Fun Fly's.

Funds are disbursed from this Account as follows: A Motion is passed at a Regular Meeting to, for instance, operate a Fun Fly, or to purchase an item associated primarily in support of Fun Fly activities. The Treasurer is then authorized to issue any funds required to complete this activity. The Treasurer and the recipient of these funds will provide a detailed statement of such expenses, and any associated profits or losses, at the earliest opportunity to a Regular Meeting. That activity is then considered completed and no more funds will be disbursed. (Note: there are certain items which may be allocated across multiple Fun Fly events during the year, such

as rentals of portable toilets. The Treasurer will determine such arrangements, as needed.)

An upper limit is established for the Fun Fly Account. In year 2010, this was set to be \$2000. That limit can be adjusted via a Motion at a Regular Meeting. At the end of the Fiscal Year, the Executive will recommend how any accumulated funds above this limit should be re-allocated. The normal options are to transfer some or all of this excess into the Contingency Fund and/or use it for planned capital improvement projects.

Indoor Flying Account -

The Indoor Flying Coordinator must inform the Club of any safety, operational, or financial issues which may arise, no later than at the next scheduled Club Meeting.

Indoor Flying must be a financially self-sustaining activity. Funds associated with this activity are normally retained within the Indoor Flying Account from year to year. Money is typically not transferred into Operations or the Contingency Fund at the end of the Indoor session.

No long term financial obligations, such as a contractual commitment to rent a venue for a complete season of Indoor Flying, may be undertaken without approval of the Club Executive. There must be sufficient funds already in the Indoor Flying Account to cover all such costs in advance.

If the longer term financial sustainability of this activity becomes of concern, the Coordinator will work with the Executive to attempt resolution. Indoor Flying fee increases, change of venue(s), limitation of hours, or complete cessation of the activity are possible options. The Executive must ultimately make recommendations to the Club membership. In the event that this activity were to be terminated, any remaining funds will be moved into the Operations Account.

As this is a non-profit activity, any extra money at the end of the season that is not committed to pay for the rental of the venue(s), and with agreement of the Treasurer, can be used to lower the entrance fee to the participants on only one indoor session.

Contingency Fund -

This Fund receives income as a result of Club approval to transfer money from either the Fun Fly or Operations Accounts. This Fund exists to cover some unforeseen or catastrophic future expense. Having this Fund may prevent such an emergency situation from requiring an immediate, major increase in Membership Fees.

Any withdrawal from the Contingency Account would only be done upon recommendation of the Executive and approval at a Regular Meeting. A plan for eventual replacement of funds must also be presented to the Club at the following Regular Meeting.

Section 6 – Indoor Flying

Indoor Flying is a core activity of the Club, serving Club Members and to encourage others to join the hobby, this Club and MAAC. Participants do not have to be KRCM Members; however, MAAC membership is required, and all participants are subject to KRCM and MAAC Safety Rules and Procedures.

The Executive will seek, and select, a Member to serve as Indoor Flying Coordinator for one year duration. At the April Club Meeting, he/she will be confirmed by the Members present. The Indoor Flying Coordinator will have responsibility for acquiring suitable venue(s), organizing flying schedules, setting appropriate fees and managing the associated finances. They will work closely with the Treasurer regarding all income and expenses.

The coordinator undertakes all activities with the support of, and on behalf of KRCM. The coordinator can choose a committee of volunteers to help him in his duties.

The Coordinator must keep accurate records of MAAC currency, participants, fees and attendance for insurance and financial accountability.

The coordinator will ensure that all the proper rules and safety signs are displayed during the flying sessions.

Section 7 – Conduct of Meetings

1. The Annual and Monthly Business Meetings shall be conducted in a manner following normal Parliamentary Procedure;
2. The meetings will take the following form:
 - Call to order;
 - Reading of the minutes of last meeting;
 - Financial reports;
 - Chief Flying Instructor's Report;
 - Field Maintenance;
 - Old business (report of any committees);
 - New business (from the agenda and from the floor);
 - Adjournment;
 - Intermission;
 - Workshop.
3. Voting shall be done by a show of hands by the Members present and then a count of proxy votes, if any.

Section 8 – Field Rules

1. All persons flying at the Kingston Radio Control Modellers Flying Club site must be current members of M.A.A.C. (for Americans – A.M.A.) and must be able to show proof;
2. The M.A.A.C. safety code and safety guidelines for field operations are the standards of operation of the Kingston Radio Control Modellers Club;
3. Flying or running of engines will not occur prior to 8 a.m. Monday through Friday inclusive and not prior to 9 a.m. Saturday and Sunday with the exception of special events which shall start no earlier than 8 a.m. Low-noise, electric-powered aircraft are not subject to this restriction. Turbine-powered aircraft are not allowed at this field, due to the fire hazard.
- 4.
5. The maximum number of radio control fliers shall be 5 at one time unless operating under the rules of specific discipline, such as R/C Combat;
6. No engine shall exceed 98 DBA measured with engine at maximum RPM at a distance of 10 feet from the muffler;

7. All transmitters and receivers operating in the 72Mhz band (channels 11 through 60) must be narrow-band. These transmitters, as well as any which operate on other MAAC-approved channels, such as Amateur Band and 27 MHz, must be kept in the impound when not in use. Spread spectrum transmitters are not required to be impounded;
8. **All Members must** report safety-related items to the Executive;
9. Any permanent changes to the field shall be approved by the field owners.
10. The KRCM Flying Requirements document (refer to Appendix A) is posted at the KRCM Field.

Section 9 – Test for M.A.A.C. “A” Wings

All student members shall complete the K.R.C.M. training program and demonstrate the safe operation of his/her model by passing the associated Wings test.

Note: This test is described in the K.R.C.M. Flight Training course manual. The latest copy of which is available from any Club instructor or the Executive, and on the Club's web site.

Section 10 – The Instructors role and test requirements.

K.R.C.M. members designated as **Instructors** shall have a complete understanding of the K.R.C.M. and M.A.A.C. rules, the K.R.C.M. R/C Flight Training Course teaching procedure and complete the test for Instructors Wings as outlined in the K.R.C.M. Flight Training course.

Section 11– Duties of the Executive

1. The **Executive** is responsible for the chairing of the Annual and Monthly business meetings;
2. The **President** is responsible for the coordination of all Club events, meetings and activities ;
3. The **Vice-President** is responsible for coordination of workshops at monthly meetings and will act as President when the President is indisposed;

4. The **Secretary** is responsible for the recording of the minutes of the Annual and Monthly business meetings. He/she is required to present the minutes of the previous meeting orally to the members. He/she is the custodian for all correspondence and shall be supplied with a copy of all Club correspondence;
5. The **Treasurer** is responsible for the care of the funds belonging to the Club, for the collection of dues and other accounts receivable and disbursements under the Club By-laws. He/she is also responsible for a verbal monthly financial report and a written annual financial report;
6. The **Contest Director** is responsible for the organization of our “Annual Father’s Day Fun Fly Competition”.
7. The **Chief Flight Instructor** (C.F.I.) is responsible for:
 - Evaluating and testing the Flight Instructors
 - Leading, training, coaching the Flight Instructors
 - Briefing and registration of new students
 - Assigning Students to Flight Instructors
 - Monitoring all flight training, ensuring that the K.R.C.M. Flight Training Course is followed
 - Testing and evaluating Students for the M.A.A.C. “A” Wings, signing and issuing of M.A.A.C. “A” Wings certificate
 - Keeping a permanent record of all Students that receive the M.A.A.C. “A” Wings
 - Reviewing and maintaining the K.R.C.M. Flight Training Course, in conjunction with other Flight Instructors

KRCM By-Laws – Appendix A

KRCM Flying Requirements

To fly at the KRCM Field you must have your current MAAC or AMA Membership card with you. If we allow anyone to fly without MAAC (or AMA), our field's insurance coverage is void!

To fly solo (fixed-wing) you must be listed as "Pilot" on the KRCM Roster or be flying under the supervision of a KRCM Member who is a Pilot or Instructor.

Check the Club Roster at www.krcm.org. If your flight status seems to be incorrectly recorded, please contact any one of the Club Executive or any Instructor so that we may correct the situation.

KRCM welcomes guest Pilots. If you are a guest, or if you have moved here from another club, or were previously a Member of KRCM, please talk to one of our experienced Pilots, preferably an Instructor, regarding Safety and operations at our field. You may be asked to demonstrate basic piloting skills and knowledge of the MAAC and KRCM requirements before flying solo.

To fly helicopters, please check with an Instructor to receive some orientation and discuss the Field Rules, etc.

Running of engines or flying is not allowed before 8 a.m. Monday through Friday inclusive and not prior to 9 a.m. Saturday and Sunday, with the exception of special events which shall start no earlier than 8 a.m. Low-noise, electric-powered aircraft are not subject to this restriction.

Any Member of KRCM who is not already listed as a "Pilot" should register with the Chief Flying Instructor so that they may be checked out or enter into the KRCM Flight Training Program.

Turbine-powered aircraft are not allowed to fly at this field, due to fire hazard.

Safety is everybody's responsibility!