

Smiths Falls Flying Club Constitution and By-Laws

Amended: Oct 16,2003 dg
Oct 13,2005 fg
Nov 26,2007 fg
Jan 5, 2011 fg
Dec 7, 2011 fg
Sep 11, 2013 fg
Oct 23, 2013 fg
Oct 21, 2015 fg

Article 1: Name and definitions

- 1.1 The name of the organization defined by this Constitution is 'Smiths Falls Flying Club'.
- 1.2 In this Constitution 'SFFC' shall mean the Smiths Falls Flying Club.
- 1.3 In this Constitution 'Director' refers to voting Members of the Board of Directors including President, Vice-President and Secretary) the eight elected Directors and the Past President.
- 1.4 In this Constitution 'Airport' refers to Russ Beach-Smiths Falls/Montague Airport.
- 1.5 In this Constitution 'Commission' refers to Russ Beach-Smiths Falls/Montague Airport Commission.

Article 2: Membership

2.1 General.

- 2.1.1 Each membership appointment must be approved by a majority vote of the Directors.
- 2.1.2 Annual fees, rights, responsibilities and obligations shall be reviewed on an annual basis and changes published in the 'Smiths Falls Flying Club Rules and Regulations'.

2.2 Membership Descriptions (rights, responsibilities and obligations)

2.2.1 Active Member:

- Anyone with an interest in aviation and aviation safety may apply
- Applications for membership must be accompanied by a reference from at least one Active Member in good standing
- Will have voting rights on all motions in General Meetings
- Any member building or purchasing a hangar must be an Active Member
- Any member renting Club aircraft (except for student member) must be an Active Member
- Any person (except for Honourary Lifetime Members) parking an aircraft at CYSH for 30 days or longer in any 12 month period, must be an Active Member, regardless whether parking on the field or inside a hangar. Moving the AC or travelling for a short time does not exempt the owner.

2.2.2 Student Membership

- No voting rights at General Meetings (unless a Director)
- Applicable only to students of the Smiths Falls Flight Training Unit
- Every student in the Smiths Falls Flight Training Unit must hold a membership in the Club.
- Cannot own a hangar unless they upgrade to Active.

2.2.3 Family Membership -

- Where a paid up member wishes to include (any number of) other family members on his or her membership, a small surcharge will be added annually to the prime member's fee. (See Rules and Regulations) The additional family members will have all the rights and obligations as the member, except, no voting rights (unless a Director of the Club) and are not eligible for hangar ownership. "A family member" is deemed to be a wife, husband, son or daughter of the prime member.

2.2.4 Honourary Lifetime Membership

- Voting rights granted for General Meetings
- Memberships will be awarded by The Board of Directors, with no annual membership fee
- Will be allowed to continue owning their same hangar.

2.3 Member Status

- 2.3.1 Membership in the organization is not transferable and will cease to exist:
- Upon the death of a member
 - If a member submits his or her resignation in writing to The Board of Directors
 - If a member neglects to pay debts owing and following a notification of the debt, 30 days thereafter, fines may be imposed or the membership will be cancelled.
- Any person, whose membership has been terminated for the reasons above, may reapply.
- 2.3.2 The Board of Directors may reprimand, suspend or expel any member for cause, including but not limited to transgression to any written rule or regulation of the Club, provided such that the person shall be granted a hearing before The Board of Directors. Written notice shall be given to the person at least 30 days before the date set for the hearing. The Board of Directors is empowered to dismiss the case, suspend or expel the person by a simple majority vote.
- 2.3.3 In cases where a Student Member of the Club has graduated and is not in arrears to the Club, the student, (at the next billing cycle) shall be granted an Active Membership status and billed accordingly.

Article 3: Purposes

The purposes of the Smiths Falls Flying Club shall be:

- 3.1 To act as Airport Manager of the Airport with all the rights and obligations as defined in the Transport Canada document 'Airport Managers Handbook' and Transport Canada "CARS."
- 3.2 To promote and encourage the growth of flying in the general area by making our facilities, services, equipment and expertise available to all interested parties, especially the young.
- 3.3 To operate a flying school known as The Smiths Falls Flight Training Unit under the Conditions Described in the documents 'Smiths Falls Flying Club Rules and Regulations'. This includes regulating the ownership, operation and maintenance of SFFC aircraft and hangars. This may include arrangements or partnerships with other Flying Schools as agreed upon by The Board of Directors.
- 3.4 To allocate and regulate the hangar sites as defined in the documents 'Smiths Falls Flying Club Rules and Regulations' and 'Hangar Site Lease Agreement'
- 3.5 To collect municipal taxes from the hangar owners and remit said funds to the Township of Montague.
- 3.6 To oversee the maintenance of the Airport according to the documents 'Smiths Falls Flying Club Rules and Regulations' and The Airport Operations Manual.

Article 4: Board of Directors

There shall be an elected Board of Directors with voting rights, comprised of:

- 4.1 President
- 4.2 Past-President
- 4.3 Vice-President
- 4.4 Secretary
- 4.5 Eight Directors.

The Board shall also consist of the appointed positions of Chief Flying Instructor (CFI) and Treasurer. These appointed positions will not have voting rights unless they were drawn from elected Board Members.

In accepting a position on the Board, a member is making a commitment to the Club that he or she will actively participate in the operation of the Club and the Airport. This includes the participation in meetings, interacting with other Directors and communicating with and representing the interests of Club Members as well as performing, agreed upon duties from the list below" (in Article 5).

Article 5: Duties of the Directors

5.1 Duties of the President

- 5.1.1 To sign all instruments which require the signature of the President, to perform all duties incidental to this office and have other powers and duties as assigned by The Board of Directors
- 5.1.2 To call and preside over Directors Meetings
- 5.1.3 To call and preside over General Membership Meetings
- 5.1.4 To represent the Club on the Airport Commission, as an "Ex-Officio Member of the Commission
- 5.1.5 To appoint the Treasurer and the Chief Flying Instructor, (as approved by the Board of Directors)
- 5.1.6 To oversee sub-committees and sub-committee chairs in the following areas:
 - Flight Training Unit
 - Aircraft Maintenance
 - Hangar Sites
 - Club House
 - Field Maintenance
 - Gas Pumps
 - Entertainment
 - Communications
 - Rules and Regulations
 - Safety Management
 - Snow plowing, Grass cutting
 - Airport Commission
 - Membership
 - Airport Documents including Government regulations and this Constitution
 - And any other areas as required.
- 5.1.7 To receive, answer and archive all correspondence including business data, ie insurance policies.
- 5.1.8 The President shall report to the membership at each General Meeting on the progress of the organization and present a financial summary statement.

5.2 Duties of the Vice-President shall include:

- 5.2.1 To perform the duties of the President in the absence of the President or at the request of the President.

5.3 Duties of the Past-President shall include

- 5.3.1 Assist the newly elected President in all matters relating to the transition responsibilities.

5.4 Duties of the Secretary shall include:

- 5.4.1 To prepare minutes of the Directors and General Meetings
- 5.4.2 To publish minutes and to retain a copy of the approved version.

5.5 Duties of the Treasure shall include:

- 5.5.1 To collect monies and income payable to the SFFC on a prompt and regular basis
- 5.5.2 To disburse funds required for the operation of the SFFC
- 5.5.3 To keep an account of all monies received and disbursed by the SFFC
- 5.5.4 To report to the Directors Meeting a detailed report of finances on a monthly and year-to-date basis
- 5.5.5 To deliver a detailed financial report at General Meetings as required
- 5.5.6 To assist Directors in the preparation and upkeep of the Annual Operating Plan
- 5.5.7 To manage fuel availability and sales.
- 5.5.8 To interact with the Township of Montague Taxation Dept as required.

5.6 Duties of the elected Directors shall include:

- 5.6.1 The Board of Directors shall have general charge and control of affairs, funds and property of the organization and shall carry out the objectives of the organization
- 5.6.2 Advise and assist the President with the operation of the Club and the Airport
- 5.6.3 Vote on all decisions requiring a motion
- 5.6.4 Assume a leadership role in the Sub-committees previously defined
- 5.6.5 Select (annually) one Club Member to represent the Club (along with the President) on the Airport Commission.
- 5.6.6 Select and approve the appointment of the CFI and Treasurer.

5.7 Duties of the Chief Flying Instructor shall include:

- 5.7.1 Manage the Flight Training Unit
- 5.7.2 Develop training programs
- 5.7.3 Manage aircraft bookings
- 5.7.4 Manage aircraft availability including aircraft maintenance.

Article 6 Meetings

- 6.1 Director's Meetings shall be held monthly with the exception of July and August, or as determined by The Board of Directors.
- 6.2 General Membership Meetings shall be scheduled as required and normally held on the second Wednesday of the Month.
- 6.3 The President or Vice President may call emergency meetings as the need arises.

Article 7 Elections

- 7.1 Elections for the positions of Vice-President, Secretary, and Eight Directors shall take place at a General Meeting in early May, with the elected positions being filled from the any Membership level. The term of office shall start on the first of June and expire on the thirty first of May the following year.
- 7.2 Elections for the position of President shall occur every second year, with selection from the Active Membership ranks. Elected positions will become effective on June 1 of the following year
- 7.3 The term of office of the President shall be 2 years
- 7.4 The term of office for Vice-President, Secretary, and Eight Directors shall be for one year
- 7.5 The position of Past President shall be filled by the retiring President. The term of office of the Past-President shall normally be two years
- 7.6 The positions of Treasurer and Chief Flying Instructor shall be filled from the Active Member ranks and are not announced at elections time as they are appointments of the new Directors
- 7.7 In cases where the newly elected Director holds a Student or Family Membership, the Board of Directors will grant that person Active Member Voting Privileges for the duration of their term of office
- 7.8 The resignation of any director shall be tendered in writing to The Board of Directors and may be acted on at any regular or special meeting of The Board of Directors
- 7.9 Vacancies that occur during the term shall be filled at the discretion of the Directors
- 7.10 To avoid conflict of interest, elections shall be conducted by a person selected by the Directors and approved by the membership
- 7.11 Elections shall be by secret ballot.

Article 8 Fiscal Year

- 8.1 The fiscal year of the organization begins on January 1 and ends on December 31.

Article 9 Rules and Regulations

- 9.1 Rules and Regulations for the operation of the organization and management of the property shall be adopted by The Board of Directors and communicated to the Members and posted in the Club House.

Article 10 Amendments

- 10.1 Proposals for change to this document shall be submitted in writing to the Board of Directors.
- 10.2 Any changes, additions or deletions to this document, must be approved by the General Membership, prior to publication.
- 10.3 This document shall be posted in the common area of the Club House and available on our web site.