

CONSTITUTION
COPA FLIGHT 23

- 101. NAME:** COPA Flight 23 located at North Bay, Ontario
- 102. AUTHORITY FOR OPERATION:** Canadian Owners & Pilots Association (COPA)
- 103. PURPOSE OF OPERATION:** The purpose of COPA Flight 23 shall be to promote the goals and objectives of COPA within the community, and:
- a. to provide a forum for local aviation enthusiasts to meet, to fly, and to conduct social events;
 - b. to promote aviation safety and provide opportunities for local pilots to improve flying skills and proficiencies;
 - c. to encourage youth interest in aviation.
- 104. BOARD OF DIRECTORS:** COPA Flight 23 affairs shall be managed by a Board of Directors elected from the general membership.
- a. The Board of Directors shall be comprised of a minimum of six (6) and maximum of twelve (12) directors.
 - b. Directors will be elected from the general membership with elections held in even numbered years.
 - c. The term of office for Directors shall be two (2) years with no limit on the number of terms a Director may serve.
 - d. Directors must be current COPA National members with a minimum of one year membership in COPA Flight 23.
 - e. Director's meetings shall be called by the Captain or First Officer and be held as required to conduct the business of the organization. A quorum shall consist of 50% plus one (1) of the active directors.
- 105. EXECUTIVE COMMITTEE:** An Executive Committee shall be elected from the Board of Directors consisting of the following positions:
- a. Captain (President)
 - b. First Officer (Vice President and Secretary)
 - c. Navigator (Treasurer and Membership)
 - d. Flight Engineer (Website and Communications)
 - e. Other Positions as deemed necessary by the Board of Directors
- 106. GENERAL MEETINGS:** General meetings shall be held as called by the Captain or First Officer.

- 107. FINANCES:** The Navigator will manage the finances of COPA Flight 23 as follows:
- a. Revenues shall be generated from membership fees, profits from merchandise sales, and other miscellaneous sources.
 - b. Annual membership dues shall be established by the Board of Directors annually and be due by January 31 of each year.
 - c. COPA Flight 23 may offer special membership rates to attract new members.
 - d. An annual budget shall be prepared by the Navigator and approved by the Board of Directors prior to January 1st of each year.
 - e. COPA Flight 23 shall maintain its own bank account, with signing authority held by the Captain, First Officer, and Navigator.
 - f. All proposed expenditures of \$100 or less may be approved by the Captain. Expenditures of over \$100 will require majority approval by the Board of Directors.
 - g. A financial statement shall be prepared quarterly by the Navigator and reviewed by the Board of Directors.
 - h. An audit of the financial statements may be ordered at the discretion of the Board of Directors or upon change of the Navigator position.
 - i. A year-end financial statement shall be presented to the membership at the Annual General Meeting and posted on the COPA Flight 23 website.
- 108. AMENDMENTS:** Constitutional amendments may be proposed from time to time by the Board of Directors and will only be approved when two thirds of the voting paid members vote in favour of the amendments. Notice of proposed amendments and content must be provided to members at least 14 days in advance of voting. Voting may be conducted at general meetings, by email polls, or other electronic means with votes tallied by the Flight Engineer. By-laws may be amended following the same procedures as constitutional amendments.

BY-LAWS
COPA FLIGHT 23

201. PURPOSE OF BY-LAWS: The purpose of these by-laws is to ensure that COPA Flight 23 is operated and administered in an effective manner, fulfilling the purpose of the organization.

202. DUTIES AND RESPONSIBILITIES:

Members

Members of COPA Flight 23 are encouraged to attend general meetings, participate in COPA Flight 23 events, promote recreational aviation in the community, and attract new members. Members must:

- a. pay membership dues by January 31 of each year; and
- b. be fully paid-up COPA Flight 23 and COPA National members to enjoy voting privileges or be eligible to serve as a member on the Board of Directors.

Directors

Directors will carry on the business of the Flight, organize events, and develop initiatives to achieve the goals of the Flight.

Executive Committee

All members of the Executive Committee will take office the first of the month following being elected to an Executive Committee position.

Captain

The Captain will be responsible for:

- The efficient and effective operation of the Flight;
- Calling all meetings;
- Approval of expenditures of less than \$100 for the routine operating expenses;
- Casting the deciding vote in the event of a voting tie.

First Officer

The First Officer will be responsible for:

- Assisting the Captain in the operation of the Flight;
- Carrying out the duties of Captain in the Captain's absence;
- Recording the proceedings of all meetings;

Navigator

The Navigator will be responsible for:

- Recording all financial transactions;
- Safekeeping of the books of accounts and supporting data;

- Preparing an annual budget;
- Quarterly financial statements;
- Annual financial statements;
- All banking;
- Maintenance of paid membership lists (in conjunction with the Flight Engineer).

Flight Engineer

The Flight Engineer will be responsible for:

- Maintenance of the COPA Flight 23 Website
- Communications
- Maintenance of membership email lists

203. CONDUCT OF MEETINGS

1. The Captain shall chair director's meetings and general meetings. In the Captain's absence, the First Officer will chair these meetings
2. The First Officer shall take minutes of all meetings and forward to the Flight Engineer for posting on the Flight 23 website.
3. The chair's decision on points of order shall be final.

204. ORDER OF BUSINESS**DIRECTORS MEETINGS**

1. Review and approval of minutes of previous meeting
2. Financial statements
3. Reading of any correspondence
4. Reports from any committees
5. Old and unfinished business
6. New business

GENERAL MEETINGS

1. Introduction of new members and guests
2. Business and reports arising from Director's meeting
3. New business
4. Entertainment / Guest Speaker

ANNUAL MEETING

1. Captain's updates
2. Annual Financial Report
3. Changes to the constitution or by-laws (as required)
4. Election of Directors (Bi-Annually)
5. Election of Executive Committee (Bi-Annually)