

## **Preamble:**

**The Lethbridge Sport Flyers Association** is a group of individuals whose goal is to have fun in the many social activities surrounding recreational aviation in Lethbridge, Southern Alberta and beyond. We promote safe flying and are a group where you can ask questions, receive help and advice and learning from the experience of fellow flyers. Our mission is to encourage aviation and the learning of new skills. The **Lethbridge Sport Flyers Association** operates as an umbrella body for **COPA Flight 24**, and is an aviation minded association providing a forum for people interested in all types of aviation to get together and share what we all love doing and being involved in – aviation. People who love or are interested in any or all aspects of aviation should seriously consider becoming members of the Lethbridge Sport Flyers.

## **LETHBRIDGE SPORT FLYERS ASSOCIATION BY-LAWS**

### **ARTICLE I – MEMBERSHIP**

#### **Section I, Eligibility for Membership**

- a) Any person who is of good moral character is eligible to be considered for membership.
- b) Any eligible person desiring to become a member must notify the Lethbridge Sport Flyers Association (LSF) in the prescribed manner including appropriate dues.
- c) An Honorary Member shall be any person appointed by a majority of Association members as such a member.
- d) An Associate Member shall be any person appointed by a majority of Association members as such a member.

#### **Section II, Classification of Membership**

- a) A voting member shall be any member of the Lethbridge Sport Flyers Association in good standing.
- b) Family members shall be the spouse and dependents of a member's household.
- c) Honorary Members shall not be entitled to vote nor shall they hold office in this organization.
- d) Associate Members shall not be entitled to vote nor shall they hold office in this organization but may perform duties as instructed by the executive or any member of the executive.

#### **Section III, Duration of Membership**

- a) Duration of membership shall be dependent upon continued fulfillment of those requirements, which qualified the individual for the original membership.
- b) Duration for Honorary Membership shall be for one year following such appointment by the Board of Directors. Renewal of an Honorary Membership shall require action the same as for original selection.
- c) Duration of Associate Members shall be for one year following such appointment by the Board of Directors. Renewal of an Associate Membership shall require action the same as for original selection.

## **Section, IV Expulsion of Members**

- a) Any member deemed undesirable by acts or deeds, which are considered to jeopardize this organization, may be expelled for membership at any published meeting by a three-fourth popular vote of the members present at such meeting.
- b) Membership in the Lethbridge Sport Flyers Association may be terminated for non-payment of Association dues, at any time after the member falls 90 days behind in payment of said dues. Termination of the membership of any member shall not release the said member from the obligation to pay all dues owing to the end of the period of the membership.
- c) A member may resign from the Lethbridge Sport Flyers Association at any time upon notice in writing addressed to the Secretary. In such a case, said member is obligated to pay dues to date of resignation.

## **ARTICLE II- DUES**

### **Section I Rate of Assessment**

- a) Rate of assessment of dues shall be determined by the Board of Directors
- b) Payment of dues shall be made to the Association Treasurer.

### **Section II Assessment Period**

- a) Dues shall be paid by January 1 of each year for the period of January 1 through December 31.
- b) Members joining at time other than the established dues year will be assessed one twelfth of such dues for each month remaining in the current year.

### **Section III, Members not Subject to Dues**

Associate and Honorary Members shall not be subject to Association dues.

## **ARTICLE III- OFFICERS**

### **Section I, Executive Officers**

- a) The Executive Officers of this organization shall be a President, Vice-President, Secretary, and Treasurer, or combined Secretary-Treasurer.
- b) Their term of office will be two years with elections being held every two years.
- c) The President, Vice-President, Secretary and Treasurer shall be elected at the annual general meeting by the membership by cast of ballot or proxy. Each officer will serve two years from date of installation. Installation of officers will be at the December meeting following their election.
- d) The Treasurer or Secretary-Treasurer may be bonded in an amount determined by the Association. The bond premium shall be at the expense of the Association.

### **Section II, The President**

- a) The President shall be the Chief Executive Officer of the Lethbridge Sport Flyers Association and of the Board of Directors. He may call any special meeting of the members of the Board of Directors and shall have, subject to the advice and control

of the Directors, general charge of the business of the Lethbridge Sport Flyers Association. He shall execute, with the Secretary, all contracts and instruments, which have first been approved by the Board of Directors. In case of the absence, or of disability, to the Treasurer, the President may execute cheques for the expenditures authorized by the Board of Directors.

### **Section III, The Vice-President**

- a) The Vice-President shall be vested with all the powers, and shall perform the duties of the President in case of the absence, disability or inability for any reason, of the President to perform the duties of his office.
- b) The Vice-President shall also perform such duties connected with the operation of the Lethbridge Sport Flyers Association as he may undertake at the suggestion of the President or the Directors.

### **Section IV, The Secretary**

- a) The Secretary shall have the responsibility to take and publish minutes of all meetings of the members and the Board of Directors. He shall attend to the giving and serving of notices of all meetings of the members and of the Board of Directors and otherwise. He shall keep a proper membership book showing the name of each member of the Lethbridge Sport Flyers Association, a book of Association By-Laws and such other books and papers as the Board of Directors may direct. He shall execute with the President, in the name of the Lethbridge Sport Flyers Association, all contracts and instruments, which have been first approved by the Board of Directors.
- b) The Secretary shall perform all other duties incident to said office subject to the control of the President and the Board of Directors as directed by them.

### **Section V, The Treasurer**

- a) The Treasurer and the President or Vice-President shall execute in the name of the Lethbridge Sport Flyers Association, all cheques for the expenditures authorized by the Board of Directors. He shall receive and deposit all funds of the Lethbridge Sport Flyers Association in a bank or trust company account, selected by the Board of Directors which funds shall be paid out only by cheque as provided. He shall also account for all receipts, disbursements and the balance of funds on hand.
- b) The Treasurer shall perform all other duties incident to said office, subject to the control of the President and the Board of Directors as directed by them.

## **ARTICLE IV, BOARD OF DIRECTORS**

- a) The powers, business and the property of the Lethbridge Sport Flyers Association shall be exercised, conducted and controlled by a Board of Directors of not less than five members.
- b) The Board of Directors shall be determined as follows:
  - (1) The current President, Vice President, Secretary/Treasurer and the immediate past President.
  - (2) Additional Directors not to exceed four in number, will be appointed by the President., subject to the approval of the Board.

- c) The President shall preside over the Board of Directors as its chairman.
- d) Meetings of the Board shall be held as often as may be required, and shall be called by the President. A special meeting may be called on the instructions of any two members thereof provided they request the President in writing to call such meeting and state the business to be brought before the meeting. Meetings of the Board shall be called by ten days notice in writing mailed to each member or by three days notice by telephone. Any three members shall constitute a quorum and meetings shall be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board, otherwise they shall be null and void.
- e) Each member of the Board shall serve as a Director without compensation.
- f) The Board of Directors shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of Association property and to do and perform, or cause to be done and performed, any and every act which the Association may lawfully do and perform. An affirmative vote of a majority present shall be necessary to pass any resolution or authorize any act of the Association.

## **ARTICLE V, MEETINGS OF MEMBERS**

- a) All meetings of the members, except as herein otherwise provided, shall be held at a place to be determined by the President.
- b) This society shall hold an annual meeting on or before the fourth Saturday in October in each year, of which meeting due notice shall be given to all members. At this meeting there shall be elected a President, Vice-President, a Secretary, a Treasurer, or combined Secretary-Treasurer. The President will also appoint a number of directors at the annual meeting. The number of appointed directors is not to exceed four. The elected officers and appointed directors shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Lethbridge Sport Flyers Association.
- c) Notice of the annual general meeting will be published in the Lethbridge Sport Flyers Association newsletter and mailed at least one week in advance of the meeting date. Otherwise each member will be notified by either telephone or email, whichever is most practicable at least two days in advance of the meeting.
- d) Special meetings of the members may be held at such time and place as the President may determine, or may be called by a majority of the Directors.
- e) Notice of special meetings of members, stating the time and in general terms, the purpose thereof, shall be given in a like manner as the notice required for the regular meetings. Special and regular meeting notices will be published in the Lethbridge Sport Flyers Association's newsletter and/or by email and telephone, whichever is most practicable.
- f) At any meeting of the members, a quorum shall consist of at least one half of members who are in good standing represented either in person or by proxy.

- g) The President or in his absence the Vice-President, or in the absence of the President and Vice-President, a Chairman, elected by the members present shall call the meeting to order and act as the presiding officer.
- h) At every meeting of members, each voting member shall have only one vote. In the absence of a member he shall have the right to vote by proxy.
- i) A majority of the members present or represented by proxy is necessary for the adoption of any resolutions.
- j) Minutes of all meetings where resolutions and/or business is carried out shall be taken by the Secretary, or in the absence of, a member appointed by the President.
- k) All minutes taken, shall be kept by the Secretary and will be passed on and kept by each succeeding Secretary for a period of not less than seven years from the date of meeting.
- l) All other records, correspondence, and written matter, with the exception of the financial records will be kept by the Secretary.

## **ARTICLE VI, ELECTIONS**

- a) A nominating committee consisting of Association members at large will be formed at the August Association meeting of election years.
- b) Selections of the nominating committee will be published at the September meeting.
- c) Nominations from the floor will be accepted prior to the election at the October meeting.
- d) Elections of officers shall be accomplished at the October meeting of the Association prior to the expiration of the current terms of office.
- e) Election to office requires a majority vote of members present.

## **ARTICLE VII, SEAL**

- a) There shall not be a corporate seal.

## **ARTICLE VIII, FINACIAL RECORDS AND AUDITING**

- a) The books, accounts and financial records of the Lethbridge Sport Flyers Association shall be kept by the Treasurer and shall be passed on to each succeeding Treasurer and kept for period of not less than seven years.
- b) The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the, previous year shall be submitted by such auditor(s) at the Annual Meeting of the Association. The fiscal year shall be September first.
- b) The books and records of the Lethbridge Sport Flyers may be inspected by any member of the Lethbridge Sport Flyers Association at the annual meeting provided for herein, or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

## **ARTICLE IX, REMUNERATION**

- a) Unless authorized at any meeting, and after notice of same, shall have been given, no officer or member of the association shall receive any remuneration for his services.

## **ARTICLE X, BORROWING POWERS**

- a) For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a special resolution of the Association.

## **ARTICLE XI, VACANCIES I**

- a) If the office of President, Vice-President, Secretary, Treasurer or Secretary-Treasurer becomes vacant for any reason, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

## **ARTICLE XII, REMOVAL OF OFFICERS**

- a) If an elected member is deemed negligent in his or her duties by a majority of the members in good standing, the officer may be removed by resolution that has been voted on and passed by at least two-thirds of the membership in good standing.
- b) If the elected officials of the Lethbridge Sport Flyers deem an appointed director negligent in his or her duties, the director may be removed by a resolution, which has been voted on and approved by a majority of the elected officers.
- c) Any elected official or director that has been selected to be removed will have an opportunity to defend their position, either in writing or by person to the remaining executive. At that point, all decisions made by the remaining elected officials will be final.
- d) Any elected official or director that has been selected to be removed from office will be notified in writing by the President, or in his absence, the secretary.

## **ARTICLE XIII, AMENDMENTS**

- a) These By-Laws may be rescinded, altered or added to by a "Special Resolution".  
NOTE: Requirements for handling a "Special Resolution:"
- b) All Lethbridge Sport Flyer Association members must be notified of the resolution, and meeting, not less than twenty one days before the meeting where it will be presented.
- c) At the meeting where it is considered, an affirmative vote of at least seventy five percent of the members present is necessary to pass the resolution.

**ARTICLE XIV**

- a) Should the Lethbridge Sport Flyers Association become inactive or disband, all Association records, certificates of incorporation and Charter are to be kept by the last elected president or an agreed trustee determined by the Board, or in absence, the last remaining members. Any monies and/or capital assets will be donated to a Lethbridge local not for profit flying association, or in its absence, to the Canadian Owners and Pilots Association Neil Armstrong Fund.

Dated this eighteenth day of September 2004 at Lethbridge, Alberta.

**NAMES (Signature & Printed)                      ADDRESS                      OCCUPATION**

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**WITNESS    ADDRESS                      OCCUPATION**

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