



MAAC

POLICY

MANUAL

Code of Ethics

Committee Chairmen, Members of the Board of Directors, Members of Executive and the Officers of the Corporation, are expected to sign and abide by the Associations Code of Ethics.

Fees

For the year 2006:

Open Membership: -		\$75.00
Junior Membership: -	with magazine	\$21.00
	without magazine	\$10.00

Reduction of Fees

Fees are due and payable on the 1st day of January each year. New members enrolling after the 1st day of September in any year shall pay one-half of the applicable fees for the remainder of that year. Former members returning to the organization after a ten-year absence are entitled to the 50% reduction after September 1st.

Membership Suspension

The Board of Directors shall have the right to suspend any membership .

Classes of Members - Descriptions

Club Affiliate Member (Charter Club Member)

Club Affiliate Membership (Charter Club Membership) may be granted by the appropriate Zone Director. In order to be granted membership as a Club Affiliate Member, the applicant club or organization shall, prior to admission, undertake as follows:

- (i) Must be an association of five (5) or more individuals each of whom is a M.A.A.C. member and who have, as an objective, the purpose and objectives of M.A.A.C.
- (ii) Has been accepted by the appropriate Zone Director of M.A.A.C. as a Club Affiliate Member (Charter Club Member).
- (iii) If the applicant has less than twenty (20) members to elect one (1) paid up member annually to be the M.A.A.C. representative.
- (iv) If the applicant has more than twenty (20) members, to elect two (2) paid up members to be the M.A.A.C. representatives.
- (v) Uses its best efforts to liaise with the Zone Director of the zone and ensure that M.A.A.C. representative(s) attends the Annual Zone Meeting in the zone in which the head office of the Club Affiliate Member (Charter Club Member) is located.
- (vi) Provided the Club is in compliance with the requirements of the by-laws and the safety code, it shall have the right to obtain an insurance certificate respecting fields operated by the Club Affiliate Member upon payment of any fee prescribed by the Association.
- (vii) The club shall have the right to propose agenda items for the Annual General Meeting through their M.A.A.C. representatives.

Leader Member

Leader Membership may be granted by the Board of Directors upon recommendation by a Zone Meeting.

The Leader Member must be an open member of the Association for a minimum of ten (10) years and one who has demonstrated leadership in model organizations or in scientific research and/or outstanding performance in the field of model aeronautics. All current and future Leader Members will be recognized for their contributions to M.A.A.C. by means of a suitable certificate of achievement signed by the President of M.A.A.C.

Leader Members shall have the right to display an "L" after the registration number.

Contest Director

A Contest Director must be a member in good standing who is capable of contest direction and has been approved by the Board of Directors. An application to become a contest director must be processed through the chartered club and approved by the appropriate zone director. The contest director shall ensure that the M.A.A.C. Safety Code is followed and that all contest rules for the discipline are clearly spelled out for all contestants. All results of the contest are to be forwarded to M.A.A.C. Contest directors shall have official status as representatives of the Association and as such may issue open and junior memberships at the site of the contest.

Duties of Officers

The President shall:

- (i) Upon assumption of office, cease to be a Zone Director.
- (ii) Be the chief executive officer of the Association.
- (iii) Preside at all executive meetings of the Association and of the Board of Directors.
- (iv) Have general and active management of the business of the Association.
- (v) See that all orders and resolutions of the Board of Directors are carried into effect.
- (vi) With the secretary-treasurer or the officer appointed by the Board for the purpose, sign all by-laws and other documents requiring the signature of the officers of the Association.
- (vii) As soon as possible after the annual zone meetings, call a meeting of the newly elected directors for the purpose of electing the executive committee before the Annual General Meeting. At the discretion of the president, the executive committee may be elected by mail ballot; on the condition that the directors be asked that they will allow their names to stand for positions on the executive committee. This shall be called the election meeting
- (viii) In the normal course of operation, the President elect will assume office at the end of the Annual General Meeting immediately following their election. Immediate assumption of office by the President elect will be at the discretion of the Board of Directors.

The Vice-President shall:

- (i) In the absence or disability of the president, perform the duties and exercise the powers of the president.
- (ii) Perform such other duties as shall, from time to time, be required of him/her by the Board or the president.

The Secretary-Treasurer shall:

- (i) Attend all sessions of the Board and act as clerk thereof and record all votes and minutes of all proceedings in the books kept for that purpose.
- (ii) Give or cause to be given notice of all calls and dues to be paid by the members.
- (iii) Perform such other duties as may be prescribed by the Board or the president.
- (iv) Maintain and keep the minute book of the Association.
- (v) Be the custodian of the seal of the Association, and shall deliver it only when authorized by a resolution of the Board to do so and to such person or persons as may be named in the resolution. He or she shall have the responsibility for safekeeping of the Association funds and securities.
- (vi) Keep full and accurate accounts of receipts and disbursements in books belonging to the Association.
- (vii) Deposit all monies and other valuable effects in the name, and to the credit, of the Association and in such depositories as may be designated by the Board.
- (viii) Disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements.
- (ix) Render to the President and Directors at the regular meetings of the Board, or whenever they may require it, an account of all transactions as treasurer and of the financial position of the Association.
- (x) Give the Association a bond satisfactory to the Board, for the faithful performance of the duties of his or her office and for restoration to the Association in case of his or her death, resignation, retirement or removal from office of all books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Association.
- (xi) Accept responsibility for the operation of the Association headquarters organization in accordance with a manual approved by the Board of Directors.
- (xii) Act as the secretary of the executive committee.

The Duties of the Executive Committee shall include the following:

- (i) The Executive Committee shall, when the Board is not in session, supervise and control the operations and conduct the business of the Association generally through the Secretary-Treasurer and shall have the power to authorize the seal of the Association to be affixed to all papers which may require it.

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- (ii) The executive committee shall have the power to authorize all operating expenditures. Any capital expenditures over \$2,000.00 must be put to a vote by the Board.
- (iii) The executive committee may, subject to the by-laws of the Association, give such direction to the officers of the Association in regards to all matters as in their judgment is deemed necessary.
- (iv) Minutes of the proceedings of the executive committee shall be kept in a book provided for that purpose, which shall always be open for inspection of any director.

The Zone Director Shall:

- (a) Act as a member of the Board.
- (b) Call an Annual Zone Meeting in each year for the purpose of electing a Director for the ensuing year. Should the Director be elected to the position of the president, become incapacitated or removed from office for any reason, the President shall call an election for a new Zone Director.
- (c) Submit to the Association contest directorship applications for processing.
- (d) Provide liaison between the Club Affiliate Members and members and the Board and its standing committees.
- (e) Recommend sanction requests received from the Club Affiliate Members to the Association for processing.
- (f) Establish a consensus within the zone on direction to be taken at the Annual Directors Meeting on items requiring agenda action.
- (g) Shall submit a report with respect to his or her Zone Meeting to Headquarters, prior to October 31st. Said report must contain specific Resolutions or recommendations passed at the Annual Zone Meeting.
- (h) Attend or provide a proxy vote on all agenda items in the Annual General Meeting.
- (i) Arbitrate on all matters of concern solely within the zone.
- (j) Submit zone representation to chairmen of committees when requested to do so by the chairman.
- (k) Represent all members within the zone by exercising voting powers on their behalf. The zone director shall have the number of votes represented by the total number of members within the zone except for zone members who represent themselves at the Annual General Meeting and where proxies have been provided to any valid current member of M.A.A.C.
- (l) Shall liaise with the M.A.A.C. representatives as elected by the Club Affiliate Members. Directors will collect any items which their Club Affiliate Members feel appropriate for the agenda of the Annual General Meeting.

Standing Committees

There shall be the following standing committees of the Association:

1. ACC
2. Archives
3. Beginners
4. Competition Fund Raising
5. Constitution
6. Control Line
7. Control Line Stunt
8. Disability Awareness
9. Electric Aircraft
10. F.A.I.
11. Free Flight
12. Free Flight Indoor
13. Getting & Keeping Flying Fields
14. Insurance
15. Jet
16. Museum
17. Nationals 2005
18. Nationals 2006
19. Noise
20. Public Relations
21. Radio Control Car
22. Radio Control Float Planes
23. Radio Control Giant Scale
24. Radio Control Helicopter
25. Radio Control Indoor
26. Radio Control Open Combat
27. Radio Control Precision Aerobatics
28. Radio Control Pylon
29. Radio Control Sailplane
30. Radio Control Scale
31. Radio Control Scale Aerobatics
32. Radio Control Scale Combat
33. Radio Control Scale Sailplane
34. Radio Spectrum
35. Safety
36. SAM Old Timers
37. Space Modelling
38. Translation

Duties of Standing Committees

All standing committees shall have the following general terms of reference unless otherwise specified in the particular terms of reference for each committee:

- (i) If more than two zone members are nominated to membership for a given committee, two of the nominees shall be chosen for appointment by a plurality vote of the members in attendance in person or by proxy at the Annual Zone Meeting.
- (ii) A committee that fails to file an annual report for two consecutive years shall be dissolved.

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- (iii) Prepare all drafts of new and changed regulations for contests and record trials and submit recommendations to the Board for approval.
- (iv) Prepare contest kits and/or requirements and submit same to the Association Headquarters for duplication and distribution as required.
- (v) Advise the Nationals and M.A.A.C., F.A.I. committees regarding the organization of National contests and F.A.I. trials.
- (vi) Prepare and submit budget requirements for all contest activity to the Board for approval.
- (vii) Submit to the Board's audit requirements on request of the Board.
- (viii) Maintain a set of files, activity reports and procedures, so that transfer of responsibility can take place in an orderly fashion on change of committee members. These reports shall be available to all members of the committee if requested.
- (ix) Maintain an approved set of rules and regulations under which the committee operates.
- (x) Submit an annual budget to the Board for approval.
- (xi) Recommendations from committees to the Board of Directors (ie: FAI Team Trials locations and dates, nationals events, etc.) are to go through committee vote with the chair's vote being reserved for breaking a tied vote of committee members.
- (xii) The Board of Directors retains the right to name the chairperson of any committee.

The ACC Committee:

The objective of the ACC Committee is:

The Archives Committee:

The objective of the Archives Committee is:

The Beginner Committee:

The objective of the Beginner Committee is:

Foster educational and youth promotional programs and proposals and submit to the Board for approval.

The Competition Fund Raising Committee:

The objective of the Competition Fund Raising Committee is:

The Constitution Committee:

The objective of the Constitution Committee is:

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- (i) Where required, interpret the by-laws of the Association to its members and the Board.
- (ii) Prepare recommendations in by-law form upon direction from the Board.
- (iii) In the event of an inability to agree on the meaning or intent of any article or section of the Constitution the Chairman of the Constitution Committee shall be the final arbiter. Should arbitration become necessary, the chairman of the Constitution Committee shall tender his or her decision within 14 days after receiving the written arguments from the parties concerned.

The Control Line Committee:

The objective of the Control Line Committee is:

The Control Line Stunt Committee:

The objective of the Control Line Stunt Committee is:

The Disability Awareness Committee:

The objective of the Disability Awareness Committee is:

The Electric Committee:

The objective of the Electric Committee is:

The F.A.I. Committee:

The objective of the F.A.I. Committee is:

- (i) The FAI Committee members shall consist of the Chairmen or designates of all F.A.I. interest categories. New Chairmen may be added if the F.A.I. introduces new World Championship events.
- (i) Determine and recommend to the Board the trials to be held for international competition under the advice from the interest category chairmen and committees.
- (ii) Recommend to the Board the Canadian delegate to the Federation Aeronautique Internationale (F.A.I.) meeting of the International Aeromodelling Committee (CIAM).
- (iii) Recommend to the Board the members to represent Canada at World Championships.
- (iv) Appoint team managers as required.
- (v) Arrange for the raising of funds for the participation of Canadian teams in World Championship events as recognized by the F.A.I.
- (vi) The "Team Trials" need not be linked to the Nationals.

The Free Flight Committee:

The objective of the Free Flight Committee is:

The Free Flight Indoor Committee:

The objective of the Free Flight Indoor Committee is:

The Getting and Keeping flying Fields Committee:

The objective of the Getting and Keeping Flying Field Committee is:

The Insurance Committee:

The objective of the Insurance Committee is:

The Jet Committee:

The objective of the Jet Committee is:

The Museum Committee:

The objective of the Museum Committee is:

The Nationals (*Year*) Committee:

The objective of the Nationals (*Year*) Committee is:

- (i) Recommend to the Board each year the events to be held for national competition under advice from the interest category.
- (ii) Recommend to the Board all conditions under which the competitions shall be centralized or decentralized.
- (iii) Award prizes and/or certificates in recognition of winning performances in the various events in the name of the association.

The Noise Committee:

The objective of the Noise Committee is:

The Public Relations Committee:

The objective of the Public Relations Committee is:

Investigate matters of public interest and inform the Board of action required to enhance the public image of the Association.

The Radio Control Car Committee:

The objective of the Radio Control Car Committee is:

The Radio Control Float Planes Committee:

The objective of the Radio Control Float Planes Committee is:

The Radio Control Giant Scale Committee:

The objective of the Radio Control Giant Scale Committee is:

The Radio Control Helicopter Committee:

The objective of the Radio Control Helicopter Committee is:

The Radio Control Indoor Committee:

The objective of the Radio Control Indoor Committee is:

The Radio Control Open Combat Committee:

The objective of the Radio Control Open Combat Committee is:

The Radio Control Precision Aerobatics Committee:

The objective of the Radio Control Precision Aerobatic Committee is:

The Radio Control Pylon Committee:

The objective of the Radio Control Pylon Committee is:

The Radio Control Sailplane Committee:

The objective of the Radio Control Sailplane Committee is:

The Radio Control Scale Committee:

The objective of the Radio Control Scale Committee is:

The Radio Control Scale Aerobatics Committee;

The objective of the Radio Control Scale Aerobatics Committee is:

The Radio Control Scale Combat Committee:

The objective of the Radio Control Scale Combat Committee is:

The Radio Control Scale Sailplane Committee:

The objective of the Radio Control Scale Sailplane Committee is:

The Radio Spectrum Committee:

The objective of the Radio Spectrum Committee is:

The Rocket Committee:

The objective of the Rocket Committee is:

The Safety Committee:

The objective of the Safety Committee is:

The SAM Old Timers Committee:

The objective of the SAM Old Timers Committee is:

The Space Modelling Committee:

The objective of the Space Modelling Committee is:

Annual General Meeting:

Proxies shall have listed on them agenda items by number and shall provide space for a positive, negative or abstention vote on each agenda item. (See appendix "C" for the format of this sheet.) An open proxy vote leaving all matters to the discretion of the holder need not have agenda items listed but must indicate clearly the date for which it is issued.

Voting shall be by a show of hands by those present. The appointed scrutineer(s) shall count the votes.

Proxy voting for each agenda item shall be as determined by the proxies presented and validated and counted by the secretary-treasurer, or duly appointed representative.

The agenda shall be prepared by the Executive Committee and shall take into consideration reports and recommendations from zone meetings. Any two directors may, in writing, require any item added to the agenda. The Board of Directors by majority resolution may amend the agenda for the Annual General Meeting. Any specific Resolution or recommendation duly passed by an Annual Zone Meeting shall be part of the agenda of the Annual General Meeting.

Powers and Duties of the Board of Directors

Shall maintain insurance coverage for the members of the Association.

Shall, at the Annual Board Meeting, receive reports of directors and committee chairmen and shall approve, reject or table same and provide direction and establish necessary effective dates if indicated. A submission from an interest category concerning rules shall be reviewed by the Board and may be rejected for reasons of safety, insurance or, if in the opinion of the Board, the submission does not reflect the mandate of the Association as expressed in the Constitution. In the case of a rejection by the Board a poll may be taken of the members who have an interest in the category to which the proposed rule change applies. A re-submission may be made to the Board incorporating the wishes expressed in the aforesaid poll. The Board will then consider the re-submission and the Board may then implement the rule change, or reject it by majority vote.

Shall, consider submissions from interest category chairmen with respect to holding of FAI "Team Trials" for the purpose of selection of team members to represent M.A.A.C. and Canada at World Championship competitions. The Board, in consultation with interest category chairmen, if necessary, shall select site and time of "Team Trials" and all other matters reasonably associated with the conduct of such events. The "Team Trials" shall be held on Canadian soil. In the case of a rejection by the Board of a "Team Trials" proposal a poll may be taken of the members who have an interest in the proposed "Team Trials". A re-submission may be made to the Board incorporating the wishes expressed in the aforesaid poll. The Board will then consider the re-submission and the Board may then decide to hold the proposed "Team Trials", or reject it by majority vote.

Zone Meetings

- (a) The Annual Zone Meeting shall be held in the months of September, October, or November of each year, within the geographical boundaries of the zone as defined in Appendix "A" of the By-Laws at the call of the Zone Director for elections, and zone business including nominations for standing committee chairmen and committee members.
- (b) The Zone Directors shall call a meeting of the zone 14 days after written request signed by at least five (5%) per cent of the paid up individual membership in his or her zone.
- (c) Notice of the regular meeting as provided for in paragraph (a) above shall be provided to Club Affiliate Members at least twenty-one (21) days in advance by the zone director. Copies of the agenda shall be supplied with the notice.
- (d) A quorum shall consist of five (5%) percent of the current open zone members and proxies present at the meeting.
- (e) Voting may be in person or by proxy provided that the proxy is himself or herself entitled to a vote. All proxy votes must be in writing and signed by the member granting the proxy and must indicate to whom the proxy is granted and the date of the meeting for which the proxy is granted.
- (f) Voting shall be by secret ballot or a show of hands as applicable and as determined by the majority present.
- (g) The director shall prepare a report respecting the outcome and motions approved at the Director's Zone Meeting. The report shall then be submitted to the Executive Committee and the Executive Committee shall prepare an agenda based on matters raised during Annual Zone Meetings. Each Zone Director will promote those items raised at his or her Annual Zone Meeting at the Annual General Meeting and each Zone Director is responsible to ensure that those items, which are a concern within his or her zone, shall be properly placed on the agenda of the Annual General Meeting.
- (h) Club Affiliate Members (Chartered Clubs) should use best efforts to send at least one of their M.A.A.C. representatives to the Annual Zone Meeting as called.
- (i) All members of a Zone are encouraged to attend their Zone's general meeting

MAAC National Zones Defined:

- A. Alberta Zone including North West Territories
- B. Atlantic Zone - New Brunswick, Nova Scotia and P.E.I. and Newfoundland including Labrador
- C. British Columbia Zone - All B.C. excluding Vancouver Island and including Yukon
- D. Manitoba-Northwestern Ontario Zone - The boundary line between zones "D" (Manitoba-Northwestern Ontario) and "F" (Northern) to be a line drawn true north of Simpson Island just east of the town of Nipigon, Ontario.

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- E. Middle Zone - Ontario
- F. Northern Zone – Ontario The boundary line between zones “D” (Manitoba) and “F” (Northern) to be a line drawn true north of Simpson Island just east of the town of Nipigon, Ontario.
- G. Ottawa Valley Zone - Ontario and including Gatineau, Quebec and within an 80 kilometer radius from the centre of the Parliament Building
- H. Pacific Zone – All of Vancouver Island
- I. Quebec Zone - Quebec
- J. St Lawrence Zone - Quebec
- K. Saskatchewan Zone
- L. Southeast Zone - Ontario
- M. Southwest Zone – Ontario