**Constitution & By-Laws for COPA Flights (Sample)**

**COPA Flight XX Inc. - Constitution and By-Laws**

**Constitution**

**101. NAME**

COPA Flight XX Inc., located at XXXXXXXX Airport, CITY. PROVINCE.

**102. AUTHORITY FOR COPA FLIGHT XX INC.**

Canadian Owners and Pilots Association (COPA), Flight XX is authorized by COPA President and CEO by the certificate dated XXX.

**103. PURPOSE OF OPERATION**

The purpose of COPA Flight XX Inc. shall be to promote the aims and objectives of the Canadian Owners and Pilots Association within the community, including:

1. To foster enthusiasm for aviation within the community.
2. To encourage interest in the benefits of personal aviation.
3. To develop a spirit of co-operation with other aviation-oriented groups.
4. To carry out aviation promotional service within the community.

**104. FLIGHT MEMBERSHIP**

1. Full - Explain what a full membership entails – dues, voting privileges, etc.
2. Associate - Indicate limitations on associates

**105. EXECUTIVE COMMITTEE**

1. A President (Captain) with a minimum of one (1) year full membership and is a current COPA member.
2. A Vice-President (Co-Captain) with a minimum of one (1) year full membership and is a current COPA member.
3. A Secretary (Navigator) with a minimum of one (1) year full membership and is a current COPA member.
4. A Treasurer with a minimum of one (1) year full membership and is a current COPA member.
5. A Past President with a minimum of one (1) year full membership.

**106. MEETINGS**

Regular monthly membership meetings, with the exception of the month of December, shall be held at a time and place, as directed by the Executive Committee. A quorum shall consist of two thirds (66%) members present.

**107. FINANCIAL**

1. COPA Flight XX Inc's revenue shall be obtained from members, event receipts, profits from merchandise sales and other receipts.

*Full Membership dues shall be:*

1. $25.00 for the first year.
2. $15.00 for the following years.

*Associate Membership dues shall be:*

1. $15.00 for the first year.
2. $10.00 for the following years.

Or as authorized by COPA Flight XX Inc. as "Special Membership Offers."

1. Expenditures in excess of five hundred dollars ($500.00) shall require a two-thirds majority of the voting members present at a regular monthly meeting following a motion duly put forth and seconded at a monthly meeting. Notice of such motion shall be provided in writing to the members at least 14-days prior to the vote.

**108. AMENDMENTS**

This constitution may only be amended with the approval of a two-thirds majority of the voting members present at the **Annual General Meeting**, which shall be the May-monthly meeting. Such motions shall be duly put forward and seconded at the monthly meeting. Notice of such motion must be provided in writing to the COPA Flights members at least 14-days prior to the annual meeting.

By-laws may only be amended following the same procedures as constitutional amendment.

**201. PURPOSE OF BY-LAWS**

The purpose of these by-laws is to ensure that Flight XX Inc. is operated and administered in an efficient manner.

**202. AMENDMENTS**

By-laws may be amended at the annual meeting, which shall be the May meeting, and in accordance with Section 108 of the Constitution.

**203. MEMBERSHIP**

1) *Full members shall:*

1. Pay membership dues, which are due each (**state month**).
2. Be fully paid-up to enjoy voting privileges or be eligible to serve as a member of the Executive Committee.

2) *Associate members shall:*

1. Pay membership dues which are due each (state month).
2. Not have voting rights.
3. Not be eligible to serve on the Executive Committee.

**204. EXECUTIVE COMMITTEE**

Executive Committee Members shall be elected at the Annual Flight Meeting and shall serve for a period of one (1) year.

The Executive Committee shall be composed of:

1. A President known as Captain
2. A Vice President known as Co-Captain
3. A Secretary/Treasurer known as Navigator
4. A Past President known as Past Captain

All other committees may be elected or dissolved at a regular monthly meeting as the need arises.

**205. DUTIES AND RESPONSIBILITIES**

1. ***The President or Captain***
2. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
3. Will be responsible for the efficient operation of the Flight.
4. Is empowered to spend moneys of the Flight for routine Flight operating expenses.
5. Will cast the deciding vote in the event of a voting tie.
6. Will sign, along with the Treasurer, all cheques in excess of $100.00.
7. ***The Vice-President or Co-Captain***
8. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
9. Will assist the Present to ensure the efficient operation of the Flight.
10. Will carry out the duties of the President in their absence.
11. ***The Secretary or Navigator***
12. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
13. Will record the proceedings of all monthly and special meetings.
14. Will keep up to date records of membership lists and all relevant information.
15. Will ensure all that members are notified as required by the constitution and by-laws within appropriate time limits.
16. Is empowered to spend moneys of the Flight for routine Flight operation expenses.

*The offices of Secretary and Treasurer may be combined.*

1. ***The Treasurer***
2. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
3. Will record all financial transactions and be responsible for the safekeeping of the books of accounts and supporting data.
4. Will prepare financial statements for the monthly meetings and a year end report for the Annual Flight Meeting.
5. Will be responsible for all banking.
6. Is empowered to spend moneys of the Flight for routine Flight operation expenses.
7. Will sign, along with the President, all cheques exceeding $100.00.

*The offices of Secretary and Treasurer may be combined.*

1. ***The Past President***
2. Will take office the first of the month following the expiry of the President's term of office and will remain in office until the next change in Presidency.
3. Will carry out the duties of any Executive Committee Member, other than the President, absent from a meeting or unable to complete their term of office.

**206. CONDUCT OF MEETINGS**

1. Regular monthly meetings under the chairmanship of the President, or in their absence, the Vice-President, will be held as determined by the Executive Committee - this includes an Annual Flight Meeting to elect the Executives Committee of the Flight.
2. Special Flight meetings may be held at any time requested by the President to deal with urgent matters.
3. The Chairman's decision on points of order will be final.

**Order of Business - Meeting Agenda (Sample)**

1. The reading and approval of the minutes of the previous meeting and/or special meeting.
2. Financial Statements.
3. Reading of the correspondence.
4. Introduction of new members.
5. Reports from committees.
6. Changes in the Constitution and By-laws (annually)
7. Election of Executive Committee (annually)
8. Old and unfinished business.
9. New business.
10. Adjournment
11. Entertainment