

GUIDE TO COPA FLIGHTS



Photo by: Jacques Jaillet



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INTRODUCTION

COPA works to support and improve Aviation across Canada. The COPA National team focusses on issues that affect our members nationally, dealing with municipal, provincial and federal government and industry officials to preserve and advance our freedom to fly. Your regional Director, and member of the COPA Board of Directors, assists you with regional issues. COPA depends on what we all can accomplish on national, provincial and local levels, together.

In response to this need, local COPA chapter, called COPA Flights, were created. The COPA flights, comprised of mostly but not solely COPA members are the linked to the national association.

COPA Flights promote COPA, represent their members as a body to the COPA Directors, and represent aviation in their local community, be it recreational, commercial (ie. Flight training), remotely piloted. COPA Flights conduct promotional, educational and social activities (fly ins, safety seminars, etc) within their community as well as advocate for the benefit of small municipal aerodromes.

One feature reason for forming a COPA Flight is to organize a COPA Discover Aviation event, an opportunity to introduce flying to the members of your community and spark a love for flying. This program, which is a key component to the future of aviation, can only be conducted by COPA Flights. See our Guide to the COPA Discover Aviation Program for more information.

At no cost to the COPA Flights, COPA's Air Meet insurance covers COPA Flights activities such as COPA Discover Aviation events, fly-ins, meetings and other events conducted by a COPA Flight. The insurance protects the COPA members and non-flying COPA Flight member volunteers who participate in the organization and conduct of events from.

Typically, a COPA Flight, in order to be considered active, must have at a minimum ten (10) current COPA members. This number may be reduced where circumstances warrant, such as in a remote community where the number of COPA members is too small to meet this requirement. These will be evaluated on a case by case basis.

COPA FLIGHT GUIDELINES

- Promote aviation safety and awareness
- Represent Aviation at the community level
- Represent its members as a body to the COPA Directors
- Further the policies of COPA and provide assistance to Association activities and functions whenever possible.
- Promote fellowship and a better understanding among the members of the COPA Flight

STARTING A COPA FLIGHT



COPA FLIGHT APPLICATION FORM

Download the "Apply to become a COPA Flight" application form at copanational.org/copa-flights



COPA FLIGHT MEMBERS

Collect the names, signatures and member numbers of at least 10 COPA members - COPA Flights must have 10 or more COPA members to be considered valid (exceptions may be made for rural communities).



COPA FLIGHT EXECUTIVE

Nominate an executive and hold an election with all members present to elect the COPA Flight executive.



NOTIFY COPA NATIONAL

Submit the completed application form to copa@copanational.org

COPA will assign the COPA Flight a registered Flight number and add the Flight to copanational.org/copa-flights

COPA will coordinate with the COPA Flights regional Board of Director to present an official certificate.



NEXT STEPS

COPA Flights can create their own logo using [this template](#). Email communications@copanational.org to request COPA's logo and branding guidelines.

Hosting an event? Apply **in advance** for [COPA Air Meet Insurance](#) and fill out the form at the bottom of the [COPA Event Calendar page](#) to have it listed in eFlight and on the calendar.

IMPORTANT

All COPA Flights must hold an annual election and provide COPA with an Annual Status Report to remain active. **This must be done before December 31st of each year.** For more information, see page 6 of COPA's Guide to COPA Flights.



APPLYING FOR A COPA FLIGHT STATUS

To start or reactivate a COPA Flight, you submit the names of at least **10 current COPA members** (COPA membership number required), including the members who are elected to lead the Flight. If you have fewer than 10 COPA members because, for example you are located in a small community, it is possible to approve a COPA Flight with fewer members. The application form is on pages 25 and 26 of this document and can be found on the COPA Website under COPA Flights.

Flying clubs and other local pilot groups are welcome to apply for COPA Flight status as long as they contain at least ten COPA members. Additional COPA Flight members do not have to be COPA members. Others are welcome to attend COPA Flight meetings and participate in events as a means to demonstrate to them why they should become COPA members.

IMPORTANT NOTE: non-COPA flying members are **not** covered under the Air Meet insurance if participating in Fly-In, Discover Aviation events, etc. To cover non-COPA flying members, flying clubs, schools, etc must have a current COPA corporate membership.

COPA will assign a number and the COPA Flight can chose their name (to be approved by COPA national). Normally the name is associated with the local airport or municipality where meetings are to be held, but you can request a special name.

When the COPA Flight has met all the requirements and obligations prescribed by the COPA Policy for COPA Flights, COPA will list the COPA Flight as active on the COPA web site and in our database, and will grant a COPA Flight Certificate for public display. In addition, the COPA Flight will be added to COPA's insurance policy, which will cover the COPA Flight's meetings and other events (only COPA members are covered for flying).

MAINTAINING COPA FLIGHT ACTIVE STATUS

In order to maintain the COPA Flight's active status, a yearly update **MUST** be provided to COPA by December 31st of each year. The Status Update Report can be found on page 27 and 28 of this guide or downloaded from: copanational.org/copa-flights and once completed, emailed to copa@copanational.org. Additionally, COPA Flights can update their flights status online using the COPA Flight Control Panel.

- To access the link to the COPA Flight Control visit copanational.org/copa-flights
- To request a new username and/or password, please email copa@copanational.org

All changes to the COPA Flight must be reported to COPA, including changes to the leadership, meeting times, contact information, etc.

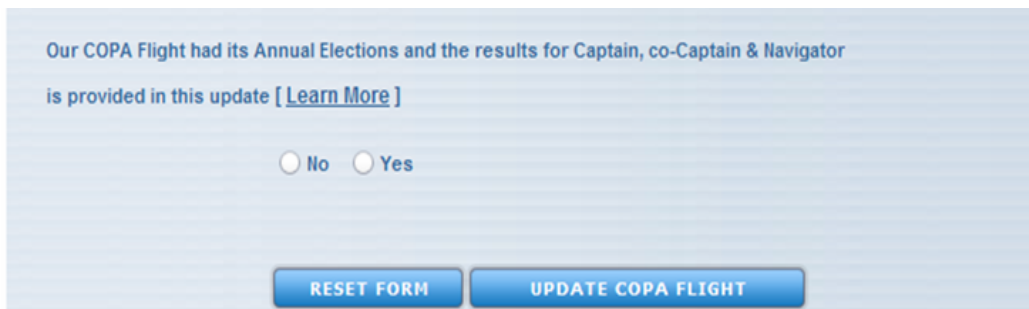
Each COPA Flight must include the following with their annual status updates:

- Contact info for the elected Captain, co-Captain and Navigator
- COPA Flight contact name, phone number and email address
 - Please note: this information will appear on the COPA National website
- A list of at least 10 COPA members with membership number
- Upcoming events and/or reoccurring meeting times and locations

A person on the COPA Flight's Executive should be assigned the task of periodically checking their listing on the COPA web site.

COPA Flight executives are not covered under COPA's D&O insurance and must purchase their own.

COPA Flights that have not held an election meeting and have not provided a status report will be considered inactive and certificate of insurance requests sent to COPA will be returned until the above requirements have been fulfilled. COPA Flights will be identified as Inactive on the COPA website.



The screenshot shows a web form with a light blue background. At the top, it reads: "Our COPA Flight had its Annual Elections and the results for Captain, co-Captain & Navigator is provided in this update [[Learn More](#)]". Below this text are two radio buttons: "No" and "Yes". At the bottom of the form are two blue buttons: "RESET FORM" and "UPDATE COPA FLIGHT".

RAISING FUNDS

Many opportunities exist for raising the funds to further the COPA Flight's goals. Several COPA Flights charge annual membership fees to their members or hold fund-raising events such as dinners, dances or fly-ins (see *COPA Guide to Air Meet*) that attract COPA members from outside their areas. Other COPA Flights run raffles (you may need a license for that so please check your province's regulations) or 50-50 draws, swap-meets or bake-sales.

Corporate sponsorships are often sought to support COPA Flight activities through direct monetary donations, donations of space or services as public relations gestures. Several industrious COPA Flights sell advertising space in their monthly newsletter or on their websites.

PROMOTING YOUR COPA FLIGHT

The following promotional opportunities are available from COPA to help with COPA Flight and COPA membership recruiting:

1. COPA Programs catalogue;
2. COPA Flights wishing to set up an information booth may request complimentary copies of COPA Flight magazine (depending on availability), hand-outs and when available, a 10-foot COPA display banner may be loaned.

Several Flights have appointed a Public Relations Officer - this ensures that one person will coordinate the club's public face and ensure that articles about the club are written and promoted for publication.

Scheduled Flight events should be sent to COPA for publication on the Event Calendar and in the events section of COPA's weekly eFlight newsletter. Please submit these as far in advance as possible (we recommend at least three months), so that we have time to promote them for you.

News items regarding events or issues affecting your area are always welcome and should be submitted to COPA regularly. These reports will appear in COPA Flight. Please send your Flight's news to editorial@copanational.org.

CREATING AN IDENTITY

COPA Flight Logo

A Flight logo incorporating the COPA logo should appear prominently on any promotional material or other business tools used by the Flight. These might include newsletters, websites, advertisements, letterhead, business cards and signs.



Want to create your COPA Flight's logo? [Use this template!](#)

Where a Flight has been formed in conjunction with another aviation club or group, the COPA or Flight identity should appear alongside the group's other name and logo. Electronic versions of the black and white or colour COPA logos are available in a variety of sizes from COPA. Please email communications@copanational.org for COPA's official logo and branding guidelines.

****ALL CONTENT USING THE COPA LOGO MUST BE SUBMITTED TO
COMMUNICATIONS@COPANATIONAL.ORG AND APPROVED PRIOR TO PUBLISHING***

A COPA Flight Website

A website is a great way to communicate information about your Flight to members and others around the world. It is also a great way to recruit new members. Web hosting is available from many sources for free, such as on HubSpot, Wix, Weebly, WordPress and Elementor. These website builders offer basic free templates for websites, many with drag-and-drop features and all it takes is someone to design a site, upload it and then keep it up to date. There is no cost to members other than a bit of time.

Costs may be incurred for:

- Purchasing a domain name
- Upgrading to more complex features
- Growing larger than what is offered for free (some sites limit the number of contacts, pages, posts, etc. that are available on the free version)

COPA Flight Social Media Pages

Social media is an easy and free way to reach new and existing members. Facebook is great for sharing up to date information, including contact information, events and news. Instagram can be used to tell stories using pictures and descriptions.

If you want COPA National to re-share your COPA Flight's posts, tag the COPA National accounts (@COPANational) on Facebook, Twitter, Instagram and LinkedIn.

An COPA Flight E-mail Address

COPA communicates with the COPA Flights mostly by e-mail. In particular, alerts for action in the local area are sent out to Flights by e-mail. It is therefore crucial for Flights to have an e-mail address. The Flight Captain doesn't necessarily have to be the e-mail contact; another member of the Flight can handle that duty as long as they are able to get the message out to Flight members.

Since Flight e-mail addresses get published on the COPA website, it is advisable to have a generic e-mail address for the Flight. These can be on free services such as Gmail or Hotmail. Several Flights use an address such as COPAFlightXX@hotmail.com. Aside from keeping the Flight contact's home e-mail box clear of spam, having a generic address for the Flight makes it easier when the email contact job is passed on. The Flight website and email contact information won't need amending and neither will COPA's records!

COPA FLIGHT ACTIVITIES

Here are some suggestions for enhancing the Flight's profile in your community:

1. Get involved in flying as part of the COPA Discover Aviation Program
2. Organize a local aviation week or aviation day
3. Hold an "open house" meeting
4. Involve young people (air cadets, boy scouts, girl guides etc.) in your activities
5. Organize fly-in picnics, breakfasts or lunches - make sure you follow your provincial regulations about food storage and preparation (*see COPA Guide to Air Meet*)
6. Plan to have an aviation speaker from the Flight at a community service club dinner
7. Send aviation news to the local news media
8. Get your local newspaper, TV and radio reporters up flying for a "good news" story
9. Fly your local mayor or city councilor – they should experience the value of aviation and their airport!
10. Hold general interest aviation film nights for the public
11. Hold an aviation display in a shopping mall
12. Hold aircraft owner seminars to discuss insurance rates, maintenance requirements, Transport Canada procedures, operating expenses
13. Hold flight safety seminars.
14. Create an Emergency Response Program to help your community (*see Emergency Assistance article below*)
15. Have an exchange visit with another Flight (*see Exchange Visits Between Flights article below*)
16. Organize a "Fly-out"– this could include a flight to a museum or golf course.
17. Build or restore an aircraft.

COPA FLIGHT ACTIVITIES

18. Have a “Trade Flying Time” day where Flight members take each other up to try out each other’s aircraft
19. Start a “Mentor Program” whereby experienced COPA Members and pilots are matched with local student pilots to give them help and encouragement. This should receive great support from local flying schools, as it will increase student retention at the schools. The Flight will gain new members, too!
20. Adopt your local area airports and have members committed to keeping the information about them up to date on COPA’s Places to Fly section of our web site. This is quick and easy to do and requires no special skills other than being able to hit an update button for the airport and typing in information.

EMERGENCY ASSISTANCE

The airlift of supplies into the ice-storm stricken parts of Quebec in 1998 by COPA Flight pilots and their aircraft is considered by many to have been COPA’s “finest hour.” That airlift, organized and run on short notice by a few enthusiastic COPA members, showed just what people with small airplanes and big hearts can do to help a community in crisis.

It is advisable to organize ahead of time so that your Flight does not have to “think on the fly” when a disaster hits. At the very least consider appointing an Emergency Services Coordinator for the Flight. This person should catalogue what aircraft the flight members own, including the location of the aircraft, number of seats, payload and range, aircraft special capabilities, along with owner contact information. That way, when a disaster hits, you’ll know what resources are available and where to find them.

Organize a practice exercise of the call out system. This doesn’t have to be an arduous process and can be combined with a scheduled BBQ or something similar to make a fun day of it.

Coordinate with the local Municipal government, Emergency Measures Organization or, as in Alberta, CARES and area police so they are aware of the Flight’s existence and capabilities as a true community resource!

Don’t forget to share your Flight’s emergency programs and plans with COPA. We can let other Flights know what you are doing, which can be inspiring for other Flights and also save them from “re-inventing the wheel.”

Below is a “sample” COPA Flight Emergency Plan that was prepared by COPA Flight 58’s Dave Fletcher.



COPA FLIGHT 58 COURTENAY EMERGENCY AID TO THE CIVIL POWER PLAN

Light aircraft offer a number of advantages in speed and flexibility when compared to much other emergency and disaster response equipment. COPA Flight 58 at Courtenay Air Park stands ready to provide its facilities in aid to civil and military organizations in the spirit of community cooperation. Organizations which may call upon COPA Flight 58 may include, but are not limited to: the Royal Canadian Mounted Police, Comox Valley Emergency Program Association, Comox Valley Ground Search & Rescue, St. Joseph's Hospital, 19 Wing and the Mayors of Courtenay, Comox and Cumberland.

Situations requiring action by the members of COPA Flight 58 could be many and varied. Some examples:

- In the event of disruption of land travel, supplies may be flown in or out;
- in high casualty situations, ambulatory patients may be transported;
- aerial spotting or search may be conducted in coordination with Canadian Forces or CASARA resources;
- earthquakes, forest fires, severe meteorological phenomena or acts of terrorism, to name just some possibilities, would each require specific considerations;

This plan is a basis for action and cannot substitute for careful analysis, initiative and decisive action in each individual case. No plan may be made for all situations and members must be prepared to respond to differing situations with alacrity.

Full cooperation with the dispatcher and requesting body is naturally expected.

This document sets out the procedures to be followed in the event of a situation requiring the mobilization of the private aircraft resources of COPA Flight 58.

In the event of an emergency or disaster, COPA Flight 58 will initially establish an Air Operations Section at the Courtenay Air Park clubhouse, telephone (250) 334-8545 and monitor VHF frequency 123.35; this air operations section may be moved subsequently depending upon the controlling body. Normally, this would be the Air Operation Section Chief from either the Comox Valley Emergency Command Post or the Emergency Operation Centre (EOC) depending upon the incident. Command & Control is ultimately under the authority of the BC Emergency Response Management System (BCERMS). The local Command Frequency is 148.655, which is outside the capabilities of aircraft and marine VHF sets fitted to local aircraft. In the event of emergency, exercise or for contingencies, Comox Valley Emergency Program Association is requested to provide a radio suitable for communications should the loss of telephone services occur or be anticipated.

The first member of the COPA Flight 58 executive to arrive on scene will act as dispatcher for any flights needed and will initiate a call-out of members. A roster will be established from within the membership to ensure 24-hour manning for the period of need; as a general principle, members who do not own aircraft or whose aircraft are not airworthy at the time will be selected for this roster. Members who may be called by other agencies (medical, police, military or firefighting personnel) are requested to make arrangements with members not having flyable aircraft to ensure that their aircraft are available for response or deployment. This will ensure the maximum availability of aircraft and provide security for personal assets in the event a 'fly-out' is warranted.

In the event of a Tsunami alert, members should not wait for a call but should immediately take the following actions after ensuring family safety: Weather permitting, all available float-equipped and amphibious aircraft will be flown to Comox Lake and will be beached or moored in the Rod & Gun Club beach area pending dispatch; land-based aircraft will deploy to Campbell River to await instructions. Sufficient supplies and survival equipment for three days should be carried if preparation time permits. Members with cellular telephones are requested to provide the numbers to the executive for inclusion in a master list and to ensure communications with deployed aircraft and members.

Aircraft with specific capabilities (skis, stretcher capacity, instrument flight rules certified, etc.) should be specifically noted on the aircraft roster, along with pilots with specific qualifications (instrument rating, night rating, float rating, etc.).

Flight safety is paramount. The ultimate decision whether or not to fly or terminate a mission rests exclusively with the pilot. Weather, runway or other landing surface conditions, load, aircraft serviceability or any other factors affecting this decision will be considered but under no circumstances will any person seek to influence the pilot to fly against his or her better judgement.

All members will be provided with this basic plan and a contact list; in order to ensure members' privacy, this list will be delivered in a sealed envelope to be marked "Courtenay Air Park/COPA Flight 58 Emergency Actions". A copy will be kept in the club house for use of the first dispatcher to arrive. The COPA Flight Captain will liaise with local emergency response and government agencies in order to establish appropriate and timely revisions to the basic plan and points of contact.

Suggestions for items to include (or delete) from this plan are welcomed.

David C. Fletcher
Former Captain, COPA Flight 58 Version 1c dated 6 February, 2004



EXCHANGE VISITS BETWEEN FLIGHTS

In many areas of the country the distance between Flights is not too far. Some Flights have set up at least one event per year where the Flight visits another and then the following weekend they go to the other location and visit. Some of these events have been organized as BBQs, fly-in breakfasts or wintertime ski fly-ins. The main aim, of course, is to have fun, do some flying and meet some new people.

Flights are encouraged to inform the COPA of their activities. By keeping COPA informed we can help spread the word to others about the activity.

INTRODUCING PEOPLE TO FLYING THROUGH THE COPA DISCOVER AVIATION PROGRAM

The COPA Discover Aviation Program is sponsored by Magnes and delivered exclusively by our COPA Flights.

In order to be protected by COPA's Air Meet liability insurance, COPA Discover Aviation events must be conducted by Flights and COPA members.

Please see the *Guide to the COPA Discover Aviation Program*.



INSURANCE COVERAGE

Insurance premiums are paid annually by COPA to protect active Flights for certain liabilities outlined below.

The Flight's status, including insurance coverage, will not be valid unless, by 31 December each year, the status is reaffirmed and COPA (copa@copanational.org) is notified.

COPA carries air meet, aviation premises and non-owned aircraft liability insurance. This covers the liability of the COPA Flight for property damage or bodily injury. It protects the COPA Flight, volunteers, directors, members and even non-member volunteers while performing their non-flying duties in connection with any meeting or activity on behalf of COPA or the COPA Flight. This also covers all "air meets" (such as AGM, fly-ins, COPA Discover Aviation events and non-competitive rallies) including food and beverage service^[1] at those events, as well as the potential liability arising out of aircraft accidents and other occurrences.

[1]This is with respect to food and beverage supplied by the COPA Flight. If it is being catered or provided by a third-party vendor, then they should carry their own liability insurance.

CERTIFICATION OF INSURANCE

Do you need a Certificate of Insurance for your event?

Each COPA Flight must be active (as per Policy No. 10.3.1 on page 24 of this guide) and apply for their Certificate of Insurance **well ahead of the planned event**.

The COPA Flight event **must be** organized by the COPA Flight and COPA branding (the most recent COPA logo and/or a COPA Flight logo featuring the newest COPA logo) must be present for the event in order for your event to be insured by COPA Air Meet Insurance. Email communications@copanational.org to receive COPA's official logo and branding guidelines.

Failure to advertise the event as a COPA Flight (using the correct COPA logo) will result in non-coverage.

COPA Flights will need a Certificate of Insurance when the owner (Private, City, Municipality) of the property, airport or aerodrome or other related third-party entities requests proof of insurance.

To request a Certificate of Insurance for your event, complete the form on page 29 of this document or download the form from the [COPA Flights webpage](#) at copanational.org.



INSURANCE COVERAGE

General Guideline

It is necessary that COPA Flights observe and fulfill the following Conditions applicable to COPA's Insurance Coverage.

1. Due Diligence

- COPA Flights shall at all times use due diligence in doing everything practicable to avoid accidents and to avoid or diminish any loss.

2. Compliance with Regulations

- COPA Flights shall comply with all applicable international and Government Regulations and Civil instructions.

3. Claim Procedure

- Immediately notify COPA National and the Magnes Group of any incident or accident likely to give rise to a claim under the COPA Insurance Coverage:
- Provide full particulars in writing of the incident or accident and include any notice of any claim or impending prosecution from others, along with any letters or documents relating to such. Render further information and assistance as the Insurers may reasonably require. Do not act in any way to the detriment or prejudice of the interest of the Insurers or COPA.

Organizers must not make any admission of liability or payment or offer or promise of payment without the written consent of the Insurers.

If you wish to receive a copy of the complete Policy wording for COPA's insurance coverage please contact copa@copanational.org.

DIRECTORS AND OFFICERS LIABILITY INSURANCE

COPA Flights and Flying Clubs

COPA National does not cover Directors and Officers Liability Insurance for COPA Flights.

The activities and operations of COPA Flights could result in the Directors and Officers of the Flight to be liable for losses or defense costs as a result of a legal action for alleged wrongful acts in their capacity as directors and officers or against the Flight itself (e.g., liability out of aircraft ownership or management of third party funds).

Directors and Officers liability insurance is designed to protect the personal assets of the Directors and Officers in event they are sued by a third party because of a breach of "duty" by the directors and officers (i.e. alleged wrong decision or wrongful act). Other exposures could include mishandling of funds, giving advice that leads to fines or penalties, discrimination, etc.

You need to weigh the cost of the insurance coverage against the potential of a loss. Some questions you should consider include:

- How active is the COPA Flight or Flying Club
- Are you giving out advice and/or training?
- Are you handling third party funds?
- Does the club make decisions which could cause financial loss to a third party?

The coverage ultimately will protect the assets of the Directors and Officers if sued and therefore, many Clubs and Associations are finding that although the exposure is low, they need to purchase this coverage in order to attract and retain Board Members.

Chapters of Other Associations

A question that is often asked by organizations that are considering becoming a Flight is: "We are already a chapter of another national aviation association; can we also be a COPA Flight?"

COPA has several Flights that are also chapters of other organizations. Since COPA works with all other aviation organizations on a national basis we have no objections to "joint chapters." One big advantage with this arrangement is that, because most organizations also have "chapter insurance," your Flight may have coverage in addition to COPA's Air Meet insurance.

CONSTITUTION & BY-LAWS FOR COPA FLIGHTS (SAMPLE)

This section contains a sample constitution that COPA Flights can use or modify as they wish.

A word version of this text can be found in the members-only documents section at copanational.org.

COPA Flight XX Inc. - Constitution and By-Laws

Constitution

101. NAME

COPA Flight XX Inc., located at XXXXXXXXX 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:

- A. To foster enthusiasm for aviation within the community.
- B. To encourage interest in the benefits of personal aviation.
- C. To develop a spirit of co-operation with other aviation oriented groups.
- D. To carry out aviation promotional service within the community.

104. FLIGHT MEMBERSHIP

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

105. EXECUTIVE COMMITTEE

- A. A President (Captain) with a minimum of one (1) year full membership and is a current COPA member.
- B. A Vice-President (Co-Captain) with a minimum of one (1) year full membership and is a current COPA member.
- C. A Secretary (Navigator) with a minimum of one (1) year full membership and is a current COPA member.
- D. A Treasurer with a minimum of one (1) year full membership and is a current COPA member.
- E. 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:

- A. \$25.00 for the first year.
- B. \$15.00 for the following years.

Associate Membership dues shall be:

- A. \$15.00 for the first year.
- B. \$10.00 for the following years.

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



2) 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 Flight 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 Flight Meeting, which shall be the May-monthly meeting, and in accordance with Section 108 of the Constitution.

203. MEMBERSHIP

1) *Full members shall:*

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

2) *Associate members shall:*

- A. Pay membership dues which are due each (state month).
- B. Not have voting rights.
- C. 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***

- A. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
- B. Will be responsible for the efficient operation of the Flight.
- C. Is empowered to spend moneys of the Flight for routine Flight operating expenses.
- D. Will cast the deciding vote in the event of a voting tie.
- E. Will sign, along with the Treasurer, all cheques in excess of \$100.00.

2. ***The Vice-President or Co-Captain***

- A. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
- B. Will assist the Present to ensure the efficient operation of the Flight.
- C. Will carry out the duties of the President in their absence.

3. *The Secretary or Navigator*

- A. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
- B. Will record the proceedings of all monthly and special meetings.
- C. Will keep up to date records of membership lists and all relevant information.
- D. Will ensure all that members are notified as required by the constitution and by-laws within appropriate time limits.
- E. Is empowered to spend moneys of the Flight for routine Flight operation expenses.

The offices of Secretary and Treasurer may be combined.

4. *The Treasurer*

- A. Will take office the first of the month following their election and will remain in office for a period of one (1) year.
- B. Will record all financial transactions and be responsible for the safekeeping of the books of accounts and supporting data.
- C. Will prepare financial statements for the monthly meetings and a year end report for the Annual Flight Meeting.
- D. Will be responsible for all banking.
- E. Is empowered to spend moneys of the Flight for routine Flight operation expenses.
- F. Will sign, along with the President, all cheques exceeding \$100.00.

The offices of Secretary and Treasurer may be combined.

5. *The Past President*

- A. 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.
- B. 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

A. 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.

B. Special Flight meetings may be held at any time requested by the President to deal with urgent matters.

C. 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

COPA POLICY NO. 10: COPA FLIGHTS

Revision date: 26-October 2014

The purpose of this policy is to define the nature, rationale, criteria and guidelines for local COPA Flights.

10.1 **Organization**

- 10.1.1 COPA Flights, consisting normally of ten or more COPA members may be created in accordance with this policy. COPA Flights may be formed with fewer than ten members in small or remote communities.
- 10.1.2 COPA Flights should, whenever possible, be registered as a not-for-profit organization in the jurisdiction of residence.
- 10.1.3 COPA shall provide guidance and direction to enhance COPA Flight efforts towards achievement of COPA goals.
- 10.1.4 It shall be the duty of Officers of COPA Flights to conduct the affairs of their organization in an efficient manner, and in accordance with the bylaws of their respective Flights, and to conduct their activities so as to reflect well upon COPA.
- 10.1.5 It shall be the duty of COPA Flights to comply with requests of the Canadian Owners and Pilots Association in matters where conformance to the established policies of COPA is required.
- 10.1.6 COPA Flights must obtain approval from COPA prior to using the COPA name or logo when entering into agreements with, providing endorsements to, or making contributions to other organizations where such actions could be construed as being sanctioned by COPA.

10.2 **Revocation of Chapter Status**

- 10.2.1 Any COPA Flight with fewer than ten members for a period of sixty days or longer shall be declared inactive and have its status as a chapter of COPA revoked. This provision shall not apply to those Flights formed with less than ten members.
- 10.2.2 Any COPA Flight that does not conform to COPA bylaws or policies, or works at cross-purposes with COPA may have its status as a chapter of COPA revoked.

COPA POLICY NO. 10: COPA FLIGHTS

10.3 Reporting

- 10.3.1 The Flight's status, including insurance coverage, will not be valid unless the status is reaffirmed by completing an Annual Status Report by **31 December each year**.

This can be done online at:

<https://archive.copanational.org/controlpanel/>

or by completing an Annual Status Report paper form available at:

<https://copanational.org/sites/copanational.org/wp-content/uploads/2022/02/COPA-Flight-Annual-Status-Report.pdf>

and emailing the completed form to copa@copanational.org. The Annual Status Report must include the following:

- The names of Captain, co-Captain and Navigator (must be COPA members in good standing) elected during the past year
- Flight contact phone number and email address
- A list of all Flight members (minimum of ten COPA members in good standing)
- Meeting times and locations

- 10.3.2 COPA Flights shall report as required to the authorities in the jurisdiction of residence.

10.4 Advocacy

- 10.4.1 A major role of COPA Flights is working with the COPA Advocacy Committee in developing and executing advocacy activities related to COPA Strategies. Flights are the voice of COPA for advocacy at the local and regional levels and in encouraging individual members to support and participate in COPA's advocacy activities.

APPLY TO BECOME A COPA FLIGHT OR REACTIVATE AN EXPIRED COPA FLIGHT

[for a COPA Flights Annual Status Report, complete the next form or download a copy from copanational.org/copa-flights]

We, the undersigned COPA members, ask the Canadian Owners and Pilots Association to formally recognize or reaffirm our group as a COPA Flight, organized in accordance with COPA Policy,

in _____ on _____
Municipality, Province (day/month/year)

Flight Number: _____

(if reactivating your COPA Flight, please indicate the Flight number or if you are applying to become a COPA Flight, COPA will assign you a Flight number)

Flight Name: _____

Note:

10 signatures of COPA members in good standing are required to form or renew a Flight. See COPA Policy No. 10.

COPA Membership No.	Name (Block letters)	Position	Signature (provide at least 10)
		Captain	
		Co-Captain	
		Navigator	
		Treasurer	
COPA Membership No.	Name (Block letters)	Position	Signature (provide at least 10)

COPA Membership No.	Name (Block letters)	Position	Signature (provide at least 10)

How many members are in this flight: _____ How many are active COPA members: _____

Additional Information

Please note, the following information will appear on the COPA Flight webpage at copanational.org.

Contact Person	<i>This can be the COPA Flight Captain or the executive who is the main point of contact for inquiries</i>
Flight's Email Address	<i>COPA Flights are encouraged to create a general e-mail specific to their flight</i>
Flight's Telephone Number	
Flight's Mailing Address	
Website (if applicable)p;	
COPA Discover Aviation Event Contact Person (if any)	
COPA Discover Aviation Event Contact E-mail Address (if any)	
Monthly meetings	<i>Please indicate the dates, time and location of reoccurring monthly meetings</i>
Upcoming events	<i>Please indicate the dates, time and location of any upcoming events</i>

COPA FLIGHT ANNUAL STATUS REPORT

[A fillable PDF-version of this form can be downloaded at: copanational.org/copa-flights]

Date: _____

This document is to be completed and sent to copa@copanational.org once the COPA Flight has held its Annual Election.

Flight Information	
<i>*Please note, the information provided will appear on the COPA website here.</i>	
COPA Flight Name:	COPA Flight number:
Name of main contact:	
COPA Flight address (or address of regular meeting location):	
COPA Flight telephone number (or Captain's telephone number):	
COPA Flight email*:	
<i>*As the email provided is published on COPA's website, it is advisable to have a generic e-mail address for the Flight. These can be on free services such as Gmail, Yahoo or Hotmail.</i>	
Communications	
Website:	
Social media pages:	
Leadership Contact Information	
Captain's name:	Captain's email:
Co-Captain's name:	Co-Captain's email:
Navigator's name:	Navigator's email:
Past President:	Past President's email:
Discover Aviation* Coordinator's name:	Discover Aviation Coordinator's email:
<i>*Discover Aviation is the new program that combines COPA for Kids and Discover GA.</i>	
COPA Flight Meetings and Events	
Upcoming and/or reoccurring meetings:	
Notes:	

Membership
<i>Please note: to qualify as a COPA Flight, you must submit the names and member IDs of at least ten (10) active COPA members, including the members who are elected to lead the Flight. COPA Flights may be formed with fewer than ten members in small or remote communities. Please include details in the notes below.</i>
How many members belong to this COPA Flight?
How many members are COPA members?

COPA Flight Membership Information

	COPA Membership ID	Name	Position
1			Captain
2			Co-Captain
3			Navigator
4			Past President
5			Discover Aviation Coordinator (if applicable)
6			
7			
8			
9			
10			

Additional COPA members

<i>We strongly encourage all COPA Flight members to be COPA members.</i>			

Notes:

Certificate of Insurance Request Form
Formulaire de demande d'un Certificat d'assurance
 Email to | Retourner par courriel: eborys@magnsaviation.com

Contact Information / Coordonnées					
COPA Flight #: Club #:		Captain: Capitaine:			
Main contact: Contact principal:		Email/Phone #: Téléphone/Courriel			
Name of event: Nom de l'événement:		Airport: Aéroport:			
Date(s) of event (incl. set-up & teardown): Date(s) de l'événement (incl. mise en place et démontage):					
Alternative/Rain dates (if applicable): Dates alternatives en cas de pluie (si applicable):					
Type of event/coverage (check as many as apply): Type d'événement / couverture (cochez toutes les cases qui s'appliquent):					
<input type="checkbox"/>	COPA AGM Fly-in AGA COPA RVA	<input type="checkbox"/>	Fly-in RVA	<input type="checkbox"/>	Fly-out Sortie aérienne
<input type="checkbox"/>	Safety Seminars Séminaires de sécurité	<input type="checkbox"/>	Trade Show Exposition commerçants	<input type="checkbox"/>	Camping at the airport Camping sur l'aéroport
<input type="checkbox"/>	COPA Flight Meetings Réunions d'escadrille	<input type="checkbox"/>	Non-racing air rally Rallye aérien sans course	<input type="checkbox"/>	Discover Aviation Découvrir l'aviation
<input type="checkbox"/>	Shuttle or Wagon pulled by a motorized vehicle Navette ou Wagons tiré par un véhicule motorisé	<input type="checkbox"/>	Office/Storage Space Bureau/Espace de rangement	<input type="checkbox"/>	Other (explain below) Autre (Élaborez SVP)
<input type="checkbox"/>	Food & beverages will be provided Boissons et repas fournis (non restaurateur)	<input type="checkbox"/>	Alcoholic beverages will be provided Boissons alcoolisées seront fournies		
Additional Insured: List those persons or organizations which have requested to be named on the policy. Please indicate their relationship to the event. (ie: Premises owner, co-organizer, etc.) Assuré additionnel: Liste des personnes ou organisations qui désirent être nommé sur cette police. SVP Indiquez leur relation avec cet événement (ex: propriétaire du terrain, co-organiseurs, etc.)					
Legal Name Nom légal		Address Adresse		Relationship Relation	
Will you have any of the following activities at your event (check all that apply): Aurez-vous les activités suivantes durant l'événement (indiquer toutes les activités)					
<input type="checkbox"/>	Parachute Jumps, Hot Air Balloons Sauts en parachute, Mongolfières	<input type="checkbox"/>	Model Aircraft Flying Avions téléguidés		
<input type="checkbox"/>	Military aerial display Démonstration aérienne militaire	<input type="checkbox"/>	Pyrotechnics, Fireworks, Bonfire or Campfire Pyrotechniques, Feux d'artifices , Feux de joie ou de camp		
<input type="checkbox"/>	Display Model Aircraft, Antiques, Vehicles, etc Exposition de modèles réduits d'avions , Antiquités, Véhicules, etc...	<input type="checkbox"/>	Air show/Air Demonstration Spectacle aérien/Démonstration de vol		
<input type="checkbox"/>	Fare paying airplane rides, Kiddy games or rides Tour d'avions payant, Manège pour enfants	<input type="checkbox"/>	Aerial Competition, Flour bombing or Other Explain: Compétition aérienne, bombardement ou Autre expliquer:		
<p>There is no coverage for these activities under COPA's Air Meet Policy. It is important you obtain separate coverage and a Certificate of Insurance from each participating performer, supplier & operator and have COPA named as an Additional Insured including Waiver of Subrogation on their coverage.</p> <p>Il n'y a pas de couverture d'assurance COPA pour ces activités mentionnés précédemment. Il est important que vous obteniez la couverture d'assurance nécessaire individuelle et que la COPA ainsi que votre escadrille soient nommés à titre d'assuré additionnel et compris la renonciation à la subrogation sur le Certificat d'assurance de tous les opérateurs, fournisseurs et participants.</p>					
Other Information: Autre information:					



Serving our Communities Since 1964





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copanational.org | copa@copanational.org | [@copanational](https://www.instagram.com/copanational)