




Policy & Procedures Manual

Approved June 2, 2024

Registered Office																											
1 - Definitions and Interpretation																											
1.1	Words and terms defined in article 1 of the By-laws shall have the same meanings in this Policy Manual.																										
1.2	The provisions of article 2 of the By-laws (Interpretation) shall apply equally to this Policy Manual.																										
2 - Location																											
2.1	The registered office of the Corporation is located at the City of Burlington in the Province of Ontario and the place or places therein where the business of the Corporation may, from time to time, be carried on.																										
2.2	<p><i>Changing the Location of the Registered Office</i></p> <p>The Board of Directors may change the location of the registered office of the Corporation within the Province of Ontario provided that no material changes in the location of the registered office takes place until such resolution shall be confirmed by special resolution of the members at the next annual general meeting of members.</p> <p>If the registered office must be vacated for reasons beyond the control of the Corporation <u>or</u> its Officers or Directors, the Executive Committee shall have the authority to temporarily re-locate the registered office until a permanent location may be determined in accordance with <u>this</u> section.</p>																										
3 - Financials																											
3.1	<p><i>Fees</i></p> <table> <tr> <td>Open Membership with magazine</td><td>\$95.00</td></tr> <tr> <td>Three-year Open Membership with magazine</td><td>\$250.00</td></tr> <tr> <td>Open Spouse Membership</td><td>\$50.00</td></tr> <tr> <td>Honourary Life Member annual renewal</td><td>\$0.00</td></tr> <tr> <td>3-month Temporary Member</td><td>\$50.00</td></tr> <tr> <td>Junior Membership with magazine</td><td>\$25.00</td></tr> <tr> <td>12-day Foreign Temporary Membership</td><td>\$15.00</td></tr> <tr> <td>Introductory Membership</td><td>\$30.00</td></tr> <tr> <td colspan="2"><i>(conditions apply, see website)</i></td></tr> <tr> <td>Club annual renewal</td><td>\$50.00</td></tr> <tr> <td>New Club application</td><td>\$75.00</td></tr> <tr> <td>Archived minutes per meeting</td><td>\$5.00</td></tr> <tr> <td colspan="2">Applicable taxes extra</td></tr> </table>	Open Membership with magazine	\$95.00	Three-year Open Membership with magazine	\$250.00	Open Spouse Membership	\$50.00	Honourary Life Member annual renewal	\$0.00	3-month Temporary Member	\$50.00	Junior Membership with magazine	\$25.00	12-day Foreign Temporary Membership	\$15.00	Introductory Membership	\$30.00	<i>(conditions apply, see website)</i>		Club annual renewal	\$50.00	New Club application	\$75.00	Archived minutes per meeting	\$5.00	Applicable taxes extra	
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3.2	<p><i>Reduction of Fees</i></p> <p>New annual memberships received after September 1 shall be charged at the full membership rate, and the membership term shall extend from the remainder of the year through the full following year.</p>																										

4 – Membership Year	
4.1	<p><i>Membership Year</i></p> <p>The membership year shall be the calendar year commencing with the 1st day of January and ending with the 31st day of December.</p>
5 - Corporate Insignia	
5.1	<p>The insignia of the corporation shall be as set out below:</p> <div style="text-align: center;">  </div> <p>The Board of Directors has the authority to vary the insignia by ordinary resolution to reflect significant events.</p>
6 – Member Sub-Categories	
6.1	<p><i>Class A Voting Member Sub-categories</i></p> <p>Pursuant to article 6.8.5 of the by-laws, the Corporation has established the following sub-categories of Class A members:</p>
6.1.1	<p><i>Open Member</i></p> <p>An Open Member shall be any person who is at least 18 years of age on the first of January in the year in which membership is sought.</p>
6.1.2	<p><i>Open Spouse Member</i></p> <p>An Open Spouse Member shall be any person who is the spouse, as defined by Canada Revenue Agency, of a current Class A member and at least 18 years of age on the first of January in the year in which membership is sought.</p>
6.1.3	<p><i>Life Member</i></p> <p>Life Members shall be members who are interested in the advancement of model aeronautics.</p>
6.1.4	<p><i>Honourary Life Member</i></p> <p>An Honourary Life Member shall be a person who has served the Association for at least one full term as President or has done outstanding service to the Association over a minimum period of ten (10) years. An Honourary Life Member shall be granted lifetime membership without fee.</p>
6.1.5	<p><i>Leader Member</i></p> <p>A Leader Member shall have been an open member of the Association for a minimum of ten (10) not necessarily consecutive years and shall have demonstrated leadership in model organizations or in scientific research and/or outstanding performance in the field of model aeronautics. The awards committee judging the merits of the application shall take the nominee's entire history with MAAC, including their years of service, into consideration.</p> <p>All Leader Members shall be recognized for their contributions to MAAC by means of a suitable certificate of achievement signed by the President of MAAC.</p>
6.2	<p><i>Class B Non-voting Member Sub-categories</i></p> <p>Pursuant to article 6.8.10 of the by-laws, the Corporation has established the following sub-categories of Class B members:</p>

6.2.1	<p>Club Affiliate Member (Chartered Clubs)</p> <p>Club Affiliate (Chartered Club) Members shall be clubs that implement the safety code of the Corporation and any other policies or directives reasonably required from time to time by the Board at any model operation sites of such Corporation, organization or club. All members of the club shall be current members of the MAAC or the Academy of Model Aeronautics in accordance with any reciprocal agreement between the two organizations, with the exception of social members as defined.</p> <p>Club Affiliate Members shall have the right to collect membership fees on their own behalf but may not do so on behalf of the Corporation.</p> <p>Club Affiliate Membership (Charter Club Membership) may be granted by the appropriate Zone Director. In order to be granted and maintain membership as a Club Affiliate Member, the applicant club or organization shall:</p>
6.2.1.1	be an association of three (3) or more individuals each of whom is a MAAC Open Member;
6.2.1.2	have the purpose and objectives of MAAC among its objectives;
6.2.1.3	have been accepted by the appropriate Zone Director of MAAC and the MAAC Board as a Club Affiliate Member (Charter Club Member);
6.2.1.4	undertake to use its best efforts to liaise with the Zone Director of its Zone and ensure that it appoints a representative to attend the Annual Zone Meeting in the Zone in which its head office is located;
6.2.1.5	appoint one of its members from time to time to represent the club at general or other meetings of members of the Corporation or the National Organization Zone to which the club belongs.
6.2.2	<p><i>Junior Member</i></p> <p>A Junior Member shall be any member who is under eighteen (18) years of age on the first of January in the year in which membership is sought.</p>
6.2.3	<p><i>Temporary Member</i></p> <p>Temporary memberships are short term memberships of varying terms or for varying individuals. All holders of Temporary memberships shall abide by the provisions of the appropriate MAAC policy, as amended from time to time. Temporary memberships include:</p>
6.2.3.1	<p><i>Three-month Temporary Memberships</i></p> <p>Three-month Temporary Memberships shall be required for all pilots whose permanent home address is not in Canada, when flying at MAAC-sanctioned sites in Canada, including Personal Flying Sites. This membership includes MAAC insurance.</p>
6.2.3.2	<p><i>Twelve-day Foreign Temporary Memberships</i></p> <p>Twelve-day Temporary Foreign Memberships shall be issued to individuals who are attending events or competitions in Canada, where such events or competitions shall not be longer than twelve (12) calendar days.</p>

7 – Member Rights	
7.1	Each member, regardless of class, shall:
7.1.1	Receive a unique registration number and membership card.
7.1.2	Be advised of the National Organization Zone in which they reside and with which they are accordingly affiliated. A member may request that the Board of Directors approve the transfer of such member's Zone affiliation to a Zone adjacent to the one in which they reside by delivering such request to the Secretary of the Corporation.
7.1.3	Be entitled to receive notice of, and attend, meetings of members of the Corporation and of the National Organization Zone to which they belong.
7.1.4	Be eligible to transfer to another membership class upon the approval of the Board of Directors and upon payment of any required fees or dues for the applicable membership class.
7.2	<i>Membership Entitlement, Class A Voting Members</i>
7.2.1	Each Class A Voting Member shall:
7.2.2	Be eligible to compete in any competitions sanctioned by the association or any competition sanctioned by any model organization which has a reciprocal agreement with MAAC and which is affiliated either directly or indirectly with the Fédération Aéronautique Internationale (F.A.I.).
7.2.3	Be eligible to represent Canada in world competition (F.A.I.) providing the member qualifies according to the regulations as set down by the association and is able to obtain an international sporting license as issued by the Aero Club of Canada. Be entitled to be heard at and vote on any matter at any annual or other general meeting of the members of the Corporation and the annual or any other general meeting of members of the National Organization Zone with which such member is affiliated.
7.2.4	Be eligible to be elected to the Board of Directors, or to hold any office in the Corporation or to be elected or appointed to the membership or chair of any standing committee.
7.3	<i>Membership Entitlement, Class B Non-voting Members</i> Each Class B Non-voting Member shall, in addition to the entitlements listed in section 7.1:
7.3.1	Be entitled to be heard at and vote on any matter at any annual or other general meeting of the members of the Corporation and the annual or any other general meeting of members of the National Organization Zone with which they are affiliated, where such right is stipulated in the Act or the By-laws and, where required by section 199 (1) of the Act (Class Vote), vote separately as a class.
7.4	<i>Persons Entitled to be Present at Members' Meetings</i> Subject to sections 7.1.3, 7.2.3 and 7.3.1, all members of the organization are entitled to attend any members' meeting of the Corporation or of the National Organization Zone.
7.5	<i>Persons Entitled to Attend Board of Directors and Executive Committee Meetings.</i> All members are entitled to audit any meeting of the Executive Committee or the Board of Directors except closed meetings. Closed meetings of the Executive

	Committee and Board of Directors can be held for corporate property security, sensitive financial information, disclosure of intimate, personal or financial details in respect to a person, acquisition or disposition of corporate property, decisions with respect to negotiations with employees, litigation affecting the organization and disciplinary action taken by the board against any Director, Officer or member. The public accountant of the Corporation and such other people who are entitled or required under any provision of the Act, articles or By-laws of the Corporation to be present at the meeting may also attend. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.
7.6	<i>Privacy</i> Except as set out in our Privacy Policy, MAAC will not disclose any personally identifiable information without permission unless legally entitled or required to do so or if it is believed that such action is necessary in relation to a claim made under MAAC's insurance policy that involves the individual. Members' disclosure of their email address or occupation is voluntary. By so disclosing, they consent to MAAC contacting them for such purposes in relation to the organization as it deems appropriate, including to seek their help as a volunteer in areas in which they may have expertise.
7.6.1	Birthdates are required for verification of membership status and used by the organization for demographic information.
7.6.2	Addresses are required for sending membership cards and other official communication of the organization.
7.6.3	Addresses are published if the member volunteers to serve administratively as President, Vice President, Executive Committee Member, Board Member, Committee Chairman or Committee member, etc.
7.6.4	Home Phone numbers are required for communication by the office or volunteers as specified above and may be published as part of the volunteer position; otherwise, they are kept confidential.
7.6.5	Work Phone numbers will be used only by the office for contact if other methods fail.
7.6.7	Email addresses are collected for communication purposes. The organization will use the email address for official communication such as confirmations, notices of members' meetings or renewals, etc.
7.6.8	Email addresses will be published in the official publication Model Aviation Canada if the member has volunteered as noted above. Email addresses are not visible on our web site.
7.6.9	Any other information collected on application forms is for organization demographics. No provision in this policy shall prevail over any right of members expressly provided for in the Act, or any other applicable statute.
8 - Zones	
8.1	<i>National Organization Zones</i>
8.1.1	The membership of the association shall be divided into 12 National Organization Zones.

8.1.2	<i>Merger and Division of Zones</i>
8.1.2.1	Two Zones may merge into a single Zone provided that the members of each original Zone separately approve the merger by a special resolution and the merger is subsequently approved by the Board of Directors by ordinary resolution.
8.1.2.2	A Zone may be divided into two or more Zones provided that the members of the original Zone approve the division by a special resolution and the division is subsequently approved by the Board of Directors by ordinary resolution. Where such division would result in the Corporation having more than the maximum number of Directors specified in the Articles, such division will not be effective until a Certificate of Amendment increasing the maximum number of Directors has been issued by the Minister.
8.1.2.3	A portion of one Zone may become part of an adjacent Zone and leave its original Zone provided that the members of each Zone separately approve the transfer by a special resolution and the transfer is subsequently approved by the Board of Directors by an ordinary resolution.
8.1.3	Zone Map Please refer to the MAAC web site for the zone map.
8.2	<i>Zone Boundaries</i>
8.2.1	Alberta Zone (A) All of Alberta, Northwest Territories and Nunavut.
8.2.2	Atlantic Zone (B) New Brunswick, Nova Scotia, P.E.I. and Newfoundland including Labrador.
8.2.3	British Columbia Interior/Yukon Zone (C) The area of British Columbia not enclosed by a line from Cape Scott on Vancouver Island directly east to Hope Island, then directly south-east to and not including Birken (north-east of Pemberton), then south-east to the southernmost point of highway 3 in Manning Park, then directly south to the United States of America Border.
8.2.4	Manitoba Northwestern Ontario Zone (D) All of Manitoba and Northwestern Ontario to a line drawn true north/south of Simpson Island just east of the town of Nipigon, Ontario.
8.2.5	Middle Ontario Zone (E) The border between the Middle Ontario Zone and the South-East Zone goes up highway 25 to Acton, then a straight-line north to Giants Tomb Island in Georgian Bay. Between the Middle Ontario Zone and the South-West Zone the line is a straight-line north from Clear Creek through Woodford, Ontario to Georgian Bay and to the north from Cape Rich across to Giants Tomb Island.
8.2.6	Northern Ontario Zone (F) A straight line from Giants Tomb Island in Georgian Bay to Mattawa on the border of Ontario and Quebec on the eastern side and on the western side a line drawn true north/south of Simpson Island just east of the town of Nipigon, Ontario and including Manitoulin Island.
8.2.7	Ottawa Valley Zone (G)

	The western border is a straight line from Colborne north to Mackee. On the east the zone ends at the Quebec border except for a forty-kilometer (40) kilometer radius around Pembroke and an eighty (80) kilometer radius from the centre of the Parliament Building (ie: Gatineau, Quebec).
8.2.8	Southwest British Columbia Zone (H) The area of British Columbia enclosed by a line from Cape Scott on Vancouver Island directly east to Hope Island, then directly south-east to and including Birken (north-east of Pemberton), then south-east to the southernmost point of highway 3 in Manning Park, then directly south to the United States of America border.
8.2.9	Saskatchewan Zone (K) All of the province of Saskatchewan.
8.2.10	South-East Ontario Zone (L) The western border between the South-East Ontario Zone and the Middle Ontario Zone goes up highway 25 to Acton then a straight-line north to Giants Tomb Island in Georgian Bay then a straight line to Mattawa on the border of Ontario and Quebec. The eastern border between the South-East Ontario Zone and the Ottawa Valley Zone is a straight line from Colborne north to Mackay.
8.1.11	South-West Ontario Zone (M) The eastern border between the South-West Ontario Zone and the Middle Ontario Zone is a straight-line north from Clear Creek through Woodford, Ontario. The western border is the border of the United States of America, to the north from Cape Rich to the main channel between Manitoulin Island and the mainland west of the United States of America border.
8.2.12	Quebec (N) The entire province of Quebec, except for a twenty-five-mile radius around Pembroke, and a fifty-mile radius around Hull, which belongs to the Ottawa Valley zone.
8.3	<i>Management of National Organization Zones</i>
8.3.1	Responsibility Each director of a national organization zone shall be responsible for the management of the affairs of such zone as may be prescribed in the by-laws and Policy Manual and further policies of the corporation.
9 – Annual General Meeting	
9.1	<i>Agenda</i>
9.1.1	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 to be added to the agenda at any time prior to the issuance of the notice of such meeting. The Board of Directors by majority resolution may amend the agenda for the annual general meeting at any time prior to the issuance of the notice of such meeting. Any specific resolution or recommendation duly passed by an annual Zone meeting shall be part of the agenda of the annual general meeting.
9.2	<i>Conduct of Annual General Meeting</i>

9.2.1	At every annual meeting of members of the corporation, in addition to any other business that may be transacted, the report of the directors, the reports of the committee chairmen, the financial statement, resolutions and recommendations arising from Zone meetings and the report of the public accountant shall be presented and public accountant appointed for the ensuing year. The members may consider and transact any business either special or general at any meeting of the members.
10 – Board of Directors	
10.1	<i>Composition of the Board</i> The property and business of the corporation shall be managed by a Board of Directors, comprised of a minimum of three Directors, and shall include one Director from each of the National Organization Zones, and the President who shall act as the Chairman of the Board of Directors.
10.2	<i>Change in Number of Directors</i>
10.2.1	The members may, by special resolution of all classes of members, increase or decrease the minimum or maximum number of Directors specified in the Articles, but no decrease shall shorten the term of an incumbent Director. Such a change shall be effective on the date of issuance of a Certificate of Amendment by the Minister.
10.2.2	Subject to the Articles, the members may, from time to time by ordinary resolution, fix the number of Directors of the Corporation, provided the number of Directors so fixed is less than or equal to the maximum number of Directors, and greater than or equal to the minimum number of Directors specified in the Articles.
10.3	<i>Election of Directors</i>
10.3.1	Election of the Zone Director shall occur at the following annual Zone meetings: Zones A, C, E, G, I, K and M shall be in even numbered calendar years and the remaining Zones (B, D, F, H, L and N) shall be in odd numbered calendar years.
10.3.2	The election of any additional Directors resulting from an increase in the number of Directors as provided for in section 10.2.1 shall be by an ordinary resolution of the members of the affected Zone(s) at a meeting duly called for the purpose of electing such Directors to the Board of Directors.
10.3.3	Persons willing to be nominated for the position of Zone Director or Deputy Zone Director shall declare such intentions at least 40 days prior to the annual Zone meeting. This intention shall be forwarded to the current Zone Director and MAAC head office for inclusion in the annual Zone meeting agenda. This will allow such nominees to be properly included in the agenda of the annual Zone meeting.
10.4	<i>Office of Director to be Vacated</i> The office of Director shall be automatically vacated:
10.4.1	If at a meeting of members, a resolution is passed by 2/3 of the members present at the meeting that they be removed from office, such resolution to contain the reason for removal.
10.4.2	The Director commits an act specified in article 13.10 of the by-laws.
10.4.3	If a Director has resigned their office by delivering a written resignation to the Secretary of the Corporation.
10.4.4	On death.

10.5	<i>Filling of Vacancies</i>
10.5.1	If a vacancy of a Director shall occur for any reason, the Deputy Zone Director, if eligible under article 13.9.2 of the by-laws, who was elected in the National Organization Zone in which the vacating Director is represented shall fill such vacancy until the next annual Zone meeting or until a new Zone Director is elected, whichever comes first.
10.5.2	If no such Deputy Zone Director is available or is unwilling or ineligible to serve on the Board, the President shall appoint a Zone Director to serve until the next National Organization Zone meeting.
10.5.3	Any member of the National Organization Zone in which the vacating Director is represented may call a meeting of the members of such Zone to fill the vacancy.
10.5.4	If the term of office of the vacating Director has not expired at the time of the election of a replacement Director under sections 10.5.2 or 10.5.3, the replacement Director so elected shall serve out the balance of such term.
10.5.5	A replacement Director appointed or elected under this section 10.5 shall be considered, for the purposes of article 13.9 of the by-laws (Term Limits for Directors), to have served a full two-year term if they served as a replacement for one (1) year and one (1) day or more.
10.5.6	A replacement Director appointed or elected under this section 10.5 shall be considered, for the purposes of article 13.9 of the by-laws (Term Limits for Directors), not to have served as a Director if they served as a replacement for one (1) year or less.
10.6	<i>Remuneration of Directors, Not for Pecuniary Gain</i>
10.6.1	The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their position as such; provided that a director may be paid reasonable expenses incurred by themselves in the performance of their duties. All expense claims must be submitted to the MAAC Office no later than January the 10th of the year following the expense to qualify for reimbursement. Expense claims submitted after that time will not be considered, however the executive committee, may at its discretion, consider an appeal, from the claimant, based on extenuating circumstances and authorize a late claim. Should the late claim be from a member of the executive committee they shall not take part in considering the extenuating circumstance or decision. The decision of the executive committee shall be final and binding.
10.6.2	Nothing herein contained shall be construed to preclude any director from serving the corporation as an officer or in any other capacity and receiving compensation therefore.
10.7	<i>Board Meetings</i>
10.7.1	Developing the Agenda <ul style="list-style-type: none"> (a) The agenda shall be developed by the President with the assistance of the Chief Staff Officer. (b) The agenda is developed to reflect the immediate and, to some extent, the long-term needs of the association. It shall be tailored to fit the time available for the meeting. Often there is too much business to deal with at a single

	<p>meeting, so the process of developing the agenda involves setting priorities and realistically assessing what can be accomplished during a meeting.</p> <p>(c) Agenda items and accompanying documents may be submitted to the chair in advance, by staff, Directors, chairs of committees, advisory groups and appointees, so that they can be prioritized for inclusion in an upcoming meeting agenda. A written motion, to support the proposed agenda item, should be provided when appropriate but is not mandatory.</p> <p>(d) Other business is reserved for matters that arise from the minutes that require a more fulsome discussion and items added to the agenda by approval of a motion to amend the circulated agenda. No decisions may be made on a substantive business matter under other business. When all the business on the approved agenda has been dealt with and there is time remaining, the chair may invite the Directors to raise any other items of a routine nature or other matters that do not require formal notice.</p>
10.7.2	<p><i>Recording the Minutes</i></p> <p>Minutes are the permanent record of the proceedings of the Board of Directors' meetings. The meeting Secretary may use a recording device to assist with the taking of minutes. Those recordings should be erased once the minutes are official. They are prepared by the meeting Secretary and include but are not limited to the following:</p> <ul style="list-style-type: none"> (a) Date, time and place of the meeting. (b) The name of the person in the chair and any changes in the chair. (c) The names of all Directors and any other regular participants present at the meeting, whether they arrive after the meeting has started or left before the meeting has concluded. If a Director or regular participant arrives after the meeting has been called to order, stepped out and returned and/or departed before the meeting ends, it should be noted at the relative place in the minutes. Directors who have given prior notice that they will not be able to attend are recorded under "Regrets" and those that have not provided notice recorded as "Absent". It would be reasonable to have a minimum notice time to be recorded as "Regrets". (d) The names of other people in attendance that are not part of the regular meeting. They may be presenters, advisors, observers or others. Any member is permitted to observe Board meetings. (e) Minutes serve to record what happened at a meeting. Opinion and speculation do not belong in the minutes of a meeting. There are three standard styles of minutes: action, discussion and verbatim. Action minutes and, where the Secretary deems it useful, a synopsis of a topic covered shall be used. (f) Action minutes record the decisions reached and the actions to be taken but do not record the discussions that went into making the decisions. They include a report of actions taken since the last meeting as well as planned actions.

	<p>(g) Record all motions properly moved, including the name of the mover and seconder. Motions should stand on their own and be complete enough so that a reader understands what was decided.</p> <p>(h) The results of all votes taken.</p> <p>(i) A list of reports and documents included as part of the agenda and those introduced during the debate of motions, with copies of these reports attached to the official minutes.</p> <p>(j) Any commitments made by those in attendance or present at the meeting.</p> <p>(k) The time, date and place of the next meeting.</p> <p>(l) The time of adjournment.</p> <p>(m) The signature of the meeting Secretary and Chair, once the minutes have been approved by the Board.</p> <p>(n) If possible, the minutes of meetings shall be translated and posted on the website within sixty days.</p>
10.8	<p><i>Open and Closed Meetings</i></p> <p>Meetings of the Board of Directors shall normally be open to the members and minutes thereof posted on the MAAC website and made available for members' review at the head office of the Corporation.</p> <p>Notwithstanding any other provision of the by-laws or this Policy Manual, and subject to section 7.5 herein, the Board may hold portions of its meetings, or entire meetings, in executive session and such meetings shall be considered "closed" meetings. Minutes of such meetings shall not be posted on the MAAC website nor shall they be made available for members' review.</p>
11 - Powers and Duties of the Board of Directors	
11.1	<p><i>The Board of Directors shall:</i></p> <p>Insurance</p> <p>Maintain insurance coverage for the members of the association.</p>
11.2	<p><i>Receiving Reports</i></p> <p>At any Board meeting, receive reports of Directors and committee and advisory group chairmen and shall approve, reject or table same and provide direction and establish necessary effective dates if indicated. A reason for rejection shall be given.</p>
11.3	<p><i>Submissions Regarding Rules</i></p> <p>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. The Board may, at any time during this process, refer the submission to an existing committee or</p>

	advisory group for input on the content of the submission, or may appoint an ad hoc committee for the same purpose.
11.4	<p>Team Trials</p> <p>Consider submissions from interest category chairmen with respect to holding of FAI “Team Trials” for the purpose of selection of team members to represent MAAC 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.</p>
11.5	<p>Duty to Manage or Supervise Management</p> <p>Subject to the Act, the by-laws of the corporation and any unanimous member agreement, the directors shall manage or supervise the management of the activities and affairs of the corporation and may exercise all such other powers and do all such other acts and things as the corporation is so authorized to exercise and do.</p>
11.6	<p>Enable the Corporation to Solicit</p> <p>The board of directors shall take such steps as they may deem requisite to enable the corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the corporation.</p>
12 – Executive Committee	
12.1	<p><i>Duties of the Executive Committee</i></p> <p>The Executive Committee:</p>
12.1.1	shall, when the Board is not in session, supervise and maintain the operations of the Association and recommend changes to be addressed when the Board is in session 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.
12.1.2	shall have the power to authorize all operating expenditures. Any capital expenditure over \$2,000.00 must be put to a vote by the Board.
12.1.3	may, subject to the by-laws of the Association, give such direction to the Officers of the Association regarding all matters as in their judgment is deemed necessary.
12.1.4	Exercise such powers as are authorized by the Board of Directors and shall see that all orders and resolutions of the Board of Directors are carried into effect.
12.1.5	Perform such other duties as shall from time to time be imposed upon it by the Board of Directors.
12.1.6	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.
12.2	<i>Structure</i>

12.2.1	The executive committee shall be composed of the President, the Vice-President, and three Board members at large. The Board members at large shall each be appointed or elected by a majority vote of the Board of Directors. Executive Committee members shall receive no remuneration for serving as such but are entitled to reasonable expenses incurred in the exercise of their duty. The membership shall be advised of the positions prior to the conclusion of the annual general meeting at which time the President, if newly elected as such, shall cease to be a Zone Director.
12.3	<i>Term</i>
12.3.1	The President shall serve on the Executive Committee during their term of office. The other members of the Executive Committee shall hold office for one (1) year from the date of appointment or election, or until their successors are elected or appointed in their stead, or they cease to be a Zone Director, at which point they cease to be a member of the Executive Committee.
12.4	<i>Limits on Authority</i> Despite section 10.1 no Executive Committee, managing director or any committee of Directors shall have the authority to:
12.4.1	Submit to the members any question or matter requiring the approval of members.
12.4.2	Fill a vacancy among the Directors or in the office of public accountant or appoint additional Directors.
12.4.3	Issue debt obligations except as authorized by the Directors.
12.4.4	Approve any financial statements required by the Act or the by-laws to be placed before the members at an annual general meeting. The public accountants require the signature of two Officers or Board members before publication of the financials for the members.
12.4.5	Adopt, amend or repeal by-laws.
12.4.6	Establish contributions to be made, or dues to be paid, by members.
12.5	<i>Meetings and Notice</i> Meetings of the Executive Committee shall be held at any time and place to be determined by the members of such committee provided that forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each member of the committee.
12.6	<i>Quorum</i> A majority of the members of such committee but no fewer than three (3) shall constitute a quorum.
12.7	<i>Removal from Committee</i> Any Executive Committee member may be removed by a majority vote of the Board of Directors. This vote is to be held at a special or regular meeting of the Board of Directors which has been called as outlined previously in the by-laws.
12.8	<i>Filling Vacancies</i> Any casual vacancy on the Executive Committee may be filled by a majority vote of the Board of Directors from among their number.

12.9	<p><i>Open and Closed Meetings</i></p> <p>Meetings of the Executive Committee shall normally be open to the members and minutes thereof posted on the MAAC website and made available for members' review at the head office of the Corporation.</p> <p>Notwithstanding any other provision of the by-laws or this Policy Manual, and subject to section 7.5 herein, the Executive Committee may hold portions of its meetings, or entire meetings, in executive session and such meetings shall be considered "closed" meetings. Minutes of such meetings shall not be posted on the MAAC website, nor shall they be made available for members' review.</p>
13 - Minutes of Meetings	
13.1	<p><i>Directors Meetings</i></p> <p>Subject to section 10.8 herein, the minutes of the board of shall be available to the board of directors, each of whom shall receive a copy of such minutes. The minutes shall be posted on the MAAC website and shall be available to the membership for viewing during the usual business hours of the corporation. A copy can be made available at a reasonable fee.</p>
13.2	<p><i>Executive Meetings</i></p> <p>Subject to section 12.9 herein, the minutes of the executive committee shall be available to members of the executive committee and members of the board of directors. Each member of the executive and of the board of directors shall receive a copy of such minutes. The minutes shall be posted on the MAAC website and shall be available to the membership for viewing during the usual business hours of the corporation. A copy can be made available at a reasonable fee.</p>
13.3	<p><i>Member Meetings</i></p> <p>The minutes of the annual or any other general meeting of the members shall be available to the general membership of the corporation, each of whom shall receive a copy of such minutes by mail or by publication in a newsletter or national publication of the corporation or by electronic transmission. The minutes shall also be posted on the MAAC website.</p>
14 – Duties of Officers	
14.1	<i>The President shall:</i>
14.1.1	Upon assumption of office, cease to be a zone director.
14.1.2	Be the chief executive officer of the association in the absence of any other duly designated chief executive officer.
14.1.3	Preside over all meetings of the Corporation, Executive and Board of Directors, meetings and perform other duties from time to time as directed by the Board of Directors.
14.1.4	Have general and active management of the business of the Association.
14.1.5	See that all orders and resolutions of the Board of Directors are carried into effect.
14.1.6	With the Secretary and 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.

14.1.7	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.
14.1.8	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.
14.1.9	At meetings of the Board and Executive Committee, only vote to break a tie.
14.2	The Vice-President shall:
14.2.1	In the absence, unwillingness to act, or disability of the President, perform the duties and exercise the powers of the President.
14.2.2	Perform such duties as shall, from time to time, be required of them by the Board or the President.
14.3	<i>The Secretary shall:</i>
14.3.1	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.
14.3.2	Give or cause to be given notice of all calls and dues to be paid by the members.
14.3.3	Maintain and keep the minute book of the Association and shall ensure approved minutes are signed by the meeting chair, after approval by the Board of Directors.
14.3.4	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.
14.3.5	Restore or cause to be restored to the Association in case of their death, resignation, retirement or removal from office, all books, papers, vouchers, money and other property of whatever kind in their possession or under their control belonging to the Association.
14.3.6	Act as the secretary of the Executive Committee.
14.3.7	Sign certificates relating to clubs and flying sites, certificates of awards and honours, and such other certificates and documents as may be required by the board or the president from time to time.
14.3.8	Upon assuming the role, and annually thereafter, sign the Association's confidentiality and non-disclosure statement included as part of the MAAC Board of Directors' code of ethics and submit it to the MAAC office, MAAC Executive Committee, and retain a copy for themselves.
14.3.9	Perform such other duties as may be prescribed by the Board or the President.
14.4	<i>The Treasurer shall:</i>
14.4.1	Keep full and accurate accounts of receipts and disbursements in books belonging to the Association.
14.4.2	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.

14.4.3	Disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements.
14.4.4	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.
14.4.5	Accept responsibility for the operation of the Association headquarters organization in accordance with a manual approved by the Board of Directors.
14.4.6	Restore or cause to be restored to the Association in case of their death, resignation, retirement, or removal from office, all books, papers, vouchers, money, and other property of whatever kind in their possession or under their control belonging to the Association.
14.4.7	Upon assuming the role, and annually thereafter, sign the Association's confidentiality and non-disclosure statement included as part of the MAAC Board of Directors' code of ethics and submit it to the MAAC office, MAAC Executive Committee, and retain a copy for themselves.
14.4.8	Perform other duties as may be prescribed by the Board or President.
14.5	<i>The Executive Director or Chief Staff Officer shall:</i>
14.5.1	Be the Chief Executive Officer of the Association and, as such, be responsible for execution of Board directives and initiatives as assigned.
14.5.2	Manage the staff of the Association.
14.5.3	Attend all sessions of the Board and Executive, and act as an advisor to those bodies as necessary.
14.5.4	Manage the development and implementation of an ongoing communication strategy, including execution of such a strategy.
14.5.5	Manage the development and implementation of an ongoing communication strategy, including execution of such a strategy.
14.5.6	Supervise the Association's information technology infrastructure to ensure it meets the needs of the organization.
14.5.7	Report to the Board regularly on the status of finances, programs, projects, and initiatives as required.
14.5.8	Regularly update the Board on upcoming issues for their consideration and decision-making and make recommendations as appropriate.
14.5.9	Manage the preparations for the annual general meeting and other meetings of members in compliance with the Act, the by-laws, this Policy Manual, and other policies as relevant.
14.5.10	Draft, for the approval of the Board, policies and operating plans that reflect Board directives.
14.5.11	Support the Directors in their preparation and execution of annual Zone meetings as requested.
14.5.12	Upon assuming the role, and annually thereafter, sign the Association's confidentiality and non-disclosure statement included as part of the MAAC Board of Directors' code of ethics and submit it to the MAAC office, MAAC Executive Committee, and retain a copy for themselves.

14.5.13	Restore or cause to be restored to the Association in case of their death, resignation, retirement, or removal from office, all books, papers, vouchers, money, and other property of whatever kind in their possession or under their control belonging to the Association.
14.5.14	Perform such other duties as may be prescribed by the Board or the President.
15 – Zone Director	
15.1	<i>The Zone Director shall:</i>
15.1.1	Act as a member of the Board.
15.1.2	Call an annual zone meeting pursuant to section 10.3.1 of this Manual for the purpose of electing a Director for the ensuing term. Should the Director be elected to the position of the President, become incapacitated or removed from office for any reason, the Deputy Zone Director, if eligible under article 13.9.2, shall immediately assume the office of Zone Director. The Zone Director shall call an election for a new Deputy Zone Director. If the Deputy Zone Director is ineligible under by-law article 12.9.2, the provisions of section 10.5 of this Manual (Filling of Vacancies) shall apply.
15.1.3	Each of the National Organization Zones shall at the annual Zone meeting indicated in section 15.1.4 elect from its members a Deputy Zone Director who shall serve for a two-year term.
15.1.4	Election of the Deputy Zone Director shall occur at the following annual Zone meetings: Zones A, C, E, G, I, K and M shall be in odd numbered calendar years and the remaining zones (B, D, F, H, J, L and N) shall be in even numbered calendar years.
15.1.5	Submit to the Association contest directorship applications for processing.
15.1.6	Provide liaison between the Club Affiliate Members and members and the Board and its standing committees.
15.1.7	Recommend to the Association for processing and approval, initial and renewal of all flying site sanctions or event requests involving any flying activities received from the Club Affiliate members, as stipulated in MAAC policy and process.
15.1.8	Establish a consensus within the Zone on direction to be taken at any Directors meeting on items requiring agenda action.
15.1.9	Submit a report with respect to their Zone meeting to headquarters, prior to October 31st. Said report must contain any specific resolutions or recommendations passed at the annual Zone meeting.
15.1.10	Attend or provide a proxy vote on all agenda items in the annual general meeting and vote for all proxies assigned to them.
15.1.11	Arbitrate on all matters of concern solely within the Zone.
15.1.12	Submit committee Zone representation to the chairmen of committees when requested to do so by said chairmen.
15.1.13	Shall liaise with the MAAC representatives as elected by the Club Affiliate members.
15.1.14	Upon election, the Zone Director and Deputy Zone Director shall sign the confidentiality and non-disclosure statement included as part of the MAAC Board of Directors' code of ethics and submit it to the MAAC office, MAAC Executive Committee, and retain a copy for themselves.

15.2	<i>Casual Vacancy of Deputy Zone Director</i>
15.2.1	If a vacancy of a Deputy Zone Director shall occur for any reason, the Zone Director shall appoint one of the Assistant Zone Directors in the National Organization Zone which the vacating Deputy Zone Director represented who shall fill such vacancy until the next annual Zone meeting or until a new Deputy Zone Director is elected, whichever comes first.
15.2.2	If no such Assistant Zone Director is available, or is unwilling to serve, the Zone Director shall appoint a Deputy Zone Director from among such Zone's membership to serve until the next National Organization Zone meeting.
15.2.3	Any member of the National Organization Zone which the vacating Deputy Zone Director represented may call a meeting of the members of such Zone to fill the vacancy.
16 – Zone Meetings	
16.1	<p><i>When Held</i></p> <p>The annual Zone meetings are held in the fall of each year, as specified in article 7.9.1 of the by-laws, within the geographical boundaries of the Zone as defined in section 8.2 of this Policy Manual at the call of the Zone Director for the purpose of Zone elections, Zone business, standing committee appointments, Leader member nominations and resolutions and recommendations from the Zone to be considered at the next Annual General Meeting.</p>
16.2	<p><i>British Columbia Residency</i></p> <p>The annual Zone meeting of the British Columbia Coastal Zone shall alternate yearly between Vancouver Island and that portion of the British Columbia Coastal Zone on the mainland of British Columbia.</p> <p>Should the British Columbia Coastal Zone Director reside on Vancouver Island, then the Deputy Zone Director shall reside on the mainland portion. Alternately if the Zone Director resides on the mainland portion of the Zone, then the Deputy Zone Director shall reside on Vancouver Island.</p>
16.3	<p><i>Calling of a Requisitioned Meeting</i></p> <p>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 members holding voting rights in their Zone.</p>
16.4	<p><i>Notice of Meeting</i></p> <p>Notice of the annual meeting as provided for in paragraph 16.1 above shall be provided to all voting members and 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 and shall contain nominations for Zone Director, Deputy Zone Director, Leader award nominations and Zone resolutions and recommendations, with sufficient information to permit a Zone member to form a reasoned judgment on the decisions to be taken. Notice of each Annual Zone Meeting must remind the member they have the right to vote by proxy or by advanced poll.</p>

	<p>Zone resolutions, recommendations, Leader award nominations and nominations for Zone Director and Deputy Zone Director must be submitted to the Zone Director at least 40 days in advance of the Zone meeting so they can be included in the agenda that forms part of the notice of meeting. This is to permit members who cannot attend in person to vote by proxy or by advanced poll.</p> <p>Notice of a requisitioned meeting shall be provided to all members entitled to vote thereat at least twenty-one (21) days in advance by the Zone Director. Copies of the agenda shall be supplied with the notice along with sufficient information to permit a Zone member to form a reasoned judgment on the decision to be taken. Notice of such meeting must remind the member they have the right to vote by proxy and advanced poll. Those who have requisitioned the meeting shall provide all relevant material to the Zone Director at least seven (7) days before the notice of meeting is issued.</p>
16.5	<p><i>Quorum</i></p> <p>A quorum shall consist of five (5%) percent of the members entitled to vote at the meeting, whether in person, represented by proxy, or through advanced polling.</p>
16.6	<p><i>Voting</i></p> <p>Voting may be in person or by proxy provided that the proxy are themselves 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. Advanced voting shall be conducted in accordance with article 9.5 of the by-laws (Absentee Voting by Advanced Vote).</p>
16.7	<p><i>Meeting Report</i></p> <p>The Director shall prepare the minutes of the Zone meeting respecting the outcome and motions approved. The report shall then be submitted to the head office. Copies of all such reports shall then be forwarded to the Executive Committee. The Executive Committee shall prepare an agenda for the Corporation's annual general meeting based on matters raised during the annual Zone meetings. Each Zone Director will promote those items raised at their annual Zone meeting at the annual general meeting and each Zone Director is responsible to ensure that those items, which are a concern within their Zone, shall be properly placed on the agenda of the annual general meeting.</p>
16.4	<p><i>Club Affiliate Attendance</i></p> <p>Club Affiliate members (chartered clubs) should use best efforts to send at least one of their MAAC representatives to the annual zone meeting as called.</p>
17 - Committees	
17.1	There shall be four types of committees:
17.1.1	<i>Standing Committees</i>
17.1.1.1	Standing committees shall be established where there is an ongoing need for: Expertise relating to specific categories of model aeronautics and/or model aeronautic competition.
17.1.1.2	Liaison with one or more external organizations.
17.1.1.3	Expertise relating to the administration of the Association.

17.1.2	Ad Hoc Committees of the Board.
17.1.2.1	Ad hoc committees of the Board are committees of the Board appointed to address a specific, time-limited task.
17.1.2.2	Notwithstanding section 17.1.2.1, standing committees and advisory groups may also constitute ad hoc committees which report to them.
17.1.3	Advisory Groups Advisory groups are committees which are highly specialized in nature and deal with complex technical issues. They require a high level of skill in the topics with which they deal.
17.1.4	Appointment Committees Appointment committees may be standing or ad hoc. They typically consist of one person and may represent the Association as delegates to a related organization or act as small task forces dealing with a particular issue.
17.2	<i>Constitution and Dissolution of Committees</i>
17.2.1	Standing Committees
17.2.1.1	Standing committees are created and dissolved by ordinary motion of the Board of Directors. The motion to create a committee shall state the purpose of the committee and any Board recommendations or conditions.
17.2.1.2	FAI Standing Committee Notwithstanding anything else contained in this section 17, the FAI Standing Committee shall be comprised of the chairs of all committees that include FAI disciplines.
17.2.2	Ad Hoc Committees
17.2.2.1	Board ad hoc committees are created and dissolved by ordinary motion of the Board of Directors. Upon acceptance of their final report by the Board of Directors, they are dissolved.
17.2.2.2	Consistent with section 17.1.2, standing committees and advisory groups may appoint ad hoc committees from within their membership to address a specific, time-limited task. Upon acceptance of their final report by the body that constituted them, they are dissolved.
17.2.3	Advisory Groups Advisory groups are created and dissolved by ordinary motion of the Board of Directors.
17.2.4	Appointment Committees Appointment committees may be created and dissolved by ordinary motion of either the Board of Directors or the Executive Committee.
17.3	<i>Appointment of Chairs and Members</i>
17.3.1	Standing Committees
17.3.1.1	The National Organization Zones, at their respective annual Zone meetings may each appoint up to two (2) interested members to each standing committee. The members of each committee shall elect from among their number a chair. The Zone whose member has been elected as chair may appoint a replacement member to the

	committee. Committee members and committee chairs serve a term of one year, but this may be renewed.
17.3.1.2	If more than two Zone members are nominated to membership for a given standing committee, two of the nominees shall be chosen for appointment by a plurality vote of the members in attendance at the annual Zone meeting in person or represented by proxy. New annual appointments shall be placed on the appropriate standing committee by the Zone Director and departing members removed, using the automated MAAC Business Application, no later than November 1st of each year.
17.3.2	Ad Hoc Committees
17.3.2.1	The chair and members of Board ad hoc committees shall be appointed by the Board of Directors. Their terms of office are equal to the term of the committee to which they belong.
17.3.2.2	Consistent with section 17.1.2.2, standing committees and advisory groups may appoint ad hoc committee members and chairs from within their membership. Their terms of office are equal to the term of the committee to which they belong.
17.3.3	Advisory Groups The chair and members of advisory groups shall be appointed by the Board of Directors and shall include at least one (1) sitting Director. Other than the Board member appointed to the group, who shall serve as long as they remain a Director, there are no specified terms of office, but both chair and members serve as such at the pleasure of the Board of Directors.
17.3.4	Appointment Committees The Chair and, if applicable, members of an appointment committee are appointed by the body which created them.
17.4	<i>Voting</i>
17.4.1	Where a vote is required at any committee, the vote shall be by show-of-hands unless a poll is requested by a committee member. A declaration by the chair that a vote has been carried or failed of passage shall be sufficient. The chair shall vote as an ordinary member of the committee.
17.4.2	In the event of a tied vote, the chair shall have a second, casting, vote.
17.5	<i>Terms of Reference</i> For the purposes of this section, “terms of reference”, “mandate”, “committee regulations” and “charter” shall all mean the document which outlines the purpose, make-up and operational method of a committee.
17.5.1	Standing Committees Subject to the purpose of the committee and any conditions specified by the Board in the motion which created the committee, each newly created standing committee shall develop its own terms of reference. Such terms of reference shall be subject to review and, if appropriate, approval by the Board.
17.5.2	Ad Hoc Committees
17.5.2.1	The Board shall assign terms of reference, including a task description and a completion date for its task, to each Board ad hoc committee as part of the motion which created it.

17.5.2.2	Consistent with section 17.1.2, the committee or advisory group that created the ad hoc committee shall assign its terms of reference, including a task description and a completion date for its task.
17.5.3	<p>Advisory Groups</p> <p>Subject to the purpose of the group and any conditions specified by the Board in the motion which created the group, each newly created advisory group shall develop its own terms of reference. Such terms of reference shall be subject to review and, if appropriate, approval by the Board.</p>
17.5.4	<p>Appointment Committees</p> <p>The Board or Executive shall specify each appointment committee's terms of reference.</p>
17.5.5	<p>Contents of Terms of Reference</p> <p>For all types of committees, however constituted, their terms of reference shall include:</p> <ul style="list-style-type: none"> • A detailed list of the purposes for which each was created and the activities it should carry out. • Authority: <ul style="list-style-type: none"> ○ The date of the motion constituting it and the by-law or policy authority under which it was constituted. ○ The committee's goal(s). ○ The committee's deliverables. • Membership: <ul style="list-style-type: none"> ○ The membership of the committee and any conditions which members must meet. ○ The ability, if any, of the committee to recruit subject matter experts. ○ The ability, if any, of the committee to retain external advisors. • Meetings: <ul style="list-style-type: none"> ○ The frequency at which the committee will meet, and the minimum number of meetings it must hold in a membership year. ○ The method of holding meetings. ○ Information on the calling of meetings and the notice period. • Any budgetary authority the committee may have. • Any other conditions under which the committee shall operate. • Version control.
17.6	<i>Duties Common to all Committees</i>
17.6.1	<p>Each duly constituted committee shall:</p> <ul style="list-style-type: none"> • Meet not less than once in each membership year. • Biannually review and submit recommendations on its terms of reference to the Board of Directors or, if created by the Executive Committee, to the said Executive Committee. A committee may choose to recommend no changes. • Submit a formal annual report to the Board of Directors for circulation to the membership. A committee which fails to submit such a report may be dissolved.

	<ul style="list-style-type: none"> ○ Notwithstanding the above, provide interim updates verbally or in writing to the Board of Directors as requested or pursuant to a reporting schedule established by the Board. • Prepare and submit its budget requirements for the upcoming fiscal year to the Board of Directors no later than October 1st of the prior fiscal year. • Comply in a timely fashion with any requests from the Board or public accountant for information related to the annual financial review or audit. • Maintain a set of files, activity reports and procedures, so that transfer of responsibility can take place in an orderly fashion to new committee members. These documents shall be available to all members of the committee on request. • Comply with any other lawful request of the Board of Directors.
17.7	Duties of Specific Types of Committees
17.7.1	<p>Standing Committees</p> <p>In addition to the duties prescribed in section 17.6, each standing committee shall:</p> <ul style="list-style-type: none"> • Elect a chair annually by majority vote from among their number and communicate the name of the chair to the Association's head office within thirty days of election. • Submit recommendations: <ul style="list-style-type: none"> ○ In the case of committees involved with contests and record trials, prepare all drafts of new and changed regulations for such contests and record trials and submit recommendations to the Board for approval. ○ In the case of committees with administrative purposes, prepare and submit recommendations annually on subjects within their competence to the Board. • In the case of committees involved with contests and record trials, prepare contest kits and/or requirements and submit same to the Association headquarters for duplication and distribution as required. • In the case of committees involved with contests and record trials, advise the National and MAAC FAI Committees regarding the organization of National contests and FAI World Championship Team Selection.
17.7.2	<p>Ad Hoc Committees</p> <p>In addition to the duties prescribed in section 17.6, each ad hoc committee shall:</p> <ul style="list-style-type: none"> • Prepare and submit to the Board or the committee/advisory group which appointed it, on conclusion of its task, a report containing: <ul style="list-style-type: none"> ○ Its recommendations and the reasons therefor. ○ Any significant findings or information developed during the course of its work. ○ Any significant difficulties it encountered during the course of its work. • Where the task completion date is more than fifteen (15) months after the committee's creation, prepare and submit to the Board or the committee/advisory group which appointed it, on each anniversary of the committee's creation, a progress report.

17.7.3	<p>Advisory Groups</p> <p>In addition to the duties prescribed in section 17.6, each advisory group shall:</p> <ul style="list-style-type: none"> • Advise the Board of Directors of issues within its competence that it may identify and recommend and, upon Board approval, execute a corrective or other course of action.
17.7.4	<p>Appointment Committees</p> <p>In addition to the duties prescribed in section 17.6, each appointment committee shall:</p> <p>Advise the Board of Directors of issues within its competence that it may identify and recommend and, upon Board approval, execute a corrective or other course of action.</p>
18 – Rules of Order	
Procedures for Meetings and Organizations, by M.K. Kerr and H.W. King, Carswell Legal Publications, Toronto, 1988 or later additions, shall govern the organization and all procedural matters not otherwise covered by the Act, the Regulations, the by-laws or the Policy Manual.	
19 – Appointment of Public Accountant	
The members shall, by ordinary resolution at each annual general meeting of the members of the Corporation, appoint a public accountant to prepare the financial reports called for in section 172 (1) of the Act on the accounts and annual financial statements of the Corporation for report to the members at the next annual general meeting. The public accountant shall hold office until the next annual general meeting. The Directors may fill any casual vacancy in the office of the public accountant. The remuneration of the public accountant shall be fixed by ordinary resolution of the members or, if not so fixed, shall be fixed by the Directors.	
20 - Rules & Regulations/Method of Revising this Document	
The Board of Directors may prescribe such rules, regulations and policies not inconsistent with the by-laws relating to the management and operation of the Corporation as they deem expedient, provided that such rules, regulations and policies shall have force and effect only until the next annual meeting of the members of the Corporation when they shall be confirmed by ordinary resolution and failing such confirmation at such annual meeting of members, shall at and from that time cease to have any force and effect.	
21 – Books & Records	
The Directors shall see that all necessary books and records of the Corporation required by the Act, the Regulations, the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.	
22 – Not to Conflict with the By-Laws	
In case of a conflict between any section of this Manual and the by-laws, the by-laws shall prevail.	
23 – Code of Ethics	
Members of the board of directors, members of the executive committee and the officers of the corporation, shall sign and abide by the associations Code of Ethics.	