

COPA Guide to COPA Flights

26th Edition – January 2012

Copyright Canadian Owners & Pilots Association 2012



The Canadian Owners and Pilots Association
71 Bank Street – 7th Floor, Ottawa, Ontario K1P 5N2 Canada
Tel: 613-236-4901 (ext 101) • **Fax:** 613-236-8646 • **Email:** COPAFlights@copanational.org
Website: www.copanational.org

Contents

[Introduction](#)
[COPA Flight Guidelines](#)
[Aims of COPA Flights](#)
[Applying for Flight Status](#)
[Maintaining the Flight's Status](#)
[Raising Funds](#)
[Promoting the Flight](#)
[Creating an Identity](#)
[A COPA Flight Website](#)
[An E-mail Address for the COPA Flight](#)
[COPA National Assistance](#)
[COPA Flight activities](#)
[Emergency Assistance](#)
[COPA Flight 58 Courtenay Emergency Aid to the Civil Power Plan](#)
[Exchange Visits Between Flights](#)
[Introducing Young People to Flying](#)
[Insurance Coverage](#)
[Chapters of Other Associations](#)
[Sample COPA Flight Constitution and By-laws](#)
[COPA Policy No. 6](#)
[COPA Flight Initial Application or Renewal](#)
[COPA Flight Annual Status Report](#)
[COPA's Mission Statement and Objectives](#)

NOTE

This guide contains information of a general nature only. Use of this guide does not make COPA responsible for legal action taken against you. For information that applies to your individual circumstances consult an aviation lawyer.



COPA Flight 14 - Calgary

Introduction

COPA works to support and improve personal aviation throughout Canada. COPA NATIONAL staff work the national issues, dealing with national government and industry officials to protect and promote our freedom to fly. Our Directors keep an eye on things regionally, attending as they are able various meetings to represent our interests. In the early 1960s, the Directors realized that the Association needed better representation and organization regionally and locally because COPA's reputation depends on what it accomplishes on national, regional and local levels. In response to this need, they created a mechanism for COPA members to form local chapters linked to the national association. These chapters are called COPA Flights.

COPA Flights promote COPA, represent their members as a body to the COPA Directors, and represent personal aviation in their local areas by conducting promotional, educational, social and other activities.

An example of a COPA Flight activity is to band local pilots together to advocate for establishing or improving a general aviation airport. They would hold a meeting with the city council to explain their needs, hold public information sessions or even could get involved in locating a contractor, raising funds to build it, advertising for an FBO to maintain it, researching the appropriate regulations and so on. COPA NATIONAL would publicize their efforts, provide advice to the COPA Flight and put them in touch with other Flights who have experience with similar projects. Working at a national level with the provincial or federal government, COPA NATIONAL is there to help solve problems that might arise.

Other activities include conducting fly-ins, dinners, seminars and other events that are educational or social in nature.

One very important reason for forming a Flight is to conduct COPA For Kids introductory flights for young people. This program, which is a key to the future of aviation, can only be conducted by COPA Flights. See our [Guide to the COPA For Kids Aviation Program](#) for more information.

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

Normally, at least ten current COPA members are necessary to form a Flight. 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. When the Flight has met all the requirements and obligations prescribed by the [COPA Policy for COPA Flights](#), COPA NATIONAL will list the Flight in our database and on the web site, and will grant it a certificate.

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 Flight members do not have to be COPA members. Others are welcome to attend Flight meetings and participate in events as a means to demonstrate to them why they should become COPA members.

COPA Flight Guidelines

- Promote aviation safety and awareness
- Represent personal aviation at the local 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



Photo Jean-Pierre Bonin

Applying for Flight Status

To start or reactivate a Flight, (maintaining Flight status see paragraph below) submit the names and signatures of at least 10 current COPA members, 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 Flight with fewer members. [The application form is in this document.](#)

COPA will assign a new Flight name and number. Normally the name is associated with the local airport or municipality where meetings are to be held, but you can request a special name or designation to help clarify what your Flight does.

A COPA Flight Certificate will be issued for public display and the Flight will be listed as active on the COPA website. In addition, the Flight will be added to COPA's insurance policy, which will cover the Flight's meetings and other events.

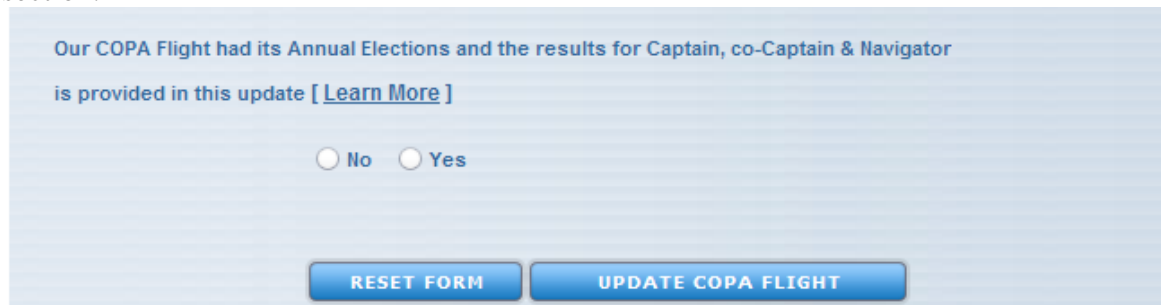
Maintaining the Flight's Status

In order to maintain the Flight's status, when any changes occur, to the leadership, meeting times, etc... the Flight's appointed contact, must advise [COPA HQ](#) by submitting a paper copy of the [Status report](#) or updating online at <https://archive.copanational.org/controlpanel/>. A person on the Flight's Executive or appointed Flight contact should be assigned the task of periodically checking their listing on the COPA web site.

The Flight's status, including insurance coverage, will not be valid unless, by 31 December each year, the status is reaffirmed and COPA HQ COPAFlights@copanational.org is notified online or of the following:

- An election is held for Captain, co-Captain and Navigator
- Flight contact phone number and email address
- A list of all Flight members (COPA members & non-members)
- Meeting times and locations

To reaffirm status, the Flight's appointed contact, must submit a paper copy of the [Status report](#) or update online at <https://archive.copanational.org/controlpanel/> and answer the Elections section.



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".

COPA Flights that have not held an election meeting and have not provided a status report will be considered inactive and requests sent to COPA National will be returned until the above requirements have been fulfilled. This includes and is not limited to, “On the Horizon” COPA Flight banner, COPA For Kids supplies and events, COPA Flight articles, Flights will be identified as Expired on the COPA National website.

Raising Funds

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

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

Promoting the Flight

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

- a) COPA Membership Application Brochures
- b) Flights wishing to set up an information booth at a local event, air show, trade or sports show, or a local shopping mall may request complimentary copies of *COPA Flight* newspapers and a 10-foot COPA display banner is also available for loan.
- c) COPA can provide a list of members in your area so you may contact them to come out and participate as a part of your Flight. The privacy of COPA members is protected by our [privacy policy](#) (see our web site for details). COPA will release the names of its members to the Flight navigator with the understanding that the names will only be used for recruitment purposes. The Flight navigator is responsible for safeguarding this list. To request a list of members in the area, please provide the postal codes for the area to COPA NATIONAL. The list is available either in electronic form or hard copy.

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 in *COPA Flight's* "[On the Horizon](#)" section and on our web site. Please submit these **at least three months in advance** of the event so that we have time to promote them for you.

Once per year, *COPA Flight* will publish a 1/4 page display ad for any Flight, free of charge. This space may be used for recruiting, to highlight upcoming events or any other purpose that the Flight feels is worthwhile. Send your ad to advertising@copanational.org

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*. Send your Flight's news to editorial@copanational.org

Creating an Identity

A Flight logo incorporating the COPA National 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.

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 sizes from [COPA NATIONAL](#).

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. For COPA website tools go to these links: <http://www.copanational.org/CFNMoreTools1.cfm> and <http://www.copanational.org/CFNMoreTools2.cfm>

Web hosting is available from many sources for free, such as on [National Capital FreeNet](#). 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. Websites can be designed on many common applications found on all home PCs. Any program that can save documents as "htm" or "html" can create a website. Many common Microsoft applications, such as Word, Excel, FrontPage Express and Publisher make good websites. More specialized web-design tools such as FrontPage or DreamWeaver work well too and can create more complex websites. Website templates are also available from many free web hosting sites, so there is lots of help available.

COPA Flight 8 has created a model [website](#). It was designed on Microsoft's web design application – FrontPage and is hosted on [National Capital FreeNet](#). All the free web hosts have

simple and easy to use file upload tools included, so you don't need to obtain and learn how to use a "file transfer protocol" application.

The Flight 8 website includes pages that cover the spectrum of the Flight's activities and aviation in their local area. Feel free to copy it. Creating a website for your Flight is an easy and no-cost way of expanding the reach of your Flight and also of attracting new members.

An E-mail Address for the COPA Flight

COPA NATIONAL 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 web, it is advisable to have a generic e-mail address for the Flight. These can be on free services such as Yahoo 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 NATIONAL's records!

COPA National Assistance

A full-time COPA staff member is dedicated to assisting COPA Flights with all of their needs. See the [contact information](#) in this document.

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 For Kids Aviation Program ([see article below](#))
- 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).
- 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 article below](#))
- 15) Have an exchange visit with another Flight ([see article below](#))
- 16) Organize a “Fly-out”– this could include a flight to a museum or golf course.
- 17) Build or restore an aircraft.
- 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 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 National. 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 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 National of their activities. By keeping COPA informed we can help spread the word to others about the activity.

Introducing Young People to Flying



For many years an agreement between COPA and the Experimental Aircraft Association (EAA) in the US had allowed COPA members to fly young people as part of the EAA's Young Eagles program. However, following a review of the program by the EAA it became apparent that liability issues in the US would not permit COPA's continued participation in Young Eagles. So, an alternative was sought for COPA to provide organized flights for youth ages 8-17 in Canada.

The [COPA For Kids Aviation Program](#) was inspired by Young Eagles but is not associated in any way with Young Eagles or the EAA. We are pleased that the EAA will continue the Young Eagles program through its Canadian Chapters. With our two programs in place, we can maximize the opportunity for kids to experience the thrill of flight.

The COPA For Kids Aviation Program is sponsored by Ironshore and delivered exclusively by our Flights. In order to be protected by COPA's Air Meet liability insurance, COPA For Kids events must be conducted by Flights. COPA members cannot conduct COPA For Kids flights unless they are organized by a Flight in accordance with the Guide to the COPA For Kids Aviation Program.

Click on the COPA For Kids logo on our web site or go to the web site www.COPAForKids.org for more information and documentation.

Insurance Coverage

Insurance premiums are paid annually by COPA to protect active Flights.

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

COPA carries air meet, aviation premises and non-owned aircraft liability insurance. This covers the liability of the Flight, its employees, directors, members and even non-member volunteers while performing their duties in connection with any meeting or activity on behalf of COPA or the Flight. This also covers all "air meets" (such as conventions, fly-ins, COPA For Kids events

and non-competitive rallies) including food and beverage service at those events, as well as liability arising out of aircraft accidents.

A copy of the current insurance certificate is available from [COPA NATIONAL](#) on request.

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 additional coverage.

Sample Constitution & By-Laws for COPA Flights

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

(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 (Explain 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 X 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 mailed 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 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 shall be e-mailed to the members at least 14 days prior to the annual meeting.

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

201. PURPOSE OF BY-LAWS

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

202. AMENDMENTS

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

203. MEMBERSHIP

1) Full members shall:

- 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 May
- 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 his 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 his 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 his absence.

3) The Secretary or Navigator

- a) Will take office the first of the month following his 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.

f) The offices of Secretary and Treasurer may be combined.

4) The Treasurer

a) Will take office the first of the month following his 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.

g) 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 his absence, the Vice-President, will be held as determined by the Executive Committee. And an Annual General 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

- 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. 6: COPA Flights

Policy 6 COPA Flights

Revision date: 26-Mar-2011

To further the aims and objectives of COPA and to provide an outreach program, COPA may agree to local chapters being organized. These local chapters shall be known as COPA Flights and their aims and objectives shall be consistent with those of the Canadian Owners and Pilots Association.

6.1 Organization

6.1.1 COPA Flights, consisting normally often 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.

6.1.2 COPA Flights should, whenever possible, be registered as a not-for-profit organization in the jurisdiction of residence.

6.1.3 COPA shall provide guidance and direction to enhance COPA Flight efforts towards achievement of COPA goals.

6.1.4 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.

6.1.5 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.

6.1.6 COPA Flights must obtain approval from COPA HQ 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 National.

6.2 Revocation of Chapter Status

6.2.1 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

6.2.2 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.

6.3 Reporting

6.3.1 The Flight's status, including insurance coverage, will not be valid unless, by 31 December each year, the status is reaffirmed and COPA HQ COPAFlights@copanational.org is notified of the following:

- An election is held for Captain, co-Captain and Navigator
- Flight contact phone number and email address
- A list of all Flight members
- Meeting times and locations

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

COPA Flight Initial Application or Reactivation only

(for Annual Status report complete next form)

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 (existing or will be assigned): _____

Flight Name _____

Note: 10 signatures of COPA members in good standing are normally required to form or renew a Flight. See [COPA Policy No. 6](#).

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

Contact Person
E-mail Address
COPA For Kids Contact Person (if any)
CFK contact E-mail Address (if any)
Telephone during the day
Telephone during the evening
Fax Number (if applicable)
Mail Address
Website (if applicable)
Meetings held: When? Time?
Where?
How many members in this Flight: How many are COPA members:

COPA Flight Annual Status Report

This form must be submitted to update Flight information or at the end of each calendar year to declare annual election results of the Flight's Executives and reaffirm the Flight's status.

Our COPA Flight had its Annual Elections and the results for Captain, co-Captain & Navigator is provided in this update YES NO Date: _____

Flight Name:		Flight No.	
Contact:			
Address:			
City:		Province:	
Postal Code:	Telephone:	Cellphone or Extension:	Fax:
Other Info:			
E-mail:		Information above is relevant to my personal membership, please update Yes No	
Website:			
Captain:			
Co-Captain:			
Navigator:			
COPA For Kids coordinator: Email address of coordinator:			
How many members in this Flight? How many are COPA members?			
Meetings: (Date, time & location)			
Notes:			

The Canadian Owners and Pilots Association
71 Bank Street, 7th Floor, Ottawa, ON, K1P 5N2
Tel.: 613-236-4901; Fax: 613-236-8646; E-mail pbautista@copanational.org

For office use:	
Flight Status received	Flight Status Confirmation sent
COPA Database updated	COPA Website updates

COPA's Mission Statement and Objectives:

Mission Statement:

COPA protects Personal Aviation and promotes it as a valued, integral and sustainable part of the Canadian Community.

Objectives:

Membership Services

COPA will provide timely, accessible services and assistance that meet the needs as valued by the members.

Influencing Governments

COPA will be proactively influential in representing the membership's interests within the political context with all levels of government.

Advocacy

COPA will raise public awareness and increase understanding of complex issues facing personal aviation.

Engage and Empower the Membership

COPA will engage and empower its membership to champion issues of importance to the organization.

International Intelligence

COPA will monitor trends and selectively exert pressure to influence the processes that determine international issues and communicate the importance of these issues to the Canadian aviation community.

The Voice

COPA will be the strong, recognized and credible voice for personal aviation in Canada.

Infrastructure

COPA will work with other entities to encourage a vibrant and healthy aviation infrastructure.

Regulatory Issues

COPA will promote realistic processes and practical approaches to develop, understand and interpret rules and regulations that apply to personal aviation.