

CLUB BYLAWS

rev. 9/29/2009

ARTICLE 1: DUTIES

1. Board of Directors: The management of the affairs of the Club shall be vested in the Board of Directors who shall have the authority to establish and administer its policies. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Safety Coordinator and two (2) at large members. Official decisions may be made by a majority mail vote or by a quorum at a Board of Directors meeting. A quorum shall consist of at least five (5) of the current seven (7) Member Board. Official decisions shall be consistent with the stated purposes and objectives of the Club Constitution and Bylaws and of the AMA as set forth in its Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Board of Directors.

2. President: The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to it.

3. Vice-President: The Vice-President shall act for the President when he/she is unable to serve.

4. Secretary: The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. He/she will also be the Club's contact person with AMA in case of questions, problems or situations.

5. Treasurer: The Treasurer shall collect all moneys due and shall keep a record of moneys collected and disbursed by the Club.

6. Safety Coordinator: The Safety Coordinator shall identify safety concerns and respond to them with educational responses either to the individual or to the club as a whole through e-mail or hand out information. The Safety Coordinator shall be responsible for a periodic safety "e-letter" to all members with a safety thought. The Safety

Coordinator will not be the person to discuss the infraction(s) directly with the individual, unless they are minor in nature. The President and/or Vice-President will be responsible for discussing the infraction(s) with the individual(s).

ARTICLE 2: AUDIT

1. The President or his appointees will make a periodic audit of the Treasurer's books.

ARTICLE 3: TERMS OF OFFICE

1. All officers of the Club shall serve until they resign or become unable to serve. When an officer leaves office he/she will be replaced from the general membership.

2. Nomination of Club officers shall be made from the general membership. Nominations for office may be made by any active Club member either in person or by submitting a proxy nomination to an existing officer. A member shall not be considered nominated unless they accept the nomination.

3. A secret ballot of the Board of Directors is required for elections, removal of a Club officer, a member of the Board of Directors or for expulsion of a member from the Club.

ARTICLE 4: VACANCIES

1. Vacancies in any office or board position shall be filled by a majority vote of the remaining Officers and Directors

ARTICLE 5: COMMITTEES

1. The committees of the Club shall be appointment by the President to serve throughout the current year, or less.

2. A committee may be terminated by a majority vote of the Board of Directors. A new committee may be appointed to succeed the one that has been terminated.

ARTICLE 6: MEETINGS

1. Meetings of the general membership shall be held at a time and place designated by the Club officers and listed on the club's website.

2. Club officers and Board members may request that the president call special meetings of the Board as necessary and of the full membership with no less than five (5) days prior written notice of a special meeting. The purpose of the special meeting shall be stated in the written notice.

3. Any member of the Club may initiate a formal request for action by the Board of Directors by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of the Board action recommended. The President of the Board shall forward copies of the proposal to other members of the Board of Directors for their consideration. Either the President, or any other Board member, may have the matter placed upon the working agenda of the next Board of Directors meeting.

ARTICLE 7: DUES AND MEMBERSHIP

1. The annual dues to be paid to the Club shall be determined by the Club Board with the approval of a simple majority vote. Dues are non-refundable, except under extraordinary circumstances, which will be determined by the Board of Directors on a case-by-case basis. Dues are to be paid no later than January 1. As of the incorporation of the club, dues are: Adult \$50.00 per year. Youth \$25.00 per year. Associate \$15.00 per year. Adult members pay a one time initiation fee of \$50.00 with the first year dues.

2. No special assessment shall be levied upon the Club membership, unless it is approved by a majority of the members present at a meeting,

and the members have been given five (5) days prior notice along with an explanation of the assessment.

3. All members will pay the initiation fee and the first year dues when they join except Youth members who shall pay only the Youth dues and Associate members who shall pay only the Associate dues. New members joining on or after September 1 will pay the full amount of initiation fees and dues but will be considered paid in full through the following full year.

4. A member shall be in arrears and shall not be considered active if his/her dues have not been paid as provided in Article 7, Section 1. Any member who allows their membership to lapse beyond February 1 of any year shall be considered a new member and must pay the initiation fee and will not be given preference over any other applicant should a membership waiting list be in existence.

5. Types of membership and limits on the total number of members shall be determined by the Club Board and approved by a majority vote of the Board of Directors.

ARTICLE 8: THE CLUB YEAR

1. The Club's fiscal year shall be from January 1 through December 31.
2. The Club's activity year and dues year shall be from January 1 through December 31.

ARTICLE 9: MEMBER STANDING

1. All persons shall be eligible for membership, and shall agree to abide by the Club's rules and Bylaws and those of the AMA.
2. The membership shall be divided into the following categories:
 - a. Youth Member: Is nineteen (19) years old or less and have full privileges and voting rights. Youth members under sixteen (16) years

old may not be at the flying field without a parent or guardian in attendance. Dues: Full Youth Member rate presented with a copy of their AMA membership card.

b. Adult Member: Is Twenty (20) years old or above and has full privileges and voting rights. Dues: Full Adult Member rate presented with a copy of their AMA membership card.

c. Associate Member: A Non-Flyer, who is interested in the activities of the Club, and has no voting rights. Dues: Full Associate Member rate.

3. Flying members will be required to hold and maintain a license issued by the AMA. All first-time flying member applicants, as well as present flying members seeking membership renewal, must show proof of membership in the AMA. Non-flying and Associate Members do not require AMA membership.

4. To join the Club, new members shall fill out a membership application and present it with a copy of their current AMA card and their initiation fee and dues to any Club Board Member. The Board of Directors shall approve any application for membership. Any prospective member who is not inducted into the Club will have his money refunded within ten days of the Board's decision to refuse membership.

5. Any member receiving a safety grievance as stated in Article 17, who is involved in non-flying or flying violations or who has key information of a non-flying or flying violation and withholds it from the Board of Directors, may, at the Board of Directors' discretion, be placed on probation for one (1) year regardless of his or her tenure in the Club.

ARTICLE 10: RESIGNATION, TERMINATION, SAFETY COORDINATION GUIDELINES, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP

1. Any member in good standing may resign his/her membership by giving written notice to the Club.
2. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall be terminated, subject to reinstatement upon restoration of eligibility.
3. This section provides for enforcement of the Safety Rules that are related to flying activities.
 - a. If a safety infraction occurs a short report may be written by any club member. The report shall include the basic information (i.e. – date, time, who committed the purported infraction, who was present, channel and type of radio equipment being used) and suggestions as to how the infraction could have been prevented or how to prevent the infraction from occurring again. This report should be signed by all witnesses. The report shall be turned into the Safety Coordinator and he/she shall retain all reports. The Safety Coordinator will then discuss the infraction with the President and Vice President and if necessary, the full Board of Directors.
 - b. A Class A- Infraction is minor in nature (would not likely end in injury or damage to personal property other than the pilots own aircraft) the Safety Coordinator may discretely address the issue with the member(s) and may report the infraction to the President and Vice-President.
 - c. A Class B- Infraction is serious in nature (could likely end in personal injury or damage to personal property other than the pilots own aircraft) the Safety Coordinator shall in a reasonable time report the infraction to the President and/or Vice-President. The Safety Coordinator or any member of the club shall file a short report with details of what happened and signed by all witnesses. The President and Vice-President will discretely address the issue with the member(s) and add comments to the report.

d. A Class C- Infraction causes eminent danger (personal injury or damage occurred other than the pilots own aircraft) the Safety Coordinator shall immediately report the infraction to the President and/or Vice-President. The Safety Coordinator or any member of the club shall file a short report with details of what happened and signed by all witnesses. The President and/or Vice-President will contact the Board of Directors as needed. The President and/or Vice President will meet with the individual(s) involved with the accident and take any other necessary action

**If any club member discusses a safety infraction or a possible safety infraction with another club member it shall be done discretely and also in a manner not to interfere with his/her or other club members flight operations.

4. Any unacceptable behavior by an individual member(s), as defined by the Board of Directors, become the responsibility of the Board of Directors as stated in Article 1, Duties, Section 1 of these Bylaws. Any individual may be expelled from membership from the Club by a majority vote of the Board of Directors if, in the Board of Directors' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and Bylaws, the Rules of the Club, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.

5. Any member who is expelled from membership may be reinstated to membership only by a majority vote of the Board of Directors.

6. The Board of Directors shall have the discretionary authority to provide for and to impose disciplinary action for such acts or omissions, which do not justify expulsion from membership.

ARTICLE 11: AMENDMENTS

1. Amendments may be made to the Constitution and these Bylaws at a meeting of the Club membership, provided the members shall have been

notified at least two (2) weeks in advance that the amendments have been reviewed by the Board of Directors and are to be considered. Copies of the proposed amendments shall be provided to all members as part of the notification. Amendments shall be approved by a two-thirds (2/3) majority vote of all voting members of the club. Mail-in ballots will be made available for those voting members who cannot attend the meeting. Those ballots, returned by mail before the meeting, will be counted as if those persons were present at the meeting.

ARTICLE 12: SPECIAL FUNDS

1. The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Club.
2. The President will have discretionary spending, up to \$500.00 without requiring Board approval.

ARTICLE 13: DURATION

1. The duration of the Club shall be perpetual.

ARTICLE 14: DISSOLUTION

1. The Corporation may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership.
2. Upon the dissolution of the Corporation the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation, to the Academy of Model Aeronautics, Inc., or to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of

1986, as amended, or to such other organization with purposes similar to the purposes of this Corporation, as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 15: INCORPORATION

The incorporation of this membership shall be a minimum of three (3) of the five (5) elected officers.

ARTICLE 16: LOGO

The official Club logo shall be:

ARTICLE 17: GRIEVANCE PROCEDURE

1. Purpose

The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Board of Directors for its consideration by means of a Grievance Form to be filled out and turned in to an Officer or Board Member. At least one (1) witness is required to sign the Grievance Form.

2. Procedure

The Board of Directors shall use its judgment in carrying out action on the following:

- (a) A grievance form (see page 7) will be filled out and turned into the Board. At least one (1) witness is required.

(b) FIRST VIOLATION

- a. Viewpoints of both complainants and accused will be considered.
- b. Complainant's name will be disclosed.
- c. If the complaint is substantiated, a verbal reprimand will be given to the accused by the Board, and this will be recorded in the Club files.

(c) SECOND VIOLATION

- a. Complainant's name will be disclosed.
- b. The accused has the right to a written rebuttal, to be reviewed by the Board.
- c. If the Board so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.

(d) THIRD VIOLATION

- a. The Board will notify the accused in writing that the Board will vote on the expulsion of the accused.
- b. Said expulsion will last for a one (1) year minimum. (Longer if deemed necessary by the Board of Directors).
- c. A member may be expelled from the Club on a majority vote of the Board of Directors.
- d. Voting will be by secret ballot in a regular or special Board meeting.
- e. The expelled member may reapply for membership after the expiration of the expulsion time period.

(e) TIME LIMITS

The three (3) actions will not be enforced unless they are accumulated within a two (2) year period of time.

(f) RETALIATION

Any member receiving a Grievance, who directs any retaliatory action against the person filing said Grievance, will be subject to immediate expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage or any other action deemed to be retaliatory by the Board of Directors.

(g) EXPULSION ON FIRST OFFENSE

In accordance with Article 9, Section 5, Any individual may be expelled from membership from the Club by a majority vote of the Board of Directors if, in the Board of Directors' determination, such individual willfully commits any act or omission which is a violation of any of the terms of this Constitution and Bylaws, the rules of the Club, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.

Club Grievance Form

Date: _____

Time: _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses (not required):

Upon completion of this form it is to be given to a member of the Board of Directors for action as specified in the Bylaws of the Club.