



# FIRST STATE RADIO CONTROL CLUB

AMA #1256

## CLUB BY-LAWS AND FIELD RULES

### 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. Official decisions may be made by a two-thirds (2/3) majority mail vote or by a quorum at a Board of Director meeting. A quorum shall consist of at least 50% of the current Board members. Official decisions shall be consistent with the stated purposes and objectives 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. The Board of Directors shall consist of the elected officers.
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, and is to maintain an accurate record (including place of storage) of all Club assets.
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 Clubs 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 disbursed by the Club.
6. *Field Marshall:* The Field Marshall shall be responsible for establishing mowing crews and mowing equipment maintenance crews. He/She is to ensure that the field is properly maintained and recommend improvement/changes.
7. *Safety Committee Chairman/Safety Officer*<sup>1</sup>: The Safety Committee Chairman/Safety Officer shall be responsible for chairing the safety committee and ensuring existing regulations are enforced. This includes processing the grievance forms and following the existing grievance procedure documented in the by-laws.

### ARTICLE 2: AUDIT

1. The President or his appointees will make a periodic audit of the Treasurers books.

### ARTICLE 3: ELECTIONS AND TERMS OF OFFICE

1. All elected officers of the Club shall serve for one (1) year from date of election. Officers are to be elected by a vote of simple majority of those present at the regular meeting in the month of November. Mail-in ballots will be made available for those members who have voting rights but cannot attend the meeting. Those ballots, returned by mail before the November meeting, will be counted as if those persons were present at the meeting. New officers will

1.The same person who has the position as Field Marshall can also hold this position.

2. take office immediately after the November meeting. Personnel will be appointed by the elected officers and confirmed by a simple majority vote of those members present during a regular meeting: i.e. Newsletter Editor, Contest Director, etc.
3. Nomination of Club officers shall be made at the general membership meeting during the month of October. Nominations for office may be made by any active Club member holding voting rights, either in person or by submitting a proxy nomination to an existing officer. All known nominations for office will be published in the newsletter prior to the election.
4. A secret ballot is required for elections, for removal of a Club officer, a member of the Board of Directors, and for expulsion of a member from the Club unless waived by a simple majority vote of the members present at the meeting.

#### **ARTICLE 4: VACANCIES**

1. Vacancies in any office shall be filled by appointment by the remaining officers; such appointee to serve until the end of the term for which is predecessor was elected.

#### **ARTICLE 5: NEWSLETTER AND COMMITTEES**

1. The Newsletter Editor and Committee Chairmen of the Club shall be appointment by the President and may be approved by a simple majority vote of the members present at a meeting (if a vote is requested), to serve throughout the term of his tenure of office. Standing Committees are the Safety Committee and the Field Maintenance Committee.
2. A monthly newsletter named "CONTACT" will be prepared by the Editor and distributed to all members. It will reflect the current news of the Club and may include other interesting articles. The newsletter is the official media of the Club and every member is encouraged to submit articles for publication.

#### **ARTICLE 6: MEETINGS**

1. Regular meetings shall be held at a time and place designated by the Club officers and published in the Club newsletter.
2. Club officers may call special meetings with no less than five days prior written notice of a special meeting. The purpose of the special meeting shall be stated in the written notice.
3. At any Club meeting a simple majority shall be over 50% of the members voting at the meeting.
4. 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 Club meeting.

#### **ARTICLE 7: MEMBERSHIP**

1. The Club will have an open membership with no limitations regarding club size.
2. Every member in good standing will be afforded all the benefits and privileges of the Club.
3. Prospective members should attend at least one flying session and one scheduled monthly meeting to become acquainted with the Club before applying for membership.
4. Every member must hold a current A.M.A. license and present proof of same upon request.
5. The membership shall be divided into the following categories:
  - a. Senior Member: Is 65 years or older by July 1 of their current membership year.
  - b. Open Member: Is 19 years old and less than 65 by July 1 of their current membership year
  - c. Youth Member: Is 19 years old or younger

- d. Family Membership: Includes all flying members of the immediate family (spouse and children). They have full privileges and voting rights. Children are included until their 19th birthday. All flying family members must have A.M.A. membership.
  - e. Probationary Member: A new member within the first calendar year of membership. This member is not eligible for elected office; however they may serve the Club in an appointed position. Member has full voting rights at Club meetings
6. Types of membership and limits on the total number of members shall be determined by the Club officers and approved by a vote of two-thirds (2/3) majority of the members present at the meeting.

#### **ARTICLE 8: DUES**

1. The annual dues to be paid to the Club shall be determined by the Club officers 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 the January Club meeting.
2. All new members are to be assessed a \$10.00 initiation fee upon their acceptance. The initiation fee is not refundable. A.M.A. Youth members (age 19 or younger) are exempt from this fee.
3. Dues are \$65.00 per year for A.M.A. Open members and \$25.00 for A.M.A. Youth members (those not 19 by July 1). Members age 65 or older by July 1 will be assessed \$50.00. No dues are assessed for Youth members when a parent or guardian holds an Open Club membership.
4. All dues are payable in advance by November 30 of each year. Members who do not pay their dues by December 31 will be listed in the January newsletter. Any members who do not pay their dues by January 31 will be dropped from the Club membership.
5. Dues for new members joining prior to September 1 will be for the full year amount. Dues for members joining after September 1 will be prorated at \$6.00 per month for each month remaining in that year.
6. Members dropped from the Club for non-payment of dues may be reinstated after paying the annual dues plus the \$10.00 late fee.
7. The Club can secure an A.M.A. membership for new members if they wish for the additional A.M.A. membership cost.
8. No special assessment shall be levied upon the Club membership, unless it is approved by a vote of two-thirds (2/3) majority of the members present at the regular monthly meeting, and the members have been given five (5) days prior notice along with an explanation of the assessment.

#### **ARTICLE 9: RESIGNATION, TERMINATION, 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 thereby terminate, subject to reinstatement upon restoration of eligibility.
3. This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, 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 two-thirds (2/3) 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, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.
4. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Board of Directors.
  5. 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 10: AMENDMENTS**

1. Amendments may be made to the Constitution and these bylaws at any general meeting of the Club membership, provided the members shall have been notified in writing at least five (5) days in advance that the amendments 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 no less than a two-third (2/3) majority vote of the members present, at the regular monthly meeting. Mail-in ballots will be made available for those Full 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 11: 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, of up to \$500.00 without requiring Club approval.

#### **ARTICLE 12: DURATION**

1. The duration of this Club shall be perpetual.

#### **ARTICLE 13: 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 in such manner, 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 14: INCORPORATION**

1. The incorporation of this membership shall be a minimum of three (3) of the four (4) elected officers.

**ARTICLE 15: LOGO**

1. The official Club logo shall be:



## **ARTICLE 16: GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES)**

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 Safety Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.
2. Safety Committee - The Safety Committee shall use its judgment in carrying out action on the following: A grievance form (see page 9) will be filled out and turned into the Safety Committee Chairman. At least one witness is required.
  - a) FIRST VIOLATION
    - a. Viewpoints of both complainants and accused will be considered.
    - b. Complainants name will be disclosed.
    - c. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Committee files.
  - b) SECOND VIOLATION
    - a. Complainants name will be disclosed.
    - b. The accused has the right to a written rebuttal, to be reviewed by the Committee.
    - c. If the Committee 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.
  - c) THIRD VIOLATION
    - a. Committee will notify the accused in writing and the Club members via the Club newsletter that the Club will vote on the expulsion of the accused at the next meeting.
    - b. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).
    - c. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.
    - d. Voting will be by secret ballot at a regular monthly meeting.
    - e. The expelled member may reapply for membership after the expiration of the expulsion time period.
  - d) The three actions will not be enforced unless they are accumulated within a two-year period of time.
  - e) Any member receiving a Grievance, who directs any retaliation 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.

## **ARTICLE 17: FIELD RULES**

1. All individuals flying aircraft at the Airfield must be a member of the Club, or a guest of a member, hold a valid A.M.A. license and fly according to the A.M.A. Safety Code.
2. Each and every adult member present at the Airfield shall be designated a Field Marshall and is responsible for ensuring that the Club regulations are not violated. Field Marshals are charged with the responsibility of making the necessary decisions as situations warrant.
3. Field Marshall(s) observing any violation of the A.M.A. or Club Field Rules will verbally warn the offender(s) after the first offense and then after the second offense should be referred to the Safety Committee for its consideration by means of a Grievance Form. See Article 16
4. Any member who intends to fly unassisted must have his membership card certified by a qualified flight instructor.

5. Field Guest Policy: All non-member licensed A.M.A. flyers are welcome to fly at the Airfield as a guest of a certified Club member who is also present. Flying of non-members without the presence of a certified Club member is strictly prohibited. Each member is responsible for the safe conduct of his/her guest.
6. The "clothes pin" frequency monitoring system will be employed when more than one flyer is present. When in use, strict adherence will be required. Frequency flags on transmitters are required at all times.
7. Parking on the entrance road and Delaware Route 9 is prohibited.
8. Flying over or behind the pit area is prohibited. Flying airspace is restricted to the boundaries of the Airfield. Under no circumstances shall any aircraft be allowed to fly over Delaware Route 9. Altitude of models shall not exceed 400 feet. Flyers will be alert for, and yield right of way to full size aircraft in the area.
9. All two-cycle engines over 0.0519 c.i.d. shall be muffled.
10. Preparations for flight and field repairs are not to be undertaken on the runway and must be done in the pit area.
11. Planes may be restarted on the runway if it will not endanger incoming or outgoing aircraft.
12. Take-off, landings and low passes over the runway will be in accordance with the traffic direction arrow.
13. No other activities (i.e. hunting, camping, discharging of firearms, etc.) are permitted at the Airfield.
14. All transmitters and receivers must comply with 1991 A.M.A. Narrow Band requirements. Receivers must be Dual Conversion Narrow Band or listed as approved by the A.M.A.

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# FIRST STATE R/C CLUB GRIEVANCE FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Nature of Violation:

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Signature: \_\_\_\_\_

Witness: \_\_\_\_\_