

# **BY-LAWS CHAPTER #4440**

## **ARTICLE I: NAME, PURPOSE, AFFILIATION**

### **A. NAME**

Rowlett Radio Control Flying Club

### **B. PURPOSE**

- 1.0 Provide resources, facilities, and communications to individuals who share an interest in flying and building radio-controlled aircraft in a safe, fun, and enjoyable environment
- 2.0 Promote and encourage interest in this hobby with members and non-members
- 3.0 Establish and maintain a good community relationship
- 4.0 Provide a flying site for members of the Club
- 5.0 Establish a place or mechanism to hold monthly meetings to conduct Club business

### **C. AFFILIATION**

- 1.0 The Club shall be chartered by the ACADEMY OF MODEL AERONAUTICS (AMA). Specifically, it shall be AMA Chartered Club #4400
- 2.0 The Club has a License and Use Agreement with the City of Rowlett which governs use of the Rowlett Radio Control Flying Club site

## **ARTICLE II: LOCATION**

The Rowlett Radio Control Flying Club site is located at the Lakes of Springfield Park, Rowlett, Texas. Latitude 32.9185, Longitude -96.5918

## **ARTICLE III: MEMBERSHIP**

Membership is open to anyone with an interest in model aviation

### **A. QUALIFICATIONS**

- 1.0 Membership requires an active AMA membership
- 2.0 Members must agree to identify and register their aircraft as required by the AMA and the FAA
- 3.0 Members must read and agree to all rules in the License and Use Agreement between the City of Rowlett and the Rowlett Radio Control Flying Club.

### **B. DUES**

- 1.0 Annual dues for each upcoming year shall be \$50, a portion of which shall be allocated to the City of Rowlett for maintenance expenses. The President and Vice President may recommend a change in dues for the upcoming year. The President shall present the

recommendation and justification during the November meeting. The recommendation shall require a two-thirds (2/3) vote by the membership at the December meeting.

- 2.0 All dues are non-refundable. Dues shall be pro-rated on a semi-annual basis for new members joining after June 1 of that year. Membership annual dues are to be paid by March 1 of each year. Failure to do so will result in loss of membership until paid and a late fee of \$25. The President shall have the option to waive dues for a maximum of two members per year for service to the Club or for other reasons.

### **C. RESPONSIBILITIES**

- 1.0 Members shall comply with AMA, City and Club rules
- 2.0 Members shall vote and help direct the Club

### **D. RESIGNATION**

A member may resign his/her Membership by giving written notice to the Club

### **E. TERMINATION**

If a member ceases to qualify for AMA membership, his/her membership shall terminate, subject to reinstatement upon restoration of eligibility

### **F. EXPULSION**

This section provides for enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member or members. Any individual may be expelled from membership from the Club by a two-thirds (2/3) vote of the membership if in the officers' determination, such individual willfully commits any act or omission which is a violation of the terms of these By-laws, AMA rules, or which is detrimental to the Club, the AMA, or to model aviation

### **G. REINSTATEMENT**

Reinstatement to the Club requires a two-thirds (2/3) vote of the membership

## **ARTICLE IV: OFFICERS**

### **A. CLUB OFFICERS**

The elected officers of The Club shall be President, Vice-President, Secretary and Treasurer

### **B. TERM OF OFFICE**

Club Officers are elected annually with no term limits. However, it is encouraged that the President's term in office be limited to two consecutive years at a time

### **C. DUTIES**

- 1.0 The President shall provide overall leadership and direction for the Club. The President shall help define objectives and goals for the Club. The President shall preside at all Club meetings of the membership and shall carry out the policies established in the By-Laws. The President shall decide all questions of order, sign all official documents, and perform all customary duties pursuant to the office of President. The President shall appoint committees and may sit-in on all committees so appointed.
- 2.0 The Vice President shall assist the President and other Club officers in executing their duties and objectives. The Vice President shall contribute to the overall operation of the

Club and assist in defining the Club's near and long-term strategy and goals. The vice President shall preside over Club meetings in the absence of the President. If the President is unable to perform his/her duties, the Vice President shall assume duties of President.

- 3.0 The Secretary shall ensure all members are informed of dates, times, and venues for Club meetings and other Club events. The Secretary shall take minutes of the Club meetings and shall publish the minutes to the membership in a timely manner. The Secretary shall take a record of those in attendance at the meetings.
- 4.0 The Treasurer shall be responsible for Club financial assets, both incoming and outgoing
  - 4.1 The treasurer shall maintain a Club bank account
  - 4.2 The treasurer shall keep accurate records of all financial transactions to ensure accountability
  - 4.3 The treasurer shall collect yearly dues and maintain an accurate roster of paid members
  - 4.4 The treasurer shall pay all bills incurred by the Club
  - 4.5 The treasurer shall reimburse members for approved Club expenses
  - 4.6 The treasurer shall report on Club assets at each Club meeting or as requested by a Club officer
  - 4.7 The treasurer shall choose a vice treasurer and ensure that he/she is aware of all financial procedures

#### **D. APPOINTED OFFICERS**

- 1.0 A Safety Officer shall be appointed by the President. The safety officer shall investigate, and report all incidents occurring at the field including Club, AMA and excessive noise violations. The Safety Officer shall attempt to resolve any reported situation at the field. The Safety Officer shall act as the Club interface for community complaints regarding noise levels
- 2.0 Deputy Safety Officers: All members of the Club are designated as deputy safety officers. Any member who observes an unsafe situation or overt rule violation shall resolve the situation respectfully and quickly at the field. If resolution is not possible, it shall immediately be reported to the Safety Officer. If illegal activities are observed, they shall be reported to the police department.
- 3.0 Other officers may be appointed at the discretion of the President

#### **E. VACANCIES**

Officer vacancies shall be filled by vote of the remaining officers

### **ARTICLE V: MEETINGS**

#### **A. MONTHLY MEETING TIME**

- 1.0 Meetings shall be held on the last Tuesday of each month unless otherwise announced by the Secretary. Meetings shall start at 7 pm.

- 2.0 Meeting invitations shall be emailed to the membership two weeks prior to the meeting including date, time, and location. If the meeting is a virtual web-based meeting, information required to participate shall be provided

## **B. SPECIAL MEETINGS**

As called by the Club President or City Officials

## **ARTICLE VI: RECORD KEEPING**

All records shall be passed on to newly elected officers

## **ARTICLE VII: COMMITTEES**

The President shall have the option to assign committees to study and recommend a course of action for issues facing the Club

## **ARTICLE VIII: NOMINATIONS, ELECTIONS, AND RECALL**

### **A. NOMINATIONS**

Nomination of Club officers shall occur at the October meeting

### **B. ELECTION**

Election of Club officers shall occur at the November or December meeting. Officers shall be installed in January

## **ARTICLE IX: MISCELLANEOUS PROVISIONS**

### **A. ROBERT'S RULES**

Robert's Rules of Order shall be used for conducting Club meetings

### **B. FISCAL YEAR**

Fiscal year shall be January I through December 31

### **C. EXPENDITURES**

1.0 Expenditures under \$250 are at the discretion of the President

2.0 Expenditures \$250 and greater require two-thirds (2/3) vote by membership present at the monthly meeting

### **D. CLUB WEB SITE**

The Club shall implement and maintain a web site. The web site shall include a section open to the public and a secure member's section which shall include a member roster with contact information. Meeting minutes shall be posted on the web site.

### **E. CLUB LOGO**

The Club logo shall be used on approved Club shirts, hats, and decals.

### **F. STANDING RULES**

All AMA, City of Rowlett and Club rules shall be enforced

### **G. CLUB DISSOLUTION**

The duration of Rowlett Radio Control Flying Club shall be perpetual. The Club may dissolve with the approval of two-thirds (2/3) vote of the membership. Should the Club dissolve, all

monetary assets shall be donated to a children's charitable organization as determined by nomination and two-thirds (2/3) vote of membership.

## **ARTICLE X: BY-LAW AMENDMENT**

### **A. PROPOSED**

Proposed by-law amendments shall be presented by Club officers. Proposed changes shall be presented to membership by email, electronic copy, hardcopy, or on the web site twenty calendar days prior to scheduled vote.

### **B. APPROVAL**

Approval of proposed By-Law amendments shall require two-thirds (2/3) vote of members present at the monthly meeting.

### **C. VOTING**

Voting on proposed by-law amendments shall occur at next regular meeting following the presentation of proposed amendments.

## **ARTICLE XI: VOTE / QUORUM RULES**

### **A. REGULAR MEETINGS**

The quorum needed to conduct business will be the number of members present at regularly scheduled meetings. A successful resolution shall pass by at least a two-thirds (2/3) vote.

### **B. SPECIAL MEETINGS**

Special meetings called by President or officers must have 10 members present to form a quorum. A successful resolution shall pass by at least a two-thirds (2/3) vote.

### **C. OTHER**

Votes that require all active membership to form a quorum shall be called to vote with members present if suitable effort does not yield full turnout. Successful resolutions shall pass by at least a two-thirds (2/3) vote. Officers shall determine suitable effort in regard to turnout

### **D. VOTING BY MAIL**

Voting by mail is permitted if recommended by the leadership team

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

The grievance procedure is a mechanism to enforce existing safety rules by providing a progressive disciplinary system as 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. The Safety officer/Committee shall use its judgment in carrying out action on the following:

### **A. GRIEVANCE FORM**

A grievance form shall be completed and turned into the Safety Officer/Committee Chairman. At least one witness is required.

### **B. FIRST VIOLATION**

Viewpoints of both complainants and accused shall be reviewed. Complainant's name shall be disclosed. A verbal reprimand shall be given to the accused by the Safety' Officer/Committee, and this shall be recorded in the Club records.

### **C. SECOND VIOLATION**

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

### **D. THIRD VIOLATION**

Safety Officer/Committee shall notify the accused in writing and the Club members via the Club newsletter that the Club shall vote on the expulsion of the accused at the next meeting. Said expulsion shall last for a one-year minimum. A member may be expelled from the Club only upon two thirds (2/3) majority vote of the membership present at the meeting. Voting shall be by secret ballot at a regular monthly meeting. The expelled member may reapply for membership after the expiration of the expulsion.

### **E. TIME FRAME/SCOPE**

The three actions shall not be enforced unless they are accumulated within a two-year period.

### **F. RETAILATION**

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

### **G. SAMPLE GRIEVANCE FORM**

See form below

