

Circle City Flyers, Inc.

Membership Bylaws

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.
2. ***President:*** The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to it. In addition the President is allowed to spend up to \$300 a year without board approval. He is required to provide receipts to the Treasurer and notify board of expenditures. (Amended February 2016).
3. ***Vice-President:*** The Vice-President shall act for the President when he/she is unable to serve. The Vice-President shall have responsibility for and oversee the planning and execution of all scheduled flying events and business meeting presentations of the Club. The Vice-President is to maintain an accurate record (including place of storage) of all Club assets. (Amended October 2003)
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 disbursed by the Club.
6. ***Field Safety Officer:*** The Field Safety Officer shall be responsible for the implementation of the AMA Safety Code and the Club Rules. He/she shall rely on the Club Safety Committee for guidance in such implementation. (Amended October 2003)
7. ***Member-at-large:*** The Member at large shall be an elected a full member of the Board of Directors. (Amended October 2003)
8. ***Immediate Past-President:*** The immediate Past-President shall serve as a full member of the Board of Directors.

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 elected officers of the Club shall serve for one (1) year. The term of office shall commence on January 1 of the year following the election. The term of office shall terminate on December 31 of the year following the election. Officers are to be elected by a vote of simple majority of those present and voting 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. Personnel will be appointed by the elected officers and confirmed by a simple majority vote of those members present and voting during a regular meeting: i.e. Newsletter Editor, Contest Director, etc. (Amended October 2003)

2. 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.

3. 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 and voting 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: COMMITTEES

1. The President shall appoint all committees, and their Chairpersons. The Safety Committee shall be a Standing Committee embodied in the Board of Directors. The President shall be the Safety Committee Chairman.

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 ten (10) 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 or probationary 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: DUES AND MEMBERSHIP

1. 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 when renewing their membership, except that the initiation fee shall not be charged, and will not be given preference over any other applicant should a membership waiting list be in existence. (amended 2-16-17)

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. 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 ten (10) days prior notice along with an explanation of the assessment.

3. New members who join in October through December will pay initiation fee and rates of 125 percent of the annual dues. This will cover the membership dues until the end of the following 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 when renewing their membership, except that the initiation fee shall not be charged, and will not be given preference over any other applicant should a membership waiting list be in existence. (amended 2-16-17).

5. 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 and voting at the meeting.

ARTICLE 8: MEMBER STANDING

1. All persons shall be eligible for membership, and shall agree to abide by the Club's bylaws, and those of the AMA.

2. The membership shall be divided into the following categories:

3. Full Member: Is nineteen (19) years old or older and has full privileges and voting rights. Dues: Full Member rate plus AMA Membership

- 4. Junior Member: Is younger than nineteen (19) years old, has full privileges but no voting rights. Dues: Junior Member rate plus AMA Membership**
- 5. Family Membership: Includes all flying members of the immediate family (spouse and children). They have full privileges and voting rights, however Junior Members shall have no voting rights. Dues: One hundred fifty percent of one Full Membership, plus AMA Membership for each flying member. Children are included until their 19th birthday and from their 19th birthday until their 25th birthday, provided they remain continuously dependent upon their parents for their principal support.**
- 6. Associate Member: A Non-Flyer, who is interested in the activities of the Club, has no voting rights and receives a newsletter.**
- 7. Probationary Member: A Full or Family Member within the first two calendar years of membership. This member is not eligible for elected office; however, they may serve the Club in an appointed position. Member (except Youth Member) has full voting rights at Club meetings. Membership dues are per the rate structure, published in the newsletter. Only one newsletter per family address.**
- 8. Flying members will be required to hold and maintain a license issued by the AMA. All first-time flying member's 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.**
- 9. Before joining the Club, new members shall be introduced in person by their sponsor. The membership, by a majority vote of the members present at a meeting, shall approve any application for membership. The applicant will be on probation for two (2) calendar years subsequent to the approval of his/her application for membership. After this probationary period has ended, his/her membership application may again become subject to the approval of the Club. Probationary members are ineligible to hold any elected office in the Club.**
- 10. Any member receiving a safety Grievance as stated in Article 16, who is involved in non-flying violations, or who has key information of a non-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 9: RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP

The Safety Committee Chairman (President) shall be responsible for chairing the safety committee and ensuring existing safety rules are enforced. This includes processing the grievance forms and following the existing grievance procedure documented in the by-laws.

- 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 Bylaws, or the Rules of the AMA, or which is detrimental 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 these bylaws at any general meeting of the Club membership, provided the members shall have been notified **BY EMAIL OR ON THE CLUB WEBSITE** at least ten (10) 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 and voting, at the regular monthly meeting. **VOTING MAY ALSO BE MADE AVAILABLE THROUGH THE WEBSITE WHENEVER FEASIBLE FOR THOSE MEMBERS WHO WISH TO VOTE ELECTRONICALLY. ELECTRONIC VOTING PARTICIPATION SHOULD BE MADE AVAILABLE TO THE THE CLUB PRESIDENT OR HIS DESIGNEE DURING LIVE VOTING TO ENSURE MEMBERS DO NOT VOTE TWICE. ONCE AN ELECTRONIC VOTE IS CAST, THIS IS THE MEMBERS FINAL VOTE AND IT CANNOT BE CHANGED. ELECTRONIC VOTING SHOULD END ONE CALENDAR DAY PRIOR TO LIVE VOTE"** (amended 3-16-2017)

2.: (added 3-16-2017)

Whenever a club vote is deemed necessary by the board to require the entire club participation (e.g. large expenditures, bylaw changes etc.) voting shall be conducted by a live vote as well as when feasible an electronic vote conducted over the internet. Club members may vote either in person or electronically, if a club member votes electronically that is their final vote and cannot be changed either electronically or by in person vote. Voting participation rosters shall be provided to the club president or his designee prior to the live vote to ensure no one person double votes. Electronic voting should close 1 day prior to live voting. (added 3-17-2017)

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 Board of Directors will have discretionary spending, of up to \$1000.00 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 Club, the Board shall, after paying or making provision for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club 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 Club, as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Court of jurisdiction of the county in which the principal office of this Club 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: 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) A grievance form will be filled out and turned into the Safety Committee Chairman. At least one witness is required.

(b) FIRST VIOLATION

- I. Viewpoints of both complainants and accused will be considered.
- II. Complainant's name will be disclosed.

III. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Committee files, if it is determined by the Safety Committee that a violation has occurred.

(c) SECOND VIOLATION

I. Complainant's name will be disclosed.

II. The accused has the right to a verbal or written rebuttal, to be reviewed by the Committee.

III. 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, if the Safety Committee determines that a violation has occurred.

(d) THIRD VIOLATION

I. 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, if the Safety Committee determines that a violation has occurred.

II. The accused has the right to a verbal or written rebuttal, to be reviewed by the Committee and the Club.

III. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).

IV. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.

V. Voting will be by secret ballot at a regular monthly meeting.

VI. The expelled member may reapply for membership after the expiration of the expulsion time period.

VII. The three actions will not be enforced unless they are accumulated within a two-year period of time.

VIII. 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 15: ARMED FORCES PERSONNEL:

Armed forces personnel on active duty may be allowed to use the Circle City Flyers' facilities without charge or cost. They must have AMA membership and comply with AMA and Club Bylaws.