

JEFFERSON CITY RADIO CONTROL CLUB BYLAWS

(Adopted: 2002; Revised: October 14, 2003 & February 20, 2007)

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. This Board of Directors shall also be known as the Club Officers. Official decisions may be made by a two-thirds (2/3)-majority vote or by a quorum at Club Officers meeting. A quorum shall consist of at least 75% of the current Club Officers members or by no less than four (4). Official decisions shall be consistent with the stated purposes and objectives of the AMA, the City Of Jefferson and, Jefferson City Parks and Recreation as set forth in their Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Club Officers.
2. *Club Officer Positions/Special Committees:* The club will have six (6) elected Officers, they will consist of the offices of a: President, Vice-President, Secretary, Treasurer, Field Marshall and Safety Officer.
 1. *President:* The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to it.
 2. *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.
 3. *Secretary:* The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to the Club. He/she will also be the Club's contact person with the AMA in case of questions, problems or situations.
 4. *Treasurer:* The Treasurer shall collect all moneys due and shall keep a record or journal of moneys disbursed by the Club. This record shall be in electronic format and, available to all members for viewing.
 5. *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. The Field Marshall reports directly to the Vice-President
 6. *Safety Officer:* The Safety Officer shall be responsible for the total safety of the Club, the City of Jefferson, Jefferson City Parks and Recreation and, all it's physical surroundings including bystanders, spectators and other personal property while ensuring existing rules are enforced. Enforcing all rules pertaining to the Club whether delegated by the AMA, the City of Jefferson, Jefferson City Parks and Recreation, or the Club and, its flying site are his responsibility. This includes processing the Grievance Forms and following the existing grievance procedure documented in the by-laws. The Safety Officer reports directly to the Vice-President.

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 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. Notice must be received by the Club Secretary that a ballot is to be mailed to the member, thirty (30) days prior to the election. Those ballots, returned by mail before the November meeting, will be counted as if those persons were present at the meeting. New officers will take office January 1 following the November meeting. Appointed Personnel by the elected officer/officers will be introduced to the members present during the January regular meeting.

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 on the website prior to the election.

ARTICLE 4: VACANCIES

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

ARTICLE 5: COMMITTEES

1. The committees of the Club shall be an 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, or less, of his tenure of office. The first established Standing Committee is the Field Maintenance Committee.

ARTICLE 6: MEETINGS

1. Regular meetings shall be held at a time and place designated by the Club Officers and published in the Club website.

2. The Club President may call a special meeting with no less than three days prior notice of that special meeting. The purpose of the special meeting shall be stated in the notice. It is the responsibility of the President to make an attempt to notify all current members of such action.

3. At any Club meeting a simple majority shall be over 50% of the members voting at the meeting. No less than 10 current members must be present at any time a vote is held to constitute a quorum of the club's membership.

4. Any member or probationary member of the Club may initiate a formal request for action by the Club Officers 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 shall forward copies of the proposal to all Club Officers for their consideration. Any Club Officer may have the matter placed on the working agenda of the next Club meeting.

ARTICLE 7: DUES AND MEMBERSHIP

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 Club Officers on a case-by-case basis.

Dues are payable January 1st of each year and delinquent April 1st of each year. Those members not paying by April 1st will be considered non-members and must turn in their key and their flying privileges are revoked.

Dues are \$60.00 per family.

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 along with an explanation of the assessment.

3. New members who join in October through December will pay dues in the amount of one quarter (1/4) the normal yearly rate. This will cover the membership dues until the end of that 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 April 1st of any year shall be considered a new member when renewing their membership 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 Officers and approved by a vote of two-thirds (2/3) majority of the members present at the meeting.

6. Honorary Members may be nominated by any Full Member in good standing and approved by a simple majority vote by club members. An Honorary Member must be someone who provides substantial support to the Club in kind or by action. Honorary Membership is granted on an annual basis and dues will be waived for that year. Honorary Members have the same voting rights as Full Members.

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, the City of Jefferson and Jefferson City Parks and Recreation.

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

- a. Full Member: Is sixteen (16) years old or older and has full privileges and voting rights. Dues: Full Member rate plus AMA Membership.
- b. Junior Member: Is younger than sixteen (16) years old, has full privileges and voting rights. Dues: Junior Member rate plus AMA Membership.
- c. Family Membership: Includes all flying members of the immediate household (significant others, spouses and children). They have full privileges and voting rights. Dues: One (1) Full Membership plus one (1) Junior Membership, plus AMA Membership for each flying member.
- d. Associate Member: a Non-Flyer, who is interested in the activities of the Club, has no voting rights.
- 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. Membership dues are per the rate structure, published in the website.

Junior members must have AMA membership to vote. Children are included until their 18th birthday under the Family Membership.

3. Flying members will be required to hold and maintain a license issued by the AMA. Members will also be required to hold a park permit issued by Jefferson City Parks and Recreation before they are allowed to utilize the site. All first-time flying member applicants, as well as present flying members seeking membership renewal, must show proof of membership in the AMA before Membership Card will be issued. Associate Members do not require AMA membership.

4. 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 one (1) calendar year 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.

5. 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 Club Officers, may at the discretion of the Club Officers 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

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 Club Officers, becomes the responsibility of the Club Officers 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 Club Officers if, in their 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 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 Club Officers.
5. The Club Officers 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 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. All members must be present to vote. No other ballots will be made available for those members who cannot attend the meeting.

ARTICLE 11: SPECIAL FUNDS

1. The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any worthy individual or institution, to be applied to the operating expenses of the Club.
2. The President will have discretionary spending, of up to \$250.00 without requiring Club approval. With a maximum expenditure of \$750.00 annually.

ARTICLE 12: DURATION

1. The duration of this Club shall be perpetual.

ARTICLE 13: DISSOLUTION

1. The Club may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
2. Upon the dissolution of the Club, the Club Officers 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, 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 Club Officers shall determine.

ARTICLE 14: INCORPORATION

1. The incorporation of this membership shall be a minimum of four (4) of the six (6) 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 Club Officers for its consideration by means of a Grievance Form to be filled out and turned into the Safety Officer. At least one witness is required to sign the Grievance Form.
2. *Safety Officer:* The Safety Officer shall use its judgment in carrying out action on the following:
 - (a) A grievance form (see page 10) will be filled out and turned into the Club Officers. At least one witness is required.

(b) FIRST VIOLATION

- a. Viewpoints of both complainants and accused will be considered.
- b. Complainant's name will be disclosed.
- c. A verbal reprimand will be given to the accused by the Safety Officer and, this will be recorded in the Safety Officers 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 Club Officers.
- c. If the Club Officers so decide, the flying privileges of the accused will be suspended for ten (10) days. Written notice of this shall be issued and a copy published in the Club website.

(d) THIRD VIOLATION

- a. Safety Officer will notify the accused in writing and the Club members via the Club website and electronic means that the Club will vote on the expulsion of the accused at the next meeting.
- b. Said expulsion will last for a thirty (30) day minimum.
- 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.

(e) The three actions will not be enforced unless they are accumulated within a one-year period of time.

(f) 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 Club Officers.

Club Grievance Form

Date: _____

Time: _____

Nature of Violation:

Signature: _____

Witness: _____

Safety Officer: _____

Bylaw Acceptance Form

I have read and understand the Jefferson City Radio Control Club Bylaws. I furthermore agree to uphold and enforce all Bylaws as expected of me as a member of Jefferson City Radio Control Club. I will not hold Jefferson City Radio Control Club, the City of Jefferson or Jefferson City Parks and Recreation, liable for any actions that can or may occur due to disregard of these Bylaws.

Date: _____

Time: _____

AMA # _____

Signature: _____

Print: _____