

# **The Flagstaff Flyers**

**Purpose:** The purpose of the Flagstaff Flyers organization is to create an interest in, further the image of, and promote the hobby of radio control model aircraft.

**Meetings:** The Flagstaff Flyers general meeting is held on the second Wednesday of each month at the Thorpe Park Senior Center, beginning at 6:30PM. General membership meetings are open to members and guests. The meetings include a business program, and may include a merchandise raffle, entertainment program, swap meet and/or Show and Tell.

**Flying Site:** Currently the Flagstaff Flyers Field is on public land administered by the U.S. Forest Service located on the road running north at mile post 433 off Leupp Road. AMA licensing, in addition to Flagstaff Flyers membership, is required of all flyers during Club activities except as allowed by AMA rules.

**Membership:** Flagstaff Flyers membership applications are available at the monthly general meetings, at the flying field during regular fly-ins, from any Board member, or on the club website. AMA sporting licenses are available from the Academy of Model Aeronautics, 5161 E. Memorial Drive Muncie, Indiana 47302-9252.

**Board of Directors:** The Flagstaff Flyers Board of Directors may hold additional meetings as directed by the President. Interested club members are always welcome. Specific information concerning Board of Directors Meetings is generally available in the newsletter or by email listing.

## **By- Laws of the Flagstaff Flyers**

**2/10/17**

### **Article I Meetings**

#### **Section 1 Regular Meetings**

1.11.1 Regular meetings shall be held at a time and place approved by the general membership and published in the Club newsletter, by email and/or on the website.

1.1.2 Club officers may call special meetings with no less than five days prior notice given by email or by phone call. The purpose of the special meeting shall be stated within the notification.

1.1.3 At any Club meeting a simple majority shall be over 50% of the members voting at the meeting.

1.1.4 Any member or probationary member of the Club may initiate a formal request for action by the Membership by submitting a proposal to the President or may introduce the request at any monthly meeting. If the member is unable to present the request to the Membership at a meeting, any officer may have the matter placed on the working agenda for the next Club meeting.

1.1.5 The president will direct the meeting, and in his or her absence, the vice president shall take that responsibility. The agenda will follow club parliamentary procedure (Roberts Rules

## **Section 2 Annual Meeting**

1.2.1 The annual meeting will occur near, or immediately following the end of calendar year, the date and time to be set by the Membership. The time and location will be announced in the clubs monthly publication, by email and on the website. The president or a substitute will direct the annual meeting. The agenda will consist of the year-end treasurer's report, general business of the club as deemed necessary, and entertainment as decided by the Membership.

## **Section 3 Board Meetings**

3.1 The Board will meet as requested by the president who will determine the time and place, and set the agenda of the meeting. Minutes of the meeting will be published in the news letter.

# **Article II Membership**

## **Section 1 Eligibility**

2.1.1 An application for membership with annual dues and proof of membership in the Academy of Model Aeronautics (AMA) or proof of payment and application in the AMA may be submitted to any officer of the Flagstaff Flyers, or mailed to the Flagstaff Flyers, c/o Treasurer. The appropriate address is listed in the newsletter, by email and/or listed on the website.

## **Section 2 Types of Membership**

- 2.2.1 Adult - anyone over the age of nineteen [19] that meets said eligibility requirements.
- 2.2.2 Junior - anyone under the age of nineteen [19] that meets said eligibility requirements.
- 2.2.3 Associate - anyone who resides more than a 50-mile radius of Flagstaff and a current AMA member.

## **Section 3 Membership Packets**

- 2.3.1 Upon approval of membership, the new member will receive the following as applicable:
  - a. Copy of the By-Laws
  - b. Membership Card
  - c. Name Tag
  - d. Specific proprietary information such as field access codes, etc.

# **Article III RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT**

## **Section 1**

- 3.1.1 Any member in good standing may resign his/her membership by notifying the Club in writing.
- 3.1.2 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.
- 3.1.3 Any unacceptable behavior by an individual member or members, as defined by the Board of Directors may be reason for expulsion from the club. 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 the Club, the AMA, or to model aviation. This decision will require the yes vote of 3 of the 5 Board members.
- 3.1.4 Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Membership.
- 3.1.5 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 IV Dues and Assessments**

## **Section 1 Calendar Year**

4.1.1 The business of the Flagstaff Flyers shall be operated upon a calendar year basis and all dues and fee provisions shall be due and payable accordingly.

## **Section 2 Dues**

4.2.1 The annual dues for each membership shall be in accordance with the following schedule:

Adult	\$40.00
Junior	\$20.00
Associate	\$30.00

## **Section 3 Pay Schedule**

4.3.1 Dues for each membership shall be payable annually on or before January 31 for that year and may be prorated for a partial year membership (except associate members).

4.3.2 Prorated membership: Any member initiated between July 1 and December 31 will be fifty percent (50%) of the full membership dues, except associate members.

4.3.3 Delinquencies: Upon notification by the treasurer, any member that is delinquent thirty (30) Days are subject to membership termination.

## **Section 4 Special Assessment and Change in Dues**

4.4.1 No special assessment or change in dues 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.

4.4.2 All members will be responsible for payment of any assessments approved by the membership by the next monthly meeting.

# **Article V Elections**

## **Section 1 Nominations**

- 5.1.1 The nominations of President, Vice President, Secretary, Treasurer, and Safety Officer will be heard at the November meeting.
- 5.1.2 Such nominations shall be made, provided prior consent of the nominee has been obtained and it has been verified that he or she is a member in good standing.
- 5.1.3 Any person in nomination will first be qualified by the treasurer before his/her name shall be placed on the ballot.

## **Section 2 Officer Elections**

- 5.2.1 The election of the President, Vice President, Secretary, Treasurer, and Safety Officer will occur at the regular meeting in December. The new terms begin in January.
- 5.2.2 Each term will last for one (1) year. The elected officers will be the core of the 4 to 5 member permanent Board of Directors.
- 5.2.3 The vote will be a simple majority of eligible members at the meeting. A secret ballot shall be used for all elections, removal of a club officer, and expulsion of a member of the club, unless waived by a simple majority vote of the members present at the meeting.

# **Article VI Board of Directors**

## **Section 1 Officers**

- 6.1.1 The Board of Directors shall consist of no less than five (5) members of the Flagstaff Flyers, who, at the time of their election are each in good standing. Other Directors may be appointed as required, and any appointed director may be granted temporary voting privileges when approved by the permanent Board members. These additional directors shall be referred to simply as "directors".

## **Section 2 Duties**

- 6.2.1 The Board of Directors shall have control and management of the affairs of the Flagstaff Flyers with authority to make any operating expenditures it may deem necessary for the welfare and best interest of the Flagstaff Flyers. However, any single expenditure exceeding \$150.00 will require a 2/3 majority vote of members present at a general meeting.

### **Section 3 Quorum**

6.3.1 Three (3) members of the Board of Directors shall constitute a quorum.

### **Section 4 Absence**

6.4.1 If any member of the Board of Directors shall be absent from three consecutive meetings of the general club, unless excused by the president or the Board, a vacancy may be declared to exist.

### **Section 5 Vacancies**

6.5.1 Vacancies will be filled by the Board through appointment from the general membership for the unexpired term.

## **Article VII Officers**

It is the intent of the Flagstaff Flyers to have a minimum of 3 officers, President, Secretary/Treasurer and Safety Officer as required by the AMA by-laws. However, whenever possible, 5 officers will be elected, splitting the secretary and treasurer's job and electing a vicepresident.

### **Section 1 President**

7.1.1 The President shall be the executive officer of the Flagstaff Flyers and shall preside at meetings of the Flagstaff Flyers and of the Board of Directors. He or she shall be a member exofficio of all committees.

7.1.2 The President is empowered as the executive officer of the Flagstaff Flyers and may delegate any of all of his powers to other officers or directors from time to time as may in his judgment be to the best interest of the Flagstaff Flyers.

7.1.3 The President shall appoint all committees not otherwise provided for, and shall have general supervision over all officers of the Flagstaff Flyers.

7.1.4 The President may require from time to time special reports from officers and committees to be made to himself, to the Board of Directors, or to the membership of the Flagstaff Flyers.

### **Section 2 Vice President**

7.2.1 The Vice President shall perform his or her accepted duties, as a successor to the President in event of his/her death or incapacity, and shall supplement the activities and actions of the president as requested by the president. He or she shall also preside at meetings of the Board of Directors and membership of the Flagstaff Flyers in the absence of the President.

### **Section 3 Secretary**

7.3.1 The Secretary shall be responsible for keeping the minutes of all meetings of the Flagstaff Flyers and of the Board of Directors, both regular and special.

7.3.2 The secretary shall assist the several committees, if called upon, in discharge of their duties, and shall perform such other duties as the President or Board of Directors may dictate from time to time.

7.3.3 Upon retiring from office, he shall deliver to the Board of Directors, or to his successor, all funds, books, papers, accounts, vouchers, and other property in his possession belonging to the Flagstaff Flyers.

7.3.4 The Secretary shall be responsible for reading the previous meeting minutes at the meetings of the membership and the Board of Directors.

### **Section 4 Treasurer**

7.4.1 The Treasurer shall have charge of funds of the Flagstaff Flyers and shall cause them to be deposited in such depository or depositories as the Board of Directors may from time to time designate.

7.4.2 He/she shall be responsible for keeping of an accurate, detailed record of accounts in books belonging to the Flagstaff Flyers, which accounts and records shall be open at all times to inspection by the President, Secretary, or the Board of Directors.

7.4.3 He/she shall report the financial condition of the Flagstaff Flyers whenever requested to do so by the President or the Board of Directors, and shall make a full report to the Flagstaff Flyers at the annual meeting and regular meetings of the Board of Directors and the membership.

7.4.4 He/she shall deposit all dues and assessments as well as other monies to which the Flagstaff Flyers may be entitled, given his receipt therefore.

7.4.5 He/she shall disburse such funds as are necessary to the continuing operation of the Flagstaff Flyers as authorized by the board of Directors and these bylaws.

7.4.6 He/she shall keep an accurate and detailed book of records of collections in books belonging to the Flagstaff Flyers, which records shall be open to inspection at all times by the President, or Board of Directors. Records will be maintained for a minimum of two (2) years, not including the current calendar year.

7.4.7 Whenever directed to do so by the President or the Board of Directors, he/she shall submit for audit the books, vouchers and any or all other papers called for to an auditor.

7.4.8 Upon retiring from office, he/she shall deliver to his/her successor all funds, books, papers, accounts, vouchers, and other property in his possession and belonging to the Flagstaff Flyers.

7.4.9 The Treasurer will be in charge of applications and receipt of membership dues to the Flagstaff Flyers. He/she will be in charge of registration of funds collected and will be recorded for roster and is in charge of depositing fund into the Flagstaff Flyers bank account.

7.4.10 The Treasurer shall be responsible for issuance of checks. As well, a second authorizing signature shall be available in the event the treasurer is unable to perform this duty, generally the President or Vice President.

7.4.11 The Treasurer shall maintain an accurate roster of paid members in the club and in AMA.

### **Section 5 Safety Officer**

7.5.1 The Safety Officer will be responsible for the enforcement of all safety rules at the flying field as per AMA and Flagstaff Flyers rules and regulations. This includes all situations, pilots, pit crews, and spectators. As well, the safety officer shall manage parking during special events.

7.5.2 The Safety Officer may ground (for the day) any unsafe flier who refuses to comply with the Safety Rules. In the absent of the Safety Officer at the flying field, a Board Member can enforce the duties of the Safety Officer.

## **ARTICLE VIII DISSOLUTION**

8.1 The Corporation may be dissolved with the approval of a two thirds (2/3)-majority vote of the total membership.

8.2. 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©(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, operated exclusively for such purposes.

## **Article IX INCORPORATION**



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

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

### 10.1 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 Officer. He or she shall consider the nature of the grievance and, in his or her opinion further action is warranted, a Grievance Form should be filled out and brought to the attention of the Board of Directors .

### 10.2 Process:

10.2.1 The Board of Directors shall use its judgment in carrying out action as dictated below.

10.2.2 A gathering shall be arranged with the Board of Directors, accused, complainants, witnesses, and others wishing to be heard in attendance. Each will be asked to present information which will help the Board in reaching a just decision.

10.2.3 The Board shall consider all it has heard and decided if further action is warranted.

#### Step 1 First Violation:

1. The Board of Directors shall issue a verbal reprimand to the accused...

#### Step 2 Second Violation:

1. The Board of Directors shall directly address the accused with a recommendation that his or her flying privileges be suspended for thirty (30) days.
2. The accused will have the right to appeal this decision and, based on that appeal, suspension shall be enforced or dropped

#### Step 3 Third Violation:

1. The Board of Directors will notify the accused in writing, and the Club members via the Club newsletter, by email or via the club website that the Club will vote on the expulsion of the accused at the next meeting.

2. A two-thirds (2/3) majority vote of the membership present at the meeting by secret ballot is required for expulsion...
3. Said expulsion will last for a one-year minimum (longer if deemed necessary by the Board of Directors).
4. The expelled member may reapply for membership after the expiration of the expulsion time period.

10.2.4 For steps two and three to occur, the infractions shall have accumulated within a two-year period of time.

10.2.5 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.

# Flagstaff Flyers Club Grievance Form

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

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

Nature of Violation:

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

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

## Article XI Amendments

### Section 1 Amendments

11.1.1 The Flagstaff Flyers bylaws may be amended by a vote of 2/3-majority vote of members present at a general meeting.

11.1.2. Proposed amendments shall be given to the Board of Directors for consideration of validity and wording no less than one month before the next general meeting.

# **Article XII “Chuck Hebestreit Field” Management**

## **Section 1 Rules**

Our objective is to extend the privilege of enjoying the R/C hobby to all members and authorized guests, with maximum emphasis on safety and control. While this guide sets forth club rules for this objective, nothing herein should overrule common sense and courtesy.

12.1.1 All model aircraft shall be operated in accordance with the Academy of Model Aeronautics (AMA) safety code and these field rules.

12.1.2 All pilots shall be current members of the Academy of Model Aeronautics (AMA).

12.1.3 A Speed Limit of 5 MPH shall be observed on road from entrance gate to flying field.

12.1.4 Alcoholic beverages are prohibited while piloting.

12.1.5 Pilots must be a current club member or be a guest of a member and hold a current AMA card to engage in flying activities.

(a). New students may have one instructional flight from a current club member without joining the club, before the next flight the student must show proof of club membership and also present AMA card.

12.1.6 Sponsoring members will be responsible for guests conduct.

12.1.7 All members shall be responsible in setting up appropriate signs and markers for field management.

12.1.8 All members shall:

- a. Ensure that spectators are aware of restricted areas.
- b. Leash their pets.
- c. Supervise their children.
- d. See that their pit area is free of liter, cigarette butts, airplane parts, etc.

12.1.9 Discharging of firearms is strictly prohibited.

12.1.10 The gate shall be locked by passing the lock through the large chain and through the Forestry Service lock such that either lock will allow passage.

12.1.11 The last member to leave the field will be responsible for securing appropriate locks.

12.1.12 All Forest Service rules and regulations must be obeyed

## **Section 2 Safety Items ands Air Traffic Control**

- 12.2.1 A single straight line will be established to separate the pit area from the spectators. Signs will be posted in separate locations stating, No Spectators beyond this point.
- 12.2.2 No more than five (5) powered aircraft in the air at one time.
- 12.2.3 All combustion engines are required to have AMA noise suppression devices.
- 12.2.4 Internal combustion engines will be started and serviced at the flight stations or other appropriate locations.
- 12.2.5 All powered aircraft shall be controlled from a point adjacent to the runway known as the flight line. Flight shall not be conducted behind this line.
- 12.2.6 Pilots shall insure safe clearance onto the runway by looking both ways, and then announcing the intent to the runway prior to doing so.
- 12.2.7 Aircraft stalled on the runway shall be retrieved quickly by qualified persons. Intent to walk across the flight line or on to the runway shall be announced prior to doing so.
- 12.2.8 Downed (Crashed) aircraft shall be retrieved by the appropriate amount of persons required.
- 12.2.9 All aircraft shall land on the flying side of the flight line, in accordance with a left or right hand pattern approach. Wind direction shall determine the appropriate approach direction.
- 12.2.10 Landing aircraft shall have access to the runway with the following priority:
- A. Emergency landing
  - B. Engine out landings
  - C. Sailplanes
  - D. All others
- 12.2.11 Frequency control is in effect at all times. It is the pilot's responsibility to know these rules and follow them. If in doubt, contact the Safety Officer.

## **Article XIII Miscellaneous Provisions**

### 1. Roberts Rules

1. Call to order
2. Reading of the previous meeting minutes.
3. Treasures report.
4. Committee reports.
5. Old business.
6. New business.
7. Introduction of visitors, and/ or new members
8. Show & Tell
9. Raffle
10. Adjournment.

## Appendix A. Treasurer's Calendar

Month	Activities
January	<ol style="list-style-type: none"><li>1. Prepare treasurer's report for monthly meeting</li><li>2. Payment to Forest Service for field is due</li><li>3. Check PO Box at least weekly</li><li>4. Print and reconcile bank and savings account</li><li>5. Reconcile petty cash</li></ol>
February	<ol style="list-style-type: none"><li>1. Prepare treasurer's report for monthly meeting</li><li>2. Check PO Box at least weekly</li><li>3. Print and reconcile bank and savings account</li><li>4. Reconcile petty cash</li></ol>
March	<ol style="list-style-type: none"><li>1. Arizona Corporation Commission corporate renewal due 4/28</li><li>2. AMA club membership list and annual payment due for dues and insurance on the Flying Field .</li><li>3. Prepare treasurer's report for monthly meeting</li><li>4. Check PO Box at least weekly</li><li>5. Print and reconcile bank and savings account</li><li>6. Reconcile petty cash</li></ol>
April	<ol style="list-style-type: none"><li>1. Prepare treasurer's report for monthly meeting</li><li>2. Check PO Box at least weekly</li><li>3. Print and reconcile bank and savings account</li><li>4. Reconcile petty cash</li></ol>
May	<ol style="list-style-type: none"><li>1. Prepare treasurer's report for monthly meeting</li><li>2. Check PO Box at least weekly</li><li>3. Print and reconcile bank and savings account</li><li>4. Reconcile petty cash</li></ol>
June	<ol style="list-style-type: none"><li>1. Prepare treasurer's report for monthly meeting</li><li>2. Check PO Box at least weekly</li><li>3. Print and reconcile bank and savings account</li><li>4. Reconcile petty cash</li></ol>
July	<ol style="list-style-type: none"><li>1. Prepare treasurer's report for monthly meeting</li><li>2. Check PO Box at least weekly</li><li>3. Print and reconcile bank and savings account</li><li>4. Reconcile petty cash</li></ol>

August	<ol style="list-style-type: none"> <li>1. Prepare treasurer's report for monthly meeting</li> <li>2. Check PO Box at least weekly</li> <li>3. Print and reconcile bank and savings account</li> <li>4. Reconcile petty cash</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Prepare treasurer's report for monthly meeting</li> <li>2. Check PO Box at least weekly</li> <li>3. Print and reconcile bank and savings account</li> <li>4. Reconcile petty cash</li> </ol>
October	<ol style="list-style-type: none"> <li>1. Prepare treasurer's report for monthly meeting</li> <li>2. Check PO Box at least weekly</li> <li>3. Print and reconcile bank and savings account</li> <li>4. Reconcile petty cash</li> </ol>
November	<ol style="list-style-type: none"> <li>1. Prepare treasurer's report for monthly meeting</li> <li>2. Check PO Box at least weekly</li> <li>3. Print and reconcile bank and savings account</li> <li>4. Reconcile petty cash</li> </ol>
December	<ol style="list-style-type: none"> <li>1. PO Box annual fee due</li> <li>2. Prepare treasurer's report for annual meeting</li> <li>3. Print and reconcile bank and savings account</li> <li>4. Reconcile petty cash</li> <li>5. Prepare next year's budget</li> </ol>