

## **Bylaws of the Flagstaff Flyers Inc.**

### **ARTICLE I**

#### **Name**

The name of this club shall be Flagstaff Flyers Inc. as used hereafter "Club" shall mean Flagstaff Flyers Inc.

### **ARTICLE II**

#### **Purpose**

The Club is a non-profit corporation, established to provide and administrate a flying field and to promote the hobby of building and operating Radio Control model aircraft according to the by-laws of the club.

### **ARTICLE III**

#### **Membership**

##### **Section 1 Eligibility**

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 at the address listed on the application.

##### **Section 2 Types of Membership**

Adult – For adults 19 or over.

Junior - For children and young adults under 19.

Associate - Anyone who is a member in good standing of the AMA and an AMA sanctioned club.

##### **Section 3 Membership Packets**

Upon approval of membership, the new member will receive the following as applicable:

1. Copy of the By-Laws
2. Membership Card
3. Name Tag
4. Specific proprietary information such as field access codes, etc.

### **Article IV**

#### **Dues and Assessments**

##### **Section 1 Calendar Year**

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

### **Section 2 Dues**

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**

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).
2. Prorated membership: Any member initiated between July 1 and December 31 will be fifty percent (50%) of the appropriate membership dues.
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**

1. No special assessment or change in dues shall be levied upon the Club membership, unless it is approved by a vote of simple majority of the members present at a general meeting.
2. All members will be responsible for payment of any assessments approved by the membership by the next general meeting.

## **ARTICLE V Board of Directors**

The Board of Directors, as used hereafter "Board" shall consist of no less than five (5) members of the Club and include the President, Vice President, Secretary, Treasurer and Safety Coordinator , who, at the time of their election or appointment are each in good standing. Other Directors may be appointed as required. These additional directors shall be referred to simply as "directors".

### **Section 1 Duties**

The Board shall have control and management of the affairs of the Club with authority to make any operating expenditures it may deem necessary for the welfare and best interest of the Club. However, any single expenditure exceeding \$750.00 will require a simple majority vote of members present at a general meeting.

### **Section 2 Quorum**

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

## **Section 2 Absence**

If any member of the Board shall be absent from three consecutive, unless excused by the president or the Board, a vacancy may be declared.

## **Section 3 Vacancies**

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

# **ARTICLE VI Officers**

## **Section 1 President**

1. The President shall be the executive officer of the Club and shall preside at meetings of the Club and of the Board. He or she shall be a member ex-officio of all committees.
2. The President is empowered as the executive officer of the Club 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 Club.
3. The President shall appoint all committees not otherwise provided for.
4. The President may require from time to time special reports from officers and committees to be made to himself, to the Board, or to the membership of the Club.

## **Section 2 Vice President**

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

## **Section 3 Secretary**

1. The Secretary shall be responsible for keeping the minutes of all meetings of the Club and of the Board, both general and special.
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 may dictate from time to time.
3. Upon retiring from office, he/she shall deliver to the Board, or to his/her successor, all funds, books, papers, accounts, vouchers, and other property in his/her possession belonging to the Club.
4. The Secretary shall be responsible for reading the previous meeting minutes at the meetings of the Club and the Board.

#### **Section 4 Treasurer**

1. The Treasurer shall have charge of funds of the Club and shall cause them to be deposited in such depository or depositories as the Board may from time to time designate.
2. He/she shall be responsible for keeping of an accurate, detailed record of accounts in books belonging to the Club , which accounts and records shall be open at all times to inspection by the President, Secretary, or the Board. Records will be maintained for a length of time as required by the ACC and the IRS.
3. He/she shall report the financial condition of the Club whenever requested to do so by the President or the Board of Directors, and shall make a full report to the Club at the annual meeting and general meetings of the Board and the Club.
4. He/she shall disburse such funds as are necessary to the continuing operation of the Club as authorized by the Board and these bylaws.
5. Whenever directed to do so by the President or the Board, he/she shall submit for audit the books, vouchers and any or all other papers called for to an auditor.
6. 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 Club.
7. 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.
8. The Treasurer shall maintain an accurate roster of paid members in the club and in AMA.

#### **Section 5 Safety Coordinator**

1. The Safety Coordinator will be responsible for the enforcement of all safety rules at the flying field as per AMA and Club rules and regulations. This includes all situations, pilots, pit crews, and spectators. As well, the Safety Coordinator or designee shall manage parking during special events.
2. The Safety Coordinator may ground (for the day) any unsafe flier who refuses to comply with the Safety Rules. In the absent of the Safety Coordinator at the flying field, a Board Member can enforce the duties of the Safety Coordinator

### **ARTICLE VII Meetings**

#### **Section 1 General Meetings**

1. General meetings shall be held at a time and place approved by the general membership and posted on the Club's website.

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.
3. At any general 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 Membership by submitting a proposal to the President or may introduce the request at any general meeting. If the member is unable to present the request to the Membership at a general meeting, any officer may have the matter placed on the working agenda for the next general meeting.

### **Section 2 Annual Meeting**

The annual meeting will occur immediately following the end of the calendar year. The date and time to be set by the Membership and posted on the Club's website.

### **Section 3 Board Meetings**

The Board will meet as requested by the president, who will determine the meeting time, place (which may include meeting via electronic means), and agenda. Minutes of the meeting will be published in a timely manner.

## **Article VIII Elections**

### **Section 1 Nominations**

1. The nominations of President, Vice President, Secretary, Treasurer, and Safety Coordinator will be heard at the nominations meeting.
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. Associate members are not eligible for to hold office.

### **Section 2 Elections**

1. The election of the President, Vice President, Secretary, Treasurer, and Safety Coordinator will occur at the elections meeting. December. The new terms begin in January.
2. The duration of each term will be one (1) year
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 IX  
Resignations, Terminations**

**Section 1 Resignation**

Any member in good standing may resign his/her membership by notifying the Club in writing.

**Section 2 Termination**

If any member ceases to maintain a current membership in the AMA, his/her flying privileges will terminate, subject to reinstatement upon restoration of their AMA membership.

**Article X  
Incorporation**

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

**ARTICLE XI  
Dissolution**

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

**Section 1 Amendments**

1. The Club Flagstaff Flyers bylaws may be amended by a vote of 2/3-majority vote of members present at a general meeting.
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 XIII  
GRIEVANCE PROCEDURE  
(FLIGHT AND SAFETY RULES)**

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. The Safety Coordinator/Committee shall use its judgment in carrying out action on the following:

A grievance form will be filled out and turned into the Safety Coordinator/Committee Chairman. At least one witness is required.

#### FIRST VIOLATION

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

#### SECOND VIOLATION

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

#### THIRD VIOLATION

Safety Coordinator/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. Said expulsion will last for a one-year minimum. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting. Voting will be by secret ballot at a general meeting. The expelled member may reapply for membership after the expiration of the expulsion time period.

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

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.

Flagstaff Flyers Club Grievance Form

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

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

Nature of Violation:

---

---

---

---

---

---

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

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