

## **BY-LAWS**

### **FORT BEND RADIO CONTROL CLUB**

**P. O. BOX 667, SUGAR LAND, TEXAS 77478**

#### **ARTICLE I OBJECTIVES**

We, the members of Fort Bend Radio Control Club, wishing to secure for ourselves the pleasures and benefits, without pecuniary interest or gain, of association with persons commonly interested in Radio Control, and to pursue and achieve the lawful purpose of the Club as a non-profit organization in the State of Texas, do hereby adopt these by-laws.

To encourage others people to become interested in the hobby.

To encourage sportsman-like conduct when flying model airplanes.

To conduct contest and other activities.

To work closely with the Academy of Model Aeronautics (AMA) as a chartered club.

To obtain and maintain suitable flying sites.

#### **ARTICLE II CLUB MEMBERSHIP**

##### **ARTICLE II SECTION A**

###### **Membership in the club shall be granted as follows:**

Submission of an application, signed by the applicant, showing name, address, home phone number, AMA number, and stating an agreement to observe the by-laws and Safety rules of the Club and the Safety Code of the Academy of Model Aeronautics (AMA).

Payment of dues as specified in Article V section D of these by-laws.

His/her possession of a valid FCC License issued in his/her name, presented to Secretary, if he/she intends to operate a transmitter on the amateur band.

## **ARTICLE II SECTION B**

### **There shall be four classes of membership as follows:**

Individual membership has full privileges and voting rights.

Family membership includes an individual member's immediate family or an individual 18 years or younger.

Individual lifetime memberships have voting rights.

Student membership, any full time student (NO VOTING RIGHTS) ---- \$10.00 dues.

## **ARTICLE II SECTION C**

### **Rights and Privileges of membership shall be:**

To vote on any matter placed before the Club for action, as follows.

One vote for an individual membership.

The opportunity to run for and hold office in the Club.

The use of the Club flying site and to participate in Club events with all privileges.

The opportunity to receive instructions from Club instructors free of charge.

Receive the monthly Club newsletter, "The Feedback".

## **ARTICLE II SECTION D**

### **Resignation, Termination, Disciplinary Action, Expulsion and Reinstatement of membership in the Club shall result from one (1) of the following:**

Any member in good standing may resign his/her membership by giving written notice to the Club.

If any member ceases to have the qualifications necessary for membership in the AMA, his/her membership in the Club shall thereby terminate, subject to reinstatement upon restoration of eligibility.

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, becomes the responsibility of the Board of Directors,

as stated. 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 decision may be made by a two-thirds (2/3) majority mail vote or by a quorum at a Board of Directors meeting. A quorum shall consist of at least 50% of the current Board members. Official decision shall be consistent with the stated purpose and objectives of the AMA as set forth in its by-laws and, where those by-laws are not specified, vested in the sound discretion of the Board of Directors.** 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 Articles of Incorporation and by-laws, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.

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.

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 III CLUB OFFICERS**

### **ARTICLE III SECTION A**

**The officers of the Club and their duties shall be as stated below:**

#### **PRESIDENT**

- a. Shall preside at all membership and Executive Committee meetings.
- b. Meet with committees at his convenience.
- c. Sign written contracts and obligations, which are approved and authorized by the Executive Committee.

#### **VICE PRESIDENT**

- d. During the absence or disability of the President, shall act in the president's stead.
- e. In the event of the resignation, retirement, or incapacity of the President, he shall become President for the remaining term of office.

f. Plan, direct and administer all field activities, meeting programs and social functions.

#### SECRETARY

g. Record and report minutes of each membership and Executive Committee meeting.

h. Maintain accurate records of all Club matters.

i. Maintain a current membership list and validate current AMA membership status before renewing memberships annually and when signing up new members.

#### TREASURER

j. Keep accurate financial records.

k. Be responsible for all funds collected.

l. Keep these funds in an authorized bank account.

m. Report the financial condition of the Club at each regular meeting.

**n. Funds may be disbursed only by checks jointly signed by the Treasurer and any Executive Committee member.**

#### NEWSLETTER EDITOR

o. Publish the monthly newsletter "The Feedback", and distribute to the membership as per current accepted Club policy.

p. Publish other Club documents as needed.

q. Serve as Club photographer.

#### SAFETY OFFICER

r. Inspect all craft for proper and safe construction.

s. Review safety procedures and practices on a regular basis.

t. Shall appoint as many associate safety officers as necessary to ensure compliance with safety rules and procedures.

## FIELD MARSHALL

- u. Direct activities and appoint schedules for maintenance of Club facilities (buildings, fences, etc).
- v. Ensure proper maintenance is performed on Club equipment (tractors, etc).

## PUBLIC RELATIONS OFFICER

- w. The general duty of the Public Relations Officer is to promote the Club to the media, provide advertising for Club functions, and promote the Club by presenting correct and interesting information about the Club.
- x. Serve as the assistant to the president in public speaking engagements and speech writing.
- y. Maintain a file of advertising, media and Club contacts to be handed off to incoming officers.

## ARTICLE III SECTION B

### **Terms of officers.**

Officers shall be elected for a term of one (1) year.

Officers shall not hold office longer than three (3) consecutive years.

Elections shall take place at the regular membership meeting in November of each year.

The nominating committee shall put forth its recommendations for office at the October meeting each year, and nominations shall be accepted from the floor at the same meeting or at the November meeting at the time of elections. This is to allow time for all nominees to campaign for the office they are running for.

Officers shall be installed at the December meeting and shall take office on January 1<sup>st</sup> of the year of their service. Outgoing officers shall hand over all notes, records, banking records, committee outlines and contacts, etc. to incoming officers.

## ARTICLE III SECTION C

### **Nominations for officers shall be accomplished as follows:**

There shall be a standing nomination committee composed of three past presidents of the Club in chronological order beginning with the immediate past president, the chairman of

which shall be the immediate past president. If no past presidents are available, or the immediate past president is not active, then the President shall appoint such members as are necessary to fill the committee, together with the committee chairman, not later than the regular membership meeting in September.

The Nominating Committee shall accept suggestions from members for consideration in selecting a list of one (1) or more proposed candidates for each office, with the consent of each such proposed candidate, which list shall be presented to members attending the regular membership meeting in October as the Committee's recommendations for nomination for each office.

Nominations may be made from the floor at the November meeting, provided the consent of such nominees has been, or is obtained at the meeting.

#### **ARTICLE III SECTION D**

##### **Expulsion of Club officers.**

Any officer may be removed from office by vote of at least two-thirds (2/3) of the members present at a membership meeting. ++++++

#### **ARTICLE IV EXECUTIVE COMMITTEE**

##### **ARTICLE IV SECTION A**

The Executive Committee shall consist of four (4) elected Club members, and the past President and the seated President. The four (4) elected members shall be elected annually with no limit on term of office.

##### **ARTICLE IV SECTION B**

The Executive Committee shall oversee operations of the Club and shall establish general policies and guidelines for the Club.

## ARTICLE IV SECTION C

**The President of the Club shall serve as Chairman of the Executive Committee. The Chairman may appoint standing or ad hoc committees as necessary.**

## ARTICLE V GENERAL PROVISIONS

### ARTICLE V SECTION A

Proceedings shall be conducted in accordance with Robert's Rule of Order.

### ARTICLE V SECTION B

#### **Responsibility and dissolution of assets owned by the Club.**

The Executive Committee shall have the responsibility for all equipment and fixed assets owned by the Club. **The records of the Committee shall contain an inventory of said equipment and fixed assets, which, shall be included in any audit of the Club's accounting records.** They shall determine the disposal or purchase of any equipment or fixed assets and the purchases or replacement of new equipment, and maintain a paper trail of such disposal and purchases.

In the event of 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 purpose of the Corporation in such manner, to the (AMA), or to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purpose 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 purpose similar to the purpose 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 principle office of this Corporation 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 purpose.

## **ARTICLE V SECTION C**

### **Extraordinary expense.**

Should at any time become necessary for the Club to incur extraordinary expense in excess of funds available in the Club treasury, an assessment to the members may be made to cover these expenses upon approval of fifty-one percent (51%) of the members present at the meeting. Such expenses shall be considered an expense to be borne and paid proportionately by Club members, as determined by the Executive Committee. Each Club member shall pay not later, than thirty days (30), from the date that such expenses are approved. Should any member fail to timely pay such amount, his/her name shall be removed from the membership of the Club subject to reinstatement upon his/her payment thereof, plus such penalty, if any, as the Executive Committee shall prescribe.

## **ARTICLE V SECTION D**

The annual dues to be paid to the Club shall be determined annually by the Club officers and the Executive Committee with the approval of a simple majority vote by the general membership. Dues are non-refundable. except under extraordinary circumstances, which will be determined by the Board of Directors on a case-by-case basis. .

Family dues are \$10.00 for each additional member at the same address.

Individual lifetime membership is \$ 500.00.

Membership dues are due at or prior to February monthly Club meeting.

Student membership shall be \$10.00.

Dues paid between the June and September meeting shall be prorated 50%.

Full dues paid at or after the October Club meeting, shall be considered payment for the current and following calendar year for new members.

## **ARTICLE V SECTION E**

### **Member standing.**

Any, member receiving a safety grievance as stated in Article VII, 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 discretion of the Board of Directors, be placed on probation for one (1) year regardless of his or her tenure in the Club.

## ARTICLE VI CHANGES AND AMENDMENTS

**The by-laws may be changed or amended by a (2/3) affirmative vote of the members at a monthly Club meeting consisting of a quorum.**

**Attendance by 15% of members entitled to vote shall constitute a quorum at any meeting of the membership.**

**Notice of any proposed alteration or amendment shall be sent to each member's last known address before the meeting at which the vote will be taken.**

Amendments shall be published in " The Feedback " the month following approval.

## ARTICLE VII GRIEVANCE PROCEDURE

### (FLIGHT AND GROUND SAFETY RULES)

**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 (page 8) to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.

**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

(1) Viewpoints of both complainants and accused will be considered.

(2) Complainant's name will be disclosed.

(3) A verbal, reprimand will be given to the accused **by the Safety Committee**, and this will be recorded in the **Committee files**.

c. SECOND VIOLATION

(1) Complainants name will be disclosed.

(2) The accused has the right to a written rebuttal, **to be reviewed by the Committee.**

(3) **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.**

d. THIRD VIOLATION

(1) **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.

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

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

(4) **Voting will be by secret ballot at a regular monthly meeting.**

(5) 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 two-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 actions deemed to be retaliatory by the Board of Directors.

**THESE BY-LAWS SIGNED INTO SERVICE**

**November 12, 2002**

President /s/ H. G. Bossley

H G Bossley

Vice President /s/ Joe Dugas

Joe Dugas

Secretary /s/ Tony Leigh

Tony Leigh

Treasurer /s/ Jim Rose

Jim Rose

