

## **Palm Beach Radio Control Association**

**Approved: 10/11/07**

### **BY-LAWS**

#### **Article 1. Name and Purpose**

1. The name of the organization shall be Palm Beach Radio Control Association (PBRCA) as provided in the Articles of Incorporation and shall hereafter be referred to and designated "Club".

2. The Club is a non-profit organization (corporation) organized under the Florida Non-Profit Corporation Regulations. The Club shall be recognized by Federal Regulation as being a Tax Exempt Organization.

3. Purpose: Subject to the limitations set forth in the Articles of Incorporation, the primary objective of the Club is to promote and foster educational and technical advancement in model aeronautics, to give recognition to model leadership, and to provide guidance and direction of model aeronautic affairs by those individuals, who through their accomplishments in the model field, have demonstrated their qualifications for such responsibilities.

More specific purposes are listed below, but shall not be considered all inclusive.

A. To encourage, through recognition, leadership in all phases of model building and activities.

B. To keep modelers informed through publication of news bulletins.

C. To solicit interested organizations and individuals for support of education and development needs related to model aeronautics, etc.

D. To establish and maintain official records and contests in accordance with the Academy of Model Aeronautics (AMA).

E. To have as its guiding principle "Of, By, and For Model Builders of All Ages".

#### **Article 2. Membership**

1. Any individual who indicates an interest in the building or flying of model aircraft in the furthering of the Club shall be eligible for membership. The membership type shall reflect membership types as defined by the AMA. An additional membership type, Honorary Member, shall include those individuals who are given special recognition of contribution to modeling or the Club upon approval of the membership. Honorary

Membership benefits shall include free bulletins and membership card for a term as recommended by the membership.

2. Applicants for new membership shall submit a written application to the Club Secretary in a form as required by the Board of Directors (BOD). Each applicant for membership shall be a licensed member of the Academy of Model Aeronautics (AMA) or shall provide written proof to have properly applied to that organization for membership. New members shall have a status of probationary member for a period of 6 months and the probationary member can have his or her membership terminated by the BOD for any reason.

3. The Board of Directors (BOD) shall determine the eligibility and class of the new member. Upon acceptance for membership, each individual shall agree to accept and abide by the Articles of Incorporation (if any), By-Laws and Club Safety Rules and agree to pay currently established dues and initiation fees.

New member applicants must fulfill the following requirements prior to approval:

- A. Attend at least 1 general meeting prior to submitting a membership application.
  - B. Demonstrate safe and competent pilot proficiency to a member of the BOD. Novice pilots will require an instructor.
  - C. Follow all flight safety and flying field rules.
4. Upon approval by the BOD and upon payment of applicable dues and initiation fees, the applicant shall become a member for that calendar year and be entitled to full access to the flying field and will receive a key to the flying field.
5. All members are subject to a mandatory flight refresher with a club instructor if unsafe flying is displayed.
6. All Club memberships shall expire on December 31<sup>st</sup> of each year and may be renewed upon payment of the annual dues and meeting the membership requirements. The Secretary, upon payment of dues and proof of AMA membership, shall issue a Club membership card each year to each renewing member.

### Article 3. Termination and Reinstatement of Membership

1. Any member in good standing may terminate his or her membership by giving notice in writing to any of the BOD. The member must surrender his or her membership card and key in 30 days of resignation. A member cannot be reinstated if the membership card and key is not surrendered. Voluntarily terminated members will not pay an initiation fee if membership is reinstated.

2. There is no refund of membership fees or initiation fees if a member is voluntarily or involuntarily terminated.

3. Involuntary termination of any membership may be voted on by the BOD when a member fails to comply with Club regulations and/or safety rules relating to the use of the flying site and/or the operation of model aircraft and equipment or when a member has failed to pay assessment obligations when such delinquency exists for more than 90 days.

4. Involuntary termination of any membership for charges of violation of regulations or safety rules must be submitted to the Board of Directors in writing and endorsed by any 2 members in good standing. A member under consideration for involuntary termination shall be given at least 30 days written notice and shall be allowed to notify the BOD in writing to show cause why his or her membership should not be terminated. If the BOD casts a majority vote to terminate a membership, the member must surrender his or her membership card and key within 30 days of determination. A member cannot be reinstated if the membership card and key is not surrendered.

5. Conditions for reinstatement after membership termination for violation of safety rules and/or regulations: Upon termination, the former member may apply for membership as of January 1 of the following year. If the terminated member's application is accepted by the BOD by a majority vote, the applicant will serve a probationary period of one year from the time of the vote. During the probationary period, the applicant must fly as a guest of a member in good standing. The applicant will be issued a new membership card and key to the flying site upon successful completion of the probationary period.

6. Conditions for reinstatement after membership termination for delinquency of financial obligations: Upon termination, the former member may reapply for membership at any time after paying all outstanding financial obligations. Upon acceptance of the applicant by the BOD, the former member may be reinstated to their status before termination.

#### Article 4. Dues and Assessments

By majority vote, the BOD shall recommend dues for all types of membership. Annual dues for the calendar year shall be payable by January 1<sup>st</sup> of each year. Any person not paying outstanding dues by February 15 shall pay a late fee of five (5) U.S. dollars. If outstanding dues are not paid by March 31, his or her membership will be treated the same as voluntarily terminated members and subject to reinstatement as defined in Article 4.

#### Article 5. Books and Records

The Club shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members and committees including the Board meetings. A record of the names and addresses of its members shall be kept by the Club Secretary and be made available to all Club members in good standing.

## Article 6. Meetings

1. The BOD will hold an annual meeting once a year. This meeting shall be scheduled by the President after elections and the new BOD is in place. It is recommended that the BOD also conduct monthly BOD meetings independent of the monthly general membership meetings. The order of business for each BOD meeting shall be determined by the President who shall be the chairman for the meetings. Any member in good standing may attend any BOD meeting, annual or monthly and be heard, in an orderly manner as prescribed by the BOD.

2. An annual membership meeting shall be held once a year as planned by the BOD. This meeting should be scheduled during yearly membership renewal timeframe. It is recommended that the Club conduct monthly general membership meetings.

3. Special general membership or BOD meetings may be called at the discretion of the President.

## Article 7. Voting

1. At any general membership meeting, each active member shall have one vote and such member's vote may be cast in person. A quorum of the membership shall consist of the active members present at the meeting.

2. A 2/3 majority of the quorum shall be required to carry a vote relating to dues, fees, assessments or By-Laws changes. The proposed changes and the meeting date for discussion and vote of these items shall be published in the Newsletter preceding the discussion and vote. Only full dues paying members and honorary members may vote on these issues.

3. Any Club business other than that relating to dues, fees, assessments or By-Laws changes shall require a simple majority of the quorum to carry a vote and shall not require Newsletter publication. All active members are eligible to vote on these issues.

4. Show of hands voting shall be sufficient for all voting issues except the election of officers or special voting issues for which paper ballots shall be provided. Once a vote has been voted upon it can not be brought before the membership for a period one year except for issues related to safety.

5. Expenditures covering normal operation expenses not to exceed \$500.00 may be made by the BOD without an authorization vote by the membership. All payments, other than normal operating expenses in excess of \$500.00 and purchases of Capital Equipment in any amount, will require the approval of the general membership.

## Article 8. Nominations and Elections

1. Officers shall be nominated during the general membership meeting. The nominating committee shall operate annually and shall be responsible for nominating the candidates for each office which is to be vacated at the end of the BOD term.
2. All Club officer positions shall be elected by a majority vote cast by a secret ballot vote at the March general membership meeting. Notice of the election shall be provided at least fifteen (15) days prior to such election in the Club newsletter. Only full dues paying members and honorary members may be eligible to vote on elections and submit nominations for elective officers and BOD positions.
3. Uncontested Club officer positions shall be voted into office by the Club Secretary who shall cast a single vote for such candidate.
4. All nominations for office will be closed at the end of the February meeting. It is recommended to publish a call for nominations at the January general membership meeting and Club newsletter.

#### Article 9. Officers

1. The elected officers of the Club shall be a President, Vice-president, Secretary, Treasurer, Chief Safety Officer, Newsletter Editor, Chief Instructor and Director. The term of office shall be one year starting July 1.
2. In the event of death, incapacity, inactivity, or resignation of any Club officer or BOD member, the BOD may replace that vacant position for the remainder of the term.
3. The President and Vice-President may not be elected to serve more than two consecutive years in any one office. The President and Vice-president shall not be active officers of any other model airplane club.

#### Article 10. Duties of Officers

1. President. The President shall preside at all meetings, and shall be a member of all regular and special committees. The President will make final and binding decisions relative to disputes and protests. The President, as the Club representative, shall be empowered to accept funds and make disbursements subject to the \$500 limit. The President shall appoint a team of Field Safety Controllers that will report to the Chief Safety Officer. The president shall have check signing authority.
2. Vice-President. The Vice-President shall assume duties of the President and or Secretary in his or her absence. The Vice-President shall have check signing authority.
3. Secretary. The Secretary shall maintain a current Club roster including membership detail information as deemed necessary by the BOD. The Secretary shall accomplish any required Club correspondence. The Secretary shall be responsible for maintaining minutes of BOD and general membership meetings and related records and attendance

records. The Secretary shall maintain current address and telephone directory listing of all members that can be made available by requested to current members. The Secretary shall be designated as the official point of contact by the AMA and must maintain an active e-mail address. The Secretary shall have check signing authority.

4. Treasurer. The Treasurer shall be responsible for submitting reports on the financial condition of the Club. The Treasurer shall maintain the corporate checking account and maintain corporate financial records. The Treasurer shall have check signature authority and insure that all expenditures in excess of \$500.00 have two signatures. These signatures shall be any two of the authorized signers. The Treasurer shall make regular financial reports during the general membership meetings. The Treasurer shall have check signing authority.

5. Chief Safety Officer. The Chief Safety Officer shall promote increased Safety awareness on the part of all members by improving the public perception of modeling as a safe and desirable activity and provide a means by which important safety information can be shared between members and local clubs. This person shall act as a communication liaison between the club and the AMA to ensure timely distribution of safety related material. The Chief Safety Officer shall be responsible for enforcement of Club's field safety rules. The Chief Safety Officer shall manage a team of Field Safety Controllers that will be responsible for daily safety oversight of the Club flying site. Chief Safety Officer shall provide a report of safety issues or information at the general membership meetings. The Chief Safety Officer must maintain an active e-mail address.

6. Newsletter Editor. The Newsletter Editor shall publish, at minimum, an annual newsletter informing current Club members of Club information and election notices. It is recommended that the newsletter be published monthly. The newsletter may also inform members of activities and contests of other clubs as reported in newsletters obtained through mutual exchange. The Newsletter shall contain a list of the current Club BOD and contact information.

7. Chief Instructor. The Chief Instructor shall be responsible for training and qualification of solo status of new pilots or pilots recommended for retesting. The Chief Instructor shall develop and maintain a training document, outlining training and qualification standards and make these documents available to the membership. The Chief Instructor shall build a team of qualified instructors who will provide on-site training for new and refresher pilots. Instruction shall be offered free of charge to Club Members. It is recommended that the Chief Instructor holds an AMA Introductory Pilot rating.

8. Director. The Director shall attend BOD meetings so as to effect a broader representation of the general membership.

#### Article 11. Board of Directors (BOD)

1. The BOD shall consist of the President, Vice-President, Secretary, Treasurer, Newsletter Editor, Chief Safety Officer, Chief Instructor, Director and the immediate past

President. If the immediate past President is unable to serve, he or she shall be replaced by the next highest available immediate past officer who is not on the current BOD. The President shall be chairman of the BOD.

2. It shall be a task of the BOD to discuss, plan and manage the business of the Club. Input advice to this task shall be sought from the general membership and the results shall be presented to the general membership in the form of accomplishments and recommendations on which the general membership can act.

3. Official decisions by the BOD shall be made by a 2/3rds majority vote by the BOD. The quorum shall consist of at least 50% of the current BOD.

4. Decisions of policy by the BOD shall not be at variance with the stated purposes and objectives of these By-Laws or Articles of Incorporation (if any).

5. The BOD shall be responsible for documenting the flying site operational and safety rules. All operational and safety rules must be approved by 2/3 vote of the BOD and the majority of general membership as defined in Article 8, section 3. The BOD will be allowed to enforce additional special or emergency safety rules without membership approval for a maximum of 30 days.

6. The BOD shall be responsible for ruling on actions presented against members as a result of violations of Safety Rules as recommended in writing from the Chief Safety Officer or Field Safety Controllers. The BOD, upon hearing a particular case, shall render a decision or recommendation within ten (10) days.

7. The BOD may decide on disciplinary action which may include suspension of flying privileges, change in flying status and/or recommending suspension or termination of membership from the club. Members for which an action has been advised have the right to appear before the BOD to plead their case. A member who refuses to appear at the request of the BOD may have actions placed against them in their absence. Members who do not comply with the recommendations or decisions of the BOD shall be deemed involuntarily terminated from the Club. Suspension of flying privileges or termination of membership shall require that the member surrender his/her key to the flying site and membership card.

8. It is recommended that the Club purchase Board of Directors liability insurance.

#### Article 12. Committees

1. The President shall appoint all committees and their chairmen to assist in carrying out special activities of the membership, such as field maintenance, contests, public relations, safety or activities to be determined by the Board of Directors.

2. Committees shall serve until the purpose of the committee has been fulfilled or until terminated by the President.

### Article 13. Official Publication

There shall be an official publication of the Club to be published regularly. The role of this publication shall generally be to serve as a vehicle to accomplish the purposes of the Club. It may offer information of general interest to the membership and shall be a means by which official information is distributed to the membership. The official publication shall be prepared and distributed by/under the supervision of the Secretary and Newsletter Editor.

### Article 14. Amendments

Amendments to these By-Laws are made by affirmative vote of 2/3rds majority of membership responding in person. Proposed amendments must be made known to the general membership 30 days in advance via the Club Newsletter stating the meeting night in which the vote is to be taken.

### ORGANIZATIONAL CHART

Officers:

President  
Vice-President  
Secretary  
Treasurer  
Chief Safety Officer  
Chief Instructor

Board of Directors:

President  
Vice-President  
Secretary  
Treasurer  
Chief Safety Officer  
Chief Instructor  
Newsletter Editor  
Director  
Past President

Original approved: 2/2/07

Revision History:

Modified 10/11/07: Changed 7.4