

SMITH LAKE FLYERS CLUB BYLAWS

Revision 14

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. Official decisions may be made by a majority vote of the Board of Directors. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in its Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Board of Directors. The Board of Directors shall consist of the following: President, Vice President, Secretary, Treasurer and the Safety Coordinator. Any Board member that wishes to resign or becomes unable to serve will be replaced by a majority vote of the Board. Immediate family members shall not serve on the Board of Directors during the same term of office.

2. **President:** The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to it.

3. **Vice President:** The Vice President shall assist the President in club functions.

4. **Secretary:** The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. The Secretary will also be the Club's contact person with AMA in case of questions, problems or situations. The Secretary will be the club contact for prospective new members. The Secretary will be responsible for keeping the AMA Club Roster updated. The Secretary will maintain the club roster and be responsible for the yearly update of the AMA Charter. The Secretary will be the recipient of electronic voting and be responsible for the security of the vote.

5. **Treasurer:** The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the Club. The Treasurer will also keep the Secretary informed of the dues status of club members so the club roster will be current. The Treasurer will be responsible for contact with the IRS for 501(c)(3) non-profit corporate annual filing.

6. **Safety Coordinator:** To promote increased safety awareness on the part of all members, improve the public perception of modeling as a safe and desirable sport, and provide a means by which important safety information can be shared between clubs. AMA chartered clubs are required to establish the position of safety coordinator. This person will act as a communications liaison

between the club and AMA Headquarters to ensure timely distribution of safety related material. The club safety coordinator must have E-mail access. The Safety Coordinator is not the club field police. Rather the Safety Coordinator should display a positive attitude and willingness to teach others in regards to safety at the club field. Appropriate avenues should be established by the club to handle any safety matters that may surface and the proper steps for the safety coordinator to take should a serious safety issue arise. The safety coordinator will not make the final decision on safety concerns; these issues would be voted on and decided by the club board. The Safety Coordinator is a member of the Board of Directors and is an elected club officer.

Duties:

1. Provide a communication link between AMA and club in matters relating to safety.
2. Act as a safety advisor and resource manager for the club and its members.
3. Assist AMA in the establishment of a national safety program to reduce accidents/incidents.
4. Develop, promote, and encourage a climate of safety awareness within the club.
5. Assure that all current AMA safety information is posted at the field in a timely manner.
6. Inspect operational areas for proper signage and safety equipment as applicable.
7. Conduct safety awareness training and related programs during club meetings.
8. Conduct, at least annually, a safety audit of the club facilities equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public.
9. Act as a liaison with the local EMS/Fire Departments.
10. Establish a club emergency action plan to handle serious accidents/incidents.
11. Immediately report to AMA Headquarters any incidents at the club field. During normal business hours, call (765) 287-1256; after hours call (765) 749-9210.
12. Coordinate appropriate first aid training for members using qualified instructors.
13. Monitor first aid supplies at the flying field.

14. Develop an appropriate communications plan to assist club officers and members.
15. Review emergency procedures (fire & rescue) with club members at the annual meeting for election of club officers.
16. Assist our club contest directors (CD) and event managers (EM) at all AMA sanctioned events.

7. **Webmaster:** The Webmaster may be held as a separate position or held as an additional duty of the Secretary. The webmaster will be responsible for maintaining the club Web Site as well as selecting the service provider. Webmaster is appointed by the board.

8. **Contest Director:** Contest directors or event managers will be approved by the Board of Directors prior to application for sanctions.

ARTICLE 2: AUDIT

The President will make a semi-annual audit of the club financial records and report to the Board of Directors.

ARTICLE 3: TERMS OF OFFICE

1. All elected officers of the Club shall serve for one (1) year and will be subject to election in November of each year. Officers are to be elected by a vote of a simple majority of members voting. The membership shall be sent the slate of officers by e-mail so that they will be able to vote by submitting their ballot to the Secretary if they are unable to attend the meeting. The newly elected officers will take office January 1st.

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, via e-mail or in writing to an existing officer. Club Officers must be members in good standing with a minimum of one year of membership.

3. A ballot is required for removal of a Club officer, or for expulsion of a member from the Club. These actions will require a two thirds (2/3) majority of members voting in person or electronically. Any actions of removal will be overseen by a Special Committee that will be appointed by the Board of Directors. The Committee will be formed for only one removal function. All votes will be submitted to the Secretary within seven days of the notification and will be confidential.

ARTICLE 4: VACANCIES

Vacancies in any office shall be filled by a majority vote of the Board of Directors. The appointee will serve until the end of the current term.

ARTICLE 5: COMMITTEES

Committees of the Club shall be appointed by the President as necessary and approved by a vote of the Board of Directors. The membership shall be notified of the formation of any committee and its purpose by email.

ARTICLE 6: MEETINGS

1. Regular meetings shall be held at a time and place designated by club officers with a seven day notice to the membership.

2. Club officers may call special/emergency meetings with a three day notice. The purpose of this meeting shall be stated in the notification.

3. At any Club meeting a simple majority shall be over 50% of the members voting at the meeting. This pertains to a vote not otherwise specified in these bylaws.

4. Any member of the Club may initiate a request for action by the Board of Directors by submitting the request to the President for consideration by the Board.

ARTICLE 7: DUES AND MEMBERSHIP

1. The annual dues to be paid to the Club shall be determined by the Club Board with the approval of a 2/3 majority of the members voting either in person or electronically. Dues are non-refundable, except under extraordinary circumstances, which will be determined by the Board of Directors on a case-by-case basis. Dues are to be paid no later than June 30th.

2. Any member not having current AMA membership will not have flying privileges. The Secretary is responsible for monitoring the AMA status of all members and notifying the member and the officers when a member becomes delinquent.

3. 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 voting.

Members will be given a 30-day notice of the vote. Members may vote at the meeting, electronically or by appointing a proxy.

4. New members who join after July 15th of the new membership year will have their dues pro-rated. The monthly dues are determined by dividing the yearly dues amount by 12. The new member's dues will be based on the number of full months between the date joined and June 30th. (example: a member joining January 16th will pay dues for the five (5) full months remaining).

5. 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. A member who allows their membership to lapse beyond June 30th 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. This requirement may be waived by a majority vote of the Board.

6. 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 membership via the By laws amendment process.

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.

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

a. Full Member: Is twenty (20) years old or older, an AMA member, and has full privileges and voting rights. Dues: Full Member rate.

b. Youth Member: 19 years old and younger holding an AMA youth membership. At 18 years of age this youth member shall have voting rights. Dues: No dues required.

c. Associate Member: A Non-Flyer whose spouse/parent is an AMA member and is interested in the club, has no voting rights. These members must remain behind the safety line unless they have an AMA membership. Dues: No dues required.

d. Probationary Member: A new member who is within the first calendar year of membership. This member has voting rights and is eligible for elected office after one year of membership. Dues: Full Member rate.

- e. Honorary Member: A person who is being recognized for club participation (Performing Club Officer Duties), or having demonstrated support for club activities, and/or a non-member showing some noteworthy or exemplary contribution, particularly over a period of time. Honorary membership is a lifetime award, there is no age requirement and upon achieving this status requires no further dues. A potential candidate name may be submitted by any club member to the Board for consideration. If approved by the Board, a simple majority vote of the members voting is required for acceptance. Limit: Four Members per year. Dues: No dues required.
- f. Non-Flying Honorary Member: Must be sponsored by a full time member, has no voting rights and must remain in the spectator area. Dues: No dues required.
- g. Flying Honorary Member: Flying member with current AMA membership, has voting rights. Dues: No dues required.

3. Flying members will be required to maintain a membership with the AMA. All first-time flying members applicants, as well as present flying members seeking membership renewal, must have AMA membership confirmed by the Secretary. Non-flying and Associate Members do not require AMA membership.

4. Application: Each prospective member is to be sponsored by an existing full member and reviewed by the board. If the Board feels the applicant will comply with all field and safety rules and the Smith Lake Flyers code of conduct a membership request will be submitted to the members by email for consideration. The membership will have seven days to register any concerns with the Secretary. Any full member may present to the Board, within those seven days, a request for a 2/3 majority vote of the members voting for approval. If there are no objections the prospective member shall submit to the Club Secretary:

- a. A completed application form.
- b. Proof of current AMA membership.
- c. Assessments (dues, fees, etc.) as dictated by the Board of Directors per article 7.

The Secretary shall issue an introductory package to the applicant including:

- a. copy of the current by-laws,
- b. a copy of the field regulations,
- c. a copy of the Smith Lake Flyers code of conduct.
- d. any other circumstantially appropriate material.

Each new member will be voted on by the Board. 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 eligible to hold office after one year of membership in the Club. Each new member must demonstrate flight proficiency or be in training under the supervision of a club instructor pilot. Requirements will be set forth in the Field Rules.

5. Any member receiving a Grievance as stated in Article 15, who is involved in violations, or who has key information of a violation and withholds it from the Board of Directors, may at the Board of Directors discretion, be placed on probation for up to one (1) year regardless of the members tenure in the Club.

6. Members may have guests at the facilities. Guests without AMA membership shall remain in the spectator area. Guests with confirmed AMA membership, and are proficient flyers, are permitted to fly in accordance with the field rules. Guests with AMA membership who are not proficient flyers may fly under the direction of a proficient member using a buddy box. Flying guests may visit the field up to four (4) times a year.

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 Board of Directors. The Board will notify the membership of such resignation. Dues are not refundable unless the Board determines otherwise.

2. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall be terminated by the board, 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 Board of Directors, become the responsibility of the Board of Directors 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 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 Bylaws, Smith Lake Flyers code of conduct, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation. The expulsion period is to be a minimum of one year.

4. Any member who is expelled from membership may be reinstated to membership by two-thirds (2/3) majority vote of the Board of Directors and a two-thirds (2/3) majority vote of the club members voting.

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 10: AMENDMENTS

1. Amendments may be made to these bylaws at any general meeting of the Club membership, provided the members have been notified seven days 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 thirds (2/3) vote of members voting. Proxy and e-mail ballots may be submitted to the secretary by those members having voting rights but cannot attend the meeting.

ARTICLE 11: SPECIAL FUNDS AND ANNUAL BUDGET

1. The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the club.

2. The Board will formulate and present a budget to the membership that runs from July 1st until June 30th. The budget must be presented to the membership no later than May 1st and must be approved by a 2/3 vote of the members voting.

3. The budget must project anticipated income and expenses for the year.

4. During the fiscal year the Board may authorize additional expenditures up to \$1500.00 with a majority vote of the Board. Any additional expenditures over \$1500.00 must be approved by a 2/3 majority of the members voting.

5. The Secretary will be responsible for notifying the membership of such a request and scheduling a deadline for a vote. Members will have a minimum of seven days advanced notification.

ARTICLE 12: DURATION

The duration of this Club shall be perpetual.

ARTICLE 13: INCORPORATION

The Club is incorporated in the State of North Carolina as Smith Lake Flyers, a 501(c)(3) nonprofit Corporation.

ARTICLE 14: 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 Board 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, religious, 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 Board shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

ARTICLE 15: GRIEVANCE PROCEDURE

The grievance procedure provides a mechanism to enforce existing safety and conduct rules by providing a disciplinary system when needed. Although most complaints can be resolved informally by the Board of Directors, if a complaint is beyond informal solution the matter will be submitted to the board by means of the grievance form attached to these bylaws. No anonymous complaints will be considered.

1. FIRST VIOLATION

- (a) Viewpoints of both the complainant and the accused will be considered.
- (b) Complainant's name will be disclosed.
- (c) Upon determination that a violation has occurred, a verbal reprimand will be given to the offender by the Board, and this will be recorded by the Secretary.

2. SECOND VIOLATION

- (a) Complainant's name will be disclosed.
- (b) The accused has the right to a written rebuttal, to be reviewed by the Board of Directors.
- (c) If the Board of Directors determines a second violation has occurred, the flying privileges of the offender will be suspended for a minimum thirty (30) days. Written notice of this shall be issued and forwarded to the club membership by email.

3. THIRD VIOLATION

- (a) Complainant's name will be disclosed.
- (b) The accused has the right to a written rebuttal, to be reviewed by the Board of Directors.
- (c) If the Board of Directors determines a third violation has occurred, the Board of Directors will notify the offender in writing and the Club members by email that the Club will vote on the expulsion of the offender.
- (d) Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).
- (e) A member may be expelled from the Club in accordance with Article 3.3 of the bylaws.
- (f) The expelled member may reapply for membership after the expiration of the expulsion time period.
- (g) The three actions will not be enforced unless they are accumulated within a two-year period of time.
- (h) Any member receiving a Grievance, who directs any retaliation action against any club member, 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. The Board of Directors will have the authority to consult with law enforcement officials if deemed necessary.
- (i) If at any time a member feels threatened, intimidated, or a subject of unwanted physical, verbal or written contact by another member a club officer should be notified immediately so that the Board of Directors can decide on a course of action.

Approved Oct/29/2003
Revision 1 Jan/8/2004
Revision 2 Dec/2004
Revision 3 Sept/10/2006
Revision 4 May/6/2009
Revision 5 Jan/2011
Revision 6 Jul/2011
Revision 7 Aug 2011
Revision 8 May/2012
Revision 9 Jan/2013
Revision 10 Jun/2014
Revision 11 Oct 12/2014
Revision 12 Jan/31/2016
Revision 13 Nov/16/2019
Revision 14 Aug/13/2024

SMITH LAKE FLYERS GRIEVANCE FORM

MEMBER FILING GRIEVANCE _____
MEMBER IN VIOLATION _____

DATE OF EVENT _____ TIME _____

NATURE OF VIOLATION:

Signature: _____

Date: _____

Witness **to the event:** _____

Additional Witnesses (not required): _____

Date: _____

Time: _____