

RALEIGH DURHAM RADIO CONTROL

Club By-Laws

Reviewed Date 4/13/2015 Final, Approved 5/27/2015



I. NAME

The formal name of this organization shall be "The Raleigh Durham Radio Control Club" and it shall be also known and designated by the short title "RDRC"

II. OBJECTIVES

The objectives of this club shall be:

- To promote the design, construction, and flying of radio controlled model aircraft.
- To promote the free exchange of ideas among members and other organizations of like purpose.
- To contribute to the sport, fellowship, and enjoyment of radio controlled model aviation.

III. OFFICERS

The Officers of this organization shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Safety Officer, a Newsletter Editor, a Field Marshall, and an IT Communications Officer.

IV. DUTIES OF OFFICERS

1. **President:** The President shall:

- Preside at all club and Officers' meetings. (With general membership invited).
- Appoint committees as necessary.
- Act as Executive Officer of the organization.
- Annually appoint a two member audit committee to audit the Treasurer's records and report to the open membership the status of same.
- Provide input to each newsletter.

2. **Vice-President:** The Vice-President shall:

- Assume the duties of the President during the absence of the President.
- Act as chairman of all permanent committees.
- Provide input to each newsletter.

3. **Secretary:** The Secretary shall:

- Keep a record of all meeting minutes and make available to membership.
- Carry on any necessary official correspondence.
- Keep any other records necessary to his office including an accurate club roster.
- Be responsible for the maintenance of the club membership records.
- Provide input to each newsletter.

4. **Treasurer:** The Treasurer shall:

- Be responsible for collecting dues.
- Be responsible for collecting any money owed to the organization.
- Be responsible for paying out of the treasury any money owed by the organization.
- Keep adequate financial records.
- Make periodic financial reports.
- Shall transfer funds between accounts as necessary.
- Provide input to each newsletter.

5. Safety Officer: The Safety Officer shall:

- Develop RDRC Field Rules that are in accordance with the AMA Safety Code and ensure that these rules are posted at the field.
- Is empowered to order any individual to cease any unsafe operations.
- May prohibit the operation of any aircraft, which would pose a safety threat at that time.
- In the event of repeated disregard of the RDRC Field Rules may recommend to the President that disciplinary measures be taken.
- At meets or contests may conduct safety inspections of all aircraft prior to first flight at the event.
- May appoint deputies to assist him/her in establishing a safe operating environment.
- Provide input to each newsletter.

6. Newsletter Editor: The Newsletter Editor shall:

- Be responsible for the monthly publication of the club newsletter.
- Alert club members to proposed rule changes and club activities.
- Correspond with magazine editors, other club editors, and equipment manufacturers relative to RDRC Club activities.
- The express purpose of the newsletter is for the dissemination of club news, events, activities, and items of interest to members. Note, this medium is not for the purpose of airing personal opinions, especially those that may create animosity among the membership.

7. Field Marshall: The Field Marshall shall:

- Be responsible for communication to the Newsletter Editor on work efforts.
- For recruiting labor and gathering and picking up materials for the activity.
- For overseeing work activities being done at the field.
- Maintain a list of expenses for activity and working with Treasurer and other Officers.

8. IT Communications Officer: The IT Communications Officer shall:

- Maintain RDRC website as needed.
- Create and update user profiles for website user login.
- Update or load any RDRC documentation on the website.
- Keep club informed of cost and changes of IT.
- Update and maintain IT equipment at the RDRC flying field: web cameras, weather station, ISP equipment, and any other IT needs.

V. ELECTIONS, NOMINATIONS and TERM of OFFICE

- Officers for each year will be elected at the November club meeting. The officers to be elected are; President, Vice-President, Secretary, Treasurer, (or Secretary / Treasurer,) Safety Officer, Newsletter Editor, Field Marshall, and IT Communications Officer.
- If there are two candidates for an office a majority of votes cast will determine the winner. If there are more than two candidates, the candidate receiving more than 50% percent of the votes cast will win. If there is no majority the two candidates receiving the most votes will compete in a run-off ballot.
- Written, secret ballots will be used. A quorum comprises 10% of the paid up membership of the club. Proxy votes are not permitted.
- A slate of officers will be nominated at the September club meeting. No nomination of any person will be made without an indication of that person's willingness to serve.
- The term of office for all Officers is one year, commencing on January 1, and ending on December 31st. Officers for each year will be installed on January 1st of the New Year. If

the President is unable to complete his term of office the Vice-President shall assume the Presidency. If any other Officer is unable to complete his term of office the President shall appoint a successor to serve out the un-expired term.

- **Removal of Officers:**

Upon a petition of fifty-one percent or more of the membership any one or more of the Officers may be removed by a majority vote of the members at a monthly meeting and a successor may then and there or thereafter be elected for the remainder of the term to fill the vacancy thus created. Any Officer(s) whose removal has been proposed by fifty-one percent of the membership shall be given notice and the opportunity to be heard at the next regularly scheduled club meeting. If the Officer(s) recommended for removal do not wish to be heard or do not attend the meeting, a vote of the membership will be taken.

VI. MEMBERSHIP

There are five classes of membership:

1- Open; 18 years of age or older.

(Note: only Open Members are eligible to vote at meetings)

2- Family; Members of the immediate family of an Open member living in the same household.

3- Youth; Less than 18 years of age.

4- Student; FULL TIME students ONLY

5- Associate; Must be a member of another AMA chartered club.

6- All members of this organization shall:

a. Be a member of the Academy of Model Aeronautics. Evidence of AMA membership must be provided each year with the payment of dues.

b. Not violate any of the club's by-laws or field and flight rules, the standards of good sportsmanship, or good conduct at any meeting or flying session. In the event of alleged violation of this section the following procedure will be followed:

- It is the responsibility of every club member to bring any observed serious violations of the field rules or conduct detrimental to the Club in general to attention of the President, or the Vice-President or Safety Officer who will refer the matter to the President. The matter will be held in the strictest confidence and not be discussed with anyone not involved.
- If the President deems the incident to be of sufficient importance, or is a repeated offence he may appoint an ad hoc Investigating Committee comprising three Club members, one and only one of which must be either the Vice President or the Safety Officer. The complainant must be prepared to meet with the accused person. No anonymous complaints will be considered.
- The Investigating Committee will exist for 90 days or until it submits its report, whichever occurs first, and then will be dissolved.
- The Investigating Committee will investigate the incident(s), first interviewing the complainant, then any witnesses, and finally discuss the matter with the person accused of the infraction. During the investigation the accused person may request a meeting with the complainant and the witnesses. The accused will be given an opportunity to respond to any and all accusations and will be treated in a courteous manner at all times during the investigation. The Committee will not discuss an ongoing or completed investigation with anyone except the individuals involved. The recommendations of the Committee will be communicated only to the President. The Committee must submit a report within 90 days from the date of appointment.

At the conclusion of the investigation, the Investigating Committee will provide a written report of its findings to the President. This report will include a recommendation of action to be taken. The only actions that may be recommended are:

- No action, Formal letter of warning, or Expulsion from the Club.
The report will include a record of the votes of the three Committee members. Upon receipt of the report of the Investigating Committee the President will take the following action;
- If the recommendation is "no action" the matter is closed, and no record of the proceedings will be retained.
- If the recommendation is a letter of warning the President will prepare such a letter that will be mailed or personally presented to the accused. At the discretion of the President an announcement of this disposition of the case may be made at a Club meeting or in the Newsletter. The Secretary will retain the Committee report and a copy of the letter of warning for a period of two years.
- If the recommendation is expulsion the President will make an appropriate motion at the next regularly scheduled club meeting. The report of the Committee will be presented so that the members present may make an informed decision. The content of the report of the Committee will not be recorded in the minutes. A secret ballot will be taken. There is no requirement for prior notice in the Newsletter. Expulsion requires a two-thirds affirmative vote of the members present. The 10% quorum rule prevails and no proxy votes are permitted. In the event of expulsion the President will prepare a letter stating the action, which will be sent by certified mail to the expelled person. The expelled member will not be reimbursed any annual dues that have been paid. The Committee report, a copy of the letter of expulsion and a copy of the canceled dues refund check, if applicable, will be retained by the Secretary for a period of two years.
- An ex-member who has been expelled may apply for membership under Section VIII of these By-Laws after a period of two years from the date of expulsion. Such an application will be considered as a new membership and will be subject to the Capital Assessment fee, see Section VII.

VII. DUES

The dues structure of this organization is as follows:

1. Effective January 1 of each year the dues of the organization will be payable annually on or before the 1st. day of January. No grace period is allowed. Dues will not be accepted unless evidence of AMA membership for the year is provided.
2. Each adult member who joins the club will pay a \$55.00 initial Capital Assessment fee (one time only). All current members of the club who are less than 18 years of age are required to pay this fee when the age of 18 is attained. Full time students who attain the age of 18 are also required to pay this fee.
3. New Open memberships starting at any time other than January 1 will pay dues pro-rated at $\frac{1}{4}$ the annual dues per quarter for the balance of the year. All other classes of membership will pay the entire dues regardless of the date of joining. Members who are late paying their dues must still pay the entire yearly dues amount plus a \$10.00 late fee.
4. The dues of this organization shall be set as follows:
 - a. Open Membership - \$125.00 per year.
 - b. Family Membership - \$10.00 each for children under the age of 18, and spouse of open members' family in same household.
 - c. Youth Membership - \$25.00, less than 18 years of age.
 - d. Student Membership - \$25.00. Must be FULL TIME student.
 - e. Associate Membership -\$50.00, for current members of another AMA chartered club.

The dues structure may be reviewed as needed based upon a financial report prepared by the Treasurer. Any changes will require an amendment to these By-Laws.

VIII. APPLICATION FOR MEMBERSHIP

An applicant for membership shall:

1. Be an active radio control modeler.
2. Show proof of membership in the AMA
3. The applicant will attend and be introduced at a regularly scheduled club meeting at which time their application for membership will be voted upon by the members present. This does not apply to Family Members.
4. Former members who have not been active for a period of one or more calendar year will submit an application for membership as in 2 above.

IX. MEETINGS

- Meetings shall be held monthly on a day, place, and time as voted on by the membership, except when a holiday interferes. Date, time and place of the meeting shall be announced in the club newsletter. The President may, at his option, call special meetings.
- Meetings will be conducted in accordance with Roberts Rules of Order (Newly revised). The Secretary will take minutes of all business conducted at the meeting. The Secretary will maintain a file of minutes. This file will be passed on to subsequent Secretaries.
- For official business to be conducted at a meeting a quorum of 10 percent of the paid up membership must be present to vote on any actions or motions. Unless otherwise stated in these By-Laws a simple majority vote will pass any action or motion. Voice votes or a show of hands will be used; unless the presiding Officer deems it appropriate to call for a secret ballot in which case the Secretary will count and record the votes.

X. COMMITTEES

- The President has the power to appoint any committee, both standing and temporary, as he sees fit. Any standing committee appointed by a President will terminate at the expiration of his term of office.

XI. ALCOHOL AND ILLEGAL SUBSTANCE POLICY

- No alcohol beverages or illegal substances are permitted at any time at the RDRC flying site. The RDRC flying site comprises the flying field, the flight line, the pit area, the spectator area and the parking area. For the purposes of this policy alcohol beverages include beer, wine and liquor as well as all illegal substances. If any pilot or spectator is perceived to be under the influence of alcohol or illegal substance, they shall be asked to leave the property.

XII. AMENDMENTS

- Amendments to the By-Laws may be considered at any club meeting. Changes to By-Laws may be affected by a simple majority vote of the members present at any club meeting, provided that the proposed change has been presented in the newsletter prior to the meeting. Voting on amendments shall be laid on the table for 30 days from date of motion.

XIII. FINANCIALS

1. BUDGET

- A calendar year budget shall be presented to the club by the October meeting so that a club vote for approval can be made at the November meeting.

- Upon an approved budget, officers can authorize spending up to that dollar value in the defined categories however a club vote will be needed if the dollar value within a budget category will be exceeded.

Core Categories are:

- Banking Fees – Club related banking fees
- Electric – Electrical Service
- Field Maintenance - Projects
- Information Technology – Web Hosting, DNS Entry, Web Cams, & support equip.
- Mowing – Field landscape services
- Office Supplies –Paper, stamps, envelopes, printer ink cartridges
- Porta Potties - Restrooms
- Rent – Yearly lease payment
- Sanctions – AMA club charter & Fly-ins
- Additional Categories can be added/deleted prior to the preparation for that year’s budget or added via a club vote post fact.

2. INCIDENTAL EXPENDITURES

The Treasurer is authorized to disburse a maximum \$300.00 per occurrence for club related expenses, when approved in advance in writing by any two Officers of the Club. The written approval may be provided by FAX or E-Mail, followed up by hard copy. Officers who may approve expenditures are; President, Vice President, and Secretary.

Procedure

- The person requesting the funds will prepare a written request including a brief description of the project to be funded, an estimate of the total amount, and the amount of advance, if required. This request must be approved by two Officers of the Club. If an advance is approved the Treasurer will provide a check made out to the person requesting the funds. When the project is finished an itemized accounting with appropriate receipts will be provided to the Treasurer for reimbursement.
- In the event of an urgent need, at the discretion of the approving Officers, the request for funds and approval may be made verbally, to be followed up with a written request as described above. However, no disbursement of Club funds will be made without full documentation and approval.

3. YEAR END SUMMARY (RECORD BOOK CLOSING):

- A final year-end expense report shall be prepared by the Treasurer and documented with the club Secretary for the membership. The report shall be made available to the membership by the end of January of the new year.
- The report will contain the following:
 1. The current years approved budget.
 2. All club related bank year end statement summaries.
 3. Total dollar value of membership income already paid for next season.
- Outstanding bills till year end.
- The Secretary office will hold onto this information for at least 5 years and will be passed along as new officials take this role.