

## **BYLAWS**

**Effective November 16, 2024, replacing bylaws  
effective February 9, 2019 – TBD**

### **ARTICLE I: NAME**

#### **A. NAME**

Airmasters RC Club

#### **B. LOCATION**

10025 WW Ranch Rd

Sebastian, Florida 32978

### **ARTICLE II: PURPOSE**

A. To further the sport of model aviation and other remote-control hobbies.

### **ARTICLE III: MEMBERSHIP**

#### **A. QUALIFICATIONS**

1. Members must first be a current member of AMA in good standing.
2. AMA membership is valid beginning on the date of payment and expires on the individuals AMA anniversary.
3. AMA membership duration may be valid for 1, 2, or 3 years or for lifetime.
4. There is no grace period on AMA membership expiration/renewal.

#### **B. CLASS OF AIRMASTERS RC MEMBERSHIP**

1. **OPEN MEMBER:** Any person 18 years old and over.
2. **JUNIOR MEMBER:** Not 18 years old by July 1 of membership year.
3. **FAMILY MEMBERSHIP:** Shall be available to OPEN MEMBERS only. It shall provide full Club privileges to the Spouse and any Children (not 18 years old by July 1st of the Membership year, living at the same address as the OPEN MEMBER. Club correspondence will be delivered to the OPEN MEMBER only.

4. HONORARY MEMBERSHIP: If a longstanding Airmaster member is no longer able to fly but would still like to be considered an active member, an honorary non-flying membership may be granted to them at the discretion of the board of directors' approval.

#### C. DUES

1. An initiation fee shall be paid by all classes of membership. The specific dollar amount for each class shall be set at the Annual Meeting as part of the annual budget approval and dues process.
2. Airmasters RC dues shall be paid annually due on January 1<sup>st</sup>. There is no grace period on Airmasters RC membership dues expiration/renewal.
3. A member shall become delinquent if dues are not paid by January 1<sup>st</sup>. Delinquent members shall lose all flying and voting privileges until dues are paid in full.
4. Any member who is delinquent for a full year shall be required to pay a full year's dues plus initiation fee the same as a new member.
5. Any new member joining after August 1<sup>st</sup> shall pay one-half (1/2) yearly dues plus initiation fee.
6. No special assessment shall be levied upon Club membership at any time without a 50% affirmative vote of the membership.
7. The dues for the Club's four officers, membership chair, field marshal and safety coordinator are waived.

#### D. RESIGNATION

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

#### E. TERMINATION

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

#### F. EXPULSION

1. This section provides for enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member

or members. Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the membership if in the officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental the Club, the AMA, or to model aviation.

#### G. REINSTATEMENT

1. A two-thirds (2/3) vote of the membership is required for reinstatement to the Club.

### **ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS**

#### A. OFFICERS OF THE CLUB

1. President
2. Vice-President
3. Secretary
4. Treasurer

#### B. QUALIFICATIONS OF OFFICERS

1. Officers of the Club shall be Open Members and Florida residents.

#### C. DUTIES OF THE OFFICERS

1. President: The President shall:
  - a. Preside at the meetings of the Club, the Board of Directors and be Ex-Officio Member of all committees and have general supervision of the affairs of the Club.
  - b. Ensure that he, or his authorized delegate, serves as the official Club contact for AMA communications and is responsible for obtaining the AMA charter, field lease renewals and Certificates of Insurance for the flying field owners and lessor and special club events.
  - c. He shall appoint committee chairpersons as required to operate and conduct the functions of the Club.
2. Vice-President: In the absence of the President for any cause whatsoever, the Vice President shall automatically assume the responsibilities of the President and perform such duties as delegated by the President. He is

custodian of all Club property and shall be responsible for maintaining records and location of such.

3. Secretary: The secretary shall:

- a. Carry on general correspondence of the Club
- b. Keep minutes of the meetings of the Club and present them for approval at Club meetings

4. Treasurer The Treasurer shall:

- a. Collect all dues directly or by delegation of his authority to the Membership Chairman.
- b. Pay all bills listed on the approved line-item budget, any dollar amount higher than the approved budget, or moved within the budget must be approved by the Board of Directors. If changes are made by Board, the membership will be notified at the next monthly meeting.
- c. Keep records of all funds received and expended.
- d. Present an Annual Report of the Club finances at the December business meeting.
- e. Present a budget including dues structure for the coming fiscal year for approval of the Membership at the January business meeting.

D. REMOVAL OF OFFICERS

1. Officers may be removed upon motion and approval by three-fourths (3/4) vote of the membership at a regular meeting provided notice is given to the membership prior to the meeting.

E. BOARD OF DIRECTORS

1. Number of Members: The Board of Directors shall consist of nine (9) members as follows:
  - a. Four (4) Officers: President, Vice President, Secretary, and Treasurer
  - b. Five (5) Board members. The immediate Past President shall automatically be a member of the Board for one (1) year. If the past President is not available a fifth (5th) Board Member shall be elected from the body.
2. Powers: The Board of Directors shall have power to:

- a. Manage the affairs of the Club.
- b. Transact business of the Club in the interim between meetings and report same at next meeting.
- c. Provide for auditing of the Clubs books one (1) month before the Annual November Meeting.
- d. Establish flying site rules and procedures.

#### F. APPOINTEES TO STANDING POSITIONS

1. The Board of Directors shall appoint a Safety coordinator and a Field Marshall. At their discretion the Board of Directors may also fill three (3) optional positions; Membership Chairman, Newsletter Editor, and Webmaster.
2. The duties and powers of the appointees shall be, as implied by their titles, essentially as follows.
  - a. FIELD MARSHALL shall be responsible for general maintenance and upkeep of the flying site.
  - b. SAFETY COORDINATOR shall be responsible for enforcing flying field and maintenance rules according to the procedures in SECTION IX of the field rules. This section includes procedures for suspending and revoking flight privileges and grievance process.
  - c. MEMBERSHIP CHAIRMAN shall collect dues for the Treasurer, accept membership applications, and keep an accurate roll of the membership.
  - d. NEWSLETTER EDITOR shall compose and publish the Club newsletter.
  - e. WEBMASTER shall develop and maintain the Club web site and include the Club newsletter in its content.

#### G. TERM OF OFFICE

1. All officers and directors shall be elected at the Annual Business Meeting, provided there is a quorum.
2. Shall continue in office for one (1) year or until their successors are elected.
3. The term of office shall begin on the date of their election.

#### H. VACANCIES

1. Vacancies occurring between elections shall be filled by special ballot with a majority vote of the Board of Directors

2. Successors shall be announced at the first regular business meeting following the announcement of such vacancy.

#### I. QUORUM

1. For a meeting of the Board of Directors, a quorum shall consist of five (5) officers and/or board members.
2. For Club business meetings, a quorum shall consist of fifteen (15) members provided that at least five (5) members in attendance are members of the Board of Directors.

#### J. PROXY VOTE

1. A personal proxy vote may be cast by an absent Board member provided such shall not be considered for a quorum count of the Board.

### **ARTICLE V: ORDER OF BUSINESS**

#### A. PARLIAMENTARY AUTHORITY

1. The rules of Parliamentary Procedures contained in Robert's Rules of Order shall be the authority at all meetings of the Club and the Board of Directors (subject to special rules which may be adopted at the time).

#### B. REGULAR MEETINGS

1. The order of business at regular meetings shall be as follows (subject to change at the discretion of the President):
  - a. Call to order
  - b. Minutes of the last meeting
  - c. Treasurers report
  - d. Appointee report
    - Safety Coordinator
    - Field Marshal
    - Membership Chair
    - Newsletter Editor
    - Webmaster
  - e. Old business
  - f. New business

#### C. ANNUAL BUSINESS MEETING

1. The above order of business shall be followed at the Annual Business Meeting with the addition of the:
  - a. Annual Report
  - b. Coming year Budget by the Treasurer

#### D. SPECIAL MEETINGS

1. Special meetings may be held at the discretion of the Board of Directors to address Club business.

### **ARTICLE VI: RECORD KEEPING**

- A. All records are passed on to new officers, members of the Board of Directors, Appointees and Committee Members when responsibility is transitioned.

### **ARTICLE VII: COMMITTEES**

- A. Standing Committees, Special committees, committee membership may be established at the discretion of the Board of Directors to address Club business.

### **ARTICLE VIII: NOMINATIONS, ELECTIONS, AND RECALL**

#### A. NOMINATIONS

1. Nominations for officer position can be from the floor or by mail or by email.

#### B. ELECTION

1. Elections are held at the regularly scheduled meeting in November.

### **ARTICLE IX: MISCELLANEOUS PROVISIONS**

#### A. FISCAL YEAR

1. The fiscal year shall be the twelve (12) months period starting December 1.

#### B. CLUB LOGO

1. Club logo, images and proprietary material shall only be utilized for the benefit of the Club.

#### C. STANDING RULES

1. N/A

#### D. DISSOLUTION OF CLUB

1. The duration of the Club shall be perpetual.
2. The Club may be dissolved with the approval of two-thirds 2/3 vote of the membership.

#### **ARTICLE X: AMENDMENT OF THESE BYLAWS**

- A. The CLUB CONSTITUTION and BY-LAWS may be amended with approval of the majority of voting members if said majority represents at least one-third (1/3) of the Club membership.
- B. Proposals for amending the CLUB CONSTITUTION and BY-LAWS shall be submitted in writing at a regular meeting of the Club but shall not be voted on until after the membership has discussed the motion during the next regular meeting.
- C. Copies of the proposed amendment shall be sent to all members prior to the meeting.
- D. If the proposed amendment is amended during discussion, a copy of the revised amendment shall accompany the ballot.
- E. Once the motion has been discussed by the membership, the question shall be voted on by written ballot delivered to the club secretary, by written proxy delivered to the club secretary or by mail or by email.

#### **ARTICLE XI: RESIGNATION, GRIEVANCE, DISCIPLINARY ACTION AND EXPULSION**

- A. **Resignation** Any member may resign their membership at any time by notifying a Club officer, board of director or membership chairperson.
- B. **Minor disciplinary action** The safety officer and flight instructors are authorized to handle minor disciplinary matters immediately and without the concurrence of other members. The Safety Officer or their designee can require any flier to suspend operations for the rest of the day, or until the matter under consideration is resolved to the satisfaction of the safety officer or flight instructor involved.
- C. **Grievance Procedure for 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 (see minor disciplinary action), if a complaint is serious or cannot be



resolved informally, the matter should be referred by the Safety Officer to the Officers/Board of Directors. A grievance form is available at the Club house, the Clubs website or through any Club officer. At least one (1) witness is required to sign the grievance form. The Officers/Board of Directors shall use their judgment in carrying out action in the following manner:

1. For all grievances, a grievance form will be filled out and turned into the Safety Officer. At least one witness is required.
2. FIRST VIOLATION
  - a. Viewpoints of both complainants and accused will be considered.
  - b. A verbal reprimand will be given to the accused by the Safety Officer, and this will be recorded in the Club records.
3. SECOND VIOLATION
  - a. Complainant's name will be disclosed.
  - b. The accused has the right to submit a written rebuttal within seven (7) days, to be reviewed by the Club Safety Officer and the Officers/Board of Directors.
  - c. If this Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days.
  - d. Written notice of this action shall be issued and a copy published at our flying site.
4. THIRD VIOLATION
  - a. Flying privileges of the accused will be immediately suspended until all facts relating to the allegation can be reviewed by the Safety Officer and the Officers and Board of Directors.
  - b. Complainant's name will be disclosed.
  - c. The accused has the right to submit a written rebuttal within seven (7) days, to be reviewed by the Club Safety Officer and the Officers/Board of Directors.
  - d. Based on the circumstances and facts of the incident, the Committee can decide to suspend flying privileges for sixty (60) days or refer the matter to the general membership for a vote on expulsion at the next Club meeting.

- 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 action deemed to be retaliatory by the Officers/Board of Directors.
- D. **Expulsion** grounds for expulsion include (but are not limited to):
1. Flagrant disregard for Club rules or safety rules (as detailed in Grievance section).
  2. Discourteous or offensive behavior, act of battery or assault against anyone on Club property or at a Club event.
  3. Conduct that violates the AMA National Model Aircraft Safety Code or the Airmasters RC Constitution, Bylaws or Safety Rules jeopardizing the Club's stated purposes or continued existence.
  4. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at a regular Club meeting.
  5. Before a vote can be held regarding expulsion, notice of the impending action will be sent to all members via email announcing that a vote on expulsion is taking place at the next regular meeting. This announcement will be made at least 3 days prior to the meeting date.
  6. The accused may attend the meeting and address the Club voting will be by secret ballot.
  7. Expulsion will last for a minimum of one (1) year.
  8. The expelled member may reapply for membership after the expiration of the expulsion time period.

Airmasters RC Club Grievance Form

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

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

Nature of Violation:

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

Printed Name: \_\_\_\_\_

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

Additional Witnesses (not required):

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