

NORTHWEST SKYRAIDERS - Model Aviation Club

Articles and Bylaws - Effective July 1, 2005

ARTICLE I – Name:

The name of this organization shall be “Northwest Skyraiders Model Aviation Club”.

ARTICLE II – Objectives:

- A. This club shall operate as a non-profit organization.
- B. The following objectives are the primary purposes of the club.
 - 1. To promote interest and activity in the hobby of model aviation, and control line flying in particular.
 - 2. To promote and improve the image of model aviation.
 - 3. To assist the Academy of Model Aeronautics, (AMA) in the advancement of model aviation, and to fly in accordance with the AMA safety rules.
 - 4. To encourage technical and skill advancement of members of the club, and of all model builders within the sphere of the club’s influence.
 - 5. Promote and encourage control line model flying both within the club and in outside events.

ARTICLE III – Membership:

- A. Membership is open to anyone actively interested in control line model flying.
- B. Prospective members will have read these bylaws and will either be AMA members, or join AMA upon club acceptance.
- C. Membership applicants shall not have voting privileges until the full amount of dues have been paid, as required under Article IV – Dues.
- D. Member in good standing is defined as being current on both club dues and AMA membership.
- E. Expulsions from membership shall only be for due cause, such as actions reflecting unfavorably on the club, and shall require the vote of two-thirds of the members present.

ARTICLE IV – Resignation, Termination, Disciplinary Action, Expulsion and Reinstatement of Membership:

- A. Any member in good standing may resign his/her membership by giving written notice to the club or by not paying annual dues.
- B. If any member is no longer a member of AMA, then his/her membership will terminate, but be reinstated as soon as AMA membership is proven.
- C. A member may be expelled from membership by a $\frac{3}{4}$ majority vote of the executive committee for infractions pertaining to safety rules or any willful act which is in violation of these bylaws, rules of the AMA and control line model aviation.
- D. Any member who is expelled from membership may be reinstated to membership only by $\frac{3}{4}$ vote of the elected officers.
- E. The executive committee 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 V – Dues:

- A. Dues shall be established annually by the club, on the basis of projected requirements.
- B. Open class members, and senior class members, per AMA rules, shall pay the full dues amount. Junior members, per AMA rules, shall not pay club dues.
- C. Associate members, defined as members of the family of an existing member, shall have the option of a limited membership, with not voting privileges, except listing on the club charter and full participation in all club activities.
- D. Dues for new members shall be for one full year. New members joining after July 1 of the calendar year shall be credited with half of the following years' dues.
- E. All new members, upon payment of dues, shall be entered on the membership roster and shall be given a copy of these bylaws.
- F. Members in arrears by 90 days shall be denied voting privileges. Dues in arrears by over 180 days shall have membership terminated. Reinstatement will require membership approval and new initiation fees.

ARTICLE VI – Meetings:

- A. Regular business meetings will be held on the third Friday of each month, unless otherwise scheduled by majority vote of the members present at a regular meeting, and upon due notification of the membership.
- B. Additional or special meetings may be called by the president or any five (5) members in good standing upon due notification of the membership.
- C. All regular meetings are open to all members and their guests.
- D. Members shall be notified, preferably by mailing, of all business meetings, by the newsletter or the Secretary.

ARTICLE VII – Election of Officers and Appointment of Committees:

- A. All candidates for election shall have been a member in good standing of one year at the time of the election, and shall be of legal age of majority.
- B. Officers of this club shall be: President, Vice-President, Secretary, Treasurer, Safety Officer and Registered Agent. One member may hold the following combinations of office, if circumstances and a majority vote of the members require it.
 - 1. Secretary and Treasurer
 - 2. Registered Agent and any other office.
 - 3. Vice-President and Safety Officer.
- C. Members may hold the same office for two or more consecutive terms if indicated by a majority vote of the membership.
- D. Officers shall be elected for a term of two years, beginning with the first regular meeting in January of even numbered years.
- E. Nominations shall be made from the floor in the October and November meetings. Elections shall be held at the November meeting following the close of nominations. The election will proceed through the offices in the order of Article VII. Nominations may be re-opened after the vote of each office.
 - 1. Both nominators and nominees shall be members in good standing.
 - 2. To be elected, nominees must receive a majority of the votes cast.

- F. Standing and special committees shall be established per the bylaws, or appointed by the president, with the approval of the majority of the members present at a regular meeting. The president, at his option, may appoint the chairman of a committee or the entire committee, subject to approval of the membership. If only the chairman is appointed, the chairman may select additional committeemen as needed.
- G. The following committees will be established each year:
 - 1. Executive Committee, consisting of the club officers and one member at large.
 - 2. Contest Committee.
 - 3. Program Committee.
 - 4. Other committees as required.
- H. The President may re-form committees at any time per 6.6.
- I. Any officer may be recalled by a vote of the majority of the whole membership. The motion for recall and the vote shall be at two successive regular meetings. The Secretary shall attempt to notify said officer at least one week prior to the meeting when the vote shall be taken.
- J. In the event that a vacancy occurs in any of the elected offices due to recall, resignation, or expiration of membership, the president shall appoint a club member to fill such vacancy until a successor has been elected. A special election shall be held as promptly as possible to fill the vacancy. Nomination and election shall be at two successive regular meetings, but not later than 90 days following the occurrence of the vacancy.

ARTICLE VIII – Duties of Officers and Committees:

- A. The **PRESIDENT** shall preside at all meetings, preserve order and enforce the bylaws of the club. He shall have the right to vote at all elections when conducted by ballot, and shall have the deciding vote in case of a tie when voting is done by any other method. The president shall be responsible for carrying out the general policies established by the club and shall perform such other duties as the club may require.
- B. The **VICE-PRESIDENT** shall assist the President in the performance of his duties and shall perform the duties of the President in his absence. The Vice-President shall also perform such other duties as the club may require.
- C. The **SECRETARY** shall record the proceedings of all meetings. The secretary shall handle all the necessary correspondence sent out. Additional responsibilities include, but are not limited to:
 - 1. Read or review, at regular meetings, all correspondence pertaining to the club.
 - 2. Review, when requested by the President, the minutes of the previous meeting.
 - 3. Maintain a current roster of club members.
 - 4. Notify members of meetings or events, if not covered in the newsletter.
 - 5. Handle all correspondence and membership paperwork with AMA.
- D. The **TREASURER** shall receive all money due the club and regularly deposit all money, except petty cash, in the bank. The club shall maintain a checking account with terms favorable to the club's operation as a non-profit corporation. Cash on hand shall be kept less than \$50.00.

All withdrawals and disbursements shall require the signatures of two out of a possible three authorized signers. Whenever possible, the President, the Secretary and the Treasurer shall be the authorized signatures, unless otherwise designated by the membership. No cash shall be disbursed except by prior authorization of the members. All disbursements shall be noted in a ledger, with a corresponding receipt.

The Treasurer shall keep timely and accurate records of the financial accounts of the club. A permanent ledger shall be maintained, with all income and expenditures noted, and it shall be current. A Treasurer's report shall be read at each meeting. When accepted, it shall be included in the minutes. The Treasurer shall keep current records of membership dues, and shall include a note of members in arrears with each treasury report.

- E. The **SAFETY OFFICER** shall enforce safe flying and operating practices at all organized flying activities, whether AMA sanctioned or not. Safe flying and operating practices are defined primarily as adherence to the current AMA Safety Rules, in addition to any local rules which may be defined by the club, its sponsors, flying site owners and/or governmental organizations.
The Safety Officer will be appointed by the Contest Director, Event Organizer or the President, for each of the club organized flying activities.
The Safety Officer will have the final decision on any safety related questions, except at sanctioned events. At a sanctioned event, the Safety Officer will report to the Contest Director who will make the final decision relative to safety practices.
- F. The **REGISTERED AGENT** is a position required by the State of Washington, as the non-profit corporation's contact person. The state requires that the club designate a Registered Agent by an adopted resolution of the Board of Directors. The club must also have a Registered Office address, which must be the same as the Registered Agent's address.
The responsibilities of the office include receiving of Service of Process in the name of the corporation, to forward all mail of the corporation, and to notify the office of Secretary of State of changes in officers and directors with an annual report, and to notify that office of any change in name or address of the Registered Agent.
In effect, the Registered Agent is the club's liaison with the State of Washington.
- G. The **EXECUTIVE COMMITTEE** shall function as the steering committee for the club, guiding the general business operations and setting the agenda for the regular meetings. The intent of having an Executive Committee is to streamline the business phase of the meetings so the social aspects of the meetings may be enjoyed by the majority of the members. The Executive Committee shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Immediate Past President, a contest representative and one member at large. The meetings of the Executive Committee shall be open to all interested members, and all input, verbal or written, is welcomed.
The member-at-large shall be appointed by the President. The Executive Committee shall meet at a place and time determined by the President and on a regular basis. The meeting time and place will be announced in the newsletter.
- H. The **CONTEST COMMITTEE** is responsible for the arranging and managing the annual contest schedule. The Contest Committee should consist of all the active Contest Directors in the club. Responsibilities of the Contest Committee include scheduling of contests, assignment of events, selection of awards, arranging of AMA sanctions, site and insurance clearances, selection of contest operational personnel, and generally making the contests work to the satisfaction of all concerned. Accounting procedures for contests is an additional responsibility.
- I. The **PROGRAM COMMITTEE** is responsible for preparing programs to be presented at regular meetings, after the business meeting, and at such other times as may be directed by the membership. They may provide speakers, movies, seminars, demonstrations, or other programs of interest to the group.

ARTICLE IX – Grievance Procedure (Flight and Safety Rules)

- A. Purpose: The grievance procedure provides a mechanism to enforce safety rules by providing a progressive disciplinary system when needed. Most complaints should be resolved informally, but if a complaint cannot be resolved informally, then the matter will be referred to the safety officer by means of a grievance form. One witness is required to sign the grievance form.
- B. First Violation:
 1. Viewpoints of both complainants and accused will be considered.
 2. Complainants name will be disclosed.
 3. A verbal reprimand will be given to the accused, if shown to be guilty, by the safety officer. A written record will be kept in the secretary's files.

C. Second Violation:

1. The Safety Officer 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. The expulsion of a member will not exceed 12 months.
3. A member may be expelled from the club only on a $\frac{3}{4}$ majority of the vote of the membership present at the meeting. Voting will be by secret ballot.
4. An expelled member may apply for reinstatement of membership after the expiration of the expulsion time period.

D. Grievance Form:

The Executive Committee of the club will develop and distribute a grievance form after adoption of these bylaws.

ARTICLE X – Amendments:

- A. Any member may recommend an amendment to the bylaws. An amendment must be submitted to the Secretary in writing. The Executive Committee will review the amendment and present it at the next scheduled business meeting, to be discussed by the membership. The proposed amendment shall be published in the newsletter prior to the meeting when it will be discussed.
- B. The membership will vote on the amendment no earlier than one month and no later than two months after the presentation of the amendment.
- C. With a quorum of 50% of the membership present, adoption of the amendment shall require a $\frac{2}{3}$ majority vote of the quorum. If a 50% quorum is not present the vote will be delayed until the next regular meeting. The amendment may then be adopted by a $\frac{2}{3}$ majority vote of a quorum of 25% of the membership.

ARTICLE IX – Rules of Order:

- A. The presiding officer shall govern the rules of order for meetings of this club. Robert's Rules of Order may be used as a reference, if necessary, but common sense and decorum shall be the primary guidelines.
- B. The order of business at regular meetings shall be.
 1. Call to Order.
 2. Reading of minutes of previous meeting, and approval.
 3. Reading of Treasurer's report, and approval.
 4. Reading of any correspondence.
 5. Committee reports.
 6. Old Business.
 7. New Business.
 8. Introduction of guests.
 9. Introduction of prospective members and election thereof.
 10. Adjournment of meeting (move and second).
 11. Program and/or socializing.