

FlagstaffFlyers

Radio Control Airplane Club



Membership Manual

INTRODUCTION

The purpose of the organization is to create an interest in, further the image of, and promote the hobby of miniature radio control aircraft.

The Flagstaff Flyers general meeting is held on the first Wednesday of every month. Meeting location and time will be specified in the monthly newsletter.

General membership meetings are open to members and guests. The meetings include a business program, a merchandise raffle, and an entertainment program.

Flagstaff Flyers Board of directors meet as directed by the President. Interested club members are always welcome. Specific information concerning Board of Directors Meetings is available from Club Officers.

FLYING SITE

Currently the Flagstaff Flyers Field is on public land administered by the U.S. Forest Service located at mile post 433, on Leupp road, on the North side of the road. AMA licensing, in addition to Flagstaff Flyers membership is required of all flyers during Club activities.

Flagstaff Flyers Membership is available at the monthly general meetings, or from any Board member. AMA sporting licenses are available from the Academy of Model Aeronautics, 5161 E. Memorial Drive Muncie, Indiana 47302-9252.

By-Laws of the Flagstaff Flyers

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NOTE: This version of the By Laws incorporates all amendments.

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Article I

Meetings

Section 1 Regular Meetings

1. Regular meetings shall be held at a time and place designated by the Club officers and published in the Club newsletter.
2. Club officers may call special meetings with no less than five days prior written notice of a special meeting. The purpose of the special meeting shall be stated in the written notice.

3. At any Club meeting a simple majority shall be over 50% of the members voting at the meeting.
4. Any[CDJ1] member or probationary member of the Club may initiate a formal request for action by the Board of Directors by submitting a written proposal to the President or a verbal proposal may be made at the monthly meeting. The written proposal shall include a description of the nature, type, and extent of the Board action recommended. The President of the Board shall forward copies of the proposal to other members of the Board of Directors for their consideration. Either the President, or any other Board member, may have the matter placed upon the working agenda of the next Club meeting.
5. The president or a substitute will direct the meeting. The agenda will follow club parliamentary procedure (Roberts Rules) a copy of which is available in miscellaneous section of the bylaws.

▣▣▣▣Section 2 Annual Meeting

1. The annual meeting will occur on the before the end of calendar year, the date and time to be set by Board of Directors. The time and location will be announced in the clubs monthly publication. The president or a substitute will direct the annual meeting. The agenda will consist of the year-end treasurers report and general business of the club deemed necessary.

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▣▣▣▣Section 3 Board Meetings

1. The board will meet as called for. The president will determine the time and place. The president or a substitute will set the agenda of the meeting. Minutes of meeting will be published in news letter.

Article II

Membership

▣▣▣▣Section 1 Eligibility

1. An application for membership with annual dues, initiation fee and proof of membership in the Academy of Model Aeronautics (AMA) or

proof of payment and application in the AMA may be submitted to a Board of Director of the Flagstaff Flyers, or mailed to the Flagstaff Flyers, c/o Treasurer.

Section 2 Types of Membership

- 1. Adult (anyone over the age of nineteen [19] that meets said eligibility requirements)
- 2. Junior (anyone under the age of nineteen [19] that meets said eligibility requirements)
- 3. Associate (anyone who resides more than a 100 mile radius of Flagstaff and a current AMA member)

Section 3 Membership Packets

1. Upon approval of membership, the new member will receive the following:

- A. Copy of the By-Laws
- B. Membership Card
- C. Name Tag

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Article III

RESIGNATION, TERMINATION,

DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF

MEMBERSHIP

Section 1

1. Any member in good standing may resign his/her membership by giving written notice to the Club.
2. 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.
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, or the Rules of the AMA, or which is detrimental the Club, the AMA, or to model aviation.
4. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Board of Directors.
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.

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Article IV

Dues and Assessments

□□□□ Section 1 Calendar Year

1. The business of the Flagstaff Flyers shall be operated upon a calendar year basis and all dues and fee provisions shall be due and payable accordingly.

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1. The annual dues for each membership shall be in accordance with the following schedule:

Adult\$35.00*

Junior.....\$12.50

Associate.....\$12.50

Field Assessment.....\$25.00 a one time fee per family

**A discount of \$10.00 will be given to members who renew before the deadline of March 1.*

Section 3 Pay Schedule

1. Dues for each membership shall be payable annually on or before January 31 for that year and may be prorated for a partial year membership (except associate members).

2. Prorated membership

Any member initiated between July 1 and December 31 will be fifty percent (50%) of the full membership dues, except associate members.

3. Delinquencies

Upon notification by the treasurer, any member that is delinquent thirty

(30) Days are subject to membership termination.

Section 4 Special Assessment and Change In Dues

1. No special assessment or change in dues shall be levied upon the Club membership, unless it is approved by a vote of two-thirds (2/3) majority of the members present at the regular monthly meeting.

All members will be responsible for payment of any assessments approved by the membership by the next monthly meeting.

Article V

Elections

Section 1 Officer Elections

1. The election of the new President, Treasure, and Safety Officer will occur at the regular December meeting with terms beginning in January. The election of new Vice-President and Secretary will occur at the regular June meeting with terms beginning in July.

2. Each term will last for one (1) year. The vote will be a simple majority of eligible members at the meeting. The meetings will be presided over by the acting president or substitute. These Officers will form the five member Board of Directors.

3. A secret ballot is required for elections, for removal of a club officer, a member of the board of directors, and expulsion of a member of the club unless waived by a simple majority vote of the members present at the meeting.

□□□□ **Section 2 Nominations**

1. The nominations for President, Treasurer, and Safety Officer will be heard at the December meeting, and the nominations for Vice President, and Secretary will be heard at the June regular meetings.

2. Such nominations shall be made, provided prior consent of the nominee has been obtained and it has been verified that he or she is a member in good standing.

3. Any person in nomination will first be qualified by the treasurer before his/her name shall be placed on the ballot.

Article VI

Board of Directors

□□□□ **Section 1 Officers**

1. The Board of Directors shall consist of no less than five (5) members of the Flagstaff Flyers, who, at the time their election are in good standing.

Section 2 Duties

1. The Board of Directors shall have control and management of the affairs of the Flagstaff Flyers, with authority to make any operating expenditures it may deem necessary for the welfare and best interest of the Flagstaff Flyers, however should not make any capitol expenditures in excess of \$150.00 without bringing it to a 2/3 majority vote of members present at a general meeting.

□□□□□□□□□□ **Section 3 Quorum**

1. **Three (3) members of the Board of Directors shall constitute a quorum.**

Section 4 Absence

1. If any member of the Board of Directors shall be absent from three consecutive meetings of the general club, unless excused by the president or the Board, a vacancy may be declared to exist.

Section 5 Vacancies

1. Vacancies will be filled by the Board through appointment from the general membership for the unexpired term.

Section 6 Outside Interest

1. No Flagstaff Flyer Board member shall be a Board member of another model airplane club at the same time.

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Section 7 Duration of Terms

1. Board of Directors will be elected for a one (1) year term. The previous President will remain on the Board of Directors as an advisor, and will not hold an official title, nor be a voting Board member.

Article VII

Officers

Section 1 President

Duties

1. The President shall be the executive officer of the Flagstaff Flyers and shall preside at meetings of the Flagstaff Flyers and of the Board of Directors. He shall be a member ex-officio of all committees.

2. The President is empowered as the executive officer of the Flagstaff Flyers and may delegate any of all of his powers to other officers from time to time as may in his judgment be to the best interest of the Flagstaff Flyers.

Appointments

3. The President shall appoint all committees not otherwise provided for, and shall have general supervision over all officers of

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Flyers.

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□□**Special Reports**□□

4. The President may require from time to time special reports from officers and committees to be made to himself, to the Board of Directors, or to the membership of the Flagstaff Flyers.

□□□□**Section 2 Vice President**

1. The Vice President shall perform his accepted duties, as a successor to the President in event of his/her death or incapacity. He shall also preside at meetings of the Board of Directors and membership of the Flagstaff Flyers in the absence of the President.

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□**Section 3 Secretary**

Duties

1. The Secretary shall be responsible for keeping the minutes of all meetings of the Flagstaff Flyers and of the Board of Directors, both regular and special.

2. **Assist Committees**

He shall assist the several committees, if called upon, in discharge of their duties, and shall perform such other duties as the President of Board of Directors may from time to time direct.

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3. **Retirement**

Upon retiring from office, he shall deliver to the Board of Directors, or to his successor, all funds, books, papers, accounts, vouchers, and other property in his possession belonging to the Flagstaff Flyers.

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4. Minutes

The Secretary shall be responsible for reading the previous meeting minutes at the meetings of the membership and the Board of Directors.

Section 4 Treasurer

1. Charge of Funds

The Treasurer shall have charge of funds of the Flagstaff Flyers and shall cause them to be deposited in such depository or depositories as the Board of Directors may from time to time designate.

2. Accounts

He/She shall be responsible for keeping of an accurate, detailed record of accounts in books belonging to the Flagstaff Flyers, which accounts and records shall be open at all times to inspection by the President, Secretary, or the Board of Directors.

3. Financial Records

He/She shall report the financial condition of the Flagstaff Flyers whenever requested to do so by the President or the Board of Directors, and shall make a full report to the Flagstaff Flyers at the annual meeting and regular meetings of the Board of Directors and the membership.

4. Deposit of Dues

He/She shall deposit all dues and assessments as well as other monies to which the Flagstaff Flyers may be entitled, given his receipt therefore.

5. Disbursement of Funds

He/She shall disburse such funds as are necessary to the continuing operation of the Flagstaff Flyers as authorized by the board of Directors and these bylaws.

6. Record of Collections

He/She shall keep an accurate and detailed book of records of collections in books belonging to the Flagstaff Flyers, which records shall be open to inspection at all times by the President, or Board of Directors.

Records will be maintained for a minimum of two (2) years, not including the current calendar year.

7. **Audit of Book**

Whenever directed to do so by the President or the Board of Directors, he/she shall submit for audit the books, vouchers and any or all other papers called for to an auditor.

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8. **Retirement**

□□□□□□□□ Upon retiring from office, he/she shall deliver to his/her successor all funds, books, papers, accounts, vouchers, and other property in his possession and belonging to the Flagstaff Flyers.

9. **Membership**

The Treasurer will be in charge of applications and receipt of membership dues to the Flagstaff Flyers. He/She will be in charge of registration of funds collected and will be recorded for roster and is in charge of depositing fund into the Flagstaff Flyers bank account.

10. **Checking** □□□□□□□□

The Treasurer shall be responsible for issuance of checks and there will be two signatures required from the four following positions: President, Vice President, Treasurer, and or Secretary.

□□□□ 11. **Roster**

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Section 5 Safety Officer

1. **Duties**

The Safety Officer will be responsible for the enforcement of all safety rules as per AMA and Flagstaff Flyers at the flying field. This includes pilots, pit crews, and spectators.

2. Powers

The Safety Officer may ground (for the day) any unsafe flier who refuses to comply with the Safety Rules. In the absent of the Safety Officer at the flying field, a Board Member can enforce the duties of the Safety Officer.

ARTICLE VIII

DISSOLUTION

1. The Corporation may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
2. Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation 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©(3) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this Corporation, as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, operated exclusively for such purposes.

Article IX

INCORPORATION

1. The incorporation of this membership shall be a minimum of three (3) of the four (4) elected officers.

ARTICLE X

GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES)

1. PURPOSE

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, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.

2. SAFETY COMMITTEE

The Safety Committee shall use its judgment in carrying out action on the following:

(a) A grievance form (see page 17) will be filled out and turned into the Safety Committee Chairman. At least one witness is required.

(b) FIRST VIOLATION

- a. Viewpoints of both complainants and accused will be considered.
- b. Complainant's name will be disclosed.
- c. The Safety Committee will give a verbal reprimand to the accused, and this will be recorded in the Committee files.

(c) SECOND VIOLATION

- a. Complainant's name will be disclosed.
- b. The accused has the right to a written rebuttal, to be reviewed by the Committee.
- c. If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.

(d) THIRD VIOLATION

a. Committee 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.

Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).

b. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.

c. Voting will be by secret ballot at a regular monthly meeting.

d. The expelled member may reapply for membership after the expiration of the expulsion time period.

(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 Board of Directors.

Flagstaff Flyers Club Grievance Form

Date: _____

Time : _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses (not required):

Article XI

Amendments

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Section 1 Amendments

The Flagstaff Flyers bylaws can be amended by a vote of 2/3-majority vote of members present at a general meeting.

A. Proposed amendments shall be given to the Board of Directors for consideration of validity and wording no less than one month before the next general meeting.

PROPOSED CHANGES IN BYLAWS ADOPTED JULY 15, 1997

FIELD RULES

11. The first person to unlock the gate is to secure the lock and chain to the _____ gate, rotate combination, to prevent theft from outsiders.

SAFETY ITEMS:

1. Strike the term "Four"

Amended on;

November 1989

December 1989

October 1990

January 1991

May 1995

January 1996

February 2002

Board Meeting 2-19-02 Bylaw amendments according to AMA new minimum standards and guidelines for clubs. □

1. Copy articles 9, 13, 16 from AMA recommendations verbatim
2. Add minimum standards and guidelines for AMA clubs not already included in current bylaws.
3. Add club officers may call special meetings (article 1 sec.1 par. 2).
4. Add verbal actions for proposals (article 1 sec. 1 par. 4).
5. Add a majority at a meeting is 50% of voters (article 1 sec. 1 par. 3).
6. Change Board meetings times to as called for (article 1 sec. 3 par. 1).
7. Add incorporation to coincide with article 8.
8. Add the purpose of our club (see introduction par. 1).
9. Add recall instructions for a club officers, Board members, and club members.(article 5 par 3).
10. Add Roberts Rules (See Misc.).
11. The official Club Logo is located on the cover of these bylaws, and use of is provided for in the Misc. section.
12. Some article numbers have been changed to accommodate these required changes.

“Peaks RC Field” Rules And Management

The objective is to extend the privilege of enjoying the R/C hobby to all members and authorized guests, with maximum emphasis on safety and control. While this guide sets forth club rules for this objective, nothing herein should overrule common sense and courtesy.

1. All model aircraft shall be operated in accordance with the Academy of Model Aeronautics (AMA) safety code and these field rules.
2. All pilots shall be current members of the Academy of Model Aeronautics (AMA).
3. A Speed Limit of 5 MPH shall be observed on road from entrance gate to flying field.
4. Alcoholic beverages are prohibited while piloting.
5. Pilots must be a current club member or be a guest of a member and hold a current AMA card to engage in flying activities.
 - (a). New students may have one instructional flight from a current club member without joining the club, before the next flight the student must show proof of club membership and also present AMA card.
6. Sponsoring members will be responsible for guests conduct.
7. All members shall be responsible in setting up appropriate signs and markers for field management.
8. All members shall:
 - a. Ensure that spectators are aware of restricted areas.
 - b. Leash their pets.
 - c. Supervise their children.
 - d. See that their pit area is free of liter, cigarette butts, airplane parts, etc.
9. Discharging of firearms is strictly prohibited.
10. Camping and camp fires are prohibited on the field premises.
11. The last member to leave the field will be responsible for securing appropriate locks.

12.All Forest Service rules and regulations must be obeyed

SAFETY ITEMS AND AIR TRAFFIC CONTROL

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1. A single straight line will be established to separate the pit area from the spectators. Signs will be posted in separate locations stating, No Spectators beyond this point.
2. No more than four (4) internal combustion powered aircraft in the air at one time.
3. All engines are required to have AMA noise suppression devices.
4. Internal combustion engines will be started and serviced at the flight stations or other appropriate locations.
5. All powered aircraft shall be controlled from a point adjacent to the runway known as the flight line. Flight shall not be conducted behind this line.
6. Pilots shall insure safe clearance onto the runway by looking both ways, and then announce the intent to the runway prior to doing so.
7. Aircraft stalled on the runway shall be retrieved quickly by qualified persons. Intent to walk across the flight line or on to the runway shall be announced prior to doing so.
8. Downed (Crashed) aircraft shall be retrieved by the appropriate amount of persons required.
9. All aircraft shall land on the flying side of the flight line, in accordance with a left or right hand pattern approach. Wind direction shall determine the appropriate approach direction.
- 10.Landing aircraft shall have access to the runway with the following priority:

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- A. Emergency landing
- B. Engine out landings
- C. Sailplanes
- D. All others

11. Frequency control is in effect at all times. It is the pilot's responsibility to know these rules and follow them. If in doubt contact the Safety Officer.

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Article XII

Miscellaneous Provisions

1. Roberts Rules

1. Call to order
2. Reading of the previous meeting minutes.
3. Treasures report.
4. Committee reports.
5. Old business.
6. New business.
7. Introduction of visitors, and/ or new members
8. Show & Tell
9. Raffle

10. Adjournment.

2. Club Logo

1. Use of Flagstaff Flyers Club Logo is not permitted unless approved by The Flagstaff Flyers.

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