

# WESTSIDE R/C FLYERS, INC.

## BYLAWS OF THE WESTSIDE R/C FLYERS, INC.

### ARTICLE I

#### NAME, ADDRESS, PURPOSE, FISCAL YEAR

SECTION 1 NAME: The club name is: Westside R/C Flyers, Inc., hereafter referred to as “the club.”

SECTION 2 ADDRESS

The geographic address for the flying field is:

HOLLMAN FIELD  
420 West Wagner Road  
Yukon, Oklahoma

SECTION 3 PURPOSE: The club purpose is to encourage and promote radio control aircraft flying and to bring together a number of persons having an interest in this hobby. Also, the club will own, lease and maintain property for this purpose.

SECTION 4 FISCAL YEAR: The club's fiscal year extends from the first day of April to the last day of March of the following year.

SECTION 5 INCORPORATION: The club is incorporated in the state of Oklahoma as a non-profit corporation.

SECTION 6 DISSOLUTION OF CLUB: The duration of the club is intended to be perpetual. However, the club may be dissolved with the approval of a two-thirds majority vote of the membership.

### ARTICLE II

#### MEMBERSHIP, MEMBERSHIP CARDS, RESIGNATION, EXPULSION, EXPULSION OF PROBATIONARY MEMBER, REINSTATEMENT

SECTION 1 MEMBERSHIP: Membership to the club is open to anyone who will honor these bylaws and is a member of good standing with the Academy Of Model Aeronautics (AMA). Members are classified as Adult Members: 19 year old or older, Junior Members: under 19 years old, and Second Family Members (immediate family). Immediate family members qualify as: (a) spouse, (b) child under 19 years of age living at home and (c) full-time student, not necessarily living at home.

- SECTION 2 MEMBERSHIP CARDS: Every member will receive a membership card, signed by the Secretary/Treasurer upon showing their current AMA license for the year in which they are applying. To verify club membership, these cards are to be displayed in the frequency control board (including members flying on a 2.4Ghz frequency) at the flying field.
- SECTION 3 RESIGNATION: Any member in good standing may resign his/her membership by giving written notice to the club.
- SECTION 4 TERMINATION: 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 AMA membership.
- SECTION 5 EXPULSION: This section provides for enforcement of the Safety Rules that are related to flying activities or any unacceptable behavior by an individual member or members. Any individual may be expelled from club membership by a two-thirds (2/3) majority vote of the membership present at a club meeting after satisfying the Grievance Procedures (See Article IX).
- SECTION 6 EXPLUSION OF PROBATIONARY MEMBER: This section provides for enforcement of the Safety Rules that are related to flying activities or any unacceptable behavior by an individual member or members. Any individual member may be expelled by a majority vote of the board (3/5).
- SECTION 7 REINSTATEMENT: The board will notify the membership, by email, of any members applying for reinstatement. Members will be given a period of seven days to respond to the email with any concerns they have regarding the applicant's reinstatement.

At the next club meeting, the board will share with the membership their knowledge of the applicants situation and a two-thirds (2/3) majority vote will determine if the applicant is to be reinstated.

The applicant may be reinstated in one two ways: (1) full member status without restriction or (2) under a probationary process as described in the Probationary Process (See Article X).

Reinstatement to:

- (1) full member status without restriction is for applicants with no reported member concerns.
- (2) a probationary status is for applicants with reported member concerns (as described in section 7 above). If the membership so decides, it is possible to reinstate a member with reported concerns to full member status without restriction - if the board supports that position.

### ARTICLE III

#### ELECTION OF OFFICERS, CLUB OFFICERS AND THEIR DUTIES, BOARD OF DIRECTORS, REMOVAL

SECTION 1 ELECTION OF OFFICERS: Club officers will be club members and in general hold office for a period of one year. To promote club harmony and ensure the organizations continuity, at least one board member should serve two consecutive terms. Board members will be elected by popular vote for each office.

SECTION 2 CLUB OFFICERS AND THEIR DUTIES: The club will have five officers. A club member is only eligible to serve on the board after being a member in good standing for at least one year. Club officer positions and duties are described as follows:

PRESIDENT: The President shall be the chief executive officer and chairman of the board; preside over all club and board meetings; appoint individuals and/or committees for special club projects; serve as main contact for the club with other clubs or other organizations; organize the monthly board and club membership meetings and notify the membership of actions taken by the board.

VICE PRESIDENT: The Vice President will preside over the monthly membership meetings or board meetings in the absence of the President; take over the position of president in the event of departure of the president; chair any special committees unless the committee chair requires some special expertise not within the realm of the Vice President; act as club's public relations officer, representing the club on activities outside of normal flying functions; notify the board and membership in a timely manner of the club event schedules and receive permission from the board and membership before committing club resources to these events. Contests or special event coordinators (CD's) will coordinate dates of proposed events with the Vice President prior to scheduling an event at the club field or on behalf of the club if the event is conducted elsewhere.

SECRETARY/TREASURER: The Secretary/Treasurer will maintain all club records, meeting minutes, financial records, bank accounts; pay bills, collect dues and event entry fees; record collections, deposit collected funds into the club's bank account; renew the club with state and other organizations as required; report to the board and membership as to financial income, expenses paid and current bank balance at each club meeting.

SAFETY OFFICER: The Safety Officer will preside over general flying activity at the field; report any unsafe conditions to the board; request special board meetings to invoke action to correct unsafe flying conditions; present safety information at the monthly membership meetings and have the authority to immediately halt all flying in the event of unsafe flying conditions.

FIELD MARSHALL: The Field Marshall will organize mowing teams (recruit team captains and appoint mowing team members); prepare and distribute mowing schedules; organize special work days for field maintenance; have the authority to halt flying until field maintenance operations are complete; responsible for field maintenance equipment (performing/coordinating maintenance, obtaining supplies, maintaining locks, storage, etc.).

SECTION 3 BOARD OF DIRECTORS: The Board of Directors shall consist of the club officers. The responsibility of the board is as follows:

a. The board shall have decision making power with the majority vote approval of club members constituting a quorum as defined in Article IV; however, the board may independently make decisions on matters of two hundred fifty (\$250) dollars or less.

b. The chairman of the board will assign duties to the general members and members of the board as he/she deems necessary.

SECTION 4 REMOVAL: Any member wanting to resign from the board shall submit a written resignation to the chairman. Any member wanting a board member to be removed from the club or office, shall submit a written request to the board. Appropriate action shall be decided and acted upon by a quorum majority vote of the board.

#### ARTICLE IV MEETINGS, QUORUMS, VOTING

SECTION 1 MONTHLY MEMBERSHIP MEETINGS: There shall be one regular membership meeting each month for the purpose of transacting club business and activities.

SECTION 2 BOARD OF DIRECTORS: The board shall meet at least once a month. Those meetings are to be separate from the monthly membership meetings.

SECTION 3 QUORUM: A quorum at the membership meetings shall consist of twenty-five (25%) percent of the membership with voting rights or twenty-five (25) members, whichever is less. Board members are included in the quorum calculation. Three (3) board members constitute a quorum for board meetings.

SECTION 4 IN PERSON VOTING: You must be an adult to vote. Each adult member has one (1) vote. A quorum must be present and a majority vote rules.

SECTION 5 EMAIL VOTING: Email voting will be conducted at the discretion of the Board of Directors. The membership will receive an email with all pertinent information concerning the item to be voted on from the President. Adult members will send a response, yes or no, back to the email address specified in the request during the allotted time frame. Votes will only count for email address that the club has on record for the member, response with a different email address or after the cut off time will be disqualified. The Board will tally the votes and inform the membership of the outcome. A quorum listed in SECTION 3 of this article, 25% of the adult membership, must vote and a majority vote rules.

## ARTICLE V FINANCES

SECTION 1 SOURCE OF INCOME: The club shall be self-supporting through membership fees, yearly dues, fund raising activities and special assessments.

SECTION 2 MEMBERSHIP AND FEES: A new member is defined as an applicant for club membership that had not been a member in the previous year. Adult new members will be charged a fee of \$10.00, plus one year's dues. If an applicant was a member in the previous year and did not pay their dues by April 30<sup>th</sup> of the current year, they will be considered as a new member. A renewing member is defined as an applicant who was a member in the previous year and pays their dues by April 30<sup>th</sup> of the current year. Renewing members are not charged the \$10.00 fee, only the yearly club dues. A junior member is defined as an applicant under the age of 19. Junior members will be charged one year's junior dues. All applicants must be a member in good standing with the AMA at the time of application and for the duration of their membership in the club. Any lapse in AMA membership for any reason constitutes termination of club membership.

SECTION 3 DUES: Dues for adult members is One hundred twenty five (\$125.00) dollars per year. Dues are payable between January 1<sup>st</sup> and April 30<sup>th</sup>. Adult dues are considered delinquent after April 30<sup>th</sup> and a fee of ten (\$10.00) dollars will be added to the yearly dues. Junior member dues are five (\$5.00) per year.

SECTION 4 FAMILY MEMBERSHIP: Adult dues are charged to the primary family member, thereafter, fifteen (\$15.00) dollars for each additional immediate family member. Persons qualifying as immediate family members include (a) spouse, (b) children under 19 years of age, living at home and (c) full-time students not necessarily living at home. Late fees are only charged to the primary family member when applicable (not to additional immediate family members).

SECTION 5 NEW MEMBERS: New members who join the club between January 1<sup>st</sup> and March 31<sup>st</sup> will be granted membership for the remainder of the current year as well as the following year.

SECTION 6 ACCOMMODATIONS; NONRESIDENTS; TRANSIENTS: Non-residents and transient flyers must abide by Westside R/C Flyers rules and regulations; they must also have a current AMA license.

SECTION 7 BANKING: The Secretary/Treasurer will deposit club funds into the club bank Account.

#### **ARTICLE VI RULES AND REGULATIONS**

SECTION 1 ESTABLISHMENT: The board will establish rules and regulations pertaining to the operation of the club, as confirmed by a quorum member vote (See Article IV, Section 3) and email it to the membership.

#### **ARTICLE VII RESPONSIBILITY OF EACH MEMBER**

SECTION 1 Each member shall be responsible for abiding by the rules and regulations set-up by the board.

#### **ARTICLE VIII AMENDMENT OF BYLAWS**

SECTION 1 The bylaws can be amended at any club membership meeting or by email vote provided a quorum of members exist and a 30-day notification was provided to the club membership.

## ARTICLE IX

### GRIEVANCE PROCEDURE (FLIGHT AND SAFETY RULES)

The grievance procedure provides a mechanism to enforce existing safety rules or unacceptable member behavior 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 officer or board for consideration by means of the grievance process. The grievance process is as follows:

- SECTION 1 GRIEVANCE FORM: A grievance form will be filled out and turned into the safety officer or board. At least one witness to the form is required. The board will determine if the grievance is to be considered the first violation. If the board finds the grievance to be a violation, then both the complainant and accused will be notified. A record will be maintained by the club.
- SECTION 2 SECOND VIOLATION: A grievance form will be filled out and turned into the safety officer or board. At least one witness to the form is required. The accused will be notified and has the right to a written rebuttal. If the board finds the grievance to be a violation, then both the complainant and accused will be notified. The accused will be suspended for a period of thirty (30) days. A record will be maintained by the club.
- SECTION 3 THIRD VIOLATION: A grievance form will be filled out and turned into the safety officer or board. At least one witness to the form is required. The accused will be notified and has the right to a written rebuttal. If the board finds the grievance to be a violation, then both the complainant and accused will be notified. The club will then vote by secret ballot on whether to expel the member by a quorum member majority. Member expulsion will last for a period of one year. The expelled member may reapply for membership after the expiration of the expulsion period. A record will be maintained by the club.
- SECTION 4 The expulsion will not be enforced unless the violations are accrued within a two-year (2) period of time.
- SECTION 5 Any member receiving a grievance, who directs any retaliation action against the person filing said grievance, will be subject to immediate and permanent 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.

## ARTICLE X

### PROBATIONARY PROCEDURE (FLIGHT AND SAFETY RULES)

The probationary procedure is similar to the grievance procedure in that it provides a mechanism to enforce existing safety rules or unacceptable member behavior by providing a disciplinary procedure 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 officer or board.

SECTION 1 GRIEVANCE FORM: A grievance form will be filled out and turned into the safety officer or board. At least one witness to the form is required. The board will determine if the grievance is to be considered a violation. If the board finds the grievance to be a violation, then the probationary member will be expelled from the club without an option to be reinstated. A record will be maintained by the club.

SECTION 2 PROBATIONARY PERIOD: The probationary period will last for one full year, starting the day the applicant is accepted as a probationary member.



# Westside RC Flyers Club Grievance Form

Occurrence Date: \_\_\_\_\_ Time: \_\_\_\_\_

Nature of Violation:

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

Print Signatory Name \_\_\_\_\_

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

Print Witness Name \_\_\_\_\_

Additional Witnesses (not required): \_\_\_\_\_

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