

One Wing Low Squadron Bylaws

ARTICLE 1: DUTIES

1. **Club Officials:** the management of the affairs of the Club shall be vested in the Club Officials who shall have the authority to establish and administer its policies. Official decisions may be made by a two-thirds (2/3) majority mail vote or by a quorum at a monthly meeting. A quorum shall consist of at least 50% of the current members. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in its Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Club Officials.
2. **President:** The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to it.
3. **Vice-President:** The Vice-President shall act for the President when he/she is unable to serve, and is to maintain an accurate record (including place of storage) of all Club assets.
4. **Secretary:** The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. He/she will also be the Club's contact person with AMA in case of questions, problems or situations.
5. **Treasurer:** The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the Club.
6. **Field Marshall:** The Field Marshall shall be responsible for establishing "mowing crews" and "mowing equipment maintenance crews". He/She is to ensure that the field is properly maintained and recommend improvement/changes.
7. **Safety Officer:** The Safety Officer shall be responsible for the safety and ensuring existing policies are enforced. This includes processing the grievance forms and following the existing grievance procedure documented in the by-laws.
8. **Contest/Event Chairman:** The Contest/Event Chairman shall be responsible for coordinating and establishing, in conjunction with all the Club's Contest Directors, a schedule for the next contest/event season. The schedule will be decided by the Contest Directors, and approved by the members.

ARTICLE 2: AUDIT

1. The President or his appointees will make a periodic audit of the Treasurer's books.

ARTICLE 3: TERMS OF OFFICE

1. All elected officers of the Club shall serve for one (1) year date of election. Officers are to be elected by a vote of simple majority of those present at the regular meeting in the month of November.

Mail-in Ballots will be made available for those members who have voting rights but cannot attend the meeting. Those ballots, returned by mail before the next meeting, will be counted as if those persons were present at the meeting. New officers will take office immediately after the January meeting. Personnel will be appointed by the elected officers and confirmed by a simple majority vote of those members present during a regular meeting: i.e. Newsletter Editor, Contest Director, etc.

2. Nomination of Club officers shall be made at the general membership meeting during the month of October. Nominations for office may be made by any active Club member holding voting rights, either in person or by submitting a proxy nomination to an existing officer. All known nominations for office will be published in the newsletter prior to the election.

3. A Secret Ballot is required for elections, for removal of a Club officer, and for expulsion of a member from the Club unless waived by a simple majority vote of the members present at the meeting.

ARTICLE 4: VACANCIES

1. Vacancies in any office shall be filled by appointment by the remaining officers, such appointee is to serve until the end of the term for which is predecessor was elected.

ARTICLE 5: COMMITTEE

1. A committee for the Club can be appointment by the President and may be approved by a simple majority vote of the members present at a meeting (if a vote is requested), to serve throughout the term, or less, of his tenure of office.

ARTICLE 6: MEETINGS

1. Regular meetings shall be held at a time and place designated by the Club officers and published in the Club newsletter or by special notice.

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 member or probationary member of the Club may initiate a formal request for action by the Club Officials, by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of the Officials' action recommended. The President of the Club shall forward copies of the proposal to other Club Officials for their consideration. Either the President, or any other Official, may have the matter placed upon the working agenda of the next Club meeting.

ARTICLE 7: DUES AND MEMBERSHIP

1. The annual dues to be paid to the Club shall be determined by the Club Officers with the approval of a simple majority vote. Dues are non-refundable, except under

extraordinary circumstances, which will be determined by the Club Officials on a case-by-case basis. Dues are to be paid no later than the January Club meeting.

2. No special assessment 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, and the members have been given five (5) days prior notice along with an explanation of the assessment.

3. New members who join in October through December will pay a sum of \$15.00. This will cover the membership dues until the end of the following year.

4. A member shall be in arrears and shall not be considered active if his/her dues have not been paid as provided in Article 7, Section 1. Any member who allows their membership to lapse beyond March 1 of any year shall be considered a new member when renewing their membership and will not be given preference over any other applicant should a membership waiting list be in existence.

5. Types of membership and limits on the total number of members shall be determined by the Club Officers and approved by a vote of two-thirds (2/3) majority of the members present at the meeting.

ARTICLE 8: MEMBER STANDING

1. All persons shall be eligible for membership, and shall agree to abide by the Club's bylaws, and those of the AMA.

2. The membership shall be divided into the following categories:

- **Full Member**-sixteen (16) years old or older and has full privileges and voting rights. Dues: active students in accredited educational institution, public or private, ½ price, and all others full price. Full Member rate plus AMA Membership.
- **Junior Member**-younger than sixteen (16) years old, has full privileges *except* for voting rights. Dues: Junior Member 1/2 rate plus AMA Membership.
- **Family Membership**-includes all flying members of the immediate family (spouse and children). They have full privileges and voting rights. Dues: One (1) Full Membership plus one (1) Junior Membership, plus AMA Membership for each flying member. Junior members must have AMA membership. Children are included until their 19th birthday.
- **Associate Member**-a Non-Flyer, who is interested in the activities of the Club, has no voting rights and receives a newsletter.
- **Probationary Member**-a new member within the first calendar year of membership. This member is not eligible for elected office; however they may serve the Club in an appointed position. Member has full voting rights at Club meetings. Membership dues are per the rate structure, published in the newsletter. Only one newsletter per family address.

3. Flying members will be required to hold and maintain a license issued by the AMA. All first-time flying member applicants, as well as present flying members seeking membership renewal, must show proof of membership in the AMA. Non-flying and Associate Members do not require AMA membership.

4. Before joining the Club, new members shall be introduced in person by their sponsor. The membership, by a majority vote of the members present at a meeting, shall approve any application for membership. The applicant will be on probation for one (1) calendar year subsequent to the approval of his/her application for membership. After this probationary period has ended, his/her membership application may again become subject to the approval of the Club. Probationary members are ineligible to hold any elected office in the Club.

5. Any member receiving a safety Grievance as stated in Article 16, who is involved in non-flying violations, or who has key information of a non-flying violation and withholds it from the Club Officials, may at the Club Officials' discretion be placed on probation for one (1) year regardless of his or her tenure in the Club.

ARTICLE 9: RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP

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 Club Officials become the responsibility of the Club Officials 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 Club Officials if, in the Club Officials' 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 Club Officials.

5. The Club Officials 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 10: AMENDMENTS

1. Amendments may be made to these bylaws at any general meeting of the Club membership, provided the members shall have been notified in writing at least five (5) days in advance that the amendments are to be considered. Copies of the proposed Amendments shall be provided to all members as part of the notification. Amendments shall be approved by no less than a two-third (2/3) majority vote of the members present, at the regular monthly meeting. Mail-in ballots will be made available for those Full Members who cannot attend the meeting. Those ballots, returned by mail before the next meeting, will be counted as if those persons were present at the meeting.

2 Amendment to Original Bylaws-refer to page 10 this document.

ARTICLE 11: SPECIAL FUNDS

1. The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Club.
2. The President will have discretionary spending, of up to \$100.00 without requiring Club approval.

ARTICLE 12: DURATION

1. The duration of this Club shall be perpetual.

ARTICLE 13: DISSOLUTION

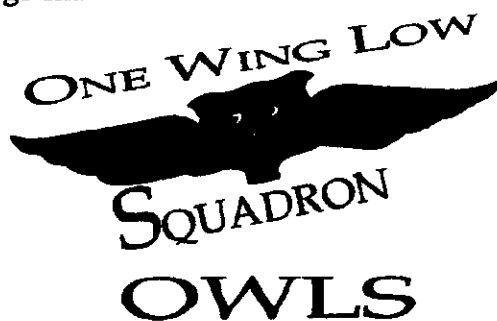
1. The Club may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
2. Upon the dissolution of the Club, the Club Officials shall, after paying or making provision for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club 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(c)(3) of The Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this Club, as the Club Officials 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 Club is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 14: INCORPORATION

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

ARTICLE 15: LOGO

1. The official Club logo shall be:



ARTICLE 16: 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 Club Officials for its consideration by means of a Grievance Form to be filled out and turned into the Safety Officer. At least one witness is required to sign the Grievance Form.

2. Safety Officer

The Safety Officer shall use his judgment in carrying out action on the following:

(a) A grievance form (must be filled out and turned into the Safety Officer). 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. A verbal reprimand will be given to the accused by the Safety Officer, and this will be recorded in the Secretary's 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 Club Officials.

c. If the Club Officials 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. Club Officials 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.

b. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Club Officials).

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

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

e. 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 Club Officials.

Club Grievance Form

Date: _____

Time : _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses (not required):

Addendum
Article 10 Amendments

Section 1.01- Sample Amendment Format XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX.

Heading A- XX
XXX
XXX
XXX.

Date Ratified_____.

These **Bylaws**, for the **One Low Wing Squadron**, were approved by the present Club Officials:

- President _____
- Vice President _____
- Secretary _____
- Treasurer _____
- Field Marshall _____
- Safety Officer _____
- Contest/Event Chairman _____

Date _____

Ratified by the membership:

Date _____