

Rend Lake Radio Control Club, Inc.

Constitution and By Laws

ARTICLE I - NAME AND ORGANIZATION

SECTION 1 - NAME

This organization will be known as the Rend Lake Radio Control Club, Inc.

SECTION 2 - ORGANIZATION

1. This club will be a “non-profit” organization as pertains to finances.
2. Rend Lake Radio Control Club, Inc is governed by a Board composed of all elected officers of the Club.

SECTION 3 - PURPOSE

The purpose of the Rend Lake Radio Control Club, Inc. is to offer leadership and assistance to modelers in pursuit of their hobby.

SECTION 4 - AFFILIATION

This will be a chartered club of the Academy of Model Aeronautics (AMA) which is the United States representative organization for model aviation under the Federal Aeronautique International (FAI).

SECTION 5 - OBJECTIVE

The objective of the Rend Lake Radio Control, Inc. is to promote the safe and enjoyable participation in modeling and flying for its members by co-operating with the Academy of Model Aeronautics, with communities within which we operate, with other model clubs, and with each other.

ARTICLE II - MEMBERSHIP

SECTION 1 - DEFINED

Membership in the Rend Lake Radio Control Club, Inc. will be defined as the following:

- A. New Member - First year member/ Applicant
- B. Open Member - An open member is entitled to all privileges, including participation in all club functions and activities and is entitled to vote and to hold office.
 1. Senior - 19 years of age or older

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2. Junior - Under 19 years of age
3. Family - Members of a Senior's family living in the same household.

C. Honorary Member - An individual voted by the open members to be an Honorary Member for reasons determined by the existing circumstances. An Honorary Member has all the privileges of an Open Member including voting and holding office.

SECTION 2 - APPLICATION PROCESS

- A. A candidate shall make application for membership in writing on the application form, shall show proof of current membership in or application made to AMA, and shall be sponsored by an active member in good standing who has been a member for at least three (3) months. When an applicant does not have a sponsor, the three (3) elected Board Members (**Article IV - Officers, Section 1-F**) shall appoint a sponsor.
- B. Applications shall be submitted by the applicant, or the sponsor, to the presiding officer during a meeting. The presiding officer shall announce the application received and have then entered in the minutes. Applications shall be announced to the membership in the notice announcing next meeting.
- C. Applications for membership shall be acted upon at the next organizational meeting following the submission of such application and shall, at such meeting, be accepted, rejected, or referred for further investigation and consideration. The sponsor shall, at this meeting, attest that the candidate has been a guest at the flying site when other members were present. The sponsor shall attest to the integrity and intent of the applicant, that the applicant has demonstrated a supportive and positive attitude toward the hobby and Rend Lake RC Club and submit a signed statement that the applicant has received, read, and will abide by the Constitution and By-Laws and Flying Field Rules. The statement shall be signed by the sponsor and the applicant and appropriate dues submitted.
- D. Membership shall be granted upon majority approval of officers and members present.
- E. Membership is open to all who meet membership requirements.

SECTION 3 - MEMBER REQUIREMENTS

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- A. Each member shall be responsible for the proper care and protection of club property and shall also be responsible, while involved in club activities, to conduct himself/herself in a manner reflecting positively on our Club and the Hobby.
- B. Each member shall be responsible for the enforcement of all Rend Lake RC Club, AMA and any other applicable rules and regulations while involved in the activities of the organization.
- C. To the best of their ability, each member is encouraged to support the club activities and to participate in the administration of functions and contest, static displays, field maintenance, or any other activity sanctioned by the club.

SECTION 4 - RESIGNATION

- A. Any member in good standing may resign his/her membership by giving written notice to the club.

SECTION 5 - TERMINATION

- A. 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.

SECTION 6 - EXPULSION

- A. This section provides for the enforcement of the Grievance Procedure (Flight and Ground Safety Rules). It shall also provide for the enforcement of any other unacceptable behavior by an individual member or members. Any individual may be expelled from membership from the Club by a two-thirds ($\frac{2}{3}$) majority vote of the membership if in the Boards determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Constitution and By-Laws, Rules of the AMA, or which is detrimental to the club, the AMA, or to model aviation.

SECTION 7 - REINSTATEMENT

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- A. Any member who is expelled from membership may be reinstated to membership only by two-thirds ($\frac{2}{3}$) majority vote of the club members attending a regular scheduled meeting.

ARTICLE III - DUES, FEES AND ASSESSMENTS

SECTION 1 - DUES

- A. Dues will be voted on each year by the voting members in attendance. The amount of dues to be charged will be determined by the known or anticipated needs of the Club. The amount of dues will be determined by two-thirds ($\frac{2}{3}$) majority of the attending voting members and voted on at the December meeting.

SECTION 2 - FEES AND ASSESSMENTS

- A. Fees and Assessments, other than annual dues, may be levied only by majority vote of the Open and Honorary members in attendance. If the members so vote, a majority vote of all Open and Honorary members may be required.

SECTION 3 - MEMBERSHIP DUES

- A. New Member - 100% = **\$40.00**.
- B. Open Members
 - 1. Senior - 100% = **\$40.00** per year.
 - 2. Junior - 50% = **\$20.00** per year.
 - 3. Family - 50% = **\$20.00** per year. Family of senior members that reside in same household.
- C. Honorary Members, Presidents of other AMA chartered clubs, the President of AMA, and District Vice-President are not required to contribute fees, dues or assessments.
- D. Dues will be paid no later than March 1st of each year. New members who join after October 1st, dues will be at 100%, but will be applied to the following year.

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ARTICLE IV - OFFICERS

SECTION 1 - ELECTED OFFICERS

The following are elected positions in the Rend Lake RC Club, inc.

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Safety Coordinator
- F. Three (3) Board Members

SECTION 2 - ELECTION OF OFFICERS

- A. Officers of the club will be nominated by the Nomination Committee (**Article VI Committees, Section 6**) and elected from the current Open and Honorary Members.
- B. Nominations for officers will be made by the Nomination Committee and accepted from the floor at the November Meeting each year.
- C. Election of officers will be held at the following December meeting.
- D. A simple majority vote of the members present will be accepted.

SECTION 3 - TERMS OF OFFICE

- A. Officers will be elected annually to serve for a term of one year, however:
 - 1. The President may serve more than two (2) consecutive terms.
 - 2. The Vice-President may serve more than two (2) consecutive terms.
 - 3. The Secretary may serve more than two (2) consecutive terms.
 - 4. The Treasurer may serve more than two (2) consecutive terms.
 - 5. The Safety Coordinator may serve more than two (2) consecutive terms.
- B. Officers will assume their elected office on January 1st of the year following election through December 31st of the same year.

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SECTION 4 - DUTIES OF OFFICERS

A. President - The President Shall:

1. Preside over monthly and/or special meetings.
2. Act as spokesman for the Club when necessary.
3. Appoint committee chairmen as needed.
4. Appoint committees as outlined in **(Article VI - Committees)**.
5. Be a member, ex-officio, of all committees.

B. Vice President - The Vice President Shall:

1. Preside over monthly and/or special meetings whenever the President is unable to do so.
2. He will assist all officers.

C. Secretary - The Secretary Shall:

1. Keep the minutes and attendance at all Club meetings.
2. Renew the AMA Charter annually. (Mid-January -March 1st)
3. File timely reports with the Federal and/or State bureaus as may be required.
 - a. Corporation Certificate - State should mail annual report in July to registered agent.
This has to be submitted to the State before September 1st.
4. Maintain the official copy of the Constitution and By-Laws, and provide copies for distribution when requested.
5. Sit on the Constitution and By-Laws committee.
6. Maintain, in conjunction with the Treasurer, the official membership roster.
7. Use the Clubs' designated document system for maintaining records as spelled out in **(Article VII- Miscellaneous Provisions, Section 2)**.
8. Provide membership cards to all current members.

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D. Treasurer - The Treasurer Shall:

1. Maintain an accurate record of all monies received and distributed by the club.
2. Pay all debts authorized by the club membership.
3. Collect dues, fees, and other payments when they are payable.

E. Safety Coordinator - The Safety Coordinator Shall:

1. Promote and encourage a climate of safety awareness within the club. At all times, demonstrate to the membership that "Safety is Everyone's Business."
2. NOT be the "Field Police". Rather, he/she should display a positive attitude and willingness to teach others in regards to safety at the flying site.
3. Leadership skills, knowledge about the hobby, high standards, and a positive attitude are vital attributes of a successful safety coordinator. He/she should know the Flying Site Rules, the Constitution & By-Laws, and lead by example so club members will gain respect and be an encouraging resource to turn to with any safety questions that may arise. A successful and influential safety coordinator is able to use good judgment and common sense when addressing possible safety issues.
4. Be responsible for immediate dissemination of safety related bulletins, insurance and other related information to the membership, and reports of potential insurance claims due to accidents in the club.
5. Serve on the "SAFETY COMMITTEE" as spelled out in (**Article VI - Committees, Section 5**).
6. Perform a safety audit of club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public annually. Examples:
 - a. Fire Extinguisher Service Dates.
 - b. Frequency Board.
 - c. Trainer Radios.
 - d. Other Items as deemed necessary.
7. Maintains posted site safety plans at flying sites to handle serious accidents/incidents and

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flying site rules. Shall perform an annual review with all club members prior to flying season of the following:

- a. Emergency telephone numbers.
 - b. Flying site GPS coordinates.
 - c. Nearest hospitals and or emergency medical facility.
 - d. Flying site safety and operational rules.
 - e. First Aid Kits.
8. Ensure compliance with ALL AMA and Club safety regulations.
 9. Conduct a safety inspection and investigate to identify possible causes of accidents and near-misses. Shall report said findings to the membership for the purpose of improving safety, **AND NOT** to place blame on a person or persons involved in a mishap.
 10. Be empowered to immediately ground any aircraft not complying with Club safety rules.
 11. Being elected to Safety Coordinator comes with a lot of responsibility and duties, more than any other position on the board. Therefore, the Safety Coordinator shall be empowered to appoint as many deputies, known as “**Safety Officers**” (**Article IV - Officers, Section 5-A**), as necessary to attain full administration of his duties.

F. Three (3) Board Members - They Shall:

1. Fulfill roles when needed and assigned by the President.
2. Fulfill the duties in (**Article II - Membership, Section 2-A**).
3. Fulfill the duties in (**Article VI - Committees, Section 5-E**).

SECTION 5 - APPOINTED OFFICERS

A. Safety Officer - The Safety Officer Shall:

1. Be appointed by the Safety Coordinator as spelled out in (**Article IV - Officers, Section 4, Item E-11**).
2. Be responsible to the Safety Coordinator and aid in completing duties assigned to the Safety Coordinator position.

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3. Have the same authority as the Safety Coordinator. Will report any issues or circumstances directly to Safety Coordinator, who will notify board members.
4. Promote and encourage a climate of safety awareness within the club. At all times, demonstrate to the membership that “Safety is Everyone’s Business.”
5. NOT be the “Field Police”. Rather, he/she should display a positive attitude and willingness to teach others in regards to safety at the flying site.
6. Leadership skills, knowledge about the hobby, high standards, and a positive attitude are vital attributes of a successful safety officer. He/she should know the Flying Site Rules, the Constitution & By-Laws, and lead by example so club members will gain respect and be an encouraging resource to turn to with any safety questions that may arise. A successful and influential safety coordinator is able to use good judgment and common sense when addressing possible safety issues.
7. Serve on the “SAFETY COMMITTEE” as spelled out in **(Article VI - Committees, Section-5)**.

SECTION 6 - VACANCIES

- A. Should an officer be unable to serve his/her term of office, a special election will be held to fill the vacancy for the unexpired term of office.

ARTICLE V - MEETINGS

SECTION 1 - REGULAR MEETINGS

- A. Monthly meetings will be held to conduct Club business and for fellowship on the 1st Monday of each month unless that Monday is a holiday. In that event, the meeting will be held on the 2nd Monday of the month.
- B. By vote of those members in attendance at a meeting, the meeting date and/or place may be changed for the following month or months

SECTION 2 - SPECIAL MEETINGS

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- A. Special meetings may be called by the President or his representative.

ARTICLE VI - COMMITTEES

SECTION 1 - PERMANENT COMMITTEE

- A. May be appointed by the President to conduct club business.
- B. May continue to exist until dissolved by the President.

SECTION 2 - TEMPORARY COMMITTEE

- A. May be appointed by the President from time to time to serve a specific need.

SECTION 3 - CONSTITUTION AND BY-LAWS COMMITTEE

- A. May be appointed by the President.
- B. Will always include Club Secretary.

SECTION 5 - SAFETY COMMITTEE

- A. The Safety Committee shall serve a vital role within the Club.
- B. They review flying field and safety rules annually to make sure they meet AMA minimum requirements.
- C. Will serve a vital role in the adopted grievance procedure as spelled out in **(Article IX - Grievance Procedure)**.
- D. The Safety Committee members shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Safety Coordinator (shall serve as chairman)
 - 6. Two (2) Safety Officers chosen by the Safety Coordinator
- E. In the event that any safety committee member(s) are involved in a grievance, they shall be removed and replaced by the next highest elected member, and those positions filled from the three (3) elected

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Board Members (**Article IV - Officers, Section 1-F**).

- F. In the event the Safety Coordinator/ Chairman is involved in a grievance, and is replaced per (**Article VI - Committees, Section 5-E**) the new assembled committee may choose to elect an acting chairman.

SECTION 6 - NOMINATION COMMITTEE

- A. President shall appoint three (3) people from the open or honorary membership.
- B. Nominations for officers will be made by the Nomination Committee and accepted from the floor at the November Meeting each year.

ARTICLE VII - MISCELLANEOUS PROVISIONS

SECTION 1 - CLUB EMAIL

For the continuity and maintenance of electronic communications, and to be on file with the AMA as the official contact email of the club, the Official Email of the Rend Lake RC Club will be:

rendlakerclub@yahoo.com

A person or persons can be named manager of this account. It will be their responsibility to forward all incoming mail to the designated recipient.

SECTION 2 - RECORD KEEPING

For continuity in the Club, Club documents, and easy transitions of board members in futures to come, Google Drive and Google Documents will be used for generating all records pertaining to club business. The Club has a Google account already in place, and the username and password will be passed from one board to the next for future use.

SECTION 3 - NEW MEMBER INFORMATION PACKET

- A. New members will be provided with the following information:
1. A copy of the Club Constitution and By-Laws.
 2. A Club roster with addresses and telephone numbers.
 3. On said roster, Instructor pilots will be noted so as they can be contacted for available times

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of instruction.

4. A copy of Club safety rules and any special safety rules pertaining to specific flying sites.

SECTION 4 - INSTRUCTOR PILOTS

Instructor pilots will be appointed by the membership from the experienced pilot members. A majority vote of approval of the attending voting membership at a scheduled meeting will confirm an Instructor Pilot appointment.

SECTION 5 - AMA INTRO PILOT PROGRAM

A minimum of three (3) Intro Pilots appointed by the Club President.

SECTION 6 - DISSOLUTION OF CLUB

The Corporation may be dissolved with the approval of a two-thirds ($\frac{2}{3}$) majority vote of the total membership. Upon the dissolution of the Corporation, the Board shall, after paying or making provisions 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 Rend Lake College Foundation, 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 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, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII - AMENDMENTS & NOTICE TO MEMBERS

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SECTION 1 - AMENDMENTS

The articles of this Constitution and By-Laws may be amended, supplemented, altered or withdrawn by a majority vote of two-thirds ($\frac{2}{3}$) of the attending membership after a ten (10) day notice of a vote. If a member cannot attend a meeting, he or she, may send a letter of preference to the president.

SECTION 2 - EXCLUSIONS

Amendments to the Constitutions and By-Laws will follow **(Article VIII - Amendments & Notice to Members, Section 1)** except for where it is expressly called out for an annual vote.

SECTION 3 - NOTICE TO MEMBERS

All notices and announcements to members required under these Constitution and By-Laws shall be by:

- A. Email, or
- B. Regular mail, if member doesn't have email.

ARTICLE IX - GRIEVANCE PROCEDURE

(FLIGHT AND GROUND SAFETY RULES)

SECTION 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 resolve 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.

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

SECTION 2 - PROCESS

A Grievance Form will be filled out and turned into the Safety Committee Chairman. At least one witness is required.

SECTION 3 - STEPS

A. FIRST VIOLATION

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1. Viewpoints of both complainants and accused will be considered.
2. Complaint's name will be disclosed.
3. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Club records.

B. SECOND VIOLATION

1. Complainant's name will be disclosed.
2. The accused has the right to a written rebuttal, to be reviewed by the Safety Committee.
3. If the Safety Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days.
4. Written notice from the Safety Committee shall be issued to the accused, and a copy placed in club records.

C. THIRD VIOLATION

1. Safety Committee will notify the accused in writing and the Club members via the Club email that the Club will vote on the expulsion of the accused at the next meeting.
2. Said expulsion will last for a one-year minimum or longer as deemed necessary by the Safety Committee.
3. A member may be expelled from the Club only upon two-thirds ($\frac{2}{3}$) majority vote of the members present at the meeting.
4. Voting will be by secret ballot at a regular monthly meeting.
5. The expelled member may reapply for membership after the expiration of the expulsion time period.

SECTION 4 - STEP ENFORCEMENT

The three actions (steps) will not be enforced unless they are accumulated within a two-year period of time.

SECTION 5 - RETALIATION

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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 Safety Committee.

ARTICLE X - SAFETY

- A. Academy of Model Aeronautics (AMA) safety code will be adhered to at all times.
- B. Additional safety rules, as well as rules on conduct, will be adhered to whenever established for a flying site.
- C. All members will be familiar with AMA Safety Code.