

KENT COUNTY AEROMODELERS, INC.

Dover, Delaware
AMA Number 198

CLUB BY-LAWS

ARTICLE 1: DUTIES

1. Board of Directors: The Board of Directors of the Kent County Aeromodelers shall consist of the President, Vice-president, Secretary, Treasurer, Newsletter Editor (Member at Large), and the Chairpersons of the four standing committees. The management of the affairs of Kent County Aeromodelers Inc. (KCAM) shall be vested in the Board of Directors who shall have the authority to establish and administer its policies. Official decisions may be made by a two-thirds (2/3)-majority vote of a quorum at a Board of Directors meeting. A quorum shall consist of at least 50% of the current Board members. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in its By-laws and, where those Bylaws are not specified, vested in the sound discretion of the Board of Directors. The Board of Directors shall act in all matters as set forth in the Constitution and ByLaws of the Kent Count Aeromodelers, Inc. This Board shall decide general policy and act between meetings of the Club. This Board may transact business, as it deems necessary or appropriate. This Board is empowered to effect expenditures up to \$100.00 per item. Under no conditions will the Board of Directors conduct deficit spending. The Chairperson of the Field Committee is authorized to expend such funds as necessary to maintain the field and the field maintenance equipment. Matters requiring action under the Constitution or By-Laws will be referred to the general membership with a recommendation of the Board of Directors. Although not mandatory, the Board of Directors will generally provide a summary statement of actions or business transactions on behalf of the Club in the Club Newsletter. Regular members are encouraged to review these newsletter items and should an objection develop, they must present their objections and request modified actions at the next regular Club meeting following receipt of the Club Newsletter. All business items transacted by the Board of Directors are subject to the challenge of the general membership. The duties of the members of the Board of Directors are as follows:

- a. President: The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to the club.
- b. 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 location of storage) of all Club assets.
- c. Secretary: The Secretary shall keep the minutes of all the meetings for a period no less than 5 years, provide meeting information for all Club members and serve on the Membership Committee. In addition he/she shall handle all Club correspondence and maintain a current

roster of all members and verify status of AMA unless maintained by another board member, prepares and submits charter and membership license forms annually.

- d. Treasurer: The Treasurer shall collect all monies due and shall keep a record of all monies received and monies disbursed by the Club for a period of no less than 5 years. The Treasurer is responsible and accountable for Club funds. The Treasurer shall report on Club finance at regular monthly meetings or at any time upon request of the President. The Treasurer shall serve on the Membership Committee.
- e. Newsletter Editor (Member at Large): The Newsletter Editor is responsible for generating and editing a newsletter. In addition he/she shall assist all other Officers in the performance of their functions, circulating among all members of the Club to keep in close touch with trends, activities, desired events and in general, keep the Board of Directors informed as to the overall membership attitudes, etc. The incoming Club Officers appoints this member of the Board of Directors after the November elections.
- f. Standing Committee Chairpersons: The Chairpersons of each Standing Committee (Membership, Safety, Field, and Training) are responsible for the duties and activities related to their respective committees and will report their activities to the Board of Directors and the General Membership.

ARTICLE 2: AUDIT

The President and his appointees will make an audit of the Treasurer's books not later than the January's Board of Directors' meeting. Additional audits will be done at the discretion of the Board of Directors.

ARTICLE 3: TERMS OF OFFICE

- 1. All Officers of the Club shall serve one year (December to December). Officers shall be seated at the December meeting. Nominations will be made from the floor at the October meeting and prior to the election at the November meeting. The election of officers shall be held during the general membership meeting in November.
- 2. A secret ballot is required for elections, removal of a Club officer, removal of a member of the Board of Directors, and expulsion of a member from the Club unless waived by a simple majority vote of the members present at the meeting.

ARTICLE 4: VACANCIES

Any vacancies of the officers of this Club shall be filled by appointment by the remaining members of the Board of Directors, such appointee to serve until the end of the term for which his/her predecessor was elected.

ARTICLE 5: COMMITTEE

- 1. The Chairperson of the standing committees shall be appointed by the Club Officers of KCAM to serve throughout the Club Officers' terms of office and at the Club Officers' pleasure.
 - a. The following are the standing committees:
 - 1. Membership Committee

2. Safety Committee
3. Field Committee
4. Training Committee
- b. Additional committees may be formed from time to time by the Board of Directors to serve as requested.
- c. All Committee Chairpersons are encouraged to attend the Board of Directors meetings.

ARTICLE 6: MEETINGS

1. General or regular meetings of the Club will be held on the first Tuesday of each month or as designated by the Board of Directors, at such place as designated by the Board of Directors. The Board of Directors may call special meetings by notifying all members of the Club.
2. At any Club meeting a simple majority shall consist of more than 50% of the members voting at the meeting.

ARTICLE 7: DUES AND MEMBERSHIP

1. The clubs fiscal year starts on January 1st and ends on December 31st.
2. All Open (Regular) members shall pay dues at the rate of \$75.00 per year, such sum to be collected not later than the February general meeting and payable to Kent County Aeromodelers. New members joining after the February meeting shall pay the remainder of the year at the rate of \$7.50 per month.
3. Associate members are not required to pay KCAM club annual dues.
4. Junior members (under 19 years of age as of July 1st) of the immediate family of regular members are not required to pay dues. Junior members will fill out a membership application and submit it to the Kent County Aeromodelers, Inc. Membership Chairperson. Junior members not covered by a regular member shall pay \$10.00 per year not later than the February general meeting. Junior members joining after the February meeting shall pay for the remainder of the year at the rate of \$1.00 per month.
5. Previous Open members will have a grace period from the start of the new year till the February meeting. After that, non-paid members will have all privileges suspended until dues are paid in full.
6. The Treasurer of the Club is hereby authorized to receive all dues, income and contributions on behalf of the Club and is authorized to apply this income to the operating expenses of the Club.

ARTICLE 8: MEMBER STANDING

1. All persons shall be eligible for membership, and shall agree to abide by the Club's Constitution, By-Laws, Safety and Operation Rules, and those of the AMA.
2. The categories of membership are outlined in the KCAM Constitution.
3. All new KCAM members are required to complete the KCAM approved training program or show proficiency to any KCAM Instructor.
4. KCAM instructors will be nominated by the Training Chairperson and approved by the Board of Directors.

5. Flying members will be required to hold and maintain a current AMA membership and all items required for that membership. All first-time flying member applicants, as well as present flying members seeking membership renewal, must show proof of membership in the AMA. Associate Members do not require AMA membership unless he/she participates in flying activities.
6. Any member receiving a safety Grievance as stated in Article 15, who is involved in violations of KCAM Safety and Operation Rules, or who has key information of a violation and withholds it from the Board of Directors, may at the Board of Directors' discretion be placed on probation for one (1) year regardless of his or her tenure in the Club.
7. A memorial board entitled "In Memory of Kent County Aeromodelers Members Who Now Have Their Permanent Wings" will be on display on the Memorial board at the Sandtown Flying Field. The names of present or past members who have passed away may be added to the Memorial Board. All Open, Associate, Honorary, and Junior members in good standing as well as Charter Members of the Kent County Aeromodelers (as listed at the conclusion of the KCAM Constitution) may be added to the Memorial Board without further action. The name of a prior member who passes away but is no longer affiliated with KCAM will be brought before the membership at a regular club meeting and added if approved by a majority vote of the members present.

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 KCAM Safety and Field Rules. 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 membership present at the meeting, 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 to the Club, the AMA, or to model aviation.
4. Any member who is expelled from the membership may only be reinstated by a 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.

ARTICLE 10: AMENDMENTS

1. Regular business of the Club requires a simple majority vote of all eligible members present at any meeting.
2. Amendments to the Constitution may be made at any meeting provided all members are notified at least 45 days in advance and they are approved by two-thirds (2/3) majority of all eligible members at the meeting.
3. At any general meeting, the KCAM Safety and Operation Rules may be changed by two-thirds (2/3) majority vote of all members present without prior notification or with 15 days notice to all members at a special meeting.
4. Any members in anticipation of a required absence may register a vote in writing for any known subject of business with any member of the Board of Directors prior to the general or special meeting.
5. All proposed By-Law changes shall be assigned to a committee of no less than three members to research. The finds of the committee will then be presented to the membership 30 days prior to any vote. At the next meeting following the general discussion, the membership shall either make a motion to vote on the change or return it to the committee for further research. A two-thirds majority vote of members present shall be necessary to pass.
6. In the case of an emergency, a proposed change to By-Laws may be voted on without presentation to a committee but the change will be conditional until such time as the procedure outlined in (5) above has been completed.

ARTICLE 11: SPECIAL FUNDS

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.

ARTICLE 12: DURATION

The duration of this Club shall be perpetual.

ARTICLE 13: 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(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 14: INCORPORATION

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

ARTICLE 15: GRIEVANCE PROCEDURE (KCAM SAFETY AND OPERATION RULES)

1. Purpose

The grievance procedure provides a mechanism to enforce AMA rules and KCAM Safety and Operation 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 Chairman for its consideration by means of a Grievance Form to be filled out and turned in. At least one witness is required to sign the Grievance Form.

2. Safety Committee

A Safety Committee of no less than three Open members shall be convened by the Safety Chairman and use its judgment in carrying out action on the following:

(a) A grievance form (see last page of By-Laws) will be filled out and turned into the Safety 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. After approval by the Board of Directors is obtained, a verbal reprimand will be given, if necessary, to the accused by the Safety Committee, 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. After approval by the Board of Directors is obtained, 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. After approval by the Board of Directors is obtained, the 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.
- b. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).
- 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 Board of Directors.
- (g) Any member initiating a false accusation will face the same grievance procedure.

Summary of Changes effective 5/5/09

- Increased the Board of Directors from five to nine members (includes the Chairperson of the four standing committees).
- Added the duties of the Chairpersons of the four standing committees.
- Increased Board of Director's authorized expenditure from \$50.00 to \$100.00.
- Authorized Field Committee Chairperson to expend such funds as necessary to maintain the field.
- Removed the requirement to vote new members into KCAM.
- Made several spelling, punctuation and structural changes.

Amended 9/1/09 to include:

- Addition of Item 6 under Article 8: Member Standing describing inclusion of Memorial Board.

Amended 11/3/09 to include:

- Increase of club dues from \$50.00 per year to \$75.00 per year and increase the monthly dues charge from \$5.00 per month to \$7.50 per month effective at the beginning of the year 2010.

Amended 3/2/11:

- Article 1.1 - add second sentence
- Article 1.1.d – remove attendance sentence
- Article 1.1.e – change reference of Board to Club Officers
- Article 5.1 – change all references of President to Club Officers
- Article 5.1.b – change reference of President to Board of Directors
- Article 6.1 – change all references of President to Board of Directors
- Article 15.2.a – change see page 9 to see last page of By-Laws

Amended 02/5/22:

- Article 1.1.c/d – records kept for 5 years
- Article 3 – defined term of office length, deleted 2 year max, grammar corrections
- Article 5.1.b – deleted committee number requirements
- Article 6.1 – BOD can set location and dates of meetings
- Article 7.1 – Defined fiscal year for membership
- Article 8.1 – More detail of requirements to follow rules and By-laws
- Article 8.2 – deleted categories since defined in constitution
- Article 8.3 – Updated requirements of AMA membership and required items
- Article 8.4 – Updated naming of KCAM Safety and Operation Rules
- Article 10.2 – Detail of requirements to change constitution
- Article 10.3 – Detail of requirements to change KCAM Safety and Operation Rules
- Article 10.5 – Detail of requirements to change By-laws
- Article 15.1. – Updated naming of KCAM Safety and Operation Rules and committee members
- Article 15.2. – defined process of a Safety committee

KCAM Club Grievance Form

Date: _____ Time: _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses (Encouraged but not required):
