

TIDEWATER RADIO CONTROL, INC.

BYLAWS

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ARTICLE 1: NAME

Club Name:

Tidewater Radio Controlled (TRC) model aircraft club

Location:

4800 Ballahack Rd. Chesapeake, VA 23322

ARTICLE 2: PURPOSE

Promote all aspects of model aviation

ARTICLE 3: MEMBERSHIP

A. QUALIFICATIONS

Must be a current member of Academy of Model Aeronautics (AMA).

B. DUES

Paid annually, term runs from 1 June – 31 May and are to be paid prior to the first of June. Payable to Tidewater Radio Control Inc. Refer to current working rules for fee schedule.

C. RESIGNATION

Any member in good standing may resign at any time by giving written notice to the club. Resigning member will forfeit dues paid.

D. TERMINATION

Membership in TRC will be terminated immediately for failure to maintain membership in the AMA.

E. EXPULSION

Any individual may be expelled from membership from the club by a two-thirds majority vote of the total votes cast if in the BoD's determination such individual willfully commits any act or omission which is a violation of any of the terms of these bylaws, or the Rules of the AMA, or which is detrimental the club, the AMA, or to model aviation.

F. REINSTATEMENT

A two-thirds majority vote of members present is required for reinstatement. Repayment of annual membership fee may be required.

ARTICLE 4: OFFICERS

A. ELECTED OFFICERS / MEMBER AT LARGE

- President, Vice-President, Secretary, and Treasurer
- Member At Large (MAL) membership is based on 5 percent of current paid General Membership rounded down. (Example: $.05 \times 50$ General Membership = 2.5 rounded down = 2 MAL).

B. TERM OF OFFICE

- Officers are elected annually. Term runs from 1 December - 30 November.
- MAL are elected annually. Term runs from 1 June - 30 May.

C. DUTIES

1. President

- Preside over General Membership and Board of Directors (BoD) meetings.
- Appoint and provide oversight of committees except for nominating committee.
- Appoint two general members to the Election Tabulation Committee.
- Promote programs and projects designed to enhance interest within the club.
- Ensure elected officials perform duties as required.

2. Vice President

- Preside over General Membership and BoD meetings if the President is unavailable.
- Assume the role of President in the event he/she are unable to complete their term. When the VP is required to finish current term as president, he/she shall ensure remaining elected officers appoint interim VP by majority vote.
- Custodian of all TRC property.
- Coordinate flight instructor programs.
- Perform duties as required by BoD.

3. Secretary

- Record minutes from General Membership and BoD meetings.
- Provide re-cap of previous meetings and note any additions or corrections.
- Summarize minutes to Newsletter Editor for inclusion in following newsletter.
- Receive all TRC correspondence and respond/reply as required by the President.
- Maintain a current master roster of paid members and issue badges.
- Apply for all new memberships to AMA.
- Maintain a copy of all meeting minutes.
- Maintain all correspondence.
- Execute legal documents required by law.
- Perform duties as required by BoD.

4. Treasurer

- Prepare club charter annually.
- Maintain and update the Virginia State Corporation Certificate/documents annually.
- Receive monies paid to TRC and issue receipts upon request
- Deposit funds received within seven calendar days of receipt
- Maintain records utilizing generally accepted accounting procedures to provide accurate accounting for funds received, funds expended and funds on hand.
- Maintain current file of paid members
- Provide current Treasurers report for General Membership and BoD meetings.
- Perform duties as required by BoD.

5. Member at Large

- Convey General Membership feedback to BoD.
- Attends BoD meetings as voting member.
- Perform duties as required by BoD.

D. APPOINTED OFFICERS

President shall appoint a Safety Officer, MAA/Field Marshall, and News Letter Editor

1. Safety Officer

- Ensure flight operations are conducted in accordance with Standard Operating Procedures and appropriate rules.
- Investigate reports of safety violations and provide feedback to BoD as required/necessary.
- Provide recommendations to promote and enhance safety best practices.
- Provide “Lessons Learned” to BoD and General Membership monthly.

2. MAA/Field Marshall
 - Establish and maintain order during General Membership meetings.
 - Ensure TRC flying site and parking areas are properly maintained.
 - Report site conditions to VP and members as required.
 - Ensure lawn and power equipment maintenance and preventative maintenance is performed.
 - Report material condition of equipment to VP monthly or as necessary/required.
3. Newsletter Editor
 - Prepare a draft newsletter formatted for all audiences and, if required, provide to President for review prior to distribution.
 - Distribute approved newsletter monthly or as required by the BoD.

E. VACANCIES

Mid-Term Officer vacancies are to be filled by majority vote of the remaining Officers/BoD

ARTICLE 5: BOARD OF DIRECTORS

A. COMPILATION

Consists of the President, Vice-President, Secretary, Treasurer, Safety Officer, Master at Arms, and Member/s at Large.

B. DUTIES

- The BoD shall oversee the disbursement of TRC funds and approve all non-budgeted expenditures prior to their disbursement.
- The BoD is responsible for managing the affairs of TRC.
- All motions passed must be presented to the general membership for approval during the next general membership meeting. A motion is approved by simple majority or by a motion requiring a two-thirds majority vote of members present. All motions passed shall be effective that date.
- All motions concerning money and By-Laws shall require a two-thirds majority vote to pass except as stated in number 5 below.
- The BoD has the authority to spend money for emergency TRC incurred expenses, and for day-to-day operations. The expenditure/s shall require approval by the BoD without requiring a general membership vote. Funds used in this manner shall not exceed more than \$500.00 between general membership meetings and will be reported to the club.

- The BoD will be responsible for rendering decisions on all disciplinary matters.
- The BoD will suggest, discuss, investigate, and vote on all aspects of TRC business in the best interests of the General Membership.
- The BoD will bring forward, at the next BoD meeting, any issue requested by a specific member.
 - Unless the member specifically wishes not to be named, the member's name must be brought up when discussing that issue.

ARTICLE 6. NOMINATIONS AND ELECTIONS

A. OFFICERS

Each year TRC will hold an election of officers and MAL of the BoD These persons will hold their respective offices for a period of one year and will be elected in the following manner.

1. During the September General Membership Meeting, General Membership will elect a two-member Nominating Committee. This committee will nominate a minimum of one candidate for each officer position.
2. During the October General Membership Meeting, the Nomination Committee will present a slate of candidates to run for elected office. At this time, any member may nominate any other member for any of the offices from the floor. At this meeting, the President will appoint an Election Tabulation Committee (ETC). The Vice-President will monitor ETC committee.
3. Nominees will be published in the October newsletter. Two methods of casting vote. Either Newsletter voting ballot or via an internet survey.
4. Ballots may be brought to the November General Membership Meeting and placed in the ballot box, or mailed to TRC.
 - Ballot must be in a sealed envelope and received at least two (2) days prior to the election.
 - Ballot must have the voter' s name and the word "Ballot" marked clearly on the outside of the envelope.
5. Ballots may be collected via internet survey (Survey Monkey, etc.). If this option is utilized, the web master will automatically be considered one of the voting tabulators.
6. Election of officers will be held at the November General Membership Meeting. The Election Tabulation Committee will collect and tabulate the votes and forward results to the President.

7. The newly elected officers will take office at the December General Membership Meeting at the completion of old business.

B. MEMBER AT LARGE

1. Elected annually at the June General Membership Meeting.
2. Nominations will be accepted from the floor.
3. General Membership present will be allowed to vote for a candidate to each position.
4. Votes will be tabulated by BoD and results announced. Member/s receiving the most votes will be seated on the Board.

C. SPECIAL ELECTIONS:

In the event both the President and Vice-President are unable to carry out their duties, the BoD will call a special election which will be conducted as follows:

- Nominations for President will be received from the floor.
- Voting will be conducted by written ballot.
- Votes will be tabulated by the officers present; if no officers are present, tabulation will be conducted by BoD who are present.
- The individual receiving the most votes will assume the office of President immediately and will hold office until the next general election.

D. ELECTION TABULATION COMMITTEE

The Election Tabulation Committee will consist of two members appointed by the President. This committee will be responsible for the tabulation of election ballots in the following manner:

- Collect all mail-in ballots and record the names of members that choose to vote by mail. This information will appear on the outside of the sealed envelope containing the ballot.
- Collect the ballots from members present at the November General Membership Meeting, taking precautions to note that no member who has voted by mail also votes in person.
- Open all mailed-in ballots in a manner as to not divulge the candidate selection and deposit the ballot in the ballot box.
- Remove all ballots from the ballot box and tabulate the vote.
- If an internet survey is utilized for the collection of ballots, the web master will automatically be considered a member of the tabulation committee. He will present the results of the internet tabulation to the other member of the committee and they will tabulate the internet votes and mailed in/written in ballots.

- Notify the President of the results of the election.
- The actual number of votes per candidate will not be announced to the General Membership. Interested persons may request this information directly from the Tabulation Committee only at the November General Membership Meeting after the results have been announced by the President.

ARTICLE 7: MEETINGS

A. GENERAL MEMBERSHIP

1. Held monthly, date and time will be determined by President.

B. BOARD OF DIRECTORS

1. Held monthly, date and time will be determined by President.

C. SPECIAL MEETINGS

1. Convened by the president.
2. President should specify agenda and provide notification at least three days in advance. Only specified agenda items may be discussed.

ARTICLE 8: RECORD KEEPING

A. CONVEYANCE

- All records are passed on when new officers are elected

B. DESTRUCTION

- Old non pertinent records may be purged or digitized if approved by majority vote of BoD

ARTICLE 9: COMMITTEES

A. STANDING

1. Board of Directors
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Member at Large
 - Safety Officer
 - Master at Arms
2. Bylaws
 - Annual review and update

B. AUDIT

The Audit Committee will consist of three non-officer members appointed by the President. This committee will be responsible for audit of TRC books and records annually. The audit for the previous fiscal year shall be conducted in the period between March and April General Membership Meetings. Any discrepancies will be reported to the President as soon as possible after the audit. The audit will be conducted in the following manner:

- Verify that all bank statements were properly balanced, verify that all money in the cash box matches the amount of receipt duplicates not deposited and verify all arithmetic.
- Verify that all receipt duplicates were numbered sequentially and that all deposit tickets and checks (including those voided or returned) are present in the appropriate file.
- Conduct any non-scheduled audits as may be requested by the BoD.

C. SPECIAL

1. Events
 - As interest is developed
2. Future site discovery, expansion and development
 - Perpetual and ongoing

ARTICLE 10: NOMINATIONS, ELECTIONS, AND RECALL

A. CLUB OFFICERS

1. Nominations

- During September and October General Membership meetings, nominations for elected officer positions can be voiced from the General Membership or sent to BoD via mail or electronic means.

2. Elections

- Ballots/votes are cast and counted in November. Election results will be announced in December's General Membership meeting.

B. MEMBER AT LARGE

1. Nominations

- During the May General Membership meeting, nominations for elected MAL positions can be voiced from the General Membership or sent to BoD via mail or electronic means.

2. Elections

- Ballots/votes are cast and counted in June. Election results will be announced in June's General Membership meeting.

C. RECALL PROCEDURE

Any elected officer of TRC accused of malfeasance may be subject to recall.

Recalling of any elected officer will follow these procedures:

- Any member of TRC may bring charges against any officer by delivering the charges in writing to any BoD member.
- The member who receives the charges must call a special meeting of the BoD to hear the charges.
- The accused officer will be brought before the BoD, who will hear the charges. If the charges are ruled justified by a two-thirds majority vote of BoD, the officer will be brought before the General Membership at the next regular General Membership Meeting.
- If the General Membership declares, by a two-thirds majority vote of membership present, that the officer has neglected his/her duties then that officer will be removed from office immediately.

ARTICLE 11: MISCELLANEOUS PROVISIONS

A. ROBERT’S RULES

1. Meetings will be conducted within the spirit and intent of Robert’s Rules of Order
 - President is the Chair of BoD and General Membership meetings, and shall develop and prioritize meeting criteria based on current events/minutes from previous meeting/s.
 - MAA will act as the Whip to keep meetings on track and moving forward.

B. FISCAL YEAR

1 June - 31 May

C. DISSOLUTION OF CLUB

- The duration of TRC shall be perpetual.
- TRC may be dissolved with approval of two-thirds majority vote of general membership present.

ARTICLE 12: AMENDMENT OF BYLAWS

A. PROPOSALS

- Amendments to Bylaws may be proposed by General Membership or BoD during any formal meeting.

B. MEMBERSHIP AT MEETING

- Two-thirds majority vote of membership present is required to pass a change.

C. VOTING

- General Membership and BoD, with the exception of President, may vote. President will vote in case of a tie.

D. DOCUMENTATION

1. Approved Bylaw changes/updates shall be documented by Secretary.
2. The Newsletter Editor will update the online document, showing the change on that particular section with the date it was approved.
3. Annually, the overall document will be changed, incorporating all of the cumulative changes.

ARTICLE 13: GRIEVANCE PROCEDURE

The grievance procedure provides a mechanism to enforce existing 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 BoD for its consideration.

A. GRIEVANCE FORM

- Will be filled out and turned into the BoD. At least one witness is required.

B. FIRST VIOLATION

- Viewpoints of both complainants and accused will be considered.
Complainant's name will be disclosed. A verbal reprimand will be given to the accused by the Safety Officer/BoD, and this will be recorded in the Club records.

C. SECOND VIOLATION

- Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Officer/BoD. If the BoD 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

- The BoD will notify the accused in writing. The General Membership will be notified via the Club newsletter that the Club will vote on the expulsion of the accused at the next General Membership meeting. Expulsion will last for one-year minimum. A member may be expelled from the Club only upon a two-thirds vote of the membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting. The expelled member may reapply for membership after the expiration of the expulsion time period.

E. RETALIATION

- Any member receiving a Grievance, who directs any retaliatory action against the person filing said grievance, will be subject to 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 BoD.

F. EGREGIOUS ACTIONS

- The BoD has the responsibility to determine the severity in excess of the above guidelines and take appropriate action commensurate with the grievance. A single violation, if deemed egregious enough, could result in bypassing all steps above and result in immediate expulsion.

ARTICLE 14. FIELD TRANSITION/RENOVATION FUND

Adequate flying sites are essential for our success. TRC shall make every attempt to provide annually budgeted funding for upkeep, maintenance and improvement of current site and provide for possible transition or establishment of new locations.

1. Separate accounting will be established for funds set aside for the establishment of new flying sites and shall be named "Field Transition Fund".
2. Funds may be used to make major improvements and or renovations to the current site when deemed prudent and necessary for continued operation of the site and security of club equipment. Funds used from the Field Transition/Renovation Fund requires the approval of a two thirds majority of the BoD and members present at a General Membership meeting.
3. The Field Transition Fund should not drop below \$25,000, unless circumstances dictate. Two third vote of General Membership is required to remove 25K low limit and a written and approved plan to replenish funds.
 - Annually (31 December), funds in excess of the current annual budget shall be used to reduce the next annual budget.
4. BoD shall evaluate the Field Transition/Renovation Fund every year and adjust the budgeted amount with the approval of a two thirds majority of the members present at a General Membership meeting.
 - Should it be necessary to increase the funds in the Field Transition Fund, monies in excess of the years' operating budget and the emergency fund will be added to the Field Transition/Renovation Fund.