

Coffee Airfoilers Model Airplane Club

Bylaws

2024 Revision

The Coffee Airfoilers Model Airplane Club (CAF) is a community based club devoted to the promotion and enjoyment of the sport of model aviation. The objectives of the organization will be to promote the building and flying of model aircraft and to advance model aviation.

The name of this organization will be the *Coffee Airfoilers Model Airplane Club*. The club is a Not For Profit organization under the laws of the State of Tennessee. The club is also a chartered club of the Academy of Model Aeronautics (AMA), a non-profit organization incorporated under the laws of the State of Indiana.

Membership

Membership is open to anyone who holds a full AMA membership.

Liability

The club will carry the maximum allowable additional flying site insurance as required by Arnold Air Force Base (AAFB) provided by the AMA to provide public liability and property damage insurance to the AAFB and/or other flying site owners.

Officers

The Officers of the club shall be: President, Vice-President, Secretary, Treasurer and five Board Members plus Board Members-At-Large (as appointed by the club President).

Officer Duties

President - The CAF club President will preside at all club meetings. The President shall be the spokesperson for the club and be the official representative to the property owner (Arnold Air Force Base). The club President ensures the gate and all building lock codes are changed on January 1st each year and provides the gate code to the Treasurer to include on each member's Flying Authorization card. The CAF club President will set the club meeting schedule and may alter that schedule with notice given through official club notice. The CAF club President may also assume responsibility of the Treasurer's duties in the absence of the CAF club Treasurer.

Vice-president - The CAF club Vice-President will act for the President when he/she is

unable to serve.

Secretary - The CAF club Secretary will keep the minutes of club meetings, provide meeting information and notice for club members, handle all correspondence for the club and keep attendance records. The Secretary will maintain the official membership list. The Secretary will prepare the annual property lease renewal documents and annual AMA charter renewal documents. The Secretary will create and prepare club documents, i.e: membership brochure, other annual reports, forms, etc.

Treasurer - The CAF club Treasurer will collect all monies due, keep record of all monies received, and maintain records of all monies spent by CAF. The Treasurer will distribute funds as approved by the officers of the club. The Treasurer shall be the primary financial officer for the club, maintaining the club's savings and checking accounts, and is authorized to sign checks drawn on the clubs checking or savings accounts. The Treasurer will prepare a monthly financial report and prepare the club annual financial report. The Treasurer will send annual "Flying Authorization" cards to each member as dues are received. The "Flying Authorization" card serves as receipt of payment of club dues. The Treasurer will issue each member the current gate code upon receipt of annual club dues. The Treasurer will also perform any other financial duties as necessary.

Board Members & Board Members-At-Large - The CAF Board Members and Board Members-at-large will act on all matters of club policy.

Terms of Officers

The President, Vice-President, Secretary, Treasurer and Board Members will be elected and serve for two years. Board Members-At-Large shall be appointed to serve at the discretion of the club President with approval of the club officers.

Election of Officers

The President, Vice-President, Secretary and Treasurer will be elected in December of even numbered years to begin their terms of office on January 1st of the following odd year. (ie: officers elected in December of 2022 shall begin service in January 2023).

The Board Members will be elected in December of odd numbered years to begin their terms of office on January 1st of the following even year. (ie: board members elected in December of 2023 shall begin service in January 2024).

Vacancies

A vacancy in any office will be filled by appointment by the club President, with approval of the club officers and executive board . The appointee will terminate office at the next general election.

Notifications

The transfer of information by e-mail and/or the club website will constitute official notification.

Meetings

A meeting schedule will be established for the calendar year at the annual board meeting. If the club President changes a monthly club meeting date, notice of the meeting change will be announced at the preceding meeting and notice of the change will be sent to the membership by official notification no less than seven (7) days prior to the new meeting date.

The club officers and board members will meet at least once a year to review plans, policy, financial position, and any other club business that may arise.

A quorum of one-half of the officers and board members will constitute a meeting of the Board.

At the discretion of the officers and board members, a special meeting of the membership may be called at any time. Club members will be notified by official notification a minimum of seven (7) days prior to the meeting date.

Annual Dues

The annual club membership dues are due and payable by December 31st for the following year. Any new member who pays their dues after October 1st will be credited for the following year. No later than the September meeting, the board will announce any recommended revisions to the annual dues. No less than seven (7) days notice of the meeting to recommended dues change will be sent to the club membership by official notification. That recommendation will then come before the members present at the next regularly scheduled club meeting for a vote of approval.

As compensation for their service, the club officers, elected and appointed board members, and the webmaster are not required to pay annual dues to the club.

Fiscal Responsibility

The club is responsible for its own fiscal obligations to the full extent of its resources. Operating funds will be generated by dues, special assessments, donations, and fund raising events. Each officer of the club has the authority to commit the club to expenditures not to exceed \$100. All expenditures in excess of \$100, but not to exceed \$500, must be approved by a simple majority of those members in attendance at a club meeting to effect authorization. All expenditures in excess of \$500 must be approved by a simple majority of those members in attendance at a regularly scheduled club meeting, at least seven (7) days after all members have been notified of the proposed expenditure by official notification.

Liquidation of Assets

In the event of the disbanding of the Coffee Airfoilers Model Airplane Club, any remaining treasury funds after payment of all expenses and indebtedness will be donated to the Academy of Model Aeronautics or local charities as determined by the membership.

Committees

The officers may appoint and dissolve standing or special committees as they deem necessary to assist in club activities.

Amendments

The bylaws may be changed by a simple majority vote of those members present at a regular scheduled club meeting, providing all club members have been notified by official notification at least seven (7) days in advance of said meeting.

Revocation of Club Membership .

Membership for any member of the Coffee Airfoilers Model Airplane Club may be revoked for serious, flagrant violations of the club's field rules. Membership may also be revoked for inappropriate behavior including, but not limited to, threats, intimidation, physical harm or assault of another club member or club guest or intentional damage to club or personal equipment or property.

Grievance Procedures

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 will be referred to the Safety Officer/Safety Committee for review. Any member filing a safety grievance must submit a Safety Grievance form and include at least one additional witness. This form may be presented by the member to the club's Safety Officer or any club officer or board member who will then forward the grievance format the club President. The grievance form may also be mailed to the club President. The club President will notify the complainant of his/her intent to submit the grievance to a safety committee for further action.

The Safety Committee shall use it's judgment in carrying out action on the following:

First Violation: Verbal Reprimand

View points of complainant and witness as well as accused violator will be considered. If appropriate, the Safety Committee shall issue a reprimand. The Grievance Form will be noted with the verbal reprimand and filed by the club Secretary in the disciplinary file.

Second Violation: 30 Day Flying Authorization Suspension

The accused violator has a right to submit a written rebuttal within 7 days of notification of second safety violation, to be reviewed by the safety committee. If the safety committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Should a suspended member be found flying at the Coffee Airfoilers club field during the 30 day suspension, that member may have his/her club membership revoked.

Third Violation: Expulsion

The accused violator has a right to submit a written rebuttal within seven (7)

days of notification of a third safety violation, to be reviewed by the Safety Committee .The Safety Committee recommends club officers and executive board vote to expel to the member in violation.

The expulsion will last for a minimum of one year.

The expelled member may apply for club membership after the expulsion expires.

Any member receiving a grievance who directs any retaliation against the person filing the grievance shall be subject to immediate expulsion from the Coffee Airfoilers Model Airplane Club. This includes threats, intimidation, physical harm or assault, intentional equipment damage, or other actions deemed to be retaliatory by the club officers.