



Bylaws of the Spring Area Radio Kontrol Society, Inc.

AMA Club 2236

Version 1.4.1
May 15, 2020

Approved



Revision History

REVISION HISTORY				
Revision	Ready for Approval Date	CR #	Revision Description	Publication Date
1.0	08/01/2003	N/A	First Draft	09/04/2003
1.1	01/24/2016	N/A	Change Junior Second Member Dues to \$0.00	01/25/2016
1.2	07/7/2016	N/A	Reformat and organize document for readability, Specify Legal and tax Exempt Status, Add non-discrimination statement, Revise Officer Roles, Add new Member Classes, Remove the Indoor and Temporary Member Classes, Remove the Frequency Officer role, Add a Communications Manager and Web Master role, Add new Meeting Types, Add FAA Registration Compliance, Better define Rules of Order, Limit actions in the absence of a quorum, Allow prorating of dues, Add a Budget and Finance Committee, indemnify Instructor Pilots and Officers while fulfilling their duties, Allow officers to enter into contracts, Require double signatures on checks over \$1000, Allow any member to request an audit, set restrictions on Special Assessments, perform general legal language cleanup and add officer's endorsement and Notary Public block.	07/20/2016
1.21	08/03/2016	N/A	Made language modification to reflect latest AMA position on FAA Registration and Compliance. Presented for Approval 08/03/2016. Approved. Notarized 09/07/16	08/10/2016



1.3	08/03/2018	N/A	<ul style="list-style-type: none"> • Revised Article IV – changed compliance with the authority of the FAA to compliance to the extent recommended by the AMA. • Revised Article VIII to emphasize officers receive no compensation for their service. • Revised Article X and XIII to include a Member Relations and Quartermaster appointed position and allowing an officer to also chair a committee. • Revised Article IX to allow for secret, write-in and absentee ballots. • Revised Article XII to define rules of succession in the event of resignation or incapacity. • Revised Article XV to better define what members could chair a committee. • Revised Article XVI to provide examples of business requiring a Super Quorum and requirements for meeting visitors to abide by rules of decorum. • Revised Article XIX to include the rules of lessors of flying sites or facilities. • Revised Article XXI to add restrictions to membership and emphasize the clubs right to approve applications for membership. • Revised Article XXII to clarify applying for membership, describe the role of a sponsor, and describe application approval by a vote of the members. • Revised Article XXIII to clarify the officers’ right to revoke a membership and the member’s right to appeal. • Revised Article XXIV to make recommended veterans discounts be optional and require parental approval for junior memberships. • Revised Article XXVI (b) to make budget preparation optional at the discretion of the president. • Added Article XXIX to define the officers with spending authority • Completely revised Section XXIX to give examples of ethical and honest behavior and move the process of violating rules of behavior to Article XXIII. • Revised Article XXX to reflect the correct officer’s names. 	08/15/2018
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<p>1.4.1</p>	<p>05/15/2020</p>		<ul style="list-style-type: none"> • Added "SPARKS" as an Also Known As club name to Article I. • Revised Article VIII to specify there will be a Secretary and a Treasurer. • Revised Article IX to allow for election of officers to occur anytime during a fiscal year. • Revised Article XIII to describe the duties of the secretary and the treasurer. • Clarified that a motion to remove an officer must also include a nomination of someone to fill and complete the removed officer term in Article XIV. • Added a reference to the Code of Behavior to Article XVII Maintaining Order. • Added rationale to periodically review the bylaws to Article XVIII Amendments to Bylaws. • Added references for approval of the bylaws and distribution of approved bylaws to Article XVIII. • Added reference to the rules of lessor's to the Article XIX Safety Rules. • Clarified Membership Restrictions and added a maximum number of members to Article XXI Membership Restrictions and Limitations. • Clarified the role of the sponsor and acceptance of new member process in Article XXII Becoming a Member. • Clarified that there are only four membership types and six sub-types. Clarified that honorary members can be nominated at any time but must be renewed every year in Article XXIV Groups and Classification of Memberships. • Clarified that assessments for all member types and sub-types will be done in the November meeting in Article XXV Dues, Fees and Assessments. • Added spending authority and limitations to the Treasurer in the event there is no approved Budget in Article XXIX Spending Authority. • Added reference to obeying the field lessor's rules to Article XXX Code of Behavior. 	
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Table of Contents

ARTICLE I Name and Domicile of the Corporation5
ARTICLE II Purpose5
ARTICLE III Mission Statement.....5
ARTICLE IV Affiliation5
ARTICLE V Governance5
ARTICLE VI Legal and Tax Exempt Status6
ARTICLE VII Accounting Periods.....6
ARTICLE VIII Officers6
ARTICLE IX Election of Officers9
ARTICLE X Appointed Officers 10
ARTICLE XI Terms of Office 10
ARTICLE XII Office Vacancies 10
ARTICLE XIII Duties of Officers 11
ARTICLE XIV Removal of Officers 13
ARTICLE XV Committees 14
ARTICLE XVI Meetings 15
ARTICLE XVII Maintaining Order 16
ARTICLE XVIII Amendments to Bylaws 17
ARTICLE XIX Safety Rules 18
ARTICLE XX Instructor Pilots 19
ARTICLE XXI Membership Eligibility, Restrictions and Limitations 19
ARTICLE XXII Becoming a Member 20
ARTICLE XXIII Loss or Revocation of Membership 22
ARTICLE XXIV Classification and Types of Membership 23
ARTICLE XXV Dues, Fees and Assessments 25
ARTICLE XXVI Budgets 26
ARTICLE XXVII Publications and Communication 26
ARTICLE XXVIII Record Keeping and Indemnification 27
ARTICLE XXIX Spending Authority 27
ARTICLE XXX Code of Honesty and Behavior 28
ARTICLE XXXI Endorsement of Officers 30



Article I. Name and Domicile of the Corporation

- (a) The name of this private corporation, which is incorporated in the state of Texas, as the Spring Area Radio Kontrol Society, Inc. (hereafter referred to as “the club”.) The club is also known by the acronym SPARKS RC or simply SPARKS.
- (b) The principal office of the club shall be situated at such specific location within the State of Texas as the executive board of officers shall determine from time to time.

Article II. Purpose

- (a) These bylaws are written to establish the club structure and operating parameters of the Spring Area Radio Kontrol Society, Inc. to ensure the primary efforts of the club are always directed toward furthering knowledge of model aeronautics and providing a safe and pleasurable experience through recreation and fellowship of its members and their families.

Article III. Mission Statement

- (a) The mission of the Spring Area Radio Kontrol Society, Inc. is to promote model aircraft building and flying as a safe family oriented hobby and to advance the hobby by freely and openly sharing what we have collectively learned and experienced and provide an enjoyable, friendly and safe environment for our fellow hobbyists, guests and the community.

Article IV. Affiliation

- (a) The Club shall be affiliated with and comply with the authority of the Academy of Model Aeronautics (AMA).
- (b) The club is AMA Chartered Club 2236.
- (c) The club shall comply with the authority, rules and directives of the Federal Aviation Administration (FAA) to the extent recommended by the AMA.

Article V. Governance

- (a) The club shall be governed by its Constitution/Bylaws, Policies and Procedures, and Recreational Guidelines except when these provisions are superseded by the governing authority of the AMA.



Article VI. Legal and Tax Exempt Status

- (a) The purpose for which the organization is created is exclusively social and recreational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.
- (b) Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or any corresponding provisions of any future United States Internal Revenue Law.
- (c) The club is exempt from paying federal income taxes but must file a return each year. This exemption holds true so long as the club's gross receipts are under \$200,000 per year with assets below \$500,000 at the end of the tax year.
- (d) In the event of dissolution, the residual assets of the organization shall be distributed as prescribed by a 2/3 majority vote of the remaining open senior members of the club or to one or more organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) or the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or local government for exclusive public purposes.

Article VII. Accounting Periods

- (a) A fiscal year, or financial year, is a period used for calculating annual ("yearly") financial statements or for income tax reporting. Texas regulatory laws regarding accounting and taxation require such statements once per twelve months, but do not require that the period reported on correspond to a calendar year (that is, 1 January to 31 December.)
- (b) The fiscal year end (FYE) is the date that marks the end of the fiscal year. The club's fiscal year begins on February 1. The club's fiscal year end shall be January 31.

Article VIII. Officers

- (a) Management responsibilities of the club shall be distributed among an elected:
 - (i) President
 - (ii) Vice-President/Safety Officer
 - (iii) Treasurer
 - (iv) Secretary



- (b) Officers volunteer their services to the club and serve without compensation, payment or reparation for their service.
- (c) Any two of the offices described in Article XIII may be held concurrently by a single elected officer.
- (d) An officer may chair or serve on a committee.
- (e) The elected officers shall be collectively designated as the "Executive Board".
- (f) The officers, both elected and appointed, shall be collectively designated as the "Leadership Team."

Article IX. Election of Officers

- (a) Election of officers shall be held each fiscal year. There shall be only one election of officers in any fiscal year.
- (b) The executive board shall establish a date for the election of officers. The month of June is traditional but may be changed due to natural or manmade disasters or other unforeseen reasons.
- (c) Nominations for any office may be made at the meeting prior to the established election. Nominations shall be closed at the end of that meeting.
- (d) A nomination is not valid unless the person nominated accepts and agrees to run for the office.
- (e) To ensure the full membership is aware of the candidates, the names and profiles of nominees for each office shall be published in the next newsletter and distributed prior to the election to all current members of the club.
- (f) Election of officers shall be held by secret ballot.
- (g) Write-in candidates are allowed for any office listed on the ballot.
- (h) Absentee ballots or written proxies can be submitted to the club Secretary prior to the scheduled election date.
- (i) A majority vote of the members present, provided a quorum exists, shall determine the winning candidate for each office. In the event any one candidate does not receive a simple



majority of the votes cast, a runoff shall be held between the two candidates receiving the highest number of votes. The runoff election may be conducted at the same meeting.

- (j) Officers shall assume their elected offices on the first of the month following their election.

Article X. Appointed Officers

- (a) The appointment process allows executive management (the elected officers) to select the right person for the job based on qualifications and experience and to have more authority with which to manage the incumbent. The elected officers may appoint others as a means to delegate daily activities.
- (b) The **Field Manager** is a position appointed by a majority of the elected officers and serves at their will and discretion.
- (c) The **Communications Manager** is a position appointed by a majority of the elected officers and serves at their will and discretion.
- (d) The **Webmaster** is a position appointed by a majority of the elected officers and serves at their will and discretion.
- (e) The **Quartermaster** is a position appointed by a majority of the elected officers and serves at their will and discretion.
- (f) The **Member Relations Manager** position is a position appointed by a majority of the elected officers and serves at their will and discretion.
- (g) The **Recording Secretary** is a position appointed by a majority of the elected officers and serves at their will and discretion.



Article XI. Terms of Office

- (a) The elected club officers shall serve for a term of one (1) year or until the next election, whichever occurs first.
- (b) An officer may be reelected to the same or a different office in subsequent years. There is no limitation to the number of consecutive terms an elected officer may serve.
- (c) Appointed officers serve at the will and discretion of the elected officers and have no term limits.

Article XII. Office Vacancies

- (a) Should an elected officer resign from office or be otherwise unable to serve the full term of office, a special election may be scheduled to fill the vacancy for the remaining un-expired term unless the remaining elected officers are willing to assume the duties of the vacant office.
- (b) Rules of succession are as follows:
 - (i) Should the office of President be vacated, the Vice President shall become the President and retain the duties of Vice President until the position is filled via special election.
 - (ii) Should any other elected officer resign, the duties shall be assumed by the remaining officers until the position is filled via special election.

Article XIII. Duties of Officers

- (a) **The President** shall be the public face of the club and shall represent its interests whenever appropriate. The President shall act as a significant role model for the membership. The president shall set the club's direction and goals and provide leadership in the implementation of those goals. The president shall enforce due observance of the bylaws, decide all questions of order, sign all official documents that are adopted by the club, and perform all other customary duties pertaining to the office of President. The President is the primary liaison between the club and the County Parks Department or other landlord or property lessor. The President shall appoint committees as needed, appoint committee chairmen, ensure that tasks are on track and completed in a timely manner, define and follow an agenda for meetings, preside at all meetings of the club and conduct the meetings according to the rules of order adopted. The president shall actively recruit new members and promote good will within the community.
- (b) **The Vice-President** shall assist the President and shall assume all the duties of the President in his absence. The Vice-President shall be the chief club **Safety Officer** and shall



be responsible for the safety of the flying field(s), assure club safety rules are followed and proper conduct of members and guests is maintained. The Vice-President shall direct and supervise the activities of the Field Manager to ensure approved projects are completed on time and within budget. The Vice-President shall appoint and certify flight instructors and shall coordinate their activities. The Vice-President shall support the Secretary/Treasurer in controlling spending for the maintenance of the flying field(s).

- (c) The **Secretary** is responsible for the general administration and legal compliance of the club.
 - (i) The Secretary is responsible for ensuring compliance with Federal and State tax laws and fulfilling the Texas Secretary of State Corporation licensing requirements. The Secretary shall ensure all applications for club membership are processed and shall ensure a formal roster of members is kept. The Secretary shall also act as a liaison with the AMA and ensure the Club Charter, Insurance and Club Roster is kept current. The Secretary shall ensure a comprehensive log of items discussed and debated during meetings, conferences, workshops and brainstorming sessions are kept. These records, also known as minutes, should cover what was accomplished, said, or set at the meeting, and may exclude individual opinions from group members. The Secretary shall work with the President to create an agenda and document discussion points for each meeting. The Secretary shall assist the President to ensure rules of order are followed. For elections or votes on issues, the Secretary shall provide any needed support to expedite the voting process. The Secretary shall work with the Treasurer to maintain all administrative and financial records of the club are kept per tax and corporation commission regulations.
 - (ii) The Secretary shall, at the end of their term of office, turn over all records, processes, schedules, etc. pertaining to the office to their successor.
- (d) The **Treasurer** is responsible for the financial management of the club.
 - (i) The Treasurer is responsible for the conservation of the club's treasury and ensures the club's bills are paid. The treasurer receives all monies taken in to the club and oversees how the club's money is spent by either directly dictating expenditures or authorizing them as required. The Treasurer ensures that the organization has enough money to carry out the club's stated aims and objectives, and that the club does not over-spend, or under-spend. The treasurer shall chair the Budget and Finance Committee. On a regular basis, to ensure checks and balances, the Treasurer shall report to the Leadership Team and/or to the general membership the financial status and current position of the club. The Treasurer shall keep accurate records and supporting documentation to a reasonable level of detail that provide a clear audit trail for all transactions.
 - (ii) The Treasurer shall, at the end of their term of office, turn over all records, bills, processes, schedules, etc. pertaining to the office to their successor.
- (e) The **Communications Manager** shall prepare and make arrangements for the duplication and mailing of the monthly club newsletter, "CROSSWINDS", to all club members. The



manager shall ensure the content, production and distribution of Club Flyers or announcements for the general public.

- (f) The **Field Manager** is responsible for ensuring the overall quality of the SPARKS flying field(s). Under the direction of the Vice President Safety Officer, the Field Manager shall schedule and oversee all routine field maintenance such as mowing, fertilizing, rolling, seeding, pest control, waste removal, and maintenance of the parking area, tables, starting stands and the shelter itself. The Field Manager shall submit plans for any structure or architectural change to the flying site(s) for approval by the Officers before any work begins. Prior to the beginning of each fiscal year, the Field Manager shall present an annual budget estimate for routine field maintenance and for proposed projects to the Budget and Finance committee. The Field Manager shall advise club officers on needed workdays, and, with the officers, either supervise the work groups, or arrange for other club members to supervise them. The Field Manager shall immediately report issues with the field and recommend additional work projects as needed. The Field Manager shall act as project manager to ensure any approved projects are executed on time and within budget.
- (g) The **Webmaster** is responsible for maintaining the club's website(s) and social media footprint. The Webmaster shall ensure that the web servers are operating correctly by coordinating with the hosting service as needed. The Webmaster ensures the website is healthy and can manage current and anticipated growth. The Webmaster may design the website, create, generate and revise web pages, reply to user comments, and examine traffic through the site. Additionally, the Webmaster may regulate and manage user access rights and manage the appearance and setup of website navigation. Content placement can be part of the Webmaster's numerous duties, though content creation may not be. The Webmaster shall prepare and present website utilization statistics and traffic activity on a regular basis.
- (h) **Quartermaster** – The Quartermaster shall manage any inventories of goods offered for sale as well as procure and market such goods. The Quartermaster shall work with the Treasurer to establish prices for goods offered for sale and shall collect and account for monies received and turned over to the Treasurer.
- (i) **Member Relations** – The Member Relations manager serves as an advocate for the members and prospective members of the club. They shall assist the President in recruiting new members and sponsor new members as required. They shall assist the Secretary by processing membership applications, assist the Treasurer in collecting dues payments and resolve any member administrative issues. They shall continually monitor and validate the qualifications and eligibility of the membership, ensure the accuracy of the club's membership records and publish membership information as required.
- (j) **The Recording Secretary** shall assist the Secretary by keeping a comprehensive log of items discussed and debated during meetings, conferences, workshops and brainstorming sessions. These records, also known as minutes, should cover what was accomplished, said or set at the meeting, and may exclude individual opinions from group members. The Recording Secretary shall note the members who are present, record group decisions and write down actions in the order that they occurred. Once a session is complete, recording



secretaries shall make formal reports and copies of the minutes for distribution, publication and archival. In addition to keeping the legal account of each meeting or workshop, recording secretaries must maintain records of past meetings, which may include indexing discussion topics. This involves noting amendments to previous minutes, reports of general matters and proposals under discussion.

- (k) All officers, elected and appointed, are responsible for expanding community good-will and recruiting new members.

Article XIV. Removal of Officers

The following outlines the procedure for the removal of an officer or officers from their elected positions.

- (a) At a business meeting of the club at which a quorum is present, any open senior member may make a motion that an officer or officers of the club be removed. With the motion to remove an officer, a nomination must be made for a replacement(s) for the office(s) to be vacated should the motion to remove be passed at a later meeting. The motion to remove and replace must be seconded by another open senior member. Additional nominees can be accepted via normal nominating processes.
- (b) The members of the club shall be notified of the motion and the names of the persons making and seconding the motions. They shall also be notified of the replacement nomination(s). The notifications shall be made via the newsletter or by special mailing.
- (c) At the next business meeting at which a quorum is present, the motion to remove an officer or officers shall be presented. After discussion, it shall be voted upon and must be passed by two thirds (2/3) of the open senior members present. If this motion fails to pass, then the nominations for those offices shall become null and void. If this motion should pass, then the nomination(s) for the new office(s) shall be presented and other nominations may be made from the floor. The nominee who receives a majority of the vote of the open senior members shall be elected to that office to serve the remainder of the removed officer's term. A runoff may be necessary between the two nominees that receive the most votes for an office. The runoff election may be conducted at the same meeting.

Article XV. Committees

A Committee is a person or group of persons elected or appointed to perform some service or function, such as to investigate, analyze, report on, or act upon a particular matter.



- (a) The President can appoint temporary and/or permanent committees at his discretion.
- (b) Committee chairmen must be voting members of the club, i.e. junior, honorary, and emeritus members shall not chair a committee but may serve.
- (c) A temporary committee shall be dissolved when the committee's mission has been completed.
- (d) A permanent (standing) committee shall continue to exist until dismissed by the President.
- (e) The committees shall report their findings or actions to the membership or the President as appropriate.
- (f) Committee member appointments are restricted based upon member type as described in Article XXIV.
- (g) Committee members are selected by the committee chairman with concurrence of the president.
- (h) Committee members may be requested to serve for an extended period of time but are free to resign from the committee at any time.

Article XVI. Meetings

- (a) Business Meetings
 - (i) Business meetings shall be held on a regular reoccurring basis. Business meetings shall be open to the membership and the public.
 - (ii) Attendees (members, visitors, vendors, guests) must honor the club's rules of decorum or be asked to leave.
 - (iii) Meeting frequency, dates and location shall be set at the discretion of the elected club officers.
- (b) Special Meetings
 - (i) Special meetings may be called by the President or by written requests of five (5) open senior members. The voting members must be sent a notice by email at least 48 hours



prior to such special meeting. Only the business specified in the meeting notice may be acted upon.

(c) Leadership Meetings

- (i) Leadership meetings may be called from time-to-time by the President. Leadership meetings are generally limited to the elected and appointed club officers and committee chairmen. Only the items specified in the meeting agenda may be discussed. Since Leadership meetings are for audit or planning purposes they are, by their nature, closed to the open membership. Therefore no business may be acted upon at a Leadership meeting.

(d) Quorum

- (i) A quorum shall consist of a minimum of twenty five percent (25%) of the open senior members of the club. See Article XXIV (b) for a definition of an Open Senior Member.
- (ii) Some business may be of such a sensitive, long-lasting or impactful nature that, to be fair, a larger percentage of the membership must approve it. A Super Quorum shall consist of a minimum of fifty-one percent (51%) of the open senior members of the club. Examples of impactful business could be a large special assessment to infuse the treasury, dissolution of the club, purchasing real estate, acquiring debt, investing club funds in the stock market, etc. Via a simple majority of those present when a quorum exists, the membership may decide whether the business being discussed should be decided by a Super Quorum and the percentage of affirmative votes required for passage. If approved, the business will be tabled and a call for a Super Quorum shall be published in the newsletter prior to the next business meeting.

(e) Limited actions in the absence of a quorum

- (i) When a quorum is not present, the assembly can only take limited procedural actions. These limited actions are to fix the time to which to adjourn, adjourn, recess, or take measures to obtain a quorum, such as a motion that absent members be contacted during a recess.
- (ii) Any other business that is conducted is not valid unless it is ratified at a later meeting where a quorum is present. However, there is no obligation to ratify such action and those responsible may be sanctioned for their actions.



Article XVII. Maintaining Order

- (a) The club shall abide by a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.
- (b) Robert's Rules of Order shall govern proceedings where protocol is not established in these bylaws. Robert's Rules of Order describes a time-tested method of conducting business at meetings and public gatherings. They can be adapted to fit the needs of any organization and is the recognized basic handbook of operation for most clubs, organizations and other groups.
- (c) Basic guidelines for conducting business include:
 - 1) Only allow motions that are in order.
 - 2) Do not allow multiple motions to be open at any one time.
 - 3) Resolve each motion before proceeding on.
 - 4) Have members obtain the floor properly.
 - 5) Speak clearly, concisely and loud enough to be heard by the membership.
 - 6) Obey the rules of debate.
 - 7) Follow Article XXX Code of Behavior.
 - 8) Most importantly, *BE COURTEOUS*.

Article XVIII. Amendments to Bylaws

- (a) If a nonprofit cannot show that its actions conform to the requirements of its bylaws, it will be vulnerable to lawsuits by its members, auditors, or vendors.
- (b) As a nonprofit evolves and changes, its bylaws should be periodically reviewed and amended to respond to these changes. It is recommended the bylaws be reviewed every two to five years to check appropriateness and close any gaps in procedures.
- (c) These amendment procedures shall be the only acceptable method to affect changes in the rules, regulations, or bylaws of the Spring Area Radio Kontrol Society, Inc. These processes may also be used by the elected officials at any time to make an immediate amendment or used by the open senior members during a business or special club meeting at which a quorum is present.
- (d) Normal Amendment Procedures
 - (i) Any open senior member of the club, at any business or special meeting at which a quorum is present, may make a motion to change any rule, regulation, policy, or bylaw.
 - (ii) If the motion is seconded by another open senior member, then two additional steps are necessary before it is implemented. (1) The membership shall be notified of the motion in



the next newsletter or by special mailing. (2) The motion must be passed by a majority of the open senior members present at the next business meeting at which a quorum exists.

(e) Temporary and Permanent Amendments

- (i) These bylaws and other club rules and regulations may be amended by the amendment procedures described in this article. Unless specifically stated to be a temporary amendment with an expiration date, any amendment to any of the rules, regulations or bylaws that govern the actions of this club and its members shall be considered permanent and remain in effect until later amended by these amendment procedures.

(f) Immediate Amendments

- (i) When in the opinion of 50% or more of the elected club officers (the Executive Board), immediate action is needed to either affect a temporary or a permanent change in the rules, regulations, or bylaws of the Spring Area Radio Kontrol Society, Inc., they may make an immediate decision and take the action necessary to correct an existing problem or prevent an anticipated problem from occurring.
- (ii) This method of amending the Bylaws shall only be used by the elected club officers when in the opinion of the officers, normal amendment procedures would take more time than would be in the best interest of the club.
- (iii) Immediate amendment procedures could be used in situations such as: (1) repeated safety violations by the same individual, (2) a rule, regulation, bylaw or policy which allows safety violations by the same or different individuals, (3) changes in the rules, regulations or laws of the IRS or other legal entities that have jurisdiction over the club.
- (iv) Immediate amendment procedures are not limited to these situations.
- (v) If immediate amendment procedures are implemented, then it shall be reported in the next club newsletter if practical, and shall be announced to the membership present at the next business meeting the club. The membership has the option to use normal amendment



procedures to reverse or alter the new rule regulation, actions, etc. as much as is possible or practical.

(g) Securing Approval

- (i) Our Corporation is recognized as a non-profit tax-exempt entity and is obligated to notify the IRS of any "structural or operational" changes to the bylaws.
- (ii) An example of a structural or operational change would be a change to the mission statement.
- (iii) In this case the amended bylaws or a letter describing the changes must be submitted to the IRS Exempt Organizations Determinations Office or report the changes by filing Form 990 or Form 990-EZ.

(h) Distribution and Communication

- (i) Notarized copies of the amended bylaws must be sent to the following per documented procedures:
 - The AMA
 - The Parks Commission
 - The State Comptroller
- (ii) A notarized copy of the Bylaws shall be posted on the Club website.

Article XIX. Safety Rules

- (a) In addition to abiding by the primary AMA Safety Rules and the rules of the lessors or owners of the flying site(s), the club shall enact appropriate rules to provide a safe environment for the operation of flying model aircraft. Club safety rules, special safety rules pertaining to specific flying sites can be enacted or changed by amendment procedures as herein defined.
- (b) Any club member or guest that violates any AMA safety rule or intentionally violates the safety rules or other rules of the club can be grounded for the day by any instructor or elected club officer. Violation of one or more safety rules by a member of the club shall be reported



to the elected officers of the club. The officers shall investigate the alleged incidents and decide on the appropriate discipline which may include invoking Article XXIII paragraph (B).

Article XX. Instructor Pilots

- (a) The Safety Officer of the club shall set the qualifications for instructors. The Vice-President/Safety Officer shall also appoint the instructors for the club.
- (b) Instructor pilot contact information shall be listed in the newsletter, club website and on social media.
- (c) Once an instructor is appointed, they shall remain an instructor until one of the following occurs:
 - (i) 50% or more of the elected officers of the club vote to resend his instructor status.
 - (ii) They wish to be removed from instructor status.
 - (iii) They are no longer a member of the club.
- (d) Any member of the club may ask for assistance from any other member of the club.
- (e) Student pilots and the instructors must agree not to hold the other party responsible for any loss, damage, or legal liability beyond that covered by the AMA. In effect, this indemnifies the parties on a unilateral or reciprocal basis.

Article XXI. Membership Eligibility, Restrictions & Limitations

- (a) **Non-DISCRIMINATION POLICY** - SPARKS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry) disability, marital status, sexual orientation or military status in any of its activities or operations. These activities include, but are not limited to membership approvals, selection of volunteers, vendors and provision of services.
- (b) **Membership Eligibility** - All persons interested in radio-controlled model aeronautics are eligible to apply for membership.
- (c) **Membership Restrictions** - While the club is committed to providing an inclusive and welcoming environment for all our members, volunteers, contractors and vendors, the club



is still a private club and can restrict its membership at will. This can include denial of applications for membership.

- (d) **Membership Limitations** - The number of members accepted into the club may be limited so that the flying site(s) available shall not be over crowded. For safety reasons the club officers may set the maximum number of club members by the same procedures followed for amendments as is defined in Article XVIII.
 - (i) Applicants who are denied membership due to non-availability of openings shall be placed on a waiting list in the order received. Any waiting list which might be in effect at any given time is available for public inspection upon request to the club Secretary.
 - (ii) When an opening occurs, the people on the waiting list shall be contacted in order and offered membership until the limit of membership is again reached.

Article XXII. Becoming a Member

(a) Applying for Membership

- (i) Persons applying for membership in the club must complete the following to be considered for membership:
 - 1) The applicant must be an AMA (Academy of Model Aeronautics) member or become one before being accepted as a member.
 - 2) In accordance with AMA guidelines, the applicant should register with the FAA if flying aircraft heavier than the limits set forth by the FAA.
 - 3) The applicant must complete and submit a written application for membership.
 - 4) The applicant must submit payment for all initiation fees, dues, and any other assessments required with their written application.



(b) Sponsorship

- (i) New applicants shall be assigned a sponsor from the body of open senior members.
- (ii) The sponsor shall be an advocate for the applicant and will represent the applicant throughout the membership acceptance process.
- (iii) If no one is willing to sponsor the applicant, their application for membership shall be disapproved by the Executive Board and any payments submitted shall be returned to the applicant.
- (iv) The sponsor shall come to know the applicant, observe their flying skills, if any, and evaluate their capacity to contribute to the mission and purpose of the club.

(c) Probationary Period

- (i) New applicants shall be allowed to use the club facilities as a guest of the sponsor until the next regular business meeting of the club where their application for membership will be voted upon.
- (ii) During the Probationary Period, the Executive Board may rescind the applicant's application for membership for cause. Any payments submitted shall be returned to the applicant.

(d) Membership Acceptance

- (i) All new applications for membership shall be reviewed and voted on at the next regular business meeting after the application has been submitted.
- (ii) The applicant's sponsor must be present at the meeting to present their evaluation of the applicant.
- (iii) Applicants, if present at the meeting, and any visitors shall be asked to leave the room during membership application review, discussion and voting.
- (iv) The applicant's sponsor shall present the case for approving or disapproving their application.
- (v) Each application for membership shall be voted on and shall require a two-thirds (2/3) approval vote of the open senior members present when a quorum exists.
- (vi) Any applicant who fails to be accepted as a member shall immediately forfeit all rights to use the club field(s) and other facilities if they were previously granted temporary access.
- (vii) Applicants who fail to be accepted as a member shall have any dues, fees and assessments paid with their application returned to them within ten business days following the vote.



- (viii) Applicants shall be notified by their sponsor of the decision of the club.

Article XXIII. Loss or Revocation of Membership

- (a) A person shall no longer be a member of the club if they fail to pay all dues, fees and assessments according to these bylaws.
- (i) Failure to pay AMA dues shall immediately terminate one's membership in the club and all rights to use the flying field(s). In addition to the AMA's expiration notice, every effort will be made to notify the member via the email and/or phone on file with the Member Relations manager. The terminated member may apply for reinstatement within four weeks of the termination without penalty. After four weeks the terminated member can reapply but shall be considered a new applicant subject to any membership restrictions.
- (ii) Club dues are considered past due at the beginning of the second month following the start of the fiscal year. If dues and assessments are not paid before the close of the first business meeting of the second month following the start of the fiscal year, the member shall forfeit his membership and seniority. The member may reapply for membership but shall be considered a new applicant subject to any membership restrictions and approval.
- (b) A majority of the elected officers of the club have the right to immediately revoke club membership for any member who violates the safety rules, Code of Honesty and Behavior or other rules of the club.
- (c) Any member's violation of the Code of Behavior or rude, obnoxious, threatening, drunken, lewd or dishonest behavior shall not be tolerated.
- (i) Any such behavior and any related facts shall be reported by witnesses to the elected club officers.
- (ii) The club's officers may, at their discretion, investigate the alleged offenses.
- (iii) At the conclusion of their investigation, they may decide to:
- a) Drop or defer further action or,
- b) Confer with the accused and/or
- c) Invoke Article XXIII paragraph (B) to immediately revoke the accused person's club membership and
- d) Report, to the proper authorities, any felony or misdemeanor perpetrated against club property.



- (iv) Any person, whose membership has been revoked, shall not be refunded any portion of the initiation fee, dues, other fees or assessments already owed and/or paid to the club.
- (v) Any revocation or other actions taken against a member may be reported to the membership in the newsletter and/or at the next club meeting.
- (d) Any member disciplined under Article XXIII paragraph (B) shall have the right to appeal the action to the members of the club at the next business or special meeting of the club at which a quorum is present. A two-thirds (2/3) majority vote of the open senior members voting shall be necessary to reverse the disciplinary action of the elected officers of the club.

Article XXIV. Groups and Classification of Membership

- (a) The Spring Area Radio Kontrol Society, Inc. offers four (4) types of memberships. They are:
 - Open Senior
 - Juvenile
 - Emeritus
 - Honorary
- (b) An **Open Senior** member is unrestricted and is entitled to all club privileges including holding office, serving on a committee and voting. Open members must be age 19 or older as of July 1 of the fiscal year.
- (c) A **Junior Member** is a juvenile under the age of 19 as of July 1 of the fiscal year. A junior member must have the approval of a parent or guardian to join the club. As a Junior Member they are entitled to all club privileges except holding office, making motions or voting. A Junior member may serve on a committee but may not serve as chair. They must maintain their AMA membership.
- (d) **Emeritus status** is a mark of distinguished service that is conferred upon legacy members who may be retiring from active participation in the club. Emeritus status does not necessarily signify that a person has relinquished all the duties of their erstwhile position and they may continue to exercise some of them. An Emeritus member need not pay dues. While an Emeritus member retains the right to vote, they forfeit the right to hold office. They may serve on a committee. Emeritus members must maintain AMA Membership. Nominations for Emeritus status shall be heard and voted on at any business meeting.
- (e) **Honorary Members** are individuals who have contributed outstanding services to the club. Honorary members enjoy all club privileges except the right to hold office and to vote. An Honorary member may serve on a committee but may not serve as chair. Motions for Honorary membership shall be heard and voted on at any regular business meeting. Honorary status must be renewed at the first business meeting of each new fiscal year. An



Honorary member need not pay any initiation fee or dues. Honorary members must maintain AMA Membership if they desire to fly at club site(s).

- (f) To encourage family participation in the club and show appreciation for our service members, three sub-types (classifications) of Open Senior member are created:
- (i) **Additional Family Member over 18** - An Additional Family Member is an adult relative of an Open Senior Member who resides within the same household, e.g. spouse, child, etc. The Open Senior Second Adult must be age 19 or older as of July 1 of the fiscal year. Their membership is unrestricted and they are entitled to all club privileges including holding office, serving on a committee and voting. Additional Family members may pay a reduced initiation fee and may pay a reduced dues assessment. They must maintain AMA membership.
 - (ii) **Active Duty Military** - Active Duty Military refers to members who are currently serving on full-time status in their military capacity in the service of the United States. This includes members of the Army, Navy, Marines, Air Force and components of the Navy such as the Coast Guard and Merchant Marine. They are considered Open Senior Members. Their membership is unrestricted and they are entitled to all club privileges including holding office, serving on a committee and voting. To thank them for their service, Active Duty Military members need not pay any initiation fees and may pay a reduced assessment. They must maintain AMA membership.
 - (iii) **Military Veteran** – Military Veteran refers to an ex-serviceman or reservist who served a minimum of two years in full-time active duty military service to the United States. Their membership is unrestricted and they are entitled to all club privileges including holding office and voting. To thank them for their service, Military Veterans may not pay any initiation fees and may pay reduced dues. They must maintain AMA membership.
- (g) To encourage family participation in the club and encourage juvenile membership, three sub-types (classifications) of Juvenile Members are created:
- (i) **Juvenile Family Member Under 19** – A Juvenile family member under age 19 is a juvenile relative of an Open Senior member who resides within the same household. They shall be considered a Junior Member. As a Junior Member they are entitled to all club privileges except holding office, making motions or voting.
 - (ii) **Junior Unaccompanied Under 19** – Junior Unaccompanied under age 18 members are juveniles who do not qualify as an additional family member. A junior member must have the approval of a parent or guardian to join the club. As a Junior Member they are entitled to all club privileges except holding office, making motions or voting.
 - (iii) **ROTC and Civil Air Patrol** – These members are individuals who are members of the Junior Reserve Officers Training Corps (JROTC) or members of the Civil Air Patrol (CAP). ROTC or CAP members need not pay any initiation fee or dues. They are considered junior members and must have parental consent to apply. As junior members, they cannot



hold office or vote. ROTC or CAP members must maintain AMA Membership if they desire to fly at club site(s).

Article XXV. Dues, Fees and Assessments

- (a) Dues, Fees and annual Assessments for Open Senior members during the next fiscal year shall be discussed and voted on at the November meeting.
- (b) The assessment percentages required for each sub-type of member shall also be set for next fiscal year at the November meeting.
- (c) Dues and assessments are payable as of the beginning of the fiscal year.
- (d) Special Assessments are to be considered only in exceptional situations where the viability of the club is in jeopardy. Special assessments require a 2/3 majority of a Super Quorum as described in Article XVI paragraph (d).
- (e) Dues may be prorated if a member is accepted mid-year.
- (f) The initiation fee may be reduced or waived on a case-by-case basis at the discretion of the president.
- (g) The following table provides a recommended percentage of the annual assessment each member classification shall pay and the privileges they inherit.

Member Type	AMA Required	Percentage of Annual Dues to Pay	Percentage of Initiation Fee Required	Voting Privileges	Hold Office
Open Senior Member Over 18	Y	100%	100%	Y	Y
Additional Family Member Over 18	Y	50%	50%	Y	Y
Juvenile Family Member Under 19	Y	0%	0%	N	N
Junior Unaccompanied – under 19	Y	30%	0%	N	N
Active Duty Military	Y	50%	0%	Y	Y
Military Veteran	Y	50%	0%	Y	Y
ROTC & CAP Student	Y	0%	0%	N	N
Honorary	Y	0%	0%	N	N
Emeritus	Y	0%	0%	Y	N



Article XXVI. Budgets

- (a) A Budget and Finance Committee shall be a standing committee chaired by the Secretary Treasurer and shall consist of two to five members appointed by the President for two year renewable terms. The committee shall oversee and monitor the fiscal operations of the club, develop an annual budget for recommendation to the general membership, and develop and assist in the implementation of a funding strategy for the club.
- (b) Each year, at the discretion of the President, a budget shall be prepared by the Budget and Finance Committee for presentation to the general membership. The budget proposal shall be published in the club newsletter prior to the next-to-last meeting before the start of the fiscal year in accordance with the description in the Bylaws. The budget shall be put to a vote of the membership at the next-to-last meeting before the start of the start of the fiscal year and shall require approval of the majority of the membership when a quorum is present.
- (c) This budget shall take effect on the first day of the fiscal year and remain in effect until the last day of the fiscal year. During that time the budget may only be altered after a majority vote when a quorum is present.
- (d) The budget line items shall have listed members of the club that shall be responsible for approving expenditures made from the line item. In the event that a line item has been exhausted and additional funds are needed, the Treasurer shall determine if the funds can be redistributed or if the members should vote to alter the budget. If necessary, the Treasurer shall then make a recommendation to the membership as to the options available – whether it is redistributing funds from another line item, withdrawing from the budgeted carry-over, or cessation of the expenditures. It is the responsibility of the Secretary/Treasurer to keep those responsible for funds, as well as the membership, informed of the potential for and the severity of over-drafting.

Article XXVII. Publications and Communication

- (a) There shall be a club newsletter named the "CROSSWINDS". This newsletter shall be delivered monthly to all club members who are in good standing. This publication should include information on new members, notices of business and/or special meetings, and any other information required by these bylaws. Any club member may also furnish articles to the Communications Manager. The Communications Manager may decide whether to include these articles in the newsletter. The newsletter shall be posted on the club website and distributed to other clubs as they request.
- (b) There shall be a club website. The website shall communicate the purpose of the club, contain news, events and other content appropriate for the general public and promote good will within the community. The web site shall have a portal accessible only to members that



contains information more specific to the members and less appropriate for the general public.

- (c) There shall be special communications made to the membership as required.
- (d) There shall be publication of contests and events to the members, other clubs and the community.

Article XXVIII. Record Keeping and Indemnification

- (a) The corporation (club) shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Leadership Team, and committees having any of the authority of the Leadership; and it shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member or his or her agent or attorney for any proper purpose at any reasonable time.
- (b) The corporation (club) shall have the power to indemnify and hold harmless any director, officer, or employee from any suite, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a director, officer, or employee (except in cases involving willful misconduct). In addition to coverage from the AMA, the corporation shall have the power to purchase or procure insurance for such purposes.
- (c) The Leadership Team may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the corporation. Such authority may be general or confined to specific instances.

Article XXIX. Spending Authority

- (a) With the Treasurer, the Vice President shall be a signatory on the club's bank accounts.
- (b) The Treasurer shall be the primary officer authorized to write checks and pay the club's bills. In the absence of the Secretary/Treasurer the Vice President shall have the authority to write checks with the verbal approval of at least two members of the Executive Board.
- (c) All checks, drafts, and other orders for payment of funds exceeding \$1000.00 shall require two signatures, the Treasurer and the Vice-President.
- (d) Since it would be a conflict of interest, the President shall have no spending authority. The President cannot enter into a contract either verbal or implied without consent of the other members of the Executive Board. When necessary and with the approval of the Vice-



President, Treasurer and Recording Secretary, spending by the President can be granted on a case-by-case basis.

- (e) The Treasurer can grant the Vice-President limited spending authority for field safety and field maintenance expenses. The amounts must not exceed \$400 within any 30 day period and must be within any budget limitations. The Vice-President must notify the Secretary/Treasurer of any expenditures within three business days and present receipts for the expenditures at the next business meeting.
- (f) With an approved budget, the Treasurer or person responsible for the budget line item has authorization to make any expenditure up to the authorized budgeted limit for that line item. See Article XXVI.
- (g) In the absence of an approved budget, the Treasurer has authorization to pay invoices or make expenditures not exceeding \$1,200 within any 30-day period. Expenditures above \$1,200 within a 30-day period will require the approval of the membership.

Article XXX. Code of Honesty and Behavior

- (a) Be inclusive. We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
- (b) Be considerate. We all depend on each other to further the mission of the club and increase our membership. Your decisions will affect potential members and colleagues, and you should take those consequences into account when making decisions.
- (c) Be respectful. We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become a personal attack. An environment where people feel uncomfortable or threatened is not a productive or creative one.
- (d) Choose your words carefully. Always conduct yourself professionally. We are all ambassadors of the club and are expected to present themselves accordingly while wearing a club badge or any apparel bearing club markings. Be kind to others. Do not insult or put



others down. Harassment and exclusionary behavior are not acceptable. This includes, but is not limited to:

- (i) Threats of violence.
 - (ii) Bullying
 - (iii) Defiance of club or the field lessor's (county park) rules and sportsmanship
 - (iv) Discriminatory jokes and language.
 - (v) Personal insults, especially those using racist or sexist terms.
 - (vi) Unwelcome sexual attention.
 - (vii) Advocating for, or encouraging, any of the above behavior.
- (e) Don't harass. In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.
- (f) Change differences into strengths. We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they are wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes



Article XXXI. Endorsement by the Officers

We, the elected officers of the Spring Area Radio Kontrol Society, Inc. endorse these Bylaws and consider them the primary instrument of governance for our corporation.

Chris Cavanaugh, President _____ Date: _____

James Sneed, Vice-President _____ Date: _____

Randal Shewmaker, Secretary/Treasurer _____ Date: _____

Luisa Era-Shewmaker, Recording Secretary _____ Date: _____

State of Texas
County of Harris

The foregoing instrument was acknowledged before me this date _____
by Chris Cavanaugh, James Sneed, Randal Shewmaker and Luisa Era-Shewmaker of
The Spring Area Radio Kontrol Society, Inc. a State of Texas corporation, on behalf
of the corporation.

(Notary's official signature)

(Commission Expiration)

