

# Markham Park Pilots Association By-Laws



## **I. General:**

The following rules and regulations of the Markham Park Pilots Association (Club) are hereby adopted by the membership to regulate the general day-to-day affairs of the Club, to promote unity and harmony among the membership and the Club's Officers and Directors (known as the Executive Committee), and to govern the conduct of the meetings. The Club should follow Robert's Rules of Order, with these bylaws taking precedence over the Robert's Rules of Order.

## **II. Purpose:** The purpose for which the Club is formed is as follows:

- A. Encourage and promote the design, construction, and safe operation of flying model aircraft,
- B. Provide for and regulate contests, events and exhibitions for flying model aircraft,
- C. Make available ground and flying training programs,
- D. Increase awareness of all flying site rules and regulations,
- E. Develop a family atmosphere that bonds the members together through camaraderie and, promote our hobby within the community.

## **III. Officers:**

- A. Club officers will consist of a President, Vice President, Secretary, and Treasurer.
- B. The term of office for all Officers shall be one (1) year.
- C. Officer's duties:
  - 1) President
    - a) The President shall be the chief executive officer of the organization, preside over all Club and business meetings except the Board of Directors meetings and have general management authority over the Club.
    - b) The President shall be a member of all committees and shall have the general powers and duties of supervision and management usually vested in the Office of the President. The President shall appoint all committee chairpersons.
    - c) The President shall keep current as to the status of all committees.
  - 2) Vice President
    - a) The Vice President shall keep aware of presidential duties and fills in when the President is not present or in attendance. Succeeds the President for the balance of the president's term in the event the President is unable to fulfill their term, and at the next business meeting the Office of the Vice President will be filled by an election.
    - b) Safety Committee - The Vice President shall chair and appoint a safety committee. This committee should be aware of and cause all participants to be aware of all flying site rules (club rules, flying site, posted and/or implied rules).
    - c) All Club members are required to do the same, individually and/or with the aid of a safety committee member.

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## 3) Secretary The Secretary shall:

- a) Enter and maintain in the books of the Club and record the minutes of the proceedings of all meetings.
- b) Give all notices required by the bylaws or resolution.
- c) Initiate Club correspondence as directed by the Board of Directors.
- d) Provide minutes from the previous meetings upon request.

## 4) Treasurer The Treasurer shall:

- a) Maintain custody of all Club funds and securities and record in the Club books, full and accurate accounts of all receipts and disbursements.
- b) Deposit all monies, securities, and other valuables belonging to the Club in such depositories as may be designated for that purpose as directed by the Board of Directors.
- c) Disburse the funds of the club as ordered by the President and Board of Directors.
- d) Render to the President or membership when requested by either, an accounting of all transactions and the financial condition of the Club.
- e) Disbursements of three hundred dollars (\$300.00) dollars or more shall be made by debit card or check, only after Board approval.
- f) Retain and account for, by proper receipts of expenditures, a petty cash fund of approximately three hundred dollars (\$300.00).

## Other Items:

- i. The Board may approve a budget amount for a committee conducting a club event or function. Committee chairperson may pay expenses or partial expenses by cash or check (from the Treasurer) and must submit valid receipts.
- ii. Bank signature cards must be signed by the President and the Treasurer.
- iii. The Board of Directors shall review the latest current bank statement received, at each Board meeting, to confirm that it agrees with the Treasurer's report.
- iv. The Board of Directors may cause an audit to be conducted at the end of each annual term (February 1 of each year).

## 5) Board of Directors

- a) The President, Vice President, Secretary and, Treasurer shall automatically be Board members with equal rights except they cannot be chairperson of the Board or participate in the selecting of the Chairperson of the Board.
- b) There should be three (3) additional Board members, serving two (2) year terms with a staggered change of at least one member per year. The term of the elected Chairperson should be congruent with their elected Board member term.
- c) The President, after successfully completing their term, will automatically become a Board member for a period of one year. A specific replacement is not required if the outgoing President rescinds his right to this position.
- d) The Chairperson of the Board will assume the duties of the President and/or Vice President if they cannot fulfill their duties temporarily.
- e) The Board shall meet at least quarterly (but can be monthly) prior to the regular club meetings to discuss the affairs and well-being of the Club. In addition, the Board shall make decisions not otherwise reserved to the membership by these rules and to resolve any problems or emergencies.

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- e) The Board of Directors is specifically authorized and directed to:
  - i. Elect a Chairperson from among the elected Board members at the annual Club elections and, shall appoint a temporary Chairperson in the absence of the elected Chairperson.
  - ii. Provide the membership with an annual accounting of the business and financial affairs of the Club, prepared by a designated person.
  - iii. Provide for the publishing of the Club website
- g) All actions of the Board of Directors shall be determined by a two-thirds (2/3) majority vote of those Directors present. A quorum of the committee shall consist of three (3) members.
- h) The Chairperson shall set the time and place of the Board of Directors meetings and the members of the committee may invite such members of the Club or non-members to address the committee as the agenda shall require.
- i) A Board member or an elected officer may be removed from office at the Board meeting after a motion for removal is made. A two-thirds (2/3) majority vote of active Board members present at the meeting is required.
- j) Board of Directors shall review attendance and performance of all elected officials. If an officer does not attend at least two thirds (2/3) of all meetings to date or perform their duties, they may be asked to resign. If they refuse to resign, it would necessitate a vote of the Board of Directors with a two-thirds (2/3) majority vote of active Board members present at the meeting.

### **IV. Membership:**

- A. Membership shall be open to all who meet the following qualifications and subject to the approval of the membership.
- B. All members, Open and Youth, shall possess a current AMA card.
- C. Proposed new members must:
  - 1) Possess a current AMA card or have proof, from Hq AMA, of one applied for.
  - 2) Submit an application.
- D. A person may be accepted and retained as a Youth member, if not yet over eighteen (18) years of age, and with parent or guardian Open membership.
- E. All applicants eighteen (18) years of age and older shall be Open members.
- F. Any member who willfully refuses to abide by the rules and regulations of the Club, AMA, FAA and Markham Park. may be expelled from the Club by majority vote of the Board members present at a Board of Directors meeting.

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## ***V. Dues:***

- A. Renewal membership dues are expected to be paid by the thirty first (31) of January each year. New membership applications received after 15 September shall be valid for the remainder of the current year and all of the following year.
- B. Amount:
  - 1) Open Membership, 18 years of age or older \$30.00
  - 2) Family Membership \$60.00
  - 3) Youth Membership, under 18 as of July 1 of the current year  
and with a parent or guardian paying Open Membership FREE
  - 4) Associate Membership (Non-Flying) \$10.00

## ***VI. Voting Procedures:***

- A. Each Open member will have one (1) vote.
- B. A quorum shall consist of fifteen percent (15%) of the membership. A quorum shall be presumed to be present unless called for by a member and found to be lacking by the President.
- C. A quorum must be present for any business to be conducted.
- D. Standing orders may be changed at any regular business meeting, upon approval of two-thirds (2/3) of those present at the meeting.
- E. All other Club business shall require a simple majority.

## ***VII. Elections:***

- A. No member shall be considered for elective office unless they have been a member in good standing for at least six (6) months, unless otherwise waived by the Board of Directors. No member shall hold more than one elective office at a time. The only exception being to the Secretary and Treasurer positions.
- B. Nominations for officers and directors shall come from either the floor at time of election or by letter (to be received by the Secretary prior to election) and voting shall be accomplished by secret ballot.
- C. There should be at least two (2) nominations for each position (office). If only two members are nominated for an office, then a simple majority vote of fifty percent (50%) plus one (1) or more of the voting membership present is sufficient to elect a member to the office.
- D. If no nominee receives fifty percent (50%) plus one (1) or more of the votes of the voting members present on the initial voting, there shall be a run-off election between the top two (2) recipients.
- E. All officers shall be elected (except when elected to fill a vacated term) to serve a one-year term but, they may be reelected to hold the same office so long as they are duly nominated and subsequently elected under normal election operating procedures as outlined above.
- F. In the event the Office of the President is vacated for any reason, the Vice President shall assume the Office of the President for the balance of the term and a special election will be held at the next Club meeting to fill the Vice President's office.
- G. Any other office vacated during the one-year term shall be filled by a special election at the next Club meeting

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**VIII. Business Meetings - Club and Board:** Club meetings will normally be held at a time and place designated by the Club President.

A. Board of Directors business meetings shall be designated by the Chairperson of the Board.

B. Special Meetings:

- 1) Special meetings may be called by the President as deemed necessary.
- 2) Special meetings shall be called by the President upon receipt of a petition signed by no less than fifteen percent (15%) of the current membership. (Meeting to be called within seven (7) days of the petition receipt)
- 3) Notice of the special meeting, including agenda, shall be dated and e-mailed to the membership at least seven (7) days prior to that meeting.

**IX. Standing Order:**

- A. The Club Vice President, Secretary and Treasurer have the right to exercise the same speaking and voting privileges afforded other members. The Club President or Chairperson of the Board, upon stepping down from the Chair, shall have this same right.
- B. The Chairperson shall vote only in order to break a deadlock.

**X. Standing Committees:**

- A. The President shall appoint the Chairpersons for the following standing committees:
  - 1) Jr Pilots Committee
  - 2) Photography Committee
  - 3) Website Committee
  - 4) Membership Committee
  - 5) Entertainment / Event Committee
  - 6) [As required/needed]

**XI. Contests (Sanctioned or Unsanctioned)**

- A. To be organized as members deem necessary.

**By-Laws:**

- A. Any new or changes to the By-Laws shall be submitted to the Board for review, in writing, and to be introduced to the membership at the next regular Club business meeting.
- B. A change to the By-Laws can be voted on at the same meeting at which it is introduced and must be approved by a two-thirds (2/3) majority of those present at the meeting.
- C. Any new By-Law changes will be published on the Club website.
- D. An amended By-Law may not be re-amended sooner than six months.

**XIII. Closure:**

- A. In the event that the Club folds, all assets should be donated to the AMA Scholarship Fund.