

Aeromodelers Of Acadiana

Club By-Laws

Article 1: DUTIES

1. Board of Directors: The management of the affairs of the Club shall be vested in the Board of Directors who shall have the authority to establish its policies. Official decisions may be made by a two-thirds (2/3) majority Board of Directors. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in its By-Laws and, where those Bylaws are not specified, vested in the sound discretion of the Board of Directors. Election or appointment to the Board requires that the individual be a member in good standing for no less than 2 years, unless specifically waived by Board action.
2. President: The President shall preside at all meetings of the club and shall act as a spokesperson in all matters pertaining to it. The President will also serve as a Registered Agent with the State of Louisiana.
3. Vice President: The Vice-President shall act for the President when he/she is unable to serve, and is to maintain an accurate record (including place of storage) of all Club assets. The Vice-President will also serve as membership chairperson, maintaining the membership roster, waiting list, safety and complaints officer.
4. Secretary: The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. He/she will also be at the Club's contact person with AMA in case of questions, problems or situations.
5. Treasurer: The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the Club and prepare financial reports as required by the Board.
6. Compliance Officer/ Safety Officer: The Compliance Officer/ Safety Officer shall monitor results of compliance and support the ability to follow policies and procedures and its related activities to prevent illegal, unethical or improper areas of conduct. As a whole, the Board of Directors will review and identify potential areas of compliance vulnerability and risk.
7. Field Marshall: The Field Marshall shall be responsible for establishing "mowing crews" and "mowing equipment crews". he/she is to ensure that the field is properly maintained and recommend improvements/changes. Annual combination lock changes will be done per dues year.
8. Safety Committee Chairman: The Safety Committee Chairman shall be responsible for chairing the safety committee and ensuring existing rules are enforced. This includes processing the grievance procedure documented in the By-Laws.
9. Training Officer: The Training Officer shall be responsible for coordinating the pilot training program, making instructor / student assignments, conducting ground school.

10. Article One NOTES

A The positions of the Field Marshall, Training Officer, and Compliance Officer may be held by a member of the Board holding another elected position.

B These positions may be appointed by the Board or placed in nomination for election by the members at the Board's discretion.

C Duties may, by mutual consent of the Board, be amended as deemed necessary for the fiduciary benefit of the club.

D There must be an odd number of Board of Directors to establish a voting majority.

E If there is a resignation or other reason affecting this number, a new appointee shall be appointed within a period of 30 calendar days.

F Mandatory positions of the Board of Directors are President, Vice President, Secretary, Treasurer and Compliance Officer / Safety Officer.

G Other positions may be added by a 2/3 vote by the Board of Directors to accommodate the growth of the club.

Article 2: AUDIT

1. The President or his appointees will make a periodic audit of the Treasurer's books.

Article 3: TERMS OF OFFICE:

1. All elected officers of the Club shall serve for two (2) years from date of election. Officers are to be elected by a vote of simple majority of those present at the designated final meeting of the year. Mail-in or Email ballots may be made available for those members who have voting rights but cannot attend the meeting. If used, those ballots must be received no later than 2 business days before the designated final meeting and will be counted by the Secretary and verified by the Chairman of the nominating committee as if those persons were present at the meeting. New officers will take office immediately after the election meeting. Appointed positions will be handled at the first regular Board meeting of the in-coming Board, i.e. Newsletter Editor, Contest Director, etc.
2. Nominations of Club Officers shall be made by a nominating committee appointed by the Board. A Chairperson shall also be appointed to that committee by the Board. Nominations for office may be made by any active nomination to the committee. The Nominating Committee will ascertain the nominee's eligibility, ability, and willingness to serve.
3. Once nominations are final AND if NO new nominations were received, OR if only 1 nomination was received for the position, there will be no need for a final election and current nominees will be considered new officers immediately following the final day of nominations.
4. A secret ballot is required for all elections, voting for removal of a Club Officer, and for reinstatement of a member previously expelled from the Club. Balloting for the removal of an officer or reinstatement of a Club member shall only be after a special meeting and hearing before the Board of Directors to be voted by the Board of Directors.

Article 4: VACANCIES:

1. Vacancies of any office shall be filled by appointment by the remaining officers, such appointee to serve until the end of the term for which the predecessor was elected. Board must, at minimum, consist of President, Vice President, Secretary, Treasurer and Safety Officer as stated in Article 1.

Article 5: COMMITTEES:

1. The committees of the Club shall be appointed by the Board. Other committees may be appointed as required; i.e. event committee, repair committee, etc.

Article 6: MEETINGS:

1. Membership meetings shall be held at a time and place designated by the Club officers and sent out via Email, social media page, etc.
2. Club officers may call special meetings with no less than five days prior to the special meeting. A notice of such meeting shall be sent.
3. Any member or probationary (See Article 8 Line C) member of the Club may initiate a formal request for action by the Board of Directors by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of the Board action recommended. The President of the Board shall forward copies of the proposal to other members of the Board of Directors for their consideration. Either the President, or any other Board member, may have the matter placed upon the working agenda of the next Club meeting.
4. Social Media, including the AOA Private Member's page and the public page, is not to be used to bring forth grievances or complaints. The Board of Directors will not reply using social media to a grievance or complaint. Please see Article 16 & 17.
5. A vote called for without the boards prior knowledge shall be held over, & reviewed by the board without any action taken place until the next meeting.
Voting at the meeting can be done if the vote is presented by the board to the membership at any time.
6. Any voting brought to the membership will need two-thirds (2/3) majority of the entirety of the club, If two-thirds (2/3) of the club does not participate in the voting, the decision will revert to the board of directors.

Article 7: DUES AND MEMBERSHIP:

1. The annual dues to be paid to the Club shall be determined by the Board with the approval of a simple majority vote. Dues are non-refundable, except under extraordinary circumstances, which will be determined by the Board of Directors on a case-by-case basis. Dues are to be paid no later than the date determined by the Board or February 1st of the year. If delinquent, a \$50.00 late fee will need to be paid.
2. No special assessment shall be levied upon the Club membership, unless it is approved by a vote of two-thirds (2/3) majority of the members of the entire club, and the members have been given five (5) days prior notice, along with an explanation of the assessment.
3. If 2/3 of the club do not participate in the voting, the decision will revert to the board of directors.
4. New applicants must present their application, along with their current AMA card or receipt of AMA payment, to a Board Officer for review. A new member must perform a single flight proving the ability to fly solo. Club members must remain current with the AMA (personal

insurance) in order to be permitted to fly. The annual membership renewal payment of \$125.00 is due on January 1st and no later than January 31st or a \$50.00 late fee will be added to his dues. All Membership dues are prorated at \$12 per month or \$125 per year, whichever is less, plus a \$50.00 initiation fee. The initiation fee shall be a 1 time for the first year and waved for each following year that the member stays active. If a member skips a year, the initiation fee will apply again.

5. Dues can be paid by: Cash, Check, or online payments such as PayPal etc... In the case of online payments, the payment must be sent as cash or gift and not services or goods being that dues are non-refundable. See line 1 of article 7.
6. A member shall be in arrears and shall not be considered active if his/her dues have not been paid as provided in Article 7 Section 1.

Article 8: MEMBER STANDING:

1. All persons may apply for membership, and shall agree to abide by the By-Laws, and those of the AMA.
2. All members must be current members of the AMA.
3. The membership shall be divided into the following three categories:
 - A. FULL MEMBER: is (18) years or older and has full privileges and voting rights. Dues: Full member's rate plus AMA membership. If a proposed member is under the age of 18, a parent or guardian must be the primary member and the minor child would be considered a family member and shall have no fees other than AMA membership fees until the age of 18, in which they will be responsible for a full membership. The initiation fee will not be required again as long as there has not been a lapse in membership.
 - B. FAMILY MEMBERSHIP: Includes all flying members of the immediate family (spouse & children). Dues: one (1) full membership, children are included until their 18th birthday. Family members do not have voting rights. Under extraordinary circumstances, a family member can be addressed, to be determined by the Board of Directors on a case-by-case basis.
 - C. PROBATIONARY MEMBER: is a new member within the first calendar year of membership. This member is not eligible to run for elected office; however, they may serve, if appointed to a vacant position by the Board. Member at this point will have voting rights at the Club meetings.
4. Flying members will be required to hold and maintain a license issued by the AMA. All first-time applicants, as well as present flying members seeking membership renewal, must show proof of AMA membership to the Board of Directors.
5. Applicants for new membership will be on probation for one (1) calendar year subsequent to the approval of his/her application for membership. Probationary members are ineligible to hold any elected office in the club, unless appointed to a vacancy by the Board.
6. New applicants must be certified "safe" by the Training Officer, an Instructor Pilot, or Board Member and agree to adhere to the AOA Field Rules at all times.
7. Any member receiving a safety grievance as stated in Article 16 & 17, who is involved in non-flying violations, or who has key information of a non-flying violation and withholds it from the Board of Directors, may at the Board of Directors' discretion be placed on probation for one (1) year regardless of his/her tenure in the Club.

8. Active continuous membership requires participation in periodic maintenance activities, flying events, and grass mowing as determined by the Board. Members who are of age 65 or older are exempt.
9. All members are expected to conduct themselves in a friendly and professional manner. Members are to treat other members with respect and not take action for actions against them without filing a grievance as stated in Article 16 & 17. A member should be a good spokesperson for the club and inviting to other people. Patient, caring, and understanding of other peoples problems are good character.

Article 9: RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP:

1. If any member ceases to have the qualifications necessary for membership in the AMA, his/her membership in the club shall thereby terminate, subject to reinstatement upon restoration of eligibility.
2. This section provides enforcement of the Safety Rules that are related to members, as defined by the Board of Directors, become the responsibility of the Board of Directors as stated in Article 1, Section 1 of these By-Laws. Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the Board of Directors if, in the Board of Directors' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and By-Laws, or the rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.
3. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Board of Directors.
4. The Board of Directors shall have the discretionary authority (to provide for and) to impose disciplinary action for acts or omissions, which do not justify expulsion from membership.

Article 10: AMENDMENTS

1. Amendments may be made to the By-Laws by the Board of Directors of two-thirds (2/3) vote.

Article 11: CLUB FUNDS

1. The Treasure is allowed to spend the normal amount of funds needed for the operational expenses of the clubs budgeted year without approval.
2. The Treasurer of the club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the club.
3. An "Act of Donation" form may be used for all major tangible donations and a signed copy retained for club records in order to avoid any future ownership disputes.
4. President, Vice President and Treasurer will have spending rights outside of operational expenses that will need board approval for each occurrence. This approval can be electronic.

Article 12: DURATION

1. The duration of this Club shall be perpetual.

Article 13: DISSOLUTION

1. The Corporation may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership.
2. Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such a manner, to the Academy of Model Aeronautics, Inc., or to other such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes shall at the time qualify as an exempt organizations under Section 501 © (3) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this corporation, as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the country in which the principal such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article 14: INCORPORATION

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

Article 15: LOGO

1. The official Club logo shall be: **Aeromodelers Of Acadiana**

Article 16: GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES)

1. The grievance procedure provides a mechanism to enforce existing safety rules and/or onsite behavior by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Officer/ Committee or any Board Member, as appropriate, for its consideration by means of a Grievance Form to be filled out and turned in to the Board. At least one witness is required to sign the Grievance Form.
2. The Safety Committee and/or Board of Directors shall use its judgment in carrying out action on the following:
 - A. A Grievance Form will be filled out and turned in to the Safety Committee Chairman/ Safety Officer/ Board Member. At least one witness is required.
 - B. **First Violation:**
 - (a) Viewpoints of both complainants and accused will be considered.
 - (b) Complainant's name will be disclosed.

- (c) A verbal reprimand will be given to the accused by the Safety Committee and this will be recorded in the Safety Committee files.
- C. **Second Violation**
 - (a) Complainant's name will be disclosed.
 - (b) The accused has the right to a written rebuttal, to be reviewed by the Committee.
 - (c) If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy submitted to membership via email, etc.
- D. **Third Violation**
 - (a) Committee will notify the accused in writing and the club members via email, etc. that the Board of Directors will vote on the expulsion of the accused at the next meeting of the Officers.
 - (b) Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).
 - (c) The expelled member may re-apply for membership after the expiration of the expulsion time period.
 - (d) These disciplinary actions will not be enforced unless they are accumulated with a two-year period of time.
 - (e) Any member receiving a grievance, who directs any retaliation action against the person filing said grievance, will be subject to immediate expulsion from the club. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Board of Directors.

Article 17: Social Media Policies

(Social Media has presented clubs such as ours with new and welcomed communication opportunities. However, it has from time to time, also presented new challenges.) This policy sets out AOA's expectations on the use of social media platforms. It is in no way intended to restrict normal interaction between members but to ensure that the benefits of such a club as AOA are realized and the negative effects minimized.

1. Social media, including the AOA private page and the public page
 - (A) Must not be used as a formal correspondence to the Board of Directors for grievances or complaints. Please note that inappropriate correspondences will be removed. The Board of Directors will not reply using social media to a grievance or complaint. (If a member wishes to make a formal complaint about any issue, they should do so in writing through the appropriate channels). See Article 6
 - (B) Must not use hostile or defamatory language; contain or link to libelous, defamatory or harassing content, including by way of examples, illustrations or use of nicknames.
 - (C) Must not contain or link to pornographic or indecent content.
 - (D) Must not comment on or publish information that is confidential or proprietary to AOA.
 - (E) Must not disclose private or confidential information about the club, its members, guests, sponsors etc.
 - (F) Must not bring the membership into disrepute, cause arguments, be disrespectful or pass judgment on fellow clubs or their membership.