



Bylaws

SPEEDWORLD R/C FLYERS BYLAWS

Speedworld R/C Flyers is a nonprofit organization incorporated under the laws of the State of Arizona with its known place of business (A.R.S. § 10-3501) at a flying field (the Field) located at:

**18968 West Happy Valley Road
Wittmann, AZ 85361**

PREAMBLE

We, the members of the Speedworld R/C Flyers (SWRCF) club (the Club), have organized for the mutual recreation and pleasure of building and flying model aircraft. We encourage participation in all areas of the hobby, from sport flying to competition. It shall be further recognized that the Club is an organization that depends on active support of all members, including voluntary assistance in areas such as field operation and maintenance as well as participation in Club events.

SWRCF is chartered club #3933 of the Academy of Model Aeronautics (AMA).

Article I - Officers and Directors

The officers and directors do not receive any income for their duties.

Section 1 - Elected Officers and Director

- a) The elected officers and director of SWRCF shall consist of:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Membership Director

- b) The elected officers and director shall constitute the SWRCF Board of Directors (BOD).
 - 1) The BOD shall meet at least once each quarter. The President shall set the date and time of the meeting.
 - 2) A majority vote of the BOD is required for all BOD decisions unless another level of approval is required as set forth in these Bylaws.

Section 2 - Appointed Positions

The following positions shall be filled by appointment by the President; appointees must be Club members in good standing (see Article IV Section 4):

- Safety Officer
- Chief Flight Instructor
- Web Master
- Statutory Agent

Article II - Duties

Section 1 - President

The President shall:

- a) Be the executive officer of SWRCF and preside at all Club meetings.
- b) Lead and direct, with appropriate delegation, Club activities in accordance with these Bylaws.
- c) Act as the spokesperson with outside organizations in the conduct of the various issues relating to Club activities.
- d) Appoint Club members to fill positions set forth below in Section 6 of this Article.
- e) Call Club meetings, appoint committees and members not otherwise provided for, and fill vacancies.
- f) Perform the duties of the Vice-President in his or her absence.
- g) Review the Club monthly bank statement with the Treasurer as needed.
- h) Perform such other duties as this office may require.

The President may reassign the duties of the officers listed below in this Article to members of the BOD.

Section 2 - Vice-President

The Vice-President shall:

- a) Oversee and coordinate the efforts of all appointed committees.
- b) Perform the duties of President in his or her absence.
- c) Be responsible for Club meeting schedules and locations, and other Club event schedules.

Section 3 - Secretary

The Secretary shall:

- a) Record the minutes of the regularly scheduled Club and BOD meetings, and any other official Club meeting as directed by the President and agreed upon by the BOD.
- b) Retain all approved minutes for a period of not less than seven years from the date of the meeting for which the minutes were taken.
- c) Distribute notices of Club meetings and other activities to the Club membership.
- d) Submit annual renewal documents to the AMA and other correspondence as directed by the President. Distribute the certificates of insurance to the appropriate recipients.
- e) Present requested documents to the State of Arizona or the Arizona Corporation Commission (ACC) as requested.
- f) File necessary documents with state and federal agencies.
- g) Retain SWRCF corporate records as directed by the President.

Section 4 - Treasurer

The Treasurer shall:

- a) Be a full-time resident of the State of Arizona, maintain a bank account for the Club and hold signature authority for this account. The Treasurer may also maintain an online account such as a PayPal account for the Club.
- b) Keep an accurate account of all Club financial transactions and bank statements for a period of not less than seven years.
- c) Be responsible for all funds of the Club and receive and disburse all money.
- d) When possible, make disbursements using methods linked to the Club bank account or a Club online account that automatically provide a record that may be reviewed and audited as needed. Disbursements by check, debit and credit cards linked to the Club bank account and transactions through a Club online account like PayPal are examples that are acceptable.
- e) Present annual and monthly financial reports to the Club members. The reports may be presented at a regular monthly Club meeting or distributed to Club members.
- f) When requested, provide a copy of the Club bank account statement to the President for review.
- g) Review Club financial records with a Club officer or Club member upon request.
- h) Perform an annual financial analysis to determine what the annual member dues should be and make a recommendation to the BOD. If the BOD deems that a change in dues is necessary, it shall be voted on for approval no later than the October general Club meeting. This requires a level 2 voting procedure (see Article III Section 2).
- i) Ensure that all applicable federal, state and local tax returns are filed. An independent tax professional may be hired as needed.
- j) Use the title Secretary-Treasurer in situations where it is required.

Section 5 - Membership Director

The Membership Director shall:

- a) Maintain an up to date roster of Club members and retain membership records for a period of not less than seven years.
- b) Process new membership requests.
- c) Take care of correspondence concerning annual membership renewals including the collection of dues.
- d) Be a full-time resident of the State of Arizona.
- e) Respond to AMA requests for membership information.
- f) Report membership status at each Club meeting.

Section 6 - Appointed Positions

Safety Officer

The Safety Officer shall:

- a) Be responsible for ensuring Club Field and Safety Rules are enforced. This includes processing grievance forms in accordance with Article XI. The Safety Officer with the President's concurrence may appoint other Club members in good standing as field marshals who together enforce Club Field and Safety rules.
- b) Order any individual to cease any unsafe operations.
- c) Prohibit the operation of any aircraft whose operation would pose a safety threat.
- d) Ensure Club Field and Safety Rules are posted at the Field.
- e) Keep Club membership aware of any safety rule changes.
- f) Discuss safety issues at regular Club meetings

Web Master

The Web Master shall:

- a) Maintain the Club web site.
- b) Propose website changes to the BOD for approval.
- c) Maintain the Club domain name registration.

Chief Flight Instructor

The Chief Flight Instructor shall:

- a) Be an AMA Introductory Pilot Instructor.
- b) Assist other Club members appointed by the President to become AMA Introductory Pilot Instructors.
- c) Administer an AMA Introductory Pilot Program for the Club and coordinate the activities and student assignments of Club flight instructors and deliver flight certificates to newly certified students at regular Club business meetings or at other times as appropriate.
- d) Maintain a log of Club flight instructor activities and progress of students.
- e) Provide a monthly report to the President of instruction activities and progress of students.

Statutory Agent

The Statutory Agent shall:

- a) Act as statutory agent for SWRCF, maintaining a mailing address in the State of Arizona with the Arizona Corporation Commission (ACC), to receive notices from the ACC and to accept any service of process (A.R.S. § 10-3504).
- b) Be a resident of the State of Arizona as required by law.

Section 7 - Club Safety Committee

The Safety Officer and all members of the BOD shall constitute the Club Safety Committee.

Article III - Voting Levels

Section 1 - Level 1 voting by secret ballot

This level of voting shall be used for elections and personal actions like grievances and suspensions. This method shall use a ballot that is distributed to the Club membership. The ballot shall be returned by placing it in an unmarked, sealed envelope. This envelope shall be placed in another envelope with the voter's name visible on the outside and returned to the Club by mail addressed to the Club facility for U.S. postal mail (see Article VII Section 1) or delivered to a Club officer at the designated meeting. If any irregularities are detected such as multiple ballots from the same voter, the BOD shall attempt to resolve the irregularity with the voter prior to a count of the ballots.

The President shall appoint for each vote under this procedure a Ballot-counting Committee of at least two Club members in good standing. The ballots within their sealed outer envelopes shall be given to the ballot counting committee at the next regular Club business meeting. The Ballot-counting Committee shall use the name on the outer envelope to check off the Club membership roster. Envelopes received from individuals who are not members of the Club in good standing, that lack an identifying name, and multiple envelopes with the same identifying name that cannot be resolved by the voter into only one envelope as mentioned above, shall be discarded. The ballots shall then be counted and the results of the count shall be given to the President who shall announce the voting results at the meeting.

Section 2 - Level 2 voting by open ballot

This level of voting shall be done by the Membership Director or the Secretary distributing a ballot to each Club member and shall be used for approving expenditures of significant amounts of funds, budgets, projects, events or other issues that do not warrant a secret ballot. The membership shall respond by submitting their vote to the Club officer who distributed the ballots. The results shall be counted by the Membership Director or the Secretary and reported to the Club membership. Details of the vote including voter name and vote selection shall be made available to a Club member in good standing upon request.

Section 3 - Level 3 voting at meetings

This level of voting shall be done by a motion to vote and count of the vote at a Club meeting. This level of voting shall be used to conduct day-to-day business of the Club.

Article IV - Membership

Section 1 –Membership Classes and Requirements

Club members in the following classes of membership have full Club voting rights unless noted otherwise:

- a) Full: For a person who meets all of the following qualifications:
 - A current member of the AMA.
 - Holds all AMA permits and waivers for the types and classifications of aircraft being operated.
 - Complies with all Federal Aviation Administration (FAA) requirements for the types and classifications of aircraft being operated.
- b) Youth: For a person who meets all of the following qualifications:
 - A current Youth member of the AMA.
 - Holds all AMA permits and waivers for the types and classifications of aircraft being operated.
 - Complies with all Federal Aviation Administration (FAA) requirements for the types and classifications of aircraft being operated.

A Youth Club member has no Club voting rights and may not hold any of the elected or appointed positions set forth above.

When a Youth member becomes a full member of the AMA because of age, to maintain Club membership, he or she must immediately meet the requirements of a Full member. No field assessment shall be charged. No additional dues or other assessments shall be due until the beginning of the next year.

- c) Family: For a person (the Individual) who meets the qualifications of Full Club membership and legal dependents residing with the Individual who qualify for Youth Club membership.
 - The Individual shall be deemed a Full member for the purpose of establishing rights and obligations as set forth in these Bylaws.
 - Other Family Club members shall be deemed Youth members for the purpose of establishing rights and obligations as set forth in these Bylaws, except that the responsibility to pay dues is waived.
- d) Military: For a person who meets all of the following qualifications:
 - A current member of the U.S. Air Force, U.S. Army, U.S. Marines, U.S. Navy or U.S. Coast Guard and on active duty.
 - Meets all requirements of a Full member.

A Military member need not pay dues or assessments. He or she has all rights and responsibilities of a Full member except for voting rights and may not hold any of the elected or appointed positions set forth above.

For a Military Club member who is separated from active duty, to maintain Club membership, he or she must immediately meet the requirements of a Full member. No field assessment shall be charged but he or she must pay annual dues based on the date of separation from active duty as set forth below.

Section 2 - Application for Membership

All applications for Club membership shall be made to the Membership Director. Applications must be accompanied by the following for each class of membership:

- a) Full membership:
 - (1) Payment of the initial field assessment fee of \$100.00 and the first year's dues and any other assessments (see Article V).
 - (2) Proof of compliance with the requirements of Full membership.
 - (3) A signed statement that the applicant agrees to comply with all Club rules, regulations and Bylaws.
- b) Youth membership:
 - (1) Payment of the first year's dues, which are 30% of the annual dues paid by a Full member.
 - (2) Proof of compliance with the requirements of Youth membership.
 - (3) A signed statement by the applicant if legally accountable, or by a legal representative if not, that the applicant agrees to comply with all Club rules, regulations and Bylaws.
- c) Family membership for Individual and family-members as set forth above:
 - (1) Payment of the initial field assessment fee and the first year's dues and any other assessments for a Full member plus 30% of the annual dues.
 - (2) For the Individual, complying with the requirements of Full membership.
 - (3) For each other Family Club member, proof of compliance with the requirements of Youth membership.
 - (4) A signed statement by the Individual that all Family members agree to comply with all Club rules, regulations and Bylaws.
- d) Military membership:
 - (1) Proof of compliance with the requirements of Military membership.
 - (2) A signed statement that the applicant agrees to comply with all Club rules, regulations and Bylaws.

Section 3 - Membership Packet

The Membership Director shall give a membership packet to all new Club members. This packet shall include:

- a) Directions on how to obtain a copy of the Field and Safety Rules and Bylaws.
- b) One Club nametag.
- c) Combination lock number for the gate at the Field.

Section 4 - Member in Good Standing

To be considered in good standing:

- a) A Full member shall comply with all of the requirements of Full membership and be current in the payment of Club dues, fees and any assessments as established for Full members.
- b) A Youth member shall comply with all of the requirements of Youth membership and be current in the payment of Club dues as established for Youth members.
- c) A Military member shall comply with all of the requirements of Military membership.

Section 5 - Duration of Membership

- a) Resignation: Any Club member in good standing may resign his or her Club membership by giving written notice to a member of the BOD.
- b) Termination: If any Club member ceases to have the qualifications necessary for his or her class of Club membership, his or her Club membership shall terminate.
 - (1) For a Youth member in good standing who ceases to have the qualifications for his or her class of membership because of age, Full membership shall be instated automatically provided the member immediately qualifies for Full membership.
 - (2) For a Military member in good standing who ceases to have the qualifications for his or her class of membership because of separation from active duty, Full membership shall be instated automatically provided the member immediately qualifies for Full membership.
 - (3) For all other cases, Club membership is subject to reinstatement as set forth below in this Section upon restoration of those qualifications.
- c) Expulsion: This provides for enforcement of the safety rules that are related to flying activities or any other unacceptable behavior by an individual Club member or members. Any individual may be expelled from the Club by a two-thirds majority vote of the total votes cast obtained by level 1 voting if, in the determination of the BOD, such individual willfully commits any act or omission that is a violation of any of the terms of these Bylaws or the Rules of the AMA, or that is detrimental to the Club, the AMA or to model aviation.
- d) Reinstatement: A two-thirds vote of the Club membership obtained by level 1 voting is required for reinstatement to the Club.
- e) Family membership: If Club membership of the Individual in a Family membership ends because of resignation, termination or expulsion, the Club membership of other members in that family terminates.
- f) Suspension of dues: Club members in good standing may suspend the payment of dues with BOD approval, which allows annual dues and any other assessments to be paid at a later date without being required to repay the field assessment fee.

Article V - Assessment Fees and Dues

Section 1 - Field Assessment Fee and Membership Dues

- a) An individual seeking new, renewed or reinstated Club membership shall submit an application to the Membership Director with a signed statement that the applicant agrees to comply with all Club rules, regulations and Bylaws. Youth and Military members who are changing their class of membership because of a loss of qualifications for that class shall submit an application for the new class of membership at the time such qualifications are lost.
- b) Each new member of the Club shall be charged the fees, assessments and annual dues as set forth above according to the class of membership. The annual dues and any assessments shall be adjusted according to the month in which membership begins: January to May (100%), June to September (50%), October to December (100%, which also includes the dues and assessments for the following year).
- c) The annual membership dues cover a period from January 1 through December 31 each year except for new members as set forth in this Section.
- d) Members in good standing in any given year may renew their Club membership for the following year by submitting a renewal application as set forth above and by paying the annual dues and assessments appropriate for their class of membership that are assessed for the following year, which are due on December 31 of the given year. Club membership shall terminate for those who have not renewed their Club membership by January 15 of the following year.
- e) A renewal reminder shall be distributed to each Club member no later than November 30 of each year.
- f) The BOD may establish an additional assessment on Full members using level 2 voting procedures.
- g) The amount to be charged for annual dues and any other assessments for the following year shall be set no later than the October Club meeting.
- h) As a courtesy, shortly after the first of a year the BOD shall endeavor to notify any Club member who has not submitted an application for renewal.

Article VI - Election of Officers and Director

Section 1 - Election & Eligibility

- a) The President shall appoint a Nominating Committee and Chair at the September Club meeting. This committee shall present a list of nominations to the membership at the October Club meeting. Nominations may be submitted by Full Club members in good standing to the BOD prior to this meeting (see Article VII Section 1 for methods of communication) and may be submitted by Full Club members in good standing in attendance at this meeting.
- b) Any unopposed candidate for office may be deemed to have been elected without holding an election for that office.
- c) Elections are for two-year terms. Elections for President, Treasurer and Membership Director shall be held at the November Club meeting in odd numbered years. Elections for Vice-President and Secretary shall be held at the November Club meeting in even numbered years. The elections shall be held using a level I voting procedure.

- d) If a vacancy in an elected office should occur, such vacancy shall be filled by presidential appointment to fulfill the unexpired term. A vacancy in the office of President shall be filled automatically by the Vice-President. Vacancies of appointed positions shall be filled by presidential appointment.

Section 2 - Eligibility for Office

- a) No person shall be eligible to hold a Club office who is not a Full Club member in good standing and a member of AMA for a minimum of one year. Candidates for the offices of Treasurer and Membership Director must be full-time residents of the State of Arizona.
- b) No person may hold more than one elective office at a time unless an elected position is vacant and no qualified member is willing to serve. In this circumstance, the President may appoint a member of the BOD to assume all or part of the responsibilities of the vacant position until such qualified member is found or an election for that position is held.
- c) Appointed positions may be held by any Full Club member in good standing.

Section 3 - Limitation on Terms of Office

A Club member can serve in an elected position for at most two consecutive terms. After the second term, the member may not run again for the same elected position until after the next election for that position. If there is no qualified candidate (as determined by the Chair of the Nominating Committee), a member who has served the maximum number of terms may remain in his or her position until it is filled at the next regularly scheduled election as set forth in the preceding Section.

Section 4 - Resignation and Removal of Officers and Directors.

- a) An officer or director may resign at any time by delivering written notice to the BOD.
- b) A member of the BOD shall be removed from office by a two-thirds majority vote of the Club membership using a level 1 voting procedure.

Article VII - General Provisions

Section 1 - BOD Notifications and Communications

All notifications and communications from the BOD that are distributed or sent according to these Bylaws shall be distributed by electronic mail, U.S. postal mail or any other method deemed by the BOD to be appropriate for the notice or communication in general or for the individual recipient in particular.

The BOD shall maintain appropriate facilities to receive communications from Club members and publish the information needed to send communications to those facilities on the Club website. These facilities include a U.S. Postal Box or other equivalent facility to receive U.S. postal mail and one or more electronic mail addresses to receive electronic mail.

Section 2 - Fiscal Year

The fiscal year for SWRCF for governmental tax reporting and formal accounting purposes shall be from January 1 through December 31. The annual Club budget shall be prepared for the period from December 1 of a given year through November 30 of the following year.

Section 3 - Chartered Club

SWRCF shall be an AMA chartered club and all members of the Club shall be current AMA members as set forth above.

Article VIII - Budget process

- a) The BOD shall prepare an annual budget for income and expense categories with supporting line-item details for Club expenditures and estimates of income from membership dues and new-member field assessment fees. This proposed budget shall be distributed to the Club membership on or before November 15 for review and comments.
- b) The budget and member comments received at least 48 hours before the December Club meeting shall be presented at that meeting for review. The proposed budget, with any modifications resulting from member review, shall be presented for approval using the level 3 voting procedure. The approval of the budget gives the BOD the authority to expend funds for each expense category in the approved budget, but not to exceed a 5% increase without approval by the Club members.
- c) For non-budgeted expenses, the BOD is authorized to spend up to \$500 for any one occurrence without Club member approval. Non-budgeted expenses exceeding \$500 require Club member approval using level 3 voting. Level 2 voting may be used for those months in which Club meetings are not held.
- d) Budgets for any events shall be presented at the time the event is proposed and presented to the membership for approval using level 3 voting.
- e) For an emergency expenditure (defined as amounts not planned for but required to maintain Club lease or use permits and there is insufficient time to obtain approval through the process set forth above), the BOD may authorize the disbursement of funds by a unanimous vote of the BOD.

Article IX - Meetings

Section 1 - Meetings

- a) Regular Club business meetings shall be held monthly from September through May. There shall be no general Club business meetings during the summer months of June, July and August. The BOD shall set the meeting schedule time and location.
- b) A regular Club business meeting shall be conducted in accordance with Robert's Rules of Order and shall normally conform to the following agenda:
 - President or a designee calls the meeting to order and introduces visitors.
 - Secretary's Report. The minutes of the previous regular Club business meeting are presented for approval by attending Club members. The

minutes shall be distributed to Club members for review prior to the meeting.

- Vice-President's Report
 - Treasurer's Report
 - Membership Director's Report and introduction of new members
 - Safety Officer's Report
 - President's Report
 - Old Business
 - New Business
 - Adjournment
- c) A notice of each Club business meeting shall be distributed to the Club membership approximately one week in advance. The notice shall include an agenda for the meeting.
- d) To conduct Club business, at least three BOD members must be present.

Article X - Grievance Procedure

Section 1 - Purpose

The grievance procedure provides a mechanism for enforcement against the violation of safety rules and other behavior related to non-safety complaints that are detrimental to the Club, the AMA or to model aviation by providing a progressive disciplinary system when needed. Although most complaints can and should be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Committee for its consideration by means of a Grievance Form (a copy is shown below) to be filled out and turned in to the Safety Officer or other member of the Safety Committee. The submission of a Grievance Form must be supported by at least one signed witness or, if no signing witness is available, must be supported by a recording or other tangible evidence, or by an admission of the accused.

Section 2 - Procedure

The Safety Officer or Safety Committee shall use his/its judgment in carrying out the following:

a) Investigation

The Safety Officer or member of the Safety Committee shall investigate the complaint described on the Grievance Form and consider viewpoints of both complainants and accused. If the grievance is validated, the following disciplinary actions shall be implemented:

b) First Violation

Complainant's name shall be disclosed. A verbal reprimand shall be given to the accused by the Safety Officer or other member of the Safety Committee and shall be recorded in Club records.

c) Second Violation

Complainant's name shall be disclosed. The accused has the right to submit a written rebuttal to be reviewed by the Club Safety Committee. If the committee so decides, the flying privileges of the accused shall be

suspended for thirty days. Written notice of this action shall be distributed to the accused and to the Club membership.

d) Third Violation

The Safety Committee shall notify the accused in writing and the Club membership at least fifteen days before final action is to be taken that the expulsion of the accused shall be discussed at a Club meeting.

Subsequently, a vote shall be taken by level 1 voting. If approved by a two-thirds majority vote, expulsion shall last for one-year minimum. The expelled member may apply for reinstatement after the expiration of the expulsion time period.

e) The three violations must occur within a period of two consecutive years.

Section 3 - Retaliation

Any member who directs any retaliation against the individuals filing or witnessing the grievance or against any other Club member connected with the performance of this Grievance Procedure shall be subject to immediate expulsion from the Club. Acts of retaliation include but are not limited to threats, intimidation, physical harm, intentional equipment damage and other action deemed to be retaliatory by a unanimous vote of the BOD.

Article XI - Dissolution

Section 1 - Procedure

SWRCF may be dissolved with the approval of a two-thirds vote of the total Club membership obtained by level 2 voting after making provision for the payment of all SWRCF liabilities.

Section 2 - Assets Disposition

Upon the dissolution of the corporation, the BOD shall, with majority approval of the Club membership obtained by level 2 voting, dispose of all Club assets to such other organization or organizations that are organized and operated exclusively for charitable, educational, religious or scientific purposes, or to such other organization with purposes similar to the purposes of SWRCF, as the BOD shall determine, as shall at the time qualify as a tax-exempt organization or organizations under Section 501(c) of the Internal Revenue Code.

Article XII - Amendments

Section 1 - Procedure for Bylaws

- a) A proposed amendment to the Bylaws may be presented in writing at any regular or special Club meeting.
- b) A distribution of the proposed amendment to Club members and/or a posting of the proposed amendment at the Field shall occur at least two weeks prior to the meeting at which the proposed amendment will be presented.
- c) A level 2 voting procedure shall be required to adopt an amendment.

- d) The proposed amendment, if approved, shall be acted upon at the next regular Club meeting unless the Bylaws as amended require otherwise.

Section 2 - Procedure for Club Field and Safety Rules

Changes to the Club Field and Safety Rules may be made by approval of a majority of the BOD.

SWRCF Club Grievance Form

Date: _____

Time: _____

Nature of Violation:

Complainant's Name and Signature: _____

Witness's Name and Signature: _____

Name and Signature of Additional Witnesses (not required):
