

STATE COLLEGE RC CLUB (SCRC) BYLAWS

*Provisions of the Bylaws shall not be in conflict with the SCRC Constitution.
Items not covered in the Bylaws are left to the Administration by the Board.*

Article I: Purpose

- Section 1. The primary purpose and objectives of this organization are set forth in article II of the SCRC Constitution. In summary; SCRC is to promote RC Modeling while encouraging its members to safely improve their skills. SCRC is to function as a non-profit organization and maintain a chartered club status with the Academy of Model Aeronautics (AMA) while complying with the rules and regulations of the AMA, the FCC, and the FAA. SCRC shall also maintain rules and regulations as may be necessary to our unique style and location of flying.

Article II: Meetings (Regular, Special, Quorum)

- Section 1. SCRC Meetings shall be held on the first Tuesday of every month. Meetings will be held at a location, decided upon by the club membership and shall start at 7:00 pm.
- Section 2. No business can be conducted with less than four (4) board members present.
- Section 3. Special meetings may be announced by the President of SCRC via email or other appropriate means as may be decided by the President.
- Section 4. Members may invite perspective members / guests to any meeting of the Club. They should be asked prior to the start of the meeting, to not interact in Club Business or participate in any voting. If they are a part of the meeting agenda, they will be called upon in order of items.

Article III: OFFICERS AND COMMITTEES

- Section 1. SCRC shall elect officers to include, in order of hierarchy, President, Vice President, Secretary, Treasurer, Safety Coordinator.
- Section 2. In the absence of an officer, the officer next in line will assume the duties of the missing officer<s> as listed in the hierarchy of Article III Section 1 above.
- Section 3. Any monetary disbursements from the SCRC's account, over 50 Dollars, must be approved electronically by three elected officers and checks must be signed by two Officers, limited to the President, Vice President or Treasurer, with consideration of Article III, Section 2.
- Section 4. All committees shall be created by the President. By default the President will chair all committees unless he delegates someone else as chair. Committee findings shall be presented to the club at a regular or special meeting.
- Section 5. There shall be a standing safety committee, composed of all SCRC members who are present at the field while any flying activities are taking place.

Article IV: ELECTION AND ROLES OF OFFICERS

- Section 1. SCRC Nominations Committee shall be formed in September, to be chaired by the immediate prior President. The current President shall appoint 2 additional committee members to complete the nominations committee.
- Section 2. Candidates must be a member in good standing with SCRC and AMA for a minimum of one year before being eligible to hold an elected office.
- Section 3. Elections shall be held at the December meeting. The nominations committee shall present its slate of officers. With any additional nominations from the floor, voting will be conducted in accordance with the nomination committee's specific direction.
- Section 4. Appointed offices will be filled by the newly elected President by January 1st of his or her new term.
- Section 5. The term of office shall be one (1) year for all offices.
- Section 6. An Elected Officer may not serve more than three (3) consecutive terms in the same office. After 1 year out of that office, the officer may return for additional terms if elected.
- Section 7. The role of each office is defined as follows:

STATE COLLEGE RC CLUB (SCRC) BYLAWS

- Sub Sec. a. **President** – *This is an elected role.* This officer shall be the executive officer of SCRC and shall carry out general administration of its affairs and shall be subject to the control of the Board. This officer shall chair all meetings and shall be the spokesperson for SCRC. This officer shall oversee the general management of affairs and see that all orders and resolutions as directed by the Membership and/or the Board are carried into effect. This officer shall coordinate all club activities and act as the sole representative of the Club to outside agencies as well as general business with non-club members unless otherwise delegated. This officer shall present an agenda prior to all meetings.
- Sub Sec. b. **Vice President** - *This is an elected role.* This officer shall assist the President in all matters and shall assume the duties of the **President** if, for any reason the **President** is not able to perform his or her duties. This officer shall also preside on any matters where the **President** excuses himself for any reason. This officer is also the meeting program chairmen, and will organize all presentations to be given at meetings.
- Sub Sec. c. **Secretary** - *This is an elected role.* This officer shall keep accurate minutes and attendance of all club proceedings. He or she shall perform such other duties as required to maintain appropriate documentation and records for SCRC including the By-Laws, Operations Document, and Field Rules, as well as any amendments, changes and additions thereto. This officer shall keep copies of all correspondence. This officer shall conduct club correspondence and other such duties, as the Board shall prescribe.
- Sub Sec. d. **Treasurer** - *This is an elected role.* This officer shall maintain a roster of current members and their respective level of membership, and shall have charge of all funds of SCRC. This officer shall keep an exact record of all money received and dispersed. This officer shall be responsible for the care and custody of all SCRC funds and securities and shall deposit said funds in the name of the SCRC in such bank or trust company as the Board may elect. This officer shall disburse such moneys as required and approved by the Board and/or the Membership, for the benefit of the SCRC. This officer shall report to the Membership at meetings, at least monthly, the status of the Treasury, including, but not limited to the balance on hand, expenditures, and income. He shall pay all bills as directed to him by the Board and membership at each meeting. He shall file all tax forms as required by the Federal or State Government and shall maintain copies of all forms as filed. All data shall be stored electronically, so all officers can have “view only” access at their own accord. This office will be audited yearly by a club member without check signing ability.
- Sub Sec. e. **Safety Coordinator** - *This is an elected role.* This officer shall function as the main conduit for all issues related to safety within the SCRC and as the primary interface with AMA headquarters on all safety matters. This officer shall be the primary point of contact to receive complaints, recommendations, observations, etc. as it relates to the safety of the club and, when warranted, present such information to the Membership and/or the Board for consideration and disposition. This officer shall strive to insure that all members adhere to both AMA and SCRC safety rules. This officer **is not** the “club field police.” This officer shall work with the **Lead Flight Instructor** and/or the board of officers when needed to assure all training and proficiency programs are done in the safest manner possible and that recommendations and/or verified complaints reach the board for consideration. This officer will be directly involved with any safety related activities of the club.
- Sub Sec. f. **Lead Flight Instructor** - *This is an appointed role.* This officer is charged with the duties of pilot training and pilot proficiency programs. This officer is

STATE COLLEGE RC CLUB (SCRC) BYLAWS

responsible for the approval and training of all SCRC pilot instructors. This officer is responsible for the instruction and use of all training equipment used for instruction. This officer shall work with the **Safety Coordinator** when needed to assure all training and proficiency programs are done in the safest manner possible. All instructors will be registered with the AMA with fees being paid from SCRC funds.

- Sub Sec. g. **Newsletter Coordinator** - *This is an appointed role.* It shall be the duty of this officer to handle all matters concerning the SCRC monthly newsletter including, printing, posting, and or mailing of the newsletter. This officer is the point of contact for submission of material to be included in the monthly newsletter.
- Sub Sec. h. **Field Coordinator** - *This is an appointed role.* It shall be the duty of this Officer to monitor the condition of the Club flying field. This Officer shall recommend to the board and to the members needed maintenance to ensure a good flying site, and shall act as the point of contact for all needed repairs and maintenance of the flying site.
- Sub Sec. i. **Web Presence Coordinator** – *This is an appointed role.* It shall be the duty of this officer to manage, update, improve, and represent SCRC in all Social Media portals on the internet. While input from all member is encouraged, this officer shall insure consistent content that is in the best interest of SCRC in the public view.
- Sub Sec. j. **Event Coordinator** - *This is an appointed role.* It shall be the duty of this officer to chair the event committee and report to the board on upcoming events. This officer would also be expected to generate activities in which club members can participate. This officer would coordinate items such as (but not limited to) pylon racing, combat, fun fly games, public demonstrations, school events and indoor activities.

Section 8. Removal of an Officer.

- Sub Sec. a. There must be written complaints filed with the board.
- Sub Sec. b. The board will do all possible to validate the complaints and handle as an administrative matter.
- Sub Sec. c. If the complaint is validated and warrants sanction, the board will make its recommendations to the members at the next meeting.
- Sub Sec. d. If so voted by majority of the Members present at the meeting the described sanction will be enforced.
- Sub Sec. e. Appointed officers can be removed/replaced at any time at the discretion of the sitting President.
- Sub Sec. f. In the event a removal creates a vacancy in the office of the President, the Vice-President shall assume the position of the President. In the event a vacancy is created in the office of Vice-President, the Board of Directors shall appoint a member of the club eligible to hold office to fill the position of Vice-President through the end of the current year.

ARTICLE V: BOARD OF DIRECTORS

- Section 1. The Board shall consist of the President, Vice President, Secretary, Treasurer, Safety Coordinator, and the prior President if available. The remaining position(s) can be filled by volunteers affirmed by vote at a regular meeting. If no volunteers come forward, the remaining position(s) shall be appointed by the President until the total of seven (7) board members are identified.

STATE COLLEGE RC CLUB (SCRC) BYLAWS

- Section 2. Any member in good standing, 18 years of age or older, and with current AMA membership shall be eligible to hold office after being a member for 1 full year.
- Section 3. A quorum shall consist of four (4) Board Members.
- Section 4. Board meetings will be held at any time deemed necessary by the President. The President or a designated SCRC member appointed by the President shall chair all Board meeting.
- Section 5. In the absence of the Board Meeting Chair, the next in line of the hierarchy will chair the meeting. A simple majority of the assembled board membership is needed for the board to pass any resolutions. Resolutions will be presented at the next regular meeting as an agenda item for acceptance.
- Section 6. Duties of the Board of Directors shall include:
- Sub Sec. a. The board may make decisions when action must be taken that cannot wait until a regular club meeting. Examples would include decisions as necessary related to SCRC policies, membership, assessments, expenditures, and other time sensitive business of the club.

ARTICLE VI: Membership Requirements & Privileges:

- Section 1. Standard Membership – 18 years of age and older.
- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
 - Sub Sec. b. Must be a member in good standing of the AMA.
 - Sub Sec. c. All Dues must be paid in full according to the dues structure set forth in ARTICLE VIII.
 - Sub Sec. d. Once the above requirements are met, a standard member is entitled to flying and voting privileges.
 - Sub Sec. e. A standard member in good standing may hold any elected office after one full year of membership.
- Section 2. Junior Membership – 12-17 years of age
- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
 - Sub Sec. b. Must be a member in good standing of the AMA.
 - Sub Sec. c. Must be sponsored / mentored by a regular SCRC member in good standing.
 - Sub Sec. d. Must have written permission from their parent/legal guardian to participate in all activities of the club.
 - Sub Sec. e. Must uphold the rules and requirements set forth by SCRC. It is the responsibility of the parent/legal guardian to ensure the Junior Member understands and adheres to all rules and regulations.
 - Sub Sec. f. No Junior Member under 16 is to be at the flying field or meetings without being accompanied by a parent/legal guardian or adult who is willing to accept full responsibility for that Junior Member.
 - Sub Sec. g. If all of the above requirements are met, the Junior Member shall have all flying privileges.
 - Sub Sec. h. Junior Membership may not hold an elected or appointed office but can participate in any committee invited or appointed to but will have no voting privileges either in committee or club business.
- Section 3. Family Membership – two (2) or more pilots from the same family & residence.

STATE COLLEGE RC CLUB (SCRC) BYLAWS

- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
- Sub Sec. b. Must be a member in good standing of the AMA.
- Sub Sec. c. A Family membership includes all immediate family members but only includes one vote per family if at least one (1) member has voting privileges.
- Sub Sec. d. All family members have flying privileges as long as each flying member holds a current AMA membership.
- Sub Sec. e. Any family member may hold any elected or appointed office after one full year of membership provided all other requirements are met.

Section 4. Youth Membership – 11 years or younger

- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
- Sub Sec. b. Must be a member in good standing of the AMA.
- Sub Sec. c. Shall be mentored / monitored by a parent or guardian while involved with club activities.
- Sub Sec. d. No youth member is to participate in club activities without being accompanied by a parent, legal guardian, or other adult who is willing to accept full responsibility for that youth member.
- Sub Sec. e. Written permission from the Parent or Guardian is required for participation in all club activities.

Section 5. Senior Membership – 65 years of age or older with three consecutive years of membership. This level of membership must be requested and approved for discounted dues.

- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
- Sub Sec. b. Must be a member in good standing of the AMA.
- Sub Sec. c. A senior member has all flying and voting privileges and may hold any elected or appointed office.
- Sub Sec. d. Must have been a member in good standing of the SCRC for three (3) consecutive years prior to application for senior status.

Section 6. Social Membership – 18 years of age and over

- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
- Sub Sec. b. A Social member has no voting or flying privileges and may not hold any elected or appointed office but may participate in all other club activities.

Section 7. Associate Membership – 18 years and older

- Sub Sec. a. Must be in good standing and uphold the rules and requirements of SCRC.
- Sub Sec. b. Anyone who is a member in good standing of another RC Club and holds a current AMA membership may become an Associate member. An Associate member has all flying privileges but has no voting privileges and may not hold any office.

Section 8. Every member shall furnish the Treasurer with their complete contact listing including an emergency contact. A complete mailing, email, and telephone list of all members shall be provided by the treasurer then distributed at the April meeting. It will be updated throughout the year as changes in membership happen, these updates will be sent out via email. Members are reminded; this list is for private member use ONLY and may not be shared outside of SCRC members for any reason.

STATE COLLEGE RC CLUB (SCRC) BYLAWS

ARTICLE VII: NEW MEMBERS

- Section 1. All perspective new member applications shall be reviewed and voted on by the members for approval. Upon approval, proper club documentation will be issued to and signed for by the new member. Before the new member is allowed flying privileges, an instructor or a person delegated by the board will meet with the new member to answer questions and assess flight proficiency. If proficiency of skills or safety is an issue, the new member will be required to work with an instructor until approved for solo flying.
- Section 2. Any completed applications for membership from a past member seeking reinstatement that was terminated through a direct action by the SCRC membership or by that individual members' initiation of termination of SCRC membership, will require a vote. Approval by a majority of the assembled membership at the next regularly scheduled SCRC meeting is required for re-instatement. Also any past or present personal contributions of property, time, labor or monetary donations, or promises thereof for the benefit of the SCRC by said perspective new member or past member does not constitute automatic acceptance of membership into SCRC.

ARTICLE VIII: DUES.

- Section 1. The SCRC fiscal Year is from January 1 to December 31
Fiscal Year budget numbers will be reported to the board no later the November meeting and presented to the membership for a vote at the December meeting. At that time, the board will make recommendation for the dues structure for the next fiscal year. Annual dues will be set prior to January 1st of the new fiscal year and published to the members via email as a resolution of the board for a single fiscal year.
- Section 2. Non-payment of dues by March 1st for existing members constitutes suspension or termination of membership.
- Section 3. New Members must pay their dues at the time of membership application.
- Section 4. No partial payment of dues will be accepted.
- Section 5. Advance payment of dues does not constitute continued membership with SCRC. Membership is a 1 year term, and must be renewed annually.
- Section 6. Payments received after March 1st will have a reinstatement fee of \$10.00 added to their membership fee.
- Section 7. New member dues are prorated as follows;
- | | |
|----------------------------|------|
| January 1 to May 31 | 100% |
| June 1 to August 31 | 75% |
| September 1 to December 31 | 50% |
- Section 8. Refunding of Dues may be requested and is at the discretion of the SCRC board by majority vote.

ARTICLE X: AMA MEMBERSHIP VERIFICATION

- Section 1. Valid AMA Membership is a requirement for all flying members of SCRC. No person regardless of past or current SCRC status will be allowed to fly at the SCRC field unless he is a current member of the AMA.
- Section 2. AMA membership is verified prior to members receiving an SCRC membership card.
- Section 3. Flying members who have not renewed their AMA membership by the March meeting will be Restricted from flying until the renewal is completed.
- Section 4. SCRC new members and visiting pilots during Club Events will be required to provide proof of AMA Open Membership before flying.

STATE COLLEGE RC CLUB (SCRC) BYLAWS

ARTICLE XI: CLUB ASSESSMENTS.

- Section 1. An assessment may be levied on the total membership at any time deemed necessary by SCRC, in an amount not to exceed \$20.00 per member per assessment. Any assessment must be approved by a two thirds majority of the membership at a regular scheduled meeting.
- Section 2. Any member who fails to pay this assessment in 30 days will forfeit the privileges associated with their membership.

ARTICLE XII: BYLAW CHANGES.

- Section 1. 20 days notice of proposed changes to the bylaws is required prior to voting to accept any changes.
- Section 2. Requests to change the By-Laws may come from the board of officers or from the floor at a meeting of the club.
- Section 3. The requirements for proper notice are considered met once the proposed changes are sent to the membership in accordance with article XII, section 1, via email, to the address provided at the time of membership renewal or an updated address that may have been provided by a member.

ARTICLE XIII: FIELD RULES.

- Section 1. Any infraction of the field rules should be submitted to any elected SCRC officer on the proper complaint form available from any officer or on the SCRC website. Three (3) infractions of the field rules witnessed by two or more members, properly reported and investigated, could result in the offending member losing flying privileges. The Board will consult on the matter and present recommendations to the members for a vote at the next regular meeting.
- Section 2. The secretary will notify the member accused of the infraction as to the nature of the accusation and that the board is investigating the matter and would entertain input from the member being accused. The secretary will also notify the accused member after a vote has been taken as to any recommendations of the board by certified mail.

ARTICLE XIV: CONDUCT.

- Section 1. Members are required to keep the flying site clean.

ARTICLE XV: LIABILITY.

- Section 1. Damage caused to any aircraft, field support equipment or personal property of any kind by any pilot's aircraft, transmitter, children, pets, guest, etc, and not covered by AMA insurance, becomes a liability of the pilot and not SCRC. The pilot responsible for the damage forfeits all flying privileges until claim is settled.
- Section 2. SCRC as a group is not responsible for damages inflicted upon any pilot's aircraft, transmitter, children, pets or guests, which is caused by willful or negligent action by a SCRC member, guest, children or pets. All members accept this and hold SCRC harmless.

ARTICLE XVI: RESIGNATIONS / TERMINATIONS

- Section 1. RESIGNATIONS: Any member in good standing may resign his/her membership by giving written notice to the Club.
- Section 2. TERMINATION OF FLYING: If any member ceases to have current membership in the AMA , all flying privileges in SCRC will be automatically suspended and are subject to reinstatement once a current AMA membership is regained.
- Section 3. REINSTATEMENT OF FLYING: A member regains flying privileges once AMA membership can be verified.

STATE COLLEGE RC CLUB (SCRC) BYLAWS

ARTICLE XVII: GRIEVANCE PROCEDURE (CONDUCT, FLIGHT, AND SAFETY RULES)

- Section 1. To file a complaint against another member an SCRC complaint form must be completed and submitted to any Board Member. At least one witness is required for flying related complaints.
- Section 2. **FIRST VIOLATION:** Viewpoints of both the complainant and the accused will be considered by the board. If the complaint is found to be justified and the board recommends a first violation be issued, a verbal reprimand will be given to the accused by the Board of Directors, and this will be recorded in the Club records.
- Section 3. **SECOND VIOLATION:** The accused has the right to a written rebuttal, to be reviewed by the Board of Directors. If the complaint is found to be justified and the board recommends a second violation be issued, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be communicated to the membership.
- Section 4. **THIRD VIOLATION:** The Board of Directors will consider the facts before them from both the complainant and the accused. If the complaint is found to be justified and the board recommends that a third violation be issued, the club members will vote on the termination of the accused at the next meeting. Said termination will last for one-year as a minimum. A member may be terminated from the Club only upon a two-thirds (2/3) majority vote of the membership present at a meeting. Voting will be by secret ballot at a regular monthly meeting. The terminated member may re-apply for membership after one (1) year. This process will not occur unless all three (3) complaints are found to be justified and all three (3) occur within a two (2) year period of time.

ARTICLE XVIII: MISCELLANEOUS

- Section 1. All bills of \$50.00 or more, shall be approved by a majority of SCRC members present preferably at a scheduled meeting.
- Section 2. All club instructors must be registered with the AMA and follow applicable AMA and club guidelines.