

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.

Article II: Meetings (Regular, Special, Quorum)

- Section 1. SCRC Meetings will be held on the first Thursday 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 and guests to any meeting of SCRC. They should be asked prior to the start of the meeting to not interact in SCRC business or participate in 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 will 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. All committees will 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 SCRC at any meeting.
- Section 4. There will 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. The President will appoint, not later than the October meeting, three members who will act as a nomination committee. The committee will present its slate of nominees at the November meeting. Nominations from the floor will be accepted at the November meeting and closed at the end of that meeting. Elections will be held at the regularly scheduled December meeting.
- Section 2. Candidates must be a member in good standing with SCRC and the Academy of Model Aeronautics for a minimum of one (1) year before being eligible to hold an elected office.
- Section 3. Appointed offices will be filled by the newly elected President during January of his/ her new term.
- Section 4. The term of office will be one (1) year for all offices.
- Section 5. The role of each office is defined as follows:
- Sub Sec. a. **President** – *This is an elected role.* This officer will be the executive officer of SCRC and will carry out general administration of its affairs and will be subject to the control of the Board. This officer will chair all meetings and will be the spokesperson for SCRC. This officer will 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 will coordinate SCRC activities and act as the sole representative of SCRC to outside agencies as well as general business with non-club members unless otherwise delegated, or specified in these bylaws. This officer will present an agenda prior to all meetings.
- Sub Sec. b. **Vice President** - *This is an elected role.* This officer will assist the president in all matters and will assume the duties of the president if, for any reason, the president is not able to perform his/her duties. This officer will also preside on any matters

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where the president excuses himself for any reason. This officer is also the meeting program chairmen, unless otherwise appointed by the president, and will organize all presentations to be given at meetings.

Sub Sec. c. **Secretary** - *This is an elected role.* This officer will keep accurate minutes and attendance of all club proceedings. He/she will perform such other duties as required to maintain appropriate documentation and records for SCRC including the Bylaws, operations documents, and field rules, amendments, changes and additions. This officer will keep copies of all correspondence. This officer will conduct club correspondence and other such duties as the Board will prescribe.

Sub Sec. d. **Treasurer** - *This is an elected role.* This officer will maintain a roster of current members and their respective level of membership, and will have charge of all funds of SCRC. This officer will keep an exact record of all money received and dispersed. This officer will be responsible for the care and custody of all SCRC funds and securities and will deposit said funds in the name of SCRC in such bank or trust company as the Board may elect. This officer will disburse such monies as required and approved by the Board and/or the membership, for the benefit of SCRC. This officer will 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/she will pay all bills as directed by the Board and membership at each meeting. He/she will file all tax forms as required by the Federal or State Government and will maintain copies of all forms as filed. All data will be stored electronically, so all officers can have "view only" access at their own accord. This office will be audited during each December by a club member appointed by the president and who has no check signing ability. That appointed member will report the result of the audit at the following January's regular scheduled club meeting. This officer will create a year's budget to be submitted for approval to the membership prior to the April meeting of that year. Once approved by the membership, this officer will be authorized to expend funds that have been budgeted. The Board may authorize, without prior approval of the membership, non-budgeted expenditures of up to \$100.00. Non-budgeted expenditures during the year that exceed \$100.00 must be approved by the membership at a regularly scheduled meeting.

Sub Sec. e. **Safety Coordinator** - *This is an elected role.* This officer will function as the main conduit for all issues related to safety within SCRC and as the primary interface with the Academy of Model Aeronautics headquarters on all safety matters. This officer will be the primary point of contact to receive complaints, recommendations, and observations as they relate to the safety of SCRC and 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 the Academy of Model Aviation and SCRC safety rules. This officer will work with the Lead Flight Instructor and/or the Board 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 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 will 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 Academy of Model Aviation with fees being paid from SCRC funds.

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- Sub Sec. g. **Newsletter Coordinator** - *This is an appointed role.* It will 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 will be the duty of this officer to monitor the condition of the SCRC flying field. This officer will recommend to the Board and to the membership needed maintenance to ensure a good flying site and will 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 will 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 members is encouraged, this officer will insure consistent content that is in the best interest of SCRC.
- Sub Sec. j. **Event Coordinator** - *This is an appointed role.* It will 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 SCRC 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 6. 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 membership 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 will assume the position of the president. In the event a vacancy is created in the office of vice-president, the Board will appoint a member of SCRC eligible to hold office to fill the position of vice-president through the end of the current year.

ARTICLE V: BOARD OF DIRECTORS (the Board)

- Section 1. The Board will 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) will be appointed by the President until the total of seven (7) board members are identified.
- Section 2. Any member in good standing, 18 years of age or older, and with current Academy of Model Aeronautics membership, will be eligible to hold office after being a member for one (1) full year.
- Section 3. A quorum will 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, will chair all Board meetings.
- Section 5. In the absence of the Board 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

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resolutions. Resolutions will be presented at the next regular SCRC meeting as an agenda item for acceptance.

- Section 6. The Board may make decisions when action must be taken that cannot wait until a regular SCRC meeting. Examples include decisions as necessary related to SCRC policies, membership, assessments, expenditures, and other time sensitive business of SCRC.

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 Academy of Model Aviation.
- 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 (1) 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 Academy of Model Aviation.
- Sub Sec. c. Must be sponsored and 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 SCRC.
- 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 will have all flying privileges.
- Sub Sec. h. Junior members may not hold an elected or appointed office but can participate in any committee if invited or appointed, but will have no voting privileges either in committee or SCRC business.

- Section 3. Family Membership – two (2) or more pilots from the same family & residence.

- 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 Academy of Model Aviation.
- 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 who hold a current Academy of Model Aviation membership have flying privileges.
- Sub Sec. e. Any family member may hold any elected or appointed office after one (1) full year of membership provided all other requirements are met.

- Section 4. Youth Membership – 11 years or younger

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- 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 Academy of Model Aviation.
- Sub Sec. c. Will be mentored or monitored by a parent or guardian while involved in SCRC activities.
- Sub Sec. d. No youth member is to participate in SCRC 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 SCRC activities.

Section 5. Senior Membership – 65 years of age or 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 Academy of Model Aviation.
- 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, and request that this level of membership be approved by the Board for discounted dues.

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 SCRC 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 Academy of Model Aviation 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 will furnish the treasurer with their complete contact listing including an emergency contact. A complete mailing, email, and telephone list of all members will be provided by the treasurer and be 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 that this list is for club use only.

ARTICLE VII: NEW MEMBERS

- Section 1. All perspective new member applications will 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 ask questions and assess flight proficiency. If flight proficiency 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 membership at the next regularly scheduled SCRC meeting is required for reinstatement. 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

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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 than the November meeting and presented to the membership for a vote at the December meeting. At that time, the Board will recommend the dues structure for the next 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 approval.
- 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 one (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;
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|----------------------------|------|
| January 1 to May 31 | 100% |
| June 1 to August 31 | 75% |
| September 1 to December 31 | 50% |
- Section 8. Refunding of dues for any reason may be requested of the Board and is at the discretion of the Board by majority vote.

ARTICLE X: AMA MEMBERSHIP VERIFICATION

- Section 1. Valid Academy of Model Aviation 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/she is a current member of the Academy of Model Aviation.
- Section 2. Academy of Model Aviation membership will be verified .
- Section 3. Flying members who have not renewed their AMA membership by the March meeting will be ineligible to fly until the renewal is completed.
- Section 4. Visiting pilots during SCRC events will be required to provide proof of Academy of Model Aviation Open membership before flying.

ARTICLE XI: SCRC 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 thirty (30) days will forfeit the privileges associated with their membership.

ARTICLE XII: BYLAW CHANGES.

- Section 1. The bylaws may be amended at any regular meeting of SCRC by a majority vote of those members present. The proposed bylaw change shall be submitted in writing to all members at least twenty (20) days prior to the meeting by the newsletter, direct mailing, e-mail, or phone call, notifying the members that a proposed bylaw change(s) will be voted upon at that meeting.

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- Section 2. Requests to change the bylaws may come from the Board, or from the floor at a meeting of SCRC.
- 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 in writing. 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 will request input from the member being accused. The secretary will also notify the accused member by certified mail after a vote has been taken as to any actions taken.

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 any 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 SCRC.
- Section 2. Termination of flying: If any member ceases to have current membership in the Academy of Model Aviation, 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 Academy of Model Aviation membership can be verified.

ARTICLE XVII: GRIEVANCE PROCEDURE

- Section 1. To file a complaint against another member of SCRC, a written complaint must be submitted to any Board Member. At least one specified witness is suggested 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, and this will be recorded in SCRC records.
- Section 3. SECOND VIOLATION: The accused has the right to a written rebuttal, to be reviewed by the Board. If the complaint is found to be justified, and the board recommends a second violation

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be issued, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this will be communicated to the membership via email.

Section 4. **THIRD VIOLATION:** The Board 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, SCRC members will vote on the termination of the accused at the next meeting. Said termination will last for one (1) year. A member may be terminated from SCRC only upon a two-thirds (2/3) majority vote of the membership present at a regular monthly meeting. Voting will be by secret ballot. A 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.