



Constitution
and
By-Laws

**AMA District VI
Club Charter 279**

Amended: 06-15-96
Amended: 10-21-97
Amended: 06-17-99
Amended: 07-04-03
Amended: 12-21-10

CONSTITUTION

ARTICLE 1: Name

The name of this model aviation club shall be the *Woodland Aero Modelers*.

ARTICLE 2: Purpose

The purpose of this club shall be for the recreation and the promotion of all phases of model aviation. In addition, the club will give its full support to the Academy of Model Aeronautics.

ARTICLE 3: Membership

Membership into the *Woodland Aero Modelers* club shall be open to all persons of good moral character and have a genuine interest in model aviation, and shall consist of the following four groups:

- | | | |
|----|-------------------------|-----------------------|
| A. | Juniors (ages up to 14) | Voting Membership |
| B. | Seniors (ages 15-19) | Voting Membership |
| C. | Open | Voting Membership |
| D. | Honorary | Non-Voting Membership |

ARTICLE 4: Conduct

The affairs of the *Woodland Aero Modelers* shall be conducted as those of a non-profit organization and in accordance with the *Robert's Rules of Order*.

BY-LAWS

ARTICLE 1: Membership

Section 1: All club members (Junior, Senior, Open and Honorary) are required to belong to the *Academy of Model Aeronautics* (AMA). Club members renewing their membership must provide proof of their AMA membership by showing a valid or copy of a valid AMA membership card prior to renewing their club membership. New members must first be accepted as a member of the *Woodland Aero Modelers* and second, provide proof of AMA membership prior to joining the club. Members requiring a key to the flying field must show or provide a copy of his/her valid *Woodland Aero Modelers* and AMA membership cards.

Note: To fly at the flying field, a Model Aircraft Flying Permit is required by the Dupage County Forest Preserve.

Section 2: Those seeking membership with the *Woodland Aero Modelers* shall be in attendance at a meeting to be eligible for membership. A simple majority vote will be taken prior to the end of the meeting for the prospect's acceptance.

Section 3: Members will be dropped from the rolls or relieved of an office (involuntary resignation) by a two-thirds (2/3) majority vote of a quorum. Non-payment of dues, failure to join the AMA, or any activity detrimental to the club shall constitute grounds to be dropped from the club's membership role.

Such action to drop a member from the club's roster shall be done by presenting a motion of such at a regularly scheduled meeting and having this motion published in the newsletter. The motion will then be voted at the next regularly scheduled meeting.

Section 4: Members become ineligible to participate in any club business if they become thirty-days (30) behind in dues. Eligibility can be reinstated by payment of regular dues.

Section 5: Honorary Membership in the club shall be awarded at the sole discretion of the Board of Directors, to all sponsoring business (or their duly authorized representative) in recognition of their continuing support of *Woodland Aero Modelers*. Such membership will be non-voting, not subject to any special fees or assessments, and will remain in effect on a year-to-year basis, subject to the annual approval of the Board of Directors. Honorary Members will be subject to the same Constitution and By-Laws of the Club as regular Open members, including possession of a valid AMA card and Dupage County Permit. The Honorary Membership will be awarded to the Honoree, via a letter signed by the WAM President, accompanied by a club membership form so that the authorized member (and the club key) can be tracked and monitored.

ARTICLE 2: Officers, Trustees, and Directors

Section 1: The Officers of the Club shall consist of the following positions:

- | | |
|--------------------------------------|-----------------------------------|
| A. President (Elected) | E. Treasurer (Elected) |
| B. Vice President (Elected) | F. Chief Instructor (Appointed) |
| C. Junior Vice President (Appointed) | G. Safety Coordinator (Appointed) |
| D. Secretary (Elected) | |

Section 2: The Junior Vice President shall be a Junior or Senior class member in all cases.

BY-LAWS (continued)

Section 3: The Trustees and Directors of the Club shall consist of the following Positions:

- A. Executive Director (Appointed - Director Level)
- B. Director of Communications (Appointed - Director Level)
- C. Trustees (Elected - 5)
- D. Webmaster, Newsletter and / or Facebook Administrator(s) (Appointed - Director Level) *

* (By appointment by the President or Board of Directors; can hold 2 offices)

Section 4: The Board-of-Directors shall consist of the Officers, Trustees, Directors, and Executive Director of the Club.

ARTICLE 3: Duties of the Officers and Directors

Section 1: The duties of the club officers are:

A. *The President shall:*

- 1. Preside at all club meetings.
- 2. Appoint committee chairmen.
- 3. Co-sign checks on club accounts as required.
- 4. Govern the club according to its By-Laws.
- 5. Convene a Board-of-Directors meeting quarterly or as required.
- 6. Assign a club member at large to assist the Secretary in exchanging gate keys at the 1st club meeting in March.

B. *The Vice President shall:*

- 1. Preside at all club meetings when the president is absent.
- 2. Keep a record of club points earned by members
- 3. Co-sign checks on club accounts as required.

C: *The Junior Vice President shall:*

- 1. Preside at club meetings and assist the Vice President when required.
- 2. Attend Board-of-Directors meetings and represent the opinions, desires and wishes of the Junior and Senior class members.

D: *The Secretary shall:*

- 1. Record, report, and store all club meeting minutes.
- 2. Maintain a file of club records as directed by the President.
- 3. Handle the club correspondence when so directed by the President.
- 4. Issue and co-sign checks on club accounts as required.
- 5. Maintain the Club's Constitution and By-Laws.
- 6. Issue club membership cards and keys upon verification of payment of club dues by the Treasurer and proof of AMA membership by each club member.

BY-LAWS (continued)

F. The Treasurer shall:

1. Keep adequate records of income, disbursements, and treasury balances.
2. Collect and be responsible for the safekeeping of all club dues, fees, and other monies.
3. Make all authorized disbursements.
4. Issue and Co-sign checks on club accounts as required.
5. Provide a financial report at each Board-of-Directors meeting, and issue a general statement of account balances at each club meeting.
6. Annually (at the monthly meeting in February), submit a budget (based upon a fiscal year from Oct. 1st to Sept. 30th) as proposed and approved by the Board-of-Directors to the membership for final approval at the club meeting in April.

G. The Chief Instructor shall:

1. Develop and maintain a training program suitable for instruction of new, young pilots coming into the club.
2. Designate qualified, willing club members as Associate Flight Instructors in order to assist in the training of any new pilots coming into the club, or assist in the evaluation of any new pilots coming into the club from other venues or clubs.
3. Confer with the President and the Safety Coordinator regarding the appointment of any "Air Boss", "Flight Line Supervisor", or "Contest CD" for any official club-sponsored event. In the event of an accident, or flight-line incident, the Chief Instructor has absolute authority to modify the event, or shut down the flight line completely to ensure the safety of all club members.
4. Have overall responsibility determining that the field is "OK" to fly on any given day.
5. In the event that the Executive Director position is un-filled, or the Executive Director is not able to represent the club, the Chief Instructor shall be the club's official representative to the Dupage County Forest Preserve and such other duties as requested by the President or the Board-of-Directors.

H. The Safety Coordinator shall:

1. Inspect operational areas for proper signage and safety equipment as applicable.
2. Confer with the President and the Safety Coordinator regarding the appointment of any "Air Boss", "Flight Line Supervisor", or "Contest CD" for any official club-sponsored event. In the event of an accident, or flight-line incident, the Chief Instructor or the Safety Coordinator has absolute authority to modify the event, or shut down the flight line completely to ensure the safety of all club members.
3. Conduct safety awareness training and related programs (as necessary) during club meetings.
4. Review emergency procedures (fire and rescue) with club members on an annual basis.
5. Act as a communications link (e-mail access required) between the AMA and the club in all matters related to safety (and / or FAA NOTAMS).
6. Act as a safety advisor and resource manager for the club and its members.
7. Assist the AMA in the establishment of a national safety programs (as required) to reduce accidents/incidents.
8. Develop, promote, and encourage a climate of safety awareness within the club. Conduct an annual safety audit of club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public.
9. Act as a liaison with the local EMS/Fire Department.

BY-LAWS (continued)

10. Establish a club emergency action plan to handle serious accidents/incidents.
11. Immediately report any accidents or incidents occurring at the club field to AMA Headquarters.

ARTICLE 4: Additional Duties of the Club Trustees and Directors

Section 1: The duties of the club trustees and directors are as follows:

A. *The Director of Communications shall:*

1. Be responsible for management and supervision of the clubs information and communication efforts through the website and Facebook pages, and for the publication of the clubs newsletter.
2. The *Director of Communications* will be compensated for his/her effort by means of a “no cost” club membership for the given calendar year in which the position is active.
3. The *Director of Communications* shall have the right to delegate and appoint other willing and qualified club members to assist in website and Facebook page maintenance, and assist in the publication of the club newsletter. Such appointments shall be ratified by the Board of Directors, which also approve “no charge” memberships.
4. Supervise or prepare and edit a monthly newsletter available to all club members.
5. Establish and maintain a communications link (e-mail access required) with AMA headquarters for access to *AMA's Insider* newsletter resource service.
6. Publish the monthly newsletter via e-mail, by the first week in any given calendar month, to all club members with e-mail access, or by US Mail to all members without e-mail access.

B. *The Trustees shall:*

1. Establish a slate of willing members names as nominees for club offices.
2. Perform other duties as requested by the Board-of-Directors.
3. Serve in an advisory capacity to the Board-of-Directors and the Club.

C. *The Executive Director shall:*

1. Be the club's official representative to the Dupage County Forest Preserve and such other duties as requested by the President or the Board-of-Directors.
2. May hold another club office at the discretion of the Board-of-Directors.

ARTICLE 5: Term of Office

Section 1: Officers are elected and shall serve from January 1 to December 31st of the next calendar year following their election. All terms of office shall **be for a period of one (1) calendar year.**

Section 2: Trustees are elected and shall serve, for a term of five (5) years, **from January 1st to December 31st of the fifth calendar** year following their election. Each year a new trustee will be elected to a five (5) calendar year term of office.

BY-LAWS (continued)

ARTICLE 6: Nomination and Election/Appointment

Section 1: *Nomination of Officers and Trustees* shall be held at the regular monthly meeting in November. The nominated member must be a currently paid-up club and AMA member.

Section 2: *Election of Officers and new Trustees* will be held once a year at the regular monthly meeting in December. A simple majority vote of a quorum will be required to elect the Officers and Trustees. If a quorum is not present, the election shall be held at the next regular club meeting where a quorum is present. All eligible voting members shall be notified in advance of the election. Voting is done by a secret ballot.

Section 3: *Nomination of the Executive Director* is done by the Board-of-Directors once every three years.

Section 4: *Appointment of the Executive Director* will be held once every three years at the last quarterly Board-of-Directors meetings. A simple majority vote of the Board-of-Directors is required prior to appointing the newly elected Executive Director. Voting is done by a secret ballot.

ARTICLE 7: Vacancies

Section 1: *Vacancies* in any of the Board-of-Director's positions shall be filled by appointment of the Board-of-Directors. Such appointments shall last until the next regular election.

ARTICLE 8: Meetings

Section 1: Regular meetings of the Woodland Aero Modelers shall be held *once a month*, on the first Tuesday on any given calendar month. The Officers will determine the time and place, and notify the club membership (if the normal meeting location has been changed) via e-mail, or through the monthly club newsletter.

Section 2: Normally, all business of the club will be transacted at the monthly meeting. If a second monthly meeting is called, it can be at the President's option and would normally be called for the 3rd Tuesday of any given calendar month; either at the field, or at an appropriate off-site meeting facility agreeable to all members. The second monthly meeting will be condensed as the President determines for Committee Reports, Old Business & and New Business (purpose is to allow time for flying if meeting is at the flying field, guest speakers, technical sessions, etc.). However, the President shall have the authority to call special meetings when necessary. Such special meetings, or 2nd monthly meetings, will carry the same authority as regular meetings.

Section 3: A quorum shall be comprised of three (3) officers and seven (7) members in good standing at any meeting, providing all members were notified of the meeting.

BY-LAWS (continued)

ARTICLE 9: Dues, Fees, and Assessments

Section 1: Regular annual dues will be determined by the Board-of-Directors in anticipation of the operating budget for the upcoming calendar year, by September of the operating year; subject to ratification by the general membership at the October monthly meeting. Such Dues Schedule will be posted in the October newsletter, and will be incorporated into the club By-Laws in the form of an ADDENDUM.

Section 2: All membership dues must be prepaid annually by the first meeting of January for the year. Dues cover the current year, with the following exception: Dues collected in the months of October, November, and December will roll over membership for the next year.

Section 3: Any member of the immediate family to an Open member in good standing shall obtain membership at a half-price reduction of regular dues.

Section 3: A majority vote of Open members, with a quorum present, shall be required to levy special assessments. In no case shall such assessments exceed ten (\$10.00) dollars per member. No more than three (3) special assessments may be levied per year. Junior, Senior and Honorary class members will not be assessed.

ARTICLE 10: Disbursements

Section 1: Club activities, which require the obligation of club personnel or funds, *shall not be undertaken without approval* by a quorum majority vote of the club's membership. Debts incurred from approved activities shall be paid without further authority. Except as provided in **Section 2**, no other disbursements are to be made from club funds without membership approval.

Section 2: With approval of any three (3) club officers, the President may authorize disbursements of the club funds, not to exceed \$100.00, for club purposes without membership vote. Such authorization shall not occur more than four (4) times a year.

ARTICLE 11: Committees

Section 1: Standing Committees shall be:

Program Committee: A Chairman shall be appointed by the President. Committee members shall be appointed by the Chairman. Duties include taking responsibility for arranging general interest activities following regular business meetings.

Contest and Rules Committee: A Chairman shall be appointed by the President. Committee members shall be appointed by the Chairman. Duties will include taking responsibility for arranging contest events.

Section 2: Other committees shall be created and dissolved by the President as needed.

BY-LAWS (continued)

ARTICLE 12: Contests

Section 1: Contests shall be scheduled with sufficient frequency to sustain membership interests. Events shall be scheduled to benefit the varied of interests of all club members.

Section 2: Woodland Aero Modelers will not, under any circumstances, allow any club to use, borrow, or rent the flying field, unless approved by the Dupage County Forest Preserve.

ARTICLE 13: Amendments

Section 1: Amendments to the Constitution or By-Laws may not be voted upon until all members are notified in writing of the proposal. Amendments will then be voted upon at the next regular meeting and must be earned by two-thirds (2/3) majority vote of the quorum present.

ARTICLE 14: Grievance Procedures (Flight-line & Flight Safety Rules)

The grievance procedure shall provide a mechanism to enforce existing safety rules 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 may be referred to the Safety Committee for its consideration by means of a Grievance Form, to be filled out and turned into the Safety Committee Chairman or the Club Safety Coordinator. In addition to the complainant(s), at least one witness is required to sign the Grievance Form

The Safety Coordinator and / or the Safety Committee shall use its judgment in carrying out action on the following:

1. A grievance form will be filled out and turned into the Safety Officer Coordinator/Committee Chairman. At least one witness is required.

A. FIRST VIOLATION

Viewpoints of both complainants and accused will be considered. Complainant's name will be disclosed. A verbal reprimand will be given to the accused by the Safety Coordinator/Committee, and this will be recorded in the Club records.

B. SECOND VIOLATION

The complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Officer Coordinator/Committee. 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 published in the Club newsletter

C. THIRD VIOLATION

The Safety Coordinator/Committee will notify the accused in writing and the Club members via the Club newsletter that the Club will vote on the expulsion of the accused at the next meeting. Said expulsion will last for a one-year minimum. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting. The expelled member may reapply for membership after the expiration of the expulsion time period.

BY-LAWS (continued)

2. Action on the three violations will not be enforced unless they are accumulated within a two-year period of time.
3. 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 Club Officers.

Amended 12-21-2010