



*These Bylaws have been approved May 10, 2016*

### **SPEEDWORLD R/C FLYERS BYLAWS**

**(Speedworld R/C Flyers is a nonprofit organization which is incorporated under the laws of the State of Arizona)**

#### **PREAMBLE**

*We, the members of the Speedworld R/C Flyers (SWRCF), do hereby organize for the mutual recreation and pleasure of building and flying radio control model aircraft. We encourage participation in all areas of the hobby, from sport flying to competition. It shall be further recognized that SWRCF 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 SWRCF events.*

**SWRCF IS A CHARTERED CLUB OF THE AMA. CURRENT # IS 3933**

*The officers do not receive any income for their duties.*

## **Article I – Voting Levels**

There shall be 3 levels of voting:

- a) Level 1: secret ballot. This will be used for elections and personal actions like grievances and suspensions. This method will use a ballot that is emailed out to the membership. The ballot will be returned by placing it in an unmarked envelope and sealed. This envelope will be placed in another envelope and returned to the club by mail or delivered to the club at the designated meeting. The return address on the outer envelope will be used to check off against the roster. The inner envelope will be placed in a container and brought to the next meeting. The envelopes will then be opened by two members and the ballots counted.
- b) Level 2: email ballot. The membership director or the secretary will mail out a ballot to the membership. This method of voting will be used for approving expenditures of significant amounts of funds, budgets, projects or events and does not warrant a secret ballot. The membership will respond by replying to the email with their vote. The results will be counted by the membership director or the secretary and reported to the membership.
- c) Level 3: voting at the meeting. This will be done by a motion to vote and count of raised hands at the club regular meeting. This level of voting will be used to conduct day to day business of the club.

## **Article II – Officers**

- a) The elected officers of SWRCF shall consist of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Membership Director
- b) The following positions shall be appointed by the President:
  - Safety Officer
  - Project Manager
  - Web Master

## **Article III – Duties**

### **Section 1 – President**

President shall:

- a) Be the executive officer of SWRCF and preside at all business meetings.
- b) Lead and direct, with appropriate delegation, the activities of SWRCF in accordance with the Bylaws of SWRCF.
- c) Act as the spokesperson with outside organizations in the conduct of the various issues relating to SWRCF activities.
- d) Appoint SWRCF members to fill positions in Section 6, 7 and 8.
- e) Call extra business meetings, appoint committees and members not otherwise provided for, and fill temporary vacancies.

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- f) Perform the duties of the Vice-President in his/her absence.
- g) Review the monthly bank statement with the Treasurer as needed.
- h) Perform such other duties as this office may require

### **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/her absence.
- c) Be responsible for SWRCF meeting schedules and locations, and other SWRCF event schedules.

### **Section 3 – Secretary**

Secretary shall:

- a) Record the minutes of the regularly scheduled SWRCF and Board of Directors (BOD) meetings, and any other official meeting as directed by the President and agreed upon by the majority of the BOD present.
- b) Email notices of monthly meetings and other activities to the membership
- c) Submit annual renewal documents to AMA and other correspondence as directed by the President. Distribute the annual notice of insurance to the appropriate recipients.
- d) Be the SWRCF designated contact to AMA.
- e) File necessary documents with state and federal agencies

### **Section 4 - Treasurer**

Treasurer shall:

- a) Keep an accurate account of all financial transactions of the organization.
- b) Be responsible for all funds of the organization, and receive and disburse all money.
- c) Make disbursements by check when at all practical.
- d) Submit an annual financial report to the members.
- e) When requested, send a copy of the monthly bank statement to the President for review.
- f) Review the financial records with an officer or SWRCF member upon request.
- g) Perform an annual financial analysis in October of what the annual dues should be and make a recommendation to the Board of Directors (BOD) for review. If a change in dues is necessary, it should be voted on no later than the November general membership meeting. This requires level 2 voting procedure.
- h) Ensure that both Federal and State taxes are filed. *An independent tax professional maybe hired as needed.*
- i) Present requested financial documents to the State of Arizona as requested.

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### **Section 5 - Membership Director** the

Membership Director shall:

- a) Maintain an up to date roster of members.
- b) Process new membership requests.
- c) Take care of correspondence concerning annual membership renewals, including the collection of dues.
- d) Respond to the AMA request for membership information.
- e) Report new membership and existing membership/renewal status at each club meeting.

### **Appointed Positions**

### **Section 6 - Safety Officer** The

Safety Officer shall:

- a) Be responsible for ensuring SWRCF 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 Field Marshals who together enforce all the field and safety rules for SWRCF.
- b) Be empowered to order any individual to cease any unsafe operations.
- c) Prohibit the operation of any aircraft, which would pose a safety threat.
- d) *Ensure safety rules are posted at the field,*
- e) *Keep membership aware of any safety rule changes.*
- f) *Discuss safety issues at regular SWRCF meetings*

### **Section 7 - Web Master** The

Web Master shall:

- a) Maintain the SWRCF web site.
- b) Propose website changes to the Board of Directors for approval.

### **Section 8 - Project Manager**

The Project Manager shall:

- a) Insure that the field is properly maintained and recommend improvement and or changes to the President.

### **Article IV – Board of Directors (BOD)**

There shall be a Board of Directors consisting of the President, Vice-President, Secretary, Treasurer, and Membership Director.

- a) The BOD shall meet at least once each quarter. The President shall set the date and time of the meeting.
- b) The majority vote of the BOD is required on all BOD decisions unless a unanimous vote is required as set forth in these Bylaws.
- c) The BOD will function as the “Board of Directors” as specified in Article XI -Grievance Procedures.

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### Article V – Membership

#### Section 1

***Must be a current member of the A.M.A. and have a valid FAA sUAS certificate***

#### Section 2 - Application for Membership

All applications for membership shall be made to the SWRCF Membership Director.

Applications must be accompanied by:

- a) Payment of the initial field assessment fee of \$100.00 and the first year's dues (*Refer to Article VI –Assessment Fees and dues*).
- b) Show Proof of current membership in the AMA and current FAA sUAS certificate
- c) *Applicant agrees to comply with all rules, regulations and Bylaws*

#### Section 3- Membership Packet

The membership packet will include:

- a) Directions on how to obtain a copy of the Field and Safety Rules and Speedworld R/C Flyer Bylaws.
- b) One SWRCF nametag will be mailed to the new member.
- c) Combination lock number *for the gate which will be changed annually on January 16<sup>th</sup>.*

The above information will be issued to new members by the Membership Director.

#### Section 5 - Duration of Membership

- a) Membership in SWRCF may terminate by voluntary withdrawal, non-payment of dues or assessments. *All rights as a member cease upon termination.*
- b) Members in good standing may suspend the payment of dues for good reasons and resume the dues payment at a later date without being required to repay the field assessment.

### Article VI -Assessment Fees and Dues

#### Section 1 - Field Assessment Fee and Membership Dues

- a) Each new member of SWRCF shall be charged a one-time field assessment fee along with their annual dues. *The dues to be charged for the following year will be presented to the membership no later than the regular November meeting each year.*
- b) The annual membership dues cover a period from January 1 through December 31 each year. Member's dues for the following year are due on Dec 31st. Members who have not paid their dues *by January 15 will be removed* from the membership roster *and not be permitted to use the facilities of the flying field.*
- c) Dues renewal notice will be sent to each member no later than November of each year
- d) The amount charged for annual dues will be set no later than the November meeting
- e) An additional surcharge may be assessed *using level 2 voting procedures.*
- f) The dues for the President, Vice President, Secretary, Treasurer, Membership Director *shall be waived for their term of office.*

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### **Article VII - Election of Officers**

#### **Section 1 Election & Eligibility**

- a) A nominating committee appointed by the President at the September meeting shall make nominations for officers of SWRCF. They shall present a list of nominations to the membership at the October meeting. Nominations from the floor may be made at this time.
- b) The offices of President, Vice- President, Secretary, Treasurer and Membership Director shall be filled by election at the November meeting. The election shall be held using level I voting procedures.
- c) If a vacancy should occur of an elected officer during the course of the year, such vacancy shall be filled by presidential appointment to fulfill the unexpired term. If the presidency is the vacancy created, the vice-president shall automatically become president. Vacancies of appointed positions shall be filled by presidential appointment.

#### **Section 2 - Eligibility for Office**

- a) No person shall be eligible to hold office who is not a member of SWRCF in good standing and a member of AMA for a minimum one year. Also must Possess a valid FAA registration certificate
- b) No member is eligible to hold more than one elective office at a time, unless an elected position is vacant and no qualified volunteer comes forward, then an Officer of the BOD may fill the vacant position until such qualified volunteer is found or an election is held.
- c) Appointed members will be any member in good standing.

#### **Section 3 – Term of Office**

Membership Director will start their terms in even numbered years. The Vice President and Secretary terms will start their terms in odd numbered years. An officer can only serve two consecutive terms. After the second term, the officer may not run again for the same elected position. If there is no qualified candidate (as determined by The term for each officer will be two years and the election will be staggered such that the whole BOD will not be replaced at each election. The President, Treasurer, and the Chair of the Nominating Committee), 30 days before the nomination process ends, an officer who has served the maximum number of terms may remain in their position until it is filled at the next regularly scheduled election. This action may change the rotation of officers as defined above, therefore requiring an adjustment to the rotation of election of that position.

#### **Section 4 - Resignation or Removal of Officers.**

- a) An officer may resign at any time by delivering notice to the BOD.
- b) By majority vote of the members, the BOD may recommend to remove any officer. This will be done using level 1 voting procedure.

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### **Article VIII - General Provisions**

#### **Section 1 - Notification**

All notification of SWRCF meetings, activities and events will be done by email

#### **Section 2 - Fiscal Year. See budget Article IX**

The fiscal year for the SWRCF shall be from January 1 to December 31 inclusive. All budgeting and financial accounting shall be rendered on this basis.

#### **Section 3 Chartered Club**

SWRCF shall be an AMA chartered club and all members of SWRCF shall be current AMA members.

#### **Section 4- Violation of Field and Safety Rules**

- a) Violation of field and safety rules by any person using the SWRCF field constitutes not only a threat to safety, but also could lead to the possible loss of our use of this flying field.
- b) It is the responsibility of every SWRCF member to bring any observed violation of the field and safety rules or conduct detrimental to SWRCF to the Safety Officer and/or an officer of SWRCF. Members WILL report violations of SWRCF field and safety rules to the Safety Officer.
- c) The Board of Directors will issue a written warning to the violator upon receipt of a finding by the Safety Officer when a serious violation has occurred (refer to Article XI – Grievance Procedure).

### **Article IX Budget process**

- a) The BOD will prepare an annual line item budget for the foreseeable club expenditures, Including, estimates of income from membership dues, run way fees. This budget will be e mailed out by at least 15 December to the membership for review and comments. Any comments must be returned at least 48 hours before the January meeting,
- b) Budgets for any events will be presented at the time the event is proposed and presented to the membership, for approval.
- c) The budget and any timely input will be presented at the January meeting for final review and approval using level 3 voting procedure.  
The approval of the budget by the membership gives the BOD the authority to expend those funds, but not to exceed a 10% increase, without approval by the members, in each line item in the approved budget. This requires level 2 for annual or capital expenditures budget proposals, otherwise level 3 voting procedure.
- d) For unplanned (non- budgeted amounts) the BOD is authorized to spend but not exceed \$500 for any one occurrence without members' approval.
- e) Approval for amounts exceeding \$500 requires members' vote using level 3 voting procedure.
- f) For emergency expenditure (defined as amounts not planned for and required to maintain the clubs lease or use permits and there is insufficient time to proceed through the usual or formal process), the BOD may authorize the funds by a unanimous vote of the BOD.

### **Article X – Meetings**

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### Section 1 - Meetings

- a) Regular meetings will be held monthly from September through May. There will be no meetings during the summer months of June, July, and August. The BOD will set the meeting schedule time and location.
- b) Order of Business at a regular meeting should include the following agenda:
  - President calls the meeting to order
  - Secretary's Report. Presentation of the minutes of the previous meeting by the Secretary. The minutes are presented online on the SWRCF website for member review prior to the meeting.
  - President's Report o Vice-President's Report o Treasurer's Report
  - Budget report that covers actual cost/income (C/I) versus budgeted C/I for prior month
  - Membership Director's Report and Introduction of Visitors
  - Old Business
  - New Business
  - Adjournment
- c) The Secretary will send out an email notice of each meeting approximately one week in advance. The notice will include an agenda for the meeting.
- d) To conduct SWRCF business, at least three SWRCF officers must be present.

### **Article XI – Grievance Procedures (Field and Safety Rules)**

#### Section 1 - Purpose

The grievance procedure provides a mechanism to enforce Field and 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 should be referred to the Safety Officer for his consideration by means of a Grievance Form to be filled out and turned into the Board of Directors. At least one witness is required to sign the Grievance Form.

#### Section 2 – Board of Directors

The Board of Directors shall use its judgment in carrying out action on the following:

##### a) **GRIEVANCE FORM**

A grievance form will be required if a member observes and chooses to report a serious violation.

A grievance form (see Attachment 1) will be completed and turned into the Board of Directors. At least one witness is required.

##### b) **FIRST VIOLATION**

1. Viewpoints of the complainant(s) and accused will be considered.
2. Complainant's name will be disclosed.
3. A verbal reprimand may be given to the accused by a member of the BOD upon verification of the complaint. The reprimand will be recorded in the BOD files.



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### **c) SECOND VIOLATION**

1. Complainants name will be disclosed.
2. The accused has the right to a written rebuttal, with witnesses if so desired to be reviewed by the BOD.
3. If the BOD so decides, the flying privileges of the accused may be suspended for thirty (30) days. Written notice of this shall be issued to the accused, Safety Officer and a copy in the BOD files. Minutes will be posted to the SWRCF membership.

### **d) THIRD VIOLATION**

The member being suspended must receive a written notice at least fifteen (15) days before final action is taken. Cause for and recommendation to suspend or expel member from SWRCF shall be vested in the Board of Directors and must be a unanimous decision of the BOD.

1. The BOD will notify the accused in writing and SWRCF membership via posted meeting minutes that SWRCF will vote on the expulsion of the accused using level 1 voting procedure.
2. Said expulsion will last for a one-year minimum.

## ***Article XII - Dissolution***

### **Section 1 - Procedure**

The Corporation may be dissolved with the approval of a two-thirds vote of the total membership after making provision for the payment of all SWRCF liabilities.

### **Section 2 - Assets Disposition**

- a) Upon the dissolution of the Corporation, the BOD shall, with approval of the membership, dispose of all the assets of the Corporation to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(7) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this Corporation, as the BOD shall determine.
- b) Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## ***Article XIII - Amendments***

### **Section 1 – Procedure for Bylaws**

- a) The Bylaws may be amended by the submission in writing of a proposed amendment at any regular or special meeting of SWRCF.
- b) An email to SWRCF members and/or posting of the proposed amendment at the field shall occur two weeks prior to the regular or special meeting.
- c) The proposed amendment shall be acted upon at the next succeeding regular meeting of SWRCF

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**Section 2 – Voting for Bylaws**

A level 2 voting procedure shall be required to adopt an amendment.

**Section 3 – Procedure for SWRCF Field and Safety Rules**

Changes to the SWRCF Field and Safety Rules can be made when needed or desired by approval by a majority of the BOD

**ATTACHMENT 1**

**SWRCF Grievance Form**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Nature of Violation:**

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**SPEEDWORLD R/C FLYERS BYLAWS**

**Signature:** \_\_\_\_\_ **(Safety Officer)**

**Witness:** \_\_\_\_\_

**Additional Witnesses (not required):**