

SOUTHERN ALAMEDA COUNTY RADIO CONTROLLERS, INC. CONSTITUTION AND BY-LAWS

Adopted February 10, 2007 March 11, 2023

I. PURPOSE:

To promote interest in the construction and flying of radio-controlled model airplanes. **aircraft, including airplanes, helicopters, and multirotors.**

II. MEMBERSHIP

- A.** Members who enjoy full privileges shall be known as ADULT MEMBERS or, if less than ~~19~~ **18** years of age, shall be known as JUNIOR MEMBERS.
1. Full members must be currently enrolled members of A.M.A.
 2. Prospective members must ~~attend at least one general meeting for the purpose of introduction and to~~ apply for club membership. Once the applicant has applied for club membership, the club may vote on the application. The club must approve the application by ~~at least seventy-five percent (75%)~~ **a majority** of the members in attendance **at a regular club meeting**. ANY dissenting votes must be explained.
 3. Initiation, assessment, and membership dues (prorated if necessary) are due and payable at this time. Hardship cases may be taken up with the board and an acceptable method of payment must be agreed upon.
 4. **Annual membership begins on January 1st and expires after December 31st.**
 5. **Members must register with the FAA (FAA DroneZone) if flying aircraft weighing more than 250 grams (.55 pound).**
- B.** A JUNIOR MEMBER will pay ~~one half (1/2) the regular adult~~ **\$30** dues. Upon becoming ~~19~~ **18** years of age, JUNIOR MEMBERS must apply for ADULT MEMBERSHIP and thereafter pay full dues. A JUNIOR MEMBER shall not pay initiation fees upon becoming an ADULT MEMBER.
- C.** Spouse and/or dependent children of ADULT MEMBERS shall be known as ASSOCIATE MEMBERS and the following conditions shall apply:
1. ASSOCIATE MEMBERS may attend meetings and participate in club activities with the following exceptions: ASSOCIATE MEMBERS shall not pay initiation fees or dues, shall not fly model airplanes, and shall not hold office or vote.
 2. ASSOCIATE MEMBERS may apply for full ADULT or JUNIOR MEMBERSHIP without paying any initiation fee. In order to become full members, Associate members **MUST** present proof of AMA membership, ~~but will not be required to~~ **and** pay club dues.
- D.** Members in good standing may request a LEAVE OF ABSENCE for a period not to exceed ONE YEAR (1) from the date of such notice to the club Treasurer. During a leave of absence, the member will not pay dues and all privileges will be suspended. The member may be reinstated to full privileges upon verification of current AMA membership and resuming payment of club dues, and payment of any assessments invoked during the member's leave of absence.
- E.** LIFETIME MEMBERSHIP will be bestowed on members selected by a secret majority vote of the board of directors and Lifetime Membership holders. This honor will be limited to no more than one person in a two-year period commencing on even numbered years. The following criteria will be considered in determining a member's eligibility:
1. Active member for the past 15 years.
 2. Holder of 2 elected offices for full terms. (Not including director)
 3. The Newsletter Editor will be considered equivalent to elected office.
 4. Certified AMA Contest Director fulfilling that role in SACRC contests at least 5 times.
 5. Has brought favorable publicity to the SACRC Club through community involvement, published articles in hobby media or participation in other related hobby activities.
- F.** HONORARY MEMBERSHIP will be granted to those members in good standing for at least 5 years who have moved out of the SACRC area. A member moving more than a 60 mile radius from the field will, at their request, be granted Honorary status where for an annual fee of \$20

and a valid AMA card they may fly at the field and receive the Newsletter, but will have no vote or say in club business.

- G. **NON-FLYING MEMBER** – Adult members shall have the same privileges as regular adult members except they will not need AMA membership and will not be allowed to fly. They will receive a badge stating NON-FLYING MEMBER. The NON-FLYING MEMBER fee will be \$20 per year, \$5 of which will be allocated to the VIOLA BLYTHE Foundation charitable organization.

III. DUES AND INITIATION FEES

- A. Initiation fees and dues for ADULT MEMBERS and JUNIOR MEMBERS shall be reviewed by the membership on an annual basis at the **October** or November general meeting. Changes in dues or initiation fees shall be subject to approval of two-thirds (2/3) of the members in attendance and shall become effective on January 1st of the following year.
- B. Renewal of membership: Dues not received by the treasurer as of January 31 will result in cancellation of membership. (The board, on an individual basis, prior to the above deadline, will consider Hardship Cases.)
- C. Proof of AMA membership is required at the same time as paying dues, no later than January 31st. Lack of proof will result in membership cancellation.
- D. Late membership renewal: Application for renewal presented after January 31st and prior to the last day of February will be subject to a \$25.00 late fee.
- E. Anyone whose application for renewal is in rears after the January 31st deadline will not be allowed to fly at the club flying field.
- F. New member fees: New members are required to pay the **one time** full initiation fee but the dues will be prorated on a monthly basis starting with the month in which he/she is voted into the club. The pro-rating schedule will be based on the following calculation:
$$(\text{months remaining in the year}) * (\text{yearly dues}/12) = \text{first year dues}$$
- G. The prorating of dues applies only for new members and only for the first year of their membership.
- H. **The combination to the gate lock will be given out to members who have paid their annual dues.**

IV. OFFICERS

- A. Executive Officers shall consist of a President, Vice President, Secretary, and Treasurer, all of whom shall be elected by the membership.
- B. The Director of Communication shall be appointed by the President or Board of Directors, and shall be a non-voting member-in-attendance at board meetings.
- C. The Board of Directors shall consist of the executive officers, (2) elected directors and the immediate past president. In the event the president wins a second term, ~~the 3rd highest vote getter for the director positions will replace the past president.~~ **he will appoint a member to take the place of the past president on the Board of Directors. In the event the past president is elected to take on the position of the Vice President, Secretary or Treasurer, the newly elected president will appoint a member to take the place of the past president on the Board of Directors.**
- D. The elections will be held at the October general meeting. The term of office shall be twelve months effective at the close of the October general meeting.
- E. In the event of resignation of any elected officer, the position will be filled by nomination from the Board of Directors and approval of the majority of the general membership at the next regularly scheduled meeting.
- F. The president, vice-president, secretary, treasurer, the directors, past president or third director, newsletter editor, newsletter publisher, and **field marshal** will be awarded free membership for the year following completion of their year of service.
- G. The president will vote on board matters only to break a tie.
- H. **Any member running for any office must have been a member for at least one year prior to running.**

V. DUTIES OF OFFICERS:

A. PRESIDENT

1. The President will be responsible for the day-to-day operations of the club and will preside over regular Club meetings.
2. The President appoints committees and their chairmen and is responsible for the performance of these committee chairs.
3. The President is the liaison between the board and the members in any matter pertaining to either body.
4. Together with the Treasurer, the President will study yearly expenditure patterns and will recommend appropriate budgets and dues rate to the membership for adoption.
5. The President, **Vice-president and Treasurer** will have single signature authority for signing Club checks.
6. The President will periodically audit the Treasurer's records.
7. The President may authorize individual expenditures of up to ~~\$450.00~~; **\$250** above that amount, the prior permission of The Board of Directors or the membership will be required before expenditures or commitments are made.

B. VICE-PRESIDENT

1. In the absence of the President, the Vice-President shall preside over meetings and will have no vote except in the event of a tie vote.
2. The Vice-President is responsible for refreshments **and the club raffle** at the general meeting, ~~and the monthly club raffle.~~ **and shall not spend more than \$200 at each meeting.**

C. SECRETARY

1. The Secretary shall record the minutes of the meeting, and transmit them to the newsletter editor for inclusion in the newsletter
2. The Secretary shall create and/or receive such correspondence as directed by the Board of Directors
3. The Secretary shall note all changes to the Constitution, By-laws and General Operating rules, and maintain said documents.
4. The Secretary is responsible for gathering membership information from new members and ensuring that information is added to the club roster.

D. TREASURER

1. The Treasurer is the collector of dues and assessments as provided for in the by-laws or for any special purpose as may be duly approved by the membership.
2. The Treasurer will establish a checking account to hold the Club's funds and if advantageous to the Club, will establish a second account for inactive funds if higher interest can be obtained.
3. The Treasurer will monitor all fees and licenses that fall due and will make sure that Club's bills are paid in a timely manner.
4. The Treasurer is the principal custodian of Club property and an inventory will be taken at each year-end, with the results made known to the membership.
5. The Treasurer will report to the membership at each Club meeting regarding the state of the Club's finances.
6. The Treasurer will have single-signature authority for checks not exceeding \$250.00 unless the Board or the general membership has previously given special authorization.
7. The Treasurer will be responsible for the timely preparation and submitting of all reports, returns or other documentation required by regulatory agencies or from the AMA.

8. The Treasurer shall ensure that the annual fees of Incorporation in the State of California are paid in a timely manner.

E. BOARD OF DIRECTORS

1. The primary duty of the Board is to set policies, resolve disputes and be an information conduit to the membership.
2. Board members will assist the President or his designee as **needed**.
3. The Board may authorize individual club expenditures of up to \$250.00; over that amount, concurrence from the general membership will be required before such expenditures are made.
4. Board meetings may be called by the President or be regularly scheduled.
5. The President will preside over Board meetings and in the absence of the President the Vice-President will preside over regular Club meetings.

VI. DUTIES OF THE DIRECTOR OF COMMUNICATIONS

The duties of the Director of Communications are:

1. Maintain the club website
2. Edit, publish, and distribute the club newsletter
3. Optionally, publishing board meeting discussions and other items of interest to the general membership by way of the website and/or newsletter, at the will of the editor, or the request of the President or Board.

VII. BUSINESS AND VOTING PROCEDURES

- A. ~~A QUORUM consisting of twenty percent (20%) of the total club membership is required in order to conduct business.~~
- B. General Business meetings will be held on the second Saturday of **even numbered** months (**Feb, Apr, Jun, etc**) Members will be notified of any change in the schedule or meeting location.
- C. A ~~two-thirds (2/3)~~ majority vote of the members in attendance at a general meeting is required to approve any item of business or to change any by-laws.
- D. The fiscal year will run from November 1, through October 31.
- E. Board meetings will be held ~~in the week~~ prior to the Saturday General Meeting at the discretion of the president. Club members are welcome to attend, and may present issues of concern.
- F. Constitution and by-laws change procedure will be as follows:
 - 1.—The Board of Directors will consider and approve proposed changes.
 - 2.—The proposed changes approved by the board will be published in the newsletter.
 - 3.—~~At the general meeting following the newsletter publication, the membership will vote to accept or reject the proposed changes without modification.~~

VIII. RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION, AND REINSTATEMENT OF MEMBERSHIP

1. Any member in good standing may resign his/her membership by giving written notice to the Club.
2. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club **and his/her right to fly** shall thereby terminate, subject to reinstatement upon restoration of eligibility.
3. This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, as defined by the Board of Directors and Club Bylaws become the responsibility of the Board of Directors. Any individual may be expelled from membership from the Club by a majority vote of the Board of Directors if, in the Board of Directors' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and

Bylaws, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.

4. Any member who is expelled from membership may be reinstated to membership only by a majority vote of the Board of Directors.
5. The Board of Directors shall have the discretionary authority to provide for and to impose disciplinary action for such acts or omissions, which do not justify expulsion from membership.
6. If any member ceases to have the qualification necessary for membership in the AMA, he/she may apply for non-flying member status.

IX. Miscellaneous

Youth Programs/Activities

The club will obtain criminal background checks on any individual interacting directly with children or minors as part of any club youth programs/activities.

X. DISSOLUTION

1. The Corporation may be dissolved with the approval of a two-thirds-majority vote of the total membership.
2. Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, to the Academy of Model Aeronautics, Inc., or 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)(3) 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 Board shall determine. 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.

XI. GRIEVANCE PROCEDURES

Safety-related complaints

The grievance procedure provides 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 should be referred to the safety coordinator/committee for its consideration by means of a grievance form to be filled out and turned into the safety coordinator/committee chair. At least one witness is required to sign the grievance form.

The safety coordinator/committee shall use its judgment in carrying out action on the following:

- a. A grievance form will be filled out and turned into the safety coordinator/committee chair. At least one witness is required. The safety coordinator/committee chair will investigate and consider viewpoints of both, complainants and accused. If the grievance is validated, the following disciplinary actions will be implemented:
 - b. First Violation
Complainant's name will be disclosed. A verbal reprimand will be given to the accused by the safety coordinator/committee chair, and this will be recorded in the club records.
 - c. Second Violation
Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the club safety coordinator/committee. If the committee so decides, the accused will be fined \$100. Written notice of this shall be issued and a copy published in the club newsletter.
 - d. Third Violation
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. Club members eligible for voting who cannot attend the meeting may vote via virtual ballot. 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 total votes cast. Voting will be by secret ballot at a regular monthly meeting or through a secure online ballot. The expelled member may reapply for membership after the expiration of the expulsion time-period.
- e. The three actions will not be enforced unless the three violations are accumulated within a period of two consecutive years.
- f. 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 includes, but is not limited to threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the club officers.

SOUTHERN ALAMEDA COUNTY RADIO CONTROLLERS, INC.
Club Grievance Form

Date: _____ **Time:** _____

Nature of Violation:

Complainant's Signature: _____

Witness' Signature: _____

Additional Witnesses (not required):
