

Georgetown Aero Modelers Association, Incorporated

By-Laws

ARTICLE I - MEMBERSHIP

- A. Membership shall be open to any person who is interested in radio controlled model aircraft. Five categories of membership are available: Regular (Family), Junior, Senior Citizen, Honorary and Lifetime Honorary. Elected Officers shall be selected from the Regular, Senior and Lifetime memberships. The Elected Officers shall form an Executive Committee. ("EC")

Qualifications for membership are as follows:

1. Members must maintain current membership in the Academy of Model Aeronautics ("AMA") (except as provided for in section 6f below).
2. All flying members must maintain and submit for file a current agreement and release of liability waiver, as required.
3. Members must comply with FCC rules and regulations.
4. Members must certify by signature that they understand and will abide with the field and safety rules and will comply with them.
5. Members must pay association dues, fees and special assessments promptly. Any dues, fees and special assessments not paid within 60 days of their due date will cause a member to be removed from the club. To be reinstated, a removed member must pay all past fees and assessments as well as the applicable dues required at the time of reinstatement. The Executive Committee ("EC") may set delinquency procedures and penalties.
6. Members must be defined within one of the following categories:
 - a. **Regular membership:** A person 18 years of age and under 65 who meets all other membership requirements.
 - b. **Junior membership:** A person under 18 years of age and meets all other membership requirements.
 - c. **Senior Citizen membership:** A person age 65 or older and meets all other membership requirements.
 - d. **Associate membership:** A person who holds a full membership in another AMA Chartered club and meets all other membership requirements.
 - e. **Honorary membership:** Honorary membership may be extended to any individual whose association with Georgetown Aero Modelers Association, Inc. would provide benefit to the membership. These memberships are intended for, but not limited to, hobby shop

owners/operators, AMA Contest Directors, nationally recognized flyers and/or builders. The approval of honorary members shall be by majority vote of the EC. Honorary Members are for the calendar year and they must be current AMA members and have an interest in the Association. They must sign a liability release, as required, and agree to abide by field and safety rules if they use the flying field.

- f. **Lifetime Honorary membership:** Not to exceed 5% of general membership. Lifetime Honorary membership may be awarded to any member who has provided exemplary service to the Association or to the AMA through achievements or service to model aviation. A nomination by a club officer and majority approval by the EC along with a two-thirds (2/3) majority vote of the members present at a designated meeting. Lifetime members are required to submit a membership application annually and meet membership requirements if they use the flying field. Lifetime members are exempt from dues and fees. Lifetime members are not exempt from member's special assessments.
- B. Membership in the Georgetown Aero Modelers Association, Inc. may be obtained by application to the Membership Director with evidence that all requirements of membership have been met and the payment of the appropriate dues, assessments and initiation fees.
 - C. Each voting member shall have one (1) vote in the normal business of the Georgetown Aero Modelers Association.

Article II – DUES, FEES AND ASSESSMENTS

- A. Membership dues are for the operation of the Association and other items as are agreed upon by the EC as provided in ARTICLE V of the Constitution.
- B. Dues are assessed based on the category of membership held. The following annual rates apply until the section of the Association By-Laws is duly amended as provided in ARTICLE VII of the By Laws:
 - Regular membership: (Family) Ages 18 and above with Regular membership fee, with the exception of students, \$60.00
 - Junior membership Ages 12 and younger, No charge
 - Junior membership Ages 13 through 17, \$1.00
 - Students up to age 23 \$1.00
 - Senior membership: ½ regular membership
 - Associate Membership ½ regular membership
 - Honorary/Lifetime membership: No charge
- C. Renewal dues will be paid by Jan. 1 of each year. Reinstatement after March 1st will require the payment of dues for the complete calendar year.
 1. Initiation fees are a one-time fee assessed to new members. Initiation fee will be \$10.

- D. Dues for new Regular and Senior members joining the Association during the year shall be as follows:
January 1st – June 30th shall be the full year dues plus initiation fee.
July 1st – October 31st shall be ½ of the full year dues plus initiation fee.
November 1st – December 31st shall be the full years dues plus initiation fee for the remaining current year and includes membership for the next year.
- E. Special assessments for Association activities or field improvements may be made only by affirmative vote of two-thirds (2/3) of the membership present at any regular or called meeting of the Association. Membership will be notified of a called meeting via the US Postal Service or by e-mail per individual preference 10 days in advance of the meeting.
- F. The membership and initiation fee shall be listed in the membership application for that calendar year.

Article III - OFFICERS

- A. Officer Candidate Nominations
1. The EC may (in accordance with Article V of the Constitution), but is not required to, appoint a committee to provide a list of qualified nominations for any or all of the available offices.
 2. Nominations for all available offices will be taken from either the duly appointed nominating committee and/or any eligible Association member at the regular monthly meeting, the month prior to the month the election is to be held. No additional nomination will be accepted at the election meeting.
 3. All nominations must be duly accepted and approved by a simple majority of the eligible Association members. Nominees presented by the nomination committee must be accepted and approved by a majority of eligible Association members that did not serve on the nomination committee for the same.
 4. An eligible member may be nominated for and elected to more than one office during the same term, although each nomination to office must be accepted and approved independently.
 5. All accepted and approved nominees will be listed in the club newsletter, or separate correspondence, which will also announce the pending election.
- B. Election of Officers:
1. Only regular, senior and life members of the Association shall be eligible to hold office or be chairman of any standing committee.
 2. Officers shall be elected by the membership of the Association at the November meeting of each calendar year.
 3. Voting shall be by preferential ballot and a majority vote of members present shall constitute election.
- C. Terms of Office:
1. The President shall hold office for one (1) year. If the President shall resign, or become incapable of performing the duties of office, the Vice President shall serve out the term of office.

2. The Vice President shall hold office for one (1) year. If the Vice President shall resign, or become incapable of performing the duties of office, the Secretary shall serve out the term of office.
3. The Secretary shall serve a term of one (1) year. If the Secretary shall resign or become incapable of performing the duties of office, the Treasurer shall serve out the term of office.
4. The Treasurer shall serve a term of one (1) year. If the Treasurer shall resign or become incapable of performing the duties of office, the Field Chairman shall serve out the term of office.
5. The Safety Coordinator shall serve a term of one (1) year.
6. The Field Chairman shall serve a term of one (1) year.
7. The Membership Director shall serve a term of one (1) year.
8. The Newsletter Editor shall serve a term of one (1) year.
9. If Article III, Section C, paragraph 1-8 cannot be implemented because of circumstances, the EC may appoint a replacement from the Association membership to serve any remaining term. The EC may also call for nominations and hold an election to fill any vacant office.
10. All officers of the Association may succeed themselves if duly elected by the Association.
11. The same member such as Secretary/Treasurer, etc. may fill multiple offices.
12. The EC may change succession for any specific vacancy.
13. Any officer that misses, for unexcused reasons, two (2) consecutive monthly meetings shall be deemed to have resigned his or her position. Any member may nominate a member in good standing to fill the vacant position. A majority of the EC must approve this nominee.

D. Duties of Officers:

1. The President shall:
 - a. Preside at all meetings of the Association and the Executive Committee.
 - b. Represent the Association, as the office requires.
 - c. See that the regular Association meetings are conducted as outlined under Article VII of the Constitution.
2. The Vice President shall:
 - a. Preside at all meetings where the President is absent.
 - b. Act as a goodwill ambassador for the good of the organization.
 - c. Coordinate topics and speakers for the technical/safety portion of the monthly meetings.
3. The Secretary shall:
 - a. Keep a record of all business proceedings of the Association.
 - b. Notify all members of the time and place of all meetings of the Association.
 - c. Preside at the meetings in the absence of the President and Vice President.
 - d. Handle all routine correspondence of the Association.
 - e. Keep the landlord posted as to the current officers of the Association, giving them notice of any changes, with correct telephone numbers and addresses.
 - f. Ensure maintenance and protection of essential archive records for the Association. Included are financial records, membership records, legal records, constitution, by-laws and meeting minutes.
 - g. Establish and publish a record retention schedule (how long and where records are to be kept).

- h. Maintain and update all Articles of Incorporation annually to meet Secretary of State Requirements.
 - 4. The Treasurer shall:
 - a. Be in charge of all financial collections, transactions, records and disbursements of the Association.
 - b. Give monthly financial reports to the Association.
 - c. Ensure that Association financial operations are consistent with local, state, and federal laws and regulations.
 - 5. The Safety Coordinator shall:
 - a. Promote increase safety awareness on the part of all members.
 - b. Improve the public perception of modeling as a safe and desirable sport.
 - c. Provide a means by which important safety information can be shared between clubs.
 - d. Act as a communications liaison between the club and the AMA Headquarters to ensure timely distribution of safety related material.
 - e. Maintain a published E-mail address.
 - 6. The Field Chairman shall:
 - a. Insure that the flying site is properly maintained.
 - b. Organize workdays and assignments.
 - 7. The Newsletter Editor shall:
 - a. Publish the newsletter and distribute it to members, to include regular and executive meeting minutes, treasurer's reports, calendar of events, and officer contact information at a minimum.
 - b. Inform members, in special circumstances, of issues needing membership attention.
 - 8. The Membership Director shall:
 - a. Manage membership applications. Secure EC approval of membership application design and distribution procedures.
 - b. Keep Association roster.
 - c. Make, secure EC approval of, and distribute the membership frequency board cards.
 - d. Keep records of the status of all members of the Association.
 - (1) AMA membership and current number.
 - (2) Address and phone number of each member.
 - (3) Category of membership.
 - (4) Frequencies used by members.
 - (5) Liability forms will be submitted to the flying site owner or owner representative as required.
 - (6) Keep an up-to-date record of dues paid by members.
 - e. Shall be the business contact person for the AMA.
- E. Officers exempt from paying Dues:
When a member serves as an Officer of the club that member shall be exempt from paying dues during the term of the members Office.

Article IV AMA – CHARTER

The Georgetown Aero Modelers Association, Inc. shall maintain continuous status as an AMA charter club for the purpose of additional insurance, etc. Costs for the AMA Charter will be paid out of the treasury of the Association.

Article V - COMMITTEES

The President may appoint committees as deemed necessary.

Article VI – AMENDMENTS

- A. Amendments to these By-Laws may be proposed by any member of the Association. All proposed amendments must be in writing and presented at a regular monthly meeting.
- B. Amendments to these By-Laws may be considered and voted upon at the following regular Association meeting or at the next following Association meeting.
- C. Amendments that affect the safety regulations or needed for compliance with outside directives (AMA), etc., will be considered for adoption at the next regular Association meeting after official notification is received.
- D. Amendments to these By-Laws require ratification by a two-thirds (2/3) vote of the members present at the designated meeting, provided that written notice has been given to all members. Notice should include time, date, and location of the meeting at which a vote on the proposed amendment is to be made. Notices may be via the Newsletter or by separate document sent to the membership via e-mail or by the US Postal Service. Notice must be sent 10 days in advance of the meeting.
- E. Changes to any submitted amendment may be proposed by any eligible member attending a meeting at which the amendment is being considered. All changes must be accepted by the author of the amendment if present prior to being put to the vote.
- F. Motions to change any submitted amendments may be proposed by any eligible members attending the meeting at which the amendment is being considered. This change shall take effect if the motion is passed by a majority of the voters present.
- G. The EC may (Article VIII, Constitution), appoint a committee at any time to review possible amendments to the Association's Constitution or By-Laws.
- H. Amendments to change the dues and initiation fees may be proposed by any member of the EC at any time. The amendment must pass with a majority vote of the EC and two-thirds (2/3) vote of the membership present at a designated meeting provided that written notice has been given to all members. The written notice must be sent via e-mail or US Postal Service per individual preference 10 days prior to the meeting. Notice should include: time, date, and location of the meeting at which the proposed amendment is to be made. Amendments to the dues and/or initiation fees will become effective at the beginning of the next calendar year.

Article VII – DUES AND VOTING

- A. All memberships will be Family memberships, not individual memberships. A Family membership includes all persons living in the same household and having the same mailing address. Family members that fly at the club field must also be current members of the AMA.
- B. The annual dues base will be \$60.00 per year per membership.

- C. Membership types will be limited to:
 - 1. Regular (Family): Member plus spouse and all children under the age of 18 living at the same residence may fly at the field as long as they are AMA members. This Membership holds one (1) vote.
 - 2. Junior: 17 years or younger that are not included in a Family Membership and students aged 18 through 22. This Membership holds one (1) vote.
 - 3. Senior: 65 years or older. This Membership holds one (1) vote.
 - 4. Lifetime Honorary Membership. This membership holds one (1) vote.
 - 5. Honorary Membership: This membership shall not have voting privileges.
- D. When calculating dues or fees only one discount may be used.

Article VIII – GRIEVANCE/COMPLAINT PROCEDURE

- A. Purpose:

This procedure provides a mechanism to enforce existing safety rules and address disruptive issues 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 EC for its consideration by means of a Grievance/Complaint Form.
- B. Executive Committee:

The EC shall use its judgment in carrying out action on the following:

 - 1. A Grievance/Complaint form will be filled out and turned into the EC for each grievance/complaint. At least one (1) witness is required to sign the form.
 - 2. **FIRST VIOLATION**
 - a. Viewpoints of both complainants and accused will be considered.
 - b. Complainant's names will be disclosed.
 - c. The accused has the right to a written rebuttal, to be reviewed by the EC.
 - d. If deemed necessary, a verbal reprimand will be given to the accused by the EC, and this will be recorded in the Association's files.
 - 3. **SECOND VIOLATION**
 - a. Viewpoints of both complainants and accused will be considered.
 - b. Complainant's names will be disclosed.
 - c. The accused has the right to a written rebuttal, to be reviewed by the EC.
 - d. If the EC so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of the suspension shall be issued and a copy published in the Association newsletter.
 - 4. **THIRD VIOLATION**
 - a. Viewpoints of both complainants and accused will be considered.
 - b. Complainant's names will be disclosed.
 - c. The accused has the right to a written rebuttal, to be reviewed by the EC.
 - d. The EC will notify the accused in writing and the Association's members via the Association newsletter that the EC will vote on the expulsion of the accused at the next EC meeting.
 - e. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the EC).
 - f. A member may be expelled from the Association only upon a two-thirds (2/3) majority vote of the EC at the EC meeting.

- g. Voting may be by secret ballot at an EC monthly meeting.
 - h. The expelled member may reapply for membership after the expiration of the expulsion time period set by the EC.
- 5. Disciplinary action of the second and/or third violation will not be enforced unless they are accumulated within a two-year period of the first violation.
 - 6. Any member receiving a Grievance/Complaint who directs any action against the person filing said Grievance/Complaint or the Association, will be subject to immediate expulsion from the Association and the expulsion will be permanent if so decided by the EC and the membership. This is to include threats, intimidation, physical harm, intentional equipment or property damage (personal or Association), or any other action deemed to be retaliatory by the EC.

Article IX – DISSOLUTION

- A. The Association may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership.
- B. Within sixty (60) days of a membership vote to dissolve the Georgetown Aero Modelers Association, Inc. the EC will submit in writing to the membership an equitable plan to dissolve the Corporation. The plan will address fair distribution of assets (if any) and/or resolution of all liabilities. Approval of the plan requires 2/3 of the members attending a meeting for the express purpose of approval of the dissolution plan. Members will be notified of the meeting by e-mail or US Postal Service 10 days in advance of the meeting. Members will receive an advance copy of the plan and it will include a comprehensive financial accounting as well as an affirmative legal opinion from a qualified Texas attorney.
- C. Ninety (90) days before planned date of dissolution of the corporation, Association will file appropriate forms with the Texas Secretary of State.

Article X – RULES OF ORDER

All meetings of the Association will be conducted using Roberts Rules of Order for guidance.

Article XI – CONFIDENTIALITY OF RECORDS

The EC must approve release of any records or files to an outside agency, organization, group or individual.

Article XII – AUDITS

- A. The EC will, at least once a year, authorize an audit of the records and finances of the Corporation.
- B. The audit may be by a committee of members, a qualified individual, or by a professional audit firm.
- C. Audit reports will be made available to the membership.

Article XIII – COMPENSATION

- A. Officers, committee members, and volunteer workers will not receive monetary compensation for performing their duties or assignments.
- B. Reasonable expenses incurred in conducting Association business may be reimbursed with approval of the President or Treasurer.

Revised September, 2011