

BELL-AIR R/C FLYERS BY-LAWS
(AMA Club Charter #654)

ARTICLE I OFFICERS AND DUTIES

Section 1: Officers of this organization shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Safety

- Section 2: A. **President:** Shall preside at all meetings of this organization and shall act as the spokesman for the club in all matters pertaining to it. The president shall also promote the objective and purpose of this organization per the Constitution.
- B. **Vice President:** Shall act for the president whenever the president is unable or unavailable to serve. Shall actively pursue new membership and contact old members to renew membership for a new year. Shall coordinate all donations from estates, members, etc. and manage the sale, storage, and disposal of donated items.
- C. **Secretary:** Shall keep the minutes of all meetings of the general membership and board meetings. Is responsible for keeping AMA informed with membership information when required by AMA. Shall be responsible for digital document control of the club's Constitution, By-Laws, and other documents. Original documents can be checked out from the secretary for editing by board or club members then returned. The secretary shall also be (or supervise someone else appointed as) the club's Social Media Director. Duties would include monitoring and updating the club's website, Facebook Groups, coordinating, verifying accuracy of all club communications using e-mail, the website, and any social media accounts.
- D. **Treasurer:** Shall keep records of all financial transactions of and for the club and is responsible for all disbursement of funds needed for events, shows, and routine

expenses. Shall provide as necessary all club officers monthly updated information concerning club membership to include name, address, AMA number, telephone number and current dues status. Provide any club member with membership information and financial status upon request.

- E. **Safety:** Shall keep abreast of current safety regulations, statutes, monitor club field operations, whether on ground or air. Monitor safety guidelines that have been issued by the club to be current and useful. Shall be responsible for new member safety orientation and introduction to flying rules at the field. Coordinates with flight instructors when pilot training is required. Safety officer shall act as (or supervise) the Food Service Coordinator for any club functions having food consumption.
- F. Any officer may hold the office of Treasurer second to his or her position.

ARTICLE II Steering Committee – Duties – Other Committees

Section 1: A Steering Committee may be created to serve during the same time frame as the president. It may consist of all club officers and three or more members at large to be appointed by the president.

Section 2: The Steering Committee may provide advice and counseling regarding all affairs of this organization. It may meet as called for by the president or upon request of (5) members at large in good standing.

Section 3: Any other committees that the president deems necessary shall be appointed by the president and at least one officer shall be appointed by the president to oversee that committee.

Section 4: All committees shall serve the tenure of the president. At such time the president's term is over, all committees shall cease to exist, and the new president shall fill those committees with his appointments.

ARTICLE III Elections and Terms of Office

Section 1: All officers shall be nominated at the regular meeting in October by members in good standing. Election of officers shall be at the regular meeting in November. Officers shall assume their duties on January 1st of the following year. Transfer of records to newly elected officers shall be prior to the regular meeting in January. A proxy voting form shall be made available at the October regular meeting.

Section 2: The term of each officer shall be one (1) year and shall be eligible for re-election to consecutive terms as per the will of the club members.

Section 3: If a club officer vacancy occurs during the year, it shall be filled by appointment of the president. If the president is the vacancy created, the vice president shall automatically become president. Committee vacancies shall also be filled by presidential appointment.

ARTICLE IV Business

Section 1: All regular business affairs and enterprises conducted by the club shall be directed by the officers.

Section 2: The president may at any time convene the Steering Committee for advice and counseling on any decision the president deems necessary.

ARTICLE V Meetings

Section 1: Meetings shall be held monthly.

Section 2: The president shall call more than one meeting a month if deemed necessary to conduct the club's business or for the general good of the club.

ARTICLE VI Changing Dues and Levying Assessments

Section 1: To change the dues structure or levy an assessment shall require the majority quorum to vote in favor of the change or assessment.

Section 2: A quorum shall be defined as a minimum of 40% of the members in good standing.

ARTICLE VII Amendments and Changes

Section 1: Amendments may be made to the Constitution and By-laws at any general meeting of the club membership provided the members shall have been notified in writing, either electronically or otherwise in advance that an amendment is to be considered at the meeting. Exception shall be for dues changes or the levying of an assessment which shall be accomplished as set forth in Article VI of these By-laws.

ARTICLE VIII Instructor Program

Section 1: All beginning flyers shall have an instructor present during all periods of training until such time the instructor indicates the student is ready to solo. The student's instructor shall provide a copy of the club approved Flight Training Program at the beginning of the students training.

Section 2: Any current club member (in addition to the instructor) must be present to witness the successful solo flight by the student at the end of his training consistent with the rules and guidelines set forth by Bell-Air R/C Flyers and the Flight Training Program. A Solo Certificate shall be given to the newly authorized pilot and shall be signed by the instructor and witness.

Section 3: Any experienced flyer joining the club must demonstrate proficiency to two (2) club members or one (1) club instructor before solo flight is allowed. An orientation session for the new member explaining club safety and flying rules should be held before any flying takes place.

Section 4: The club instructors shall be responsible for the general safety at the club flying field. Instructors have the duty and authority to take whatever steps necessary to promote and maintain a safe environment for both flyers and spectators.

Section 5: New instructors shall need the approval of two (2) existing club instructors and shall know all club safety rules before commencing any training.

Additional Club Documents for Reference:

Constitution

Flying Site Rules

Spotter Guidelines

Social Media Director

Food Service Coordinator

Flight Training Manual

Document Control Guidelines

Pylon Racing Rules

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