

PROP MASTERS R/C AERO CLUB BY-LAWS

ARTICLE I: NAME / LOCATION

A. NAME

Prop Masters R/C Aero Club

B. LOCATION

Naperville, IL

ARTICLE II: PURPOSE

The Prop Masters R/C Aero Club (hereinafter referred to as PROP MASTERS or Club) is organized to promote the safe and enjoyable flying of radio controlled (R/C) model aircraft. It is registered as a Not-For-Profit corporation in the State of Illinois and chartered by the Academy of Model Aeronautics (AMA Charter # 397).

ARTICLE III: MEMBERSHIP

Club membership will be classified as:

1. **FAMILY:** Two or more to a family group living in the same household,
2. **SENIOR:** Ages 22 years and above, or
3. **JUNIOR:** Ages 1-21 years. (Initiation Fee Not Required)

A. QUALIFICATIONS

Club membership is open to any person interested in the hobby of building and flying radio controlled model aircraft, provided they

1. Are current members of the AMA or have applied for membership when appropriate,
2. Adhere to Club by-laws and AMA rules and regulations, and
3. Participate in Club activities.

B. DUES

All dues become the property of the PROP MASTERS R/C Aero Club. These funds will be utilized on behalf of the Club by its Officers, Leaders, and other authorized members in order to conduct the Club's business.

1. Dues for each membership classification will be set by the Club membership in December, for the coming calendar year.
2. All dues are payable by no later than April 1st of each year. Delinquent members will be notified in writing by the Treasurer; members remaining in default by July 1st will be dropped from the Club roster and suspended from Club activities.
3. Those members returning, whose membership previously has lapsed shall not be re-assessed the Initiation Fee, regardless of the length of their absence.

All Initiation Fees are allocated to the Club Field Fund while the regular portion of the annual dues is allocated to the Operating Fund.

The dues of new members joining the Club after October 1st shall also grant them membership for the following year.

C. RESIGNATION

Any member in good standing may resign his/her membership by giving written notice to the Club.

D. TERMINATION

If any member ceases to have the qualifications necessary for membership in the AMA, his/her membership in the Club shall thereby be terminated, subject to reinstatement upon restoration of eligibility.

E. EXPULSION

This section provides for enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member or members. Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the membership if in the Officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental the Club, the AMA, or to model aviation.

F. REINSTATEMENT

A two-thirds vote of the membership is required for reinstatement to the club.

ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS

A. OFFICERS

The Officers of the Club will consist of the President, Vice President, Treasurer, Secretary and Safety Officer.

Collectively the Officers are a majority of the Board of Directors, which provides strategic direction and guidance for the Club's operation. Upon completion of their term, Officers shall make a smooth transition to the next governing body for the following year.

B. TERM OF OFFICE

Officers are elected annually as defined in Article VIII Sec. B The term of office will be from January 1st to December 31st. An officer of PROP MASTERS may not be an officer of any other AMA chartered R/C club or organization.

C. DUTIES

1. **PRESIDENT:** chairs meetings and exercises executive control over Club functions.
2. **VICE-PRESIDENT:** is responsible for the Club point system and its operation, assists the President in his duties, and assumes the role of President during any absence.
3. **SECRETARY:** manages all correspondence of the Club and records the minutes of the meetings. The Secretary is responsible for maintaining all completed requirements of incorporation and the AMA charter, and applies for permits and insurance required for Club functions. All records will be kept in an organized manner.
4. **TREASURER:** manages all financial matters of the Club, collects dues and fees, and has primary stewardship of Club funds. The Treasurer prepares monthly and year-end financial reports.
5. **SAFETY OFFICER:** instills a safety culture in the Club, ensures members adhere to all PROP MASTERS and AMA safety regulations, and recommends suspension of any member for unsafe conduct.

D. VACANCIES

Officer vacancies are to be filled by vote of the remaining officers. Such appointments will last until the completion of the current Term of Office.

E. BOARD OF DIRECTORS

The Board of Directors shall consist of (9) members, the (5) current Club Officers, the immediate past President and (3) elected Board Members; (4) if no past President is available.

1. In the event that a member of the Board is unable or unwilling to serve in that capacity the President will nominate a candidate to fill the vacancy
2. The nominated person will assume office after a confirmation vote of the board has approved the Presidents' appointment

3. (5) Board members present shall constitute a quorum of the Board of Directors

4. The Board of Directors shall be responsible for the overall direction and conduct of the Club's business and planning of the club's activities. The Board shall report on their decisions and actions to the general membership at the next regularly scheduled business meeting at which time such decisions and actions of the Board of Directors can be challenged and called to a vote of the membership. If the reported Board action is not challenged at the next regularly scheduled business meeting then the actions of the Board of Directors should be considered approved.

5. With advance written notice the President may establish a regular schedule for the meeting of the Board of Directors. The President with advance written or prior notice may also schedule a special meeting of the Board of Directors.

6. The club President will preside at meetings the Board of Directors. In the absence of the President, meetings will be presided over by the Vice President, Treasurer, or Secretary in that order of succession.

ARTICLE V: MEETINGS

A. REGULAR MEETINGS

All Business meetings will be held monthly at a time and place to be agreed upon by the Club membership. All Business meetings will be open to all members. Roberts Rules of Order are hereby adopted for all meetings and elections, except as expressly specified in the By-Laws.

B. BOARD OF DIRECTORS MEETINGS

The Board will hold a Board of directors meeting not less than once per year. Special meetings as needed will be scheduled by the President when necessary.

ARTICLE VI: RECORDKEEPING

The Club's records are maintained by the Officers and shall be passed on when new officers are elected.

ARTICLE VII: COMMITTEES

Committees carry out the important work of the Club, and shall consist of a chair and, where applicable, additional members. Committee chairs shall be appointed by the Board and have a term from January 1st to December 31st. Key committees and their responsibilities are as follows:

- 1. SAFETY:** develops the Safety program and recommends proactive safety behaviors,
- 2. FUN FLY:** organizes all Fun Fly's and related Club flying activities,
- 3. INSTRUCTION:** organizes the Club instruction program for new pilots and solicits experience pre-flight and flight instructors from the membership.
- 4. FOREST PRESERVE:** raises issues of importance to the Club with the DuPage County Forest Preserve,
- 5. WEBMASTER:** keeps the PROP MASTERS web site up to date,
- 6. NEWSLETTER:** publishes the monthly Club newsletter Plane Talk, and
- 7. LIBRARIAN:** manages the PROP MASTERS library.

Whenever required, members at the regular business meeting shall approve the establishment of additional committees.

ARTICLE VIII: NOMINATIONS AND ELECTION

A. NOMINATIONS

Nominations for officer or board positions can be from the floor at a business meeting, by e-mail to an Officer or by regular mail.

B. ELECTION

Elections are held at a regularly scheduled meeting and shall be by voice vote for un-opposed candidates, and by secret ballot for contested offices.

Officer positions will be nominated at the October meeting and elected at the November meeting. Term of Office will be from January 1st to December 31st.

The non-officer Board Members, (the immediate past President and (3) elected board members or (4) if the past President is either not available or is holding another office) will be nominated at the October meeting and elected by voice vote for un-opposed candidates, and by secret ballot at the November meeting. The Term of office for non-officer Board Members will be from January 1st to December 31st.

ARTICLE IX: MISCELLANEOUS PROVISIONS

A. NEWSLETTER

The name of the club's newsletter which is published monthly is "Plane Talk".



B. CLUB LOGO

The club logo can be duplicated and used by approval of the club officers. The logo should only be used to promote the club and its activities.



Current Logo

C. COLORS

The official PROP MASTERS colors shall be Royal Blue and Gold.

D. DISSOLUTION OF CLUB

The duration of the club shall be perpetual. The club may be dissolved with the approval of two-thirds vote of the membership.

ARTICLE X: AMENDMENT OF THESE BYLAWS

A. PROPOSED

1. Proposer is responsible to notify the Club membership in writing (newsletter is considered adequate) at least 30 days in advance of any acceptance vote.

B. APPROVAL

1. Acceptance requires concurrence of three-quarters of the members present at the business meeting.

C. TEMPORARY RULES AND REGULATIONS

1. Any rules or regulations temporarily established by the Officers are only binding until the next regularly scheduled business meeting whereupon the Club membership shall vote on such changes.

ARTICLE XI: GRIEVANCE PROCEDURE

(FLIGHT AND SAFETY RULES)

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 Officer. At least one witness is required to sign the Grievance Form. The Safety officer shall use its judgment in carrying out action on the following:

A. GRIEVANCE

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

B. 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 Officer/Committee, 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 Officer/Committee. If the Committee so decides, the flying privileges of the accused will be suspended for Guidelines – Club Bylaws thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.

D. THIRD VIOLATION

Safety Officer/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.

E. The three actions will not be enforced unless they are accumulated within a two-year period of time.

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 is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Club Officers.

(Amended 2/10/1999)

(Proposed Amendments 12/2001)

(Amended 12/15/2006); Amended 11/5/2010)

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