

Radio Signal Modelers Flying Club Club Bylaws

Adopted
April 18, 2013



I. NAME

This club shall be known as the Radio Signal Modelers Flying Club or “RSM” (“Club”).

II. CLUB PURPOSE

A. RSM is a non-profit radio control flying club chartered by the Academy of Model Aeronautics (“AMA”) with the purpose of promoting and supporting the pursuit of model aviation at the Cook County Forest Preserve District’s Schiller Woods Flying Field (“Field”), or other future flying field location in the event of the need to relocate the club’s flying field.

B. Promotion and support of model aviation shall include:

1. Maintenance of the Field and related pit areas and areas adjacent to flying field.
2. Enforcement of AMA rules and determination and enforcement of club-specific rules.
3. Promotion of safe flying practices at the Field.
4. Representation of the interests of users of the Field in interactions with representatives of the Cook County Forest Preserve District.

C. The club shall maintain incorporation as a non-profit corporation with the Secretary of State of Illinois.

III. CLUB OFFICERS, DUTIES AND COMMITTEES

A. Individuals are eligible to be nominated as a club Officer who have completed one calendar year of membership in RSM, and who, at the time of election and assumption of office, are AMA members in good standing. The elective Officers of the Club shall include the following and be known as the Executive Committee with the following primary duties and responsibilities:

1. President: To direct the club and all pertaining activities, reside at meetings, maintain public relations, organize and appoint Standing Committee Chairmen, and organize and appoint other committees for various club projects as necessary. The President acts as liaison with representatives of the Cook County Forest Preserve District in representing Club interests.
2. Vice President: To assist the President with his functions, to preside during the President's absence, to be Field Safety Director during flying activities at the Club's field, and appoint the Field Safety Officer.
3. Secretary: Keep minutes of club meetings, maintain file of Club records, coordinate newsletter and co-sign checks.
4. Treasurer: To collect Club dues, keep adequate records of the treasury balance, produce monthly financial statement (Treasurer Report), maintain Schedule of Annual Dues Rates, safeguard club treasury assets, make authorized disbursements, co-sign checks, maintain active membership list and confirm validity of AMA membership status, make all required IRS and AMA filings, and maintain file of Club financial and other records as necessary.

B. Term of office:

1. Term of office for the elective Officers of the Club shall be one calendar year from January 1st to December 31st. There shall be no limits on multiple consecutive terms of office.
2. Term of office for appointed committee chairman and committee members coincide with that of the elective Officers.

C. Standing Committees: Standing Committee Chairmen are appointed by the President:

1. Field Maintenance Committee: The Field Maintenance Committee Chairman, and members of the Field Maintenance Committee, oversee the maintenance of the Field, and coordinate member volunteers to assist in the maintenance of the field including weekly grass mowing, maintenance of pit areas, maintenance and safeguarding of club tractor and other equipment, and any other needed

repairs and improvements as directed by the Executive Committee.

2. Planning Committee: The Planning Committee Chairmen, and the members of the Planning Committee, consider future needs of the club and Field and may suggest dates of Club Events (including fun fly events and contests). The Planning Committee is to make recommendations to the Executive Committee for consideration and eventual club vote.
 3. Flight Training Committee: The Flight Training Committee Chairman, and the members of the Flight Training Committee, appoint and oversee the activities surrounding Flight Instruction at the Field. The Flight Training Committee appoints Instructors, who shall be club members with sufficient flight experience and competency, to assist new members in safely learning to fly radio control aircraft.
 4. It is intended, but not required, that each Standing Committee have at least three members.
- D. Safety Committee: The Safety Committee Chairman is the Vice-President who appoints the Field Safety Officer.
1. Field Safety Committee: The Field Safety Committee Chairman (which shall include the Field Safety Officer as a member), oversees the safe operation of model aviation at the Field, makes suggestions for new rules or changes in existing rules related to safety, and presents safety concerns to the Executive Committee. The Field Safety Committee maintains sufficient supply and availability of First Aid supplies at the Field.
 2. Field Safe Officer: The Field Safety Officer is appointed by the Vice-President and is to assist the Vice President with enforcement of safety rules, crowd control and flight coordination at the Field, and promotion of safe flying habits of Members and other users of the Field.
- E. Other Committees: The President is to appoint Other Committees from time to time as necessary to fulfill the Club purpose or other objective in the interest of the Club. The Fun Fly/Club Event Committee is an ongoing and recurring type of Other Committee that is formed at the direction of the President to oversee the running of a Club Event.

1. Fun Fly/Club Event Committee: The Fun Fly/Club Event Committee shall be appointed from time to time to oversee upcoming Club Events including fun fly events or other flying contests. The Fun/Fly Event Committee Chairman shall be appointed, and shall act as Event Director at the event, and shall coordinate other club member volunteers to assist in the operation of the event. The Event Director shall run contests, create contest and fun fly event rules, and shall oversee the running of raffles and contest prizes.
2. The Audit Committee shall be appointed by the President each year to review club financial records for the previous year as maintained by the Treasurer. The Audit Committee shall include one or more Members, and shall not include the Treasurer or any member of the Treasurer's family.
3. Other: Other committees formed from time to time at the direction of the President, shall have a chairman as appointed by the President, and contain other club member volunteers as need be to accomplish its stated objective as directed by the President.

IV. MEMBERSHIP

- A. Club members shall consist of Full Club Members and Associate Club Members (collectively “Members”):
 1. Full Club Members: Full Club Members are members intending to actively participate in flying activities at the Field.
 2. Associate Club Members: Associate Club Members are members that have no intention of participating in flying activities at the Field.
- B. All Full Club Members are required to belong to the AMA. New and existing Full Club Members must show proof of AMA membership before being accepted as a member of the RSM club, or upon annual renewal.
- C. Associate Club Members who are not AMA members may not participate in flying activities at the Field.
- D. It is not mandatory, nor are there any penalties, for not being present at the Field or at regular recurring monthly Club meetings.

V. DUES AND DONATIONS

- A. Continuing Member Dues Collection: Dues shall be collected during the first quarter of the calendar year for Continuing Members. A Continuing Member shall be considered active for purposes of club membership, including voting rights, through the end of the second quarter of the year, even if current year dues have not been collected. A Continuing Member who has not made payment of current year dues by June 30th shall be dropped from the active membership list of the Club, and no longer eligible to vote in club elections, or otherwise participate as a Member in the Club. Continuing Members who have let their Club membership lapse may not rejoin as a New Member.
- B. New Member Dues Collection: New Members must pay the Annual Dues Rate upon joining, regardless of when in the year they are joining. However, in the case of New Members joining from September 15th to December 31st of the current year, such dues payment upon joining will entitle the New Member to paid membership for the remainder of the current year, and for the next membership year. New Members are those individuals presenting for membership who have not been a member for the current year, or during the previous year.
- C. Annual Dues Rates: The Annual Dues Rates are set by the Executive Committee from time to time, and ratified by vote of a majority of members in attendance at any regular club meeting in which it is presented for ratification. The Treasurer maintains the Schedule of Annual Dues Rates that is required to be paid by Full and Associate Members to maintain membership or become a member in the Club.
- D. Dues Rate Classes: Both Full and Associate Members are required to pay the Annual Dues Rate. However, in order to promote model aviation as a family activity, for Full or Associate Club Members residing in the same household, a special Annual Family Membership Rate shall be collected from additional family members after the collection of the full Annual Dues Rate from the first Full or Associate Club Member.
- E. Donations: The Club is authorized to accept cash donations and donations in-kind as it sees fit from both Members and non-members that further the Club Purpose. In-kind donations that require potential future costs to the Club must not be accepted until acceptance is voted on by a majority of Members at any regular recurring Club meeting in which it is presented.

VI. CLUB TREASURY AND EXPENDITURE CONTROLS

- A. Club Treasury: Club Dues and other Club cash receipts shall be safeguarded by the Treasurer and promptly deposited in club bank accounts (Club Treasury).
- B. Complete and up-to-date financial records on inflows and outflows of cash incurred by the Club shall be maintained by the Treasurer.
- C. The Monthly Treasurer Report shall be presented each month by the Treasurer at each regular recurring Club meeting and recorded in the minutes.
- D. Upon request by any Member, a copy of the written Treasurer Report shall be made available within a reasonable time period not to exceed thirty days.
- E. Club cash disbursements through check shall require the signatures of two members of the Executive Committee. The Treasurer is to maintain a file of receipts for all expenditures, including those presented as reimbursement of expenditures made on the Club's behalf by Members. Such receipts shall be maintained for a period of no less than three years.
- F. Delegation of Expenditure Authority: As an expedient to allow for regular ongoing expenditures related to the Club's purpose, the Executive Committee shall have the authority to authorize expenditures made between regular recurring Club meetings up to \$250. The President shall have the authority to authorize expenditures up to \$150. It is expected that such expenditures are made on an emergency basis (such as for repair of club tractor), or are made pursuant to the regular club activities related to budgeted field maintenance activities. All expenditures of Club cash in excess of \$250 not previously approved in the club budget requires the affirmative vote of a majority of Members in attendance at a regular recurring Club meeting.
- G. Club Annual Budget: Each year the Treasurer shall cause to be completed an Annual Budget for the year. The budget should use prior year dues collections and regular donations as a starting point of expected inflows, and be adjusted for any known changes expected. Expenditure budgets shall be determined based on prior year actual expenditures. The budget shall be approved by the Executive Committee and voted on and approved by a majority of Members in attendance at the regular April Club meeting.

- H. Each year the Audit Committee shall be appointed by the President and shall review the club financial records as maintained by the Treasurer for the previous year. The review shall include, at a minimum, a review of club bank statements, cash reconciliations, and supporting receipts representing club cash disbursements for the prior year.

VII. CLUB MEETINGS

- A. The Executive Committee meets from time to time as needed. The Membership shall convene once a month for a meeting to discuss the various Club activities and business. A regular recurring monthly meeting date shall be determined to recur every month on the same day of the week, such as the second Monday of the month. In the event the regular recurring meeting date falls on a holiday, then the meeting will be held on the same day of the week as the regular recurring meeting, but in the following week. However, with sufficient notice to members, the date and time of the regular recurring monthly meeting may be changed on a temporary basis to accommodate availability of the club meeting place.
- B. Permanent changes in day of the regular recurring monthly meeting shall be approved by a majority of Members in attendance at any regular recurring Club meeting in which it is presented.
- C. All members are encouraged to attend regular recurring monthly Club meetings, however there is no penalty imposed on Members that do not attend meetings.
- D. Guest Attendance at Club Meetings: Prospective new members may attend up to three club meetings as Guests after which they may not attend without becoming a Member. However, Members may invite Guests to attend Club Meetings as they see fit.

VIII. ELECTIONS AND VOTING

- A. Nominations of the elective Officers for the following year shall be held in the month of November during the regular recurring monthly meeting. Nominees to elective offices must be Members in active status at the time of the nomination.
- B. Election of elective Officers for the following year shall be held in the month of December during the regular recurring monthly meeting. Elective Officers must be Members in active status.

- C. A paper ballot shall be used in the election of Officers if there is a contested election containing two or more Officer nominees for the same office. If an Officer nominee is unopposed, no paper ballot or other ratification of such unopposed Officer nominee is necessary.
- D. Other Elections and Ratifications: A show of hands for, or against, shall be used in the event of reforms and resolutions, and other matters taken to a membership vote, other than the annual election of Officers. A simple majority of members present shall carry such reforms, resolutions, or other matters decided in this manner. However, elections to amend the Club Bylaws shall require the vote of 2/3rds of the members in attendance.
- E. Contested Election Tie Breaking Rule: In the event of a tie in a contested election of Officers, the two contestants will first be given the opportunity to settle the result. If one does not drop out voluntarily, a second vote will be made by paper ballot of the members present. If the second vote continues to result in a tie, the winner will be chosen by coin toss.

IX. CLUB EVENTS AND CONTESTS

- A. It is the interest of the Club and its Club Purpose to organize and hold Club Events including Fun Fly and Contest events.
- B. Club Events may be proposed by the Planning Committee to the Executive Committee, or may be proposed by Members to the Executive Committee.
- C. Upon the determination of a Club Event, the President shall appoint a Fun Fly/Club Event Committee, and name a chairman to act as Event Director.
- D. Duties of Event Director: The Event Director of a Club Event has the responsibility to oversee the appointment of club volunteers to assist in the Club Event and to procure any prizes. Subject to oversight by the President and Executive Committee, the Event Director has authority to issue special field use rules for the duration of the event, and to issue contest rules and procedures.
- E. Club Event Financial Budget and Use of Club Treasury: It is anticipated that Club Events are self supporting through the use of landing fees, raffles, donations and charges to non-member participants. Each Club Event must have an anticipated budget, and the potential use of club resources must be approved prior to the Club

Event pursuant to expenditure controls listed in Section VI of these Bylaws.

X. PENALTIES

- A. Members are required to abide by all AMA rules and club and Field-specific rules. Member failure to abide by such rules shall be noted by the Field Safety Officer to the Executive Committee for determination of disciplinary measures, up to and including the potential of expulsion from the Club.
- B. A vote of the Executive Committee shall be held to determine whether a member should be expelled due to violation of AMA or club and Field-specific rules. Repeated violation of rules shall be taken into consideration by the Executive Committee, and the member found in violation may present his or her case against the expulsion.
- C. Members expelled may apply to the Executive Committee at the start of the year following expulsion. Such members may be re-admitted as a Member at the discretion of the Executive Committee.

XI. AMMENDMENTS TO CLUB BYLAWS

Amendments to the Club Bylaws shall be made only if there is a vote of approval from the membership. A 2/3 majority vote of members in attendance at a regular recurring monthly meeting shall carry over the new amendment. All elections to amend Club Bylaws shall be announced no later than thirty days prior to the regular recurring Club meeting at which it shall be considered, and the wording of the proposed change shall be made available to Members upon such announcement. Any motion for amendment proposals must be seconded.