



# **SIGNAL SEEKERS RADIO CONTROL CLUB**



## **BY-LAWS**

### **ARTICLE I - NAME**

The name of the Club shall be "Signal Seekers Radio-Control Club Incorporated" (hereafter referred to as the "Club".) This will be a IRC 501(c)(7) Non-Profit Corporation registered in the State of Michigan.

### **ARTICLE II- PURPOSE**

The purpose of the Club shall be the advancement and promotion of model aviation as a hobby by the design, construction and operation of all variations of model aircraft. Additionally, the Club shall maintain an active charter with the Academy of Model Aeronautics (hereafter referred to as the "AMA") and support all model aircraft classifications and regulations enacted by that organization.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION 1 - Membership Qualifications**

Applicants for membership must meet the following requirements:

- 1) The applicant must be a current member of the AMA.
- 2) The applicant must be sponsored by an active member of the Club. The sponsor, if not a club officer, must communicate their willingness to sponsor the applicant to a club officer.
- 3) Any applicant under 18 years of age must have the written permission of a parent or a legal guardian.

#### **SECTION 2 – Membership Acceptance**

A membership application must be submitted on the web site or, if not possible, on the standard membership form and given to a current club officer.

New membership applications can be reviewed and accepted by any club officer. If not accepted, the applicant is invited to resolve the reason for rejection with the Board of Directors and resubmit their application.

New members will be announced to the attendees at the next scheduled club meeting.

#### **SECTION 3 – Expectations of All Members**

- 1) Members must agree to the jurisdiction of the Club.
- 2) Members must abide by the current By-Laws, Standing Rules, and Field Rules.

- 3) Members must conduct themselves in a sportsman-like manner.
- 4) Members must attend regularly scheduled club meetings where possible.
- 5) Members must actively participate in discussions and special committees as required.
- 6) Members must support and (if possible) participate in scheduled club events and activities.

#### SECTION 4 - Types of Membership.

The following types of memberships are recognized:

- Open – A member who is 19 years of age or older by July 1<sup>st</sup> of the current year.
- Junior Youth - A member who will not reach 15 years of age by July 1<sup>st</sup> of the current year. All junior youth members must have approval from a parent or guardian and be sponsored by a current club member in order to join the club. The sponsoring club member is responsible for any and all actions of the aforementioned junior youth member while on club grounds or participating in club activities. Sponsors are also responsible to ensure that they or another Open member are present at the field when the sponsored junior youth member is flying.
- Senior Youth - A member who is 15 years of age or older, but will not reach 19 years of age by July 1<sup>st</sup> of the current year.
- Spouse - A member who is the spouse or partner of an active Open member.
- Family - A member (other than a Spousal Member) who will reach 19 years of age by July 1<sup>st</sup> of the current year and is a legal dependent of an active Open member.
- Military – Current active-duty members of the United States Military (ID required.)
- Honorary – A non-voting member who is appointed by the President with unanimous approval of the Board of Directors. Candidates shall have made a significant contribution to the hobby and/or the Club.
- Disabled – A member who wishes to participate in club activities, but is physically or mentally incapable of flying a model aircraft. Qualification for Disabled membership shall be decided by the Board of Directors. Any Disabled Member who regains their ability to fly model aircraft and desires reinstatement to Open membership status will be assessed dues per Standing Rule SR-2.

#### SECTION 5 – Termination

Membership will be automatically terminated in any of the following circumstances:

- 1) Forfeiture of Membership – At the Member's own request, membership can be forfeited, effective at the close of business at the next scheduled meeting.

- 2) Non-Compliance with Membership Requirements - A Member shall be automatically terminated at the close of business at the regular March meeting if either dues and special assessments are not paid in full, and/or if member has not presented current AMA credentials.
- 3) Lapse of AMA Membership – A Member shall be automatically terminated at the close of business at the next regular meeting if AMA membership has lapsed for longer than 45 days.
- 4) Safety Violations - At the request of the Safety Committee, a member's status may be reviewed and potentially revoked by the voting club members, if there is evidence that the member carelessly and repeatedly endangers other pilots or spectators by violating Club or AMA safety policies. The situation will be reviewed at the next two scheduled club meetings, at which the subject member must be given the opportunity to defend their actions. Voting will be held at the second meeting, requiring a two-thirds vote of eligible voters in attendance for revocation.
- 5) Disciplinary Action - At another member's request, a member's status may be reviewed and potentially revoked by the voting club members, if there is evidence that the member willfully and repeatedly commits any act or omission which is in violation of Club Bylaws, Standing Rules, Field Rules or Rules of the AMA, or has engaged in activities that are otherwise detrimental to the Club or its members, to the AMA or to model aviation. The situation will be reviewed at the next two scheduled club meetings, at which the subject member must be given the opportunity to plead their case. Voting will be held at the second meeting, by secret ballot, requiring a two-thirds majority of eligible voters in attendance, provided that no less than one-fourth of the current membership is present. If an insufficient number of members are present, the vote will be tabled until the next meeting at which sufficient members are present. A member whose status is called into question and ultimately retained may not have their membership challenged (for reasons other than non-compliance) for six months from the date of the final vote.

In all cases, any dues paid by the member prior to loss of membership remain the property of the club and will not be reimbursed.

## SECTION 6 – Reinstatement

Membership that has been revoked may be reinstated under the following conditions:

- 1) Revocation Due to Forfeiture of Membership – At the Member's own request, membership can be reinstated, effective at the close of business at the next scheduled meeting (provided all other membership requirements are met.)
- 2) Revocation Due to Non-Compliance with Membership Requirements – Membership will be immediately reinstated once dues and special assessments are paid in full to the Club Treasurer.
- 3) Revocation Due to Lapse of AMA Membership – Membership will be immediately reinstated once member has presented valid AMA credentials to a Club officer.
- 4) Revocation Due to Safety Violations – Membership may be reinstated after 90 days, provided the subject member attend a regularly scheduled club meeting and request reinstatement. If a two-thirds majority of eligible voters in attendance votes for reinstatement, the member will be immediately reinstated (provided all other membership requirements are met.)

- 5) Revocation Due to Disciplinary Action – Membership may be reinstated after 180 days, provided the subject member attend a regularly scheduled club meeting and plead their case. Voting will be held by secret ballot, provided that no less than one-fourth of the current membership is present. If an insufficient number of members are present, the vote will be tabled until the next meeting at which sufficient members are present. If a two-thirds majority of eligible voters in attendance votes for reinstatement, the member will be immediately reinstated (provided all other membership requirements are met.)

## SECTION 7 – Roster Limitations

No limitation shall be set forth as to the number of members. The projected membership roster shall, however, be evaluated by the Board of Directors at the end of each calendar year to determine whether the membership is too large and difficult to manage. Membership can then be closed by vote of the active membership in accordance with Article VII, SECTION 3.

## **ARTICLE IV - BOARD OF DIRECTORS**

### SECTION 1 – Definition

The purpose of the Board of Directors is to make recommendations to the Club members regarding Club business and serve as the major advisory board in all administrative and legislative matters that come before the club.

The President, Vice President, Treasurer, Secretary and Safety Officer constitute the administrative officers of the Club. The Board of Directors consists of the above members plus three additional elected club members (hereafter known as Trustees) nominated for this position and receiving the three highest vote counts for this position at the November election meeting.

### SECTION 2 – Duties

Duties of club officers are as follows:

- President - The President is the senior officer of the club and shall preside at all club meetings and functions. He shall create and appoint members to all committees as required. The President shall have the authority to convene special meetings of the club at such times as deemed necessary. The President shall have the authority to confer Honorary membership, provided unanimous approval has been received by the Board of Directors. The President shall have the authority to make binding contracts for the club and in the name of the club, subject to the conditions of Article X, Section 3. The President shall appoint the Alternate Trustee to fill in (temporarily or permanently) in the place of any Trustee who cannot fulfill their obligations to the Club. The President shall have the power to call special elections and appoint pro-tem replacements for any officer unable to complete their term in office.

- Vice-President - The Vice-President shall act in the capacity of an assistant to the President and shall assume the duties of any club officer in their absence. The Vice-President shall be an ex-officio member of all committees, with the exception of the nominating committee. The Vice-President shall assist with Treasurer and Secretary duties as required.
- Treasurer - The Treasurer shall be responsible for collecting and recording all dues, fees, and assessments levied by the Club. The Treasurer shall have the sole responsibility to write all checks from the Club bank account, make all bank deposits and maintain the Club's Paypal account. The Treasurer is authorized to receive contributions of grants, donations or bequests from any individual, institution or estate and hold same in the name of the Club to be used for endowment purposes or operating expenses. The Treasurer is responsible for meeting all financial obligations of the Club. The Treasurer shall make a financial report to the membership present at each regularly scheduled meeting. The Treasurer is responsible to notify members of delinquent dues. The Treasurer must be registered with the State of Michigan and be bonded.
- Secretary - The Secretary shall keep an accurate record of Club membership and meeting attendance and record the minutes of all Club and Board of Directors meetings. The Secretary shall be responsible for all Club correspondence and for publicity for Club-sponsored events. The Secretary shall oversee elections as the Club ballot officer. The Secretary shall be the point-contact for communication with the AMA, and will be responsible for updating the AMA's Club membership roster and notifying the AMA of any Club officer changes. The Secretary shall facilitate communication between the Club membership and other area clubs, and shall function as the Newsletter Editor or appoint another member to function in that capacity.
- Safety Officer - The Safety Officer shall be responsible for promoting the overall safety of all Club members, visiting pilots and spectators. The Safety Officer shall enforce adherence to the AMA safety code and all Club Field Rules as they apply to safe operations at the Club flying site. The Safety Officer shall report any significant safety issues, injuries or near-misses at the field to the Board of Directors and the Club membership at the next regular meeting and present any suggestions (including those made by members) that may enhance safety at the Club flying site.
- Trustees - The Trustees shall attend the Board of Directors meetings and shall be entitled to vote at such meetings.

### SECTION 3 – Expectations of All Officers

The following are expected of all club officers:

- 1) Regular attendance at Club membership and Board of Directors meetings.
- 2) Ability and willingness to communicate with other club officers via email.
- 3) Active participation in scheduled club events and activities.

## SECTION 4 – Special Appointments

The following non-director positions are appointed by the Board of Directors as needed:

- Ballot Officer – Responsible for printing, distribution and collection of ballots for the annual officer elections, and for announcing the results (ballots shall be counted by three members, selected by the Board of Directors, who are not running for office.)
- Newsletter Editor – Assists the Board of Directors in the publication of the monthly newsletter.
- Webmaster – Assists the Board of Directors in the maintenance of the web site, Facebook page and other social media.
- Membership Coordinator – Assists the Board of Directors in promoting new memberships and maintaining the membership roster.
- Public Contact – Assists the Board of Directors in communicating with area clubs, promoting their events within our membership, and promoting our events within their membership.
- Event Coordinator – Assists the Board of Directors in organizing Club-sponsored events.
- Lead Flight Instructor – Functions as the senior Flight Instructor on training nights, and serves as chairperson of the Training Committee.
- Flight Instructor – Provides flight instruction to new members, as well as potential members participating in the AMA Introductory Pilot Program. Flight Instructors must have presented an in-depth knowledge of RC aircraft setup and operation, be certified by the Lead Flight Instructor, and be registered with AMA as an Introductory Pilot Instructor.

## SECTION 5 – Term of Office

The term of office for all Club officers is from January 1<sup>st</sup> through December 31<sup>st</sup> of each year.

## SECTION 6 – Dues Waivers

The administrative officers of the Club (i.e. President, Vice-President, Treasurer, Secretary and Safety Officer) shall be exempt from annual membership dues.

Annual dues for trustees or appointed positions may be suspended, waived or reinstated by unanimous approval of the Board of Directors.

If any Club officers resign or are removed from office, dues for that year will be prorated for the number of months remaining in the year, and the remainder must be payed within 30 days in order to maintain active membership status.

Club officers must still pay any applicable dues or fees not specifically noted above (e.g. New Member fee, club event fees, etc...)

## SECTION 7 – Vacancies

Vacancies occurring in the Board of Directors shall be filled by appointment as directed by the President (or, in his absence, the Vice President) with unanimous approval of the Board of Directors.

## **ARTICLE V - ELECTION OF OFFICERS**

### SECTION 1- Nomination

Nominations from the floor will be made at the September and October meetings. Nominees must consent to nomination, either verbally (at the meeting) or in writing (or email) prior to the close of the October meeting.

AMA dues for the following year must be paid by each nominee and confirmed by a current club officer prior to the close of the October meeting, or the nomination will be considered invalid.

Nominations shall be closed at the end of the October meeting to enable email notification to the membership and the printing of ballots prior to the November meeting.

### SECTION 2 - Election Procedures

When more than one candidate for any office is presented, the election of officers and trustees shall be held by secret ballot at the regular November meeting. In the event that only a single nomination is presented for a particular office, the election shall be held by floor voting procedure.

The Election of Officers and Trustees shall conform to all sections of Article VII - Voting.

### SECTION 3 - Installation of Officers

The term of office shall commence upon January 1<sup>st</sup> of the following year.

### SECTION 4 - Termination

An officer can be removed from office by any of the following:

- 1) The officer's own request.
- 2) By a two-thirds majority vote by secret ballot at a regular meeting, at which no less than one-fourth of the current membership is present and providing the subject member has had an opportunity to plead their case at no less than two regularly scheduled meetings.

## **ARTICLE VI - VOTING**

### **SECTION 1 – Eligibility**

Voting is restricted to Open, Senior Youth, Family, Spouse and Disabled members.

### **SECTION 2 – Absentee Ballots (Annual Officer Elections Only)**

Eligible voters who cannot attend in person may vote in the annual officer election by absentee ballot by sending an email to the Club officers at [info@michigansignalseekers.org](mailto:info@michigansignalseekers.org), stating which specific candidates they wish to vote for.

Emails containing absentee votes must be sent from the email address registered with the club, or they will be considered invalid.

### **SECTION 3 – Proxy Voting**

Eligible voters who cannot attend in person for any upcoming Club vote may assign a proxy by sending an email to the Club officers at [info@michigansignalseekers.org](mailto:info@michigansignalseekers.org), stating who they wish to vote on their behalf. Proxy votes may not name specific issues or candidates, as they only designate someone who is authorized to cast a vote on behalf of the absent voter.

Emails designating a proxy must be sent from the email address registered with the club, or they will be considered invalid.

A proxy may be designated for a specific meeting only, and does not carry over beyond the close of that meeting.

### **SECTION 4 – Quorum**

Election of officers shall require a simple majority of all in-person, absentee and proxy votes received between the close of the October meeting and collection of paper ballots during the November meeting.

Amendments to the By-Laws, Field Rules or Standing Rules shall be proposed in accordance with Article XII, and shall require approval from at least 1/3 of voters currently eligible at the time the amendment is first presented.

Voting on all other club business shall require a simple majority of active members present at the meeting.

## **ARTICLE VII - COMMITTEES**

### **SECTION 1 - Membership Committee**

The purpose of the Membership Committee is to review and rule on applications for waiver of eligibility requirements. This committee shall also investigate and recommend action on reinstatement of terminated members. The Membership Committee shall be a permanent



committee comprised of the Board of Directors and the Membership Coordinator, who will function as chairperson.

## SECTION 2 – Training Committee

The purpose of the Training Committee is to organize, promote and support the Club's education and flight training operations. It shall be comprised of the Club Vice-President and all registered Club flight instructors, and will be chaired by the Lead Flight Instructor.

## SECTION 3 – Field Committee

The purpose of the Field Committee is to periodically evaluate the condition of the flying field and make recommendations to the membership and the Board of Directors for field repairs and improvements. Membership is voluntary, and the chairperson will be designated by the Club President.

## SECTION 4 – Safety Committee

The purpose of the Safety Committee is to review safety incidents, evaluate corrective actions and make recommendations to the membership and the Board of Directors for changes to enhance the safety of members and guests. Membership is voluntary, and the Safety Officer will serve as the committee chairperson.

## SECTION 5 - Other Committees

Other committees can be appointed by the Board of Directors for special circumstances as required. All other committees shall have a chairperson selected by and responsible to the Club President.

## SECTION 6 – Committee Reporting

The chairperson of each committee shall provide an update on the committee's activities at all regularly scheduled meetings during the time the committee is active.

# **ARTICLE VIII - MEETINGS**

## SECTION 1 – Order of Business

The Order of Business at Club Meetings shall be:

- Call to Order
- Approval of Minutes of Prior Meeting
- Membership Report by Secretary or Membership Coordinator
- Financial Report by Treasurer
- President's Report
- Committee Report(s)
- Old Business
- New Business

- Special Presentations (e.g. Show and Tell, Tech Talk, etc...)
- Adjournment

## SECTION 2 - Approval

Business once acted upon will be considered final and will not be reconsidered unless two-thirds of Active-Membership present at a regular meeting agree to do so.

## SECTION 3 – Rules of Order

The Rules of Procedure contained in Robert's Rules of Order shall govern the Club in all situations to which they are applicable, and in which they are not inconsistent with the current By-Laws and Standing Rules.

# **ARTICLE IX - FINANCIAL**

## SECTION 1 – Budget

The annual Club budget shall be formulated prior to the January club meeting by the Treasurer, with the assistance of the current and former Board of Directors. The Board of Directors shall review the Standing Rules and request amendments to Club dues if needed to meet the fiscal goals of the new budget. A two-thirds majority of the active members present at the January meeting is required for budget approval.

## SECTION 2 – Dues and Initiation Fees

The Club shall assess new membership initiation fees and annual membership dues as required in order to defray Club operating expenses. The amount and method of payment shall be defined in the Standing Rules.

## SECTION 3 – Special Assessments

When deemed necessary, special assessments may be levied by the Club, provided such assessments have unanimous approval of the Board of Directors. Membership approval shall require a simple majority vote at a regularly scheduled meeting, provided the entire membership has been notified not less than three days before the meeting.

## SECTION 4 – Expenditures

The Club officers may, at their discretion, spend as allowed by the Standing Rules for the benefit of the Club. Any amount over the prescribed limit must have prior approval of a simple majority of the membership in attendance at a regular meeting.

All disbursement checks shall be signed by the Club Treasurer.

## SECTION 5 – Fiscal Year

The Club fiscal year shall extend from January 1<sup>st</sup> through December 31<sup>st</sup> of a given calendar year.

## **ARTICLE X – SAFETY GRIEVANCE POLICY**

### SECTION 1 – Purpose

The grievance policy 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 Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Officer.

### SECTION 2 – Procedure

At least one witness is required to sign the Grievance Form. The Safety Officer will present the form to the Safety Committee, which shall use its best judgment in carrying out any necessary action.

**FIRST VIOLATION** - Viewpoints of both complainants and accused will be considered. Complainant's name must be disclosed. If warranted, a verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Club records.

**SECOND VIOLATION** - The accused has the right to a written rebuttal, to be reviewed by the Club Safety Committee. If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a communicated to the Club membership by email.

**THIRD VIOLATION** – The Safety Committee will notify the accused in writing (in person or by email.) The Board of Directors will also notify the Club membership by email that a motion will be made for revocation of the members Club membership due to safety violations at the next meeting. The vote will be held in accordance with the terms of Article III Section 5, and after the period of time specified in Article III Section 6, the member may apply for reinstatement under the terms of that article.

### SECTION 3 - Limitations

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

### SECTION 4 – Retaliatory Actions

Any member receiving a grievance who directs any retaliatory action against the person filing said grievance will be subject to Disciplinary Action under the terms of Article III Section 5. Retaliatory actions include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Board of Directors.

## **ARTICLE XI - AMENDMENTS TO BY-LAWS, STANDING RULES, AND FIELD RULES**

### **SECTION 1 – Amendment Review**

Amendments to these By-Laws, Standing Rules, and Field Rules shall be reviewed by the Board of Directors prior to submission to the Club for membership approval.

Spelling, grammar and/or formatting changes which do not result in functional changes require Board of Directors approval only.

### **SECTION 2 – Notification**

Amendments to By-Laws, Standing Rules, and Field Rules may be presented at any regularly scheduled Club meeting, provided all active members have been notified in writing at least three days in advance of the meeting. Publication in the Club newsletter and/or email notification shall be deemed as meeting that requirement.

### **SECTION 3 – Voting Procedure**

Voting on amendments to the By-Laws, Standing Rules and Field Rules shall be carried out in accordance with ARTICLE VI.

### **SECTION 4 – Applicability of Amendments**

Amendments to the By-Laws, Standing Rules and Field Rules shall be effective immediately. Any Club member who has paid their membership dues prior to any modifications in the dues structure will be grandfathered for the remainder of the fiscal year. No credits will be given due to changes that result in cost reductions for dues that have already been collected.

### **SECTION 5 – Annual Review**

The By-Laws, Standing Rules, and Field Rules are to be reviewed annually by the Board of Directors, and any necessary revisions are to be implemented in accordance with the procedures of this article.

### **SECTION 6 – Criminal Misconduct**

In the event a club member allegedly commits a crime at the field, (including but not limited to theft of personal property, acts of violence, and or personal threats) that person shall be banned from the field by a club officer and have their club rights suspended until such time as the club officers can hold a meeting to determine the future status of that member. After the officers have ruled the member can attend the next monthly meeting and plead their case to the club members in attendance. A final vote will be taken at that time and the majority decision will be final.

## **ARTICLE XII – CONTINUATION OF CLUB ACTIVITIES**

### **SECTION 1 – Duration**

The duration of the club shall be perpetual.

## SECTION 2 – Dissolution

The Club's status may be reviewed for possible dissolution by the club members at any regularly scheduled Club meeting. A call for dissolution must be presented and discussed at no less than two sequential meetings, at which members must be given the opportunity to plead their case for or against the motion. Dissolution requires a two-thirds vote of all eligible voters.

## Revision History

Published: 03/22/99

Amended: 05/11/10

Amendment Draft: 09/14/12 Draft proposed by Darren Covington, Bob Shuler, Bill Paschen, Scott Paschen, Dave Schneck, Bob McDonald and Matt Komar.

Proposal Draft: 09/24/12 Draft proposed by Dave Schneck, based on the results of the September Board meeting and general cleanup and clarification. This version will be submitted to the membership for consideration and feedback at the September meeting.

Amended: 11/24/12 Final version presented and approved.

Proposal Draft: 03/19/18 Revised version to be presented by Dave Schneck for approval at the March meeting.

Proposal Draft: 04/19/18 Revised with feedback from membership meeting.

Amended: 04/25/18 Final draft approved and executed.

Amended:04/25/18Final draft approved and executed.

Amended:03/25/19 Criminal Misconduct Amendment Added and Approve.