

# **CONSTITUTION AND BY-LAWS**

Revised: 7-2-2008

## **ARTICLE 1**

### **Name**

The name of this organization shall be the "Pontiac Miniature Aircraft Club".

## **ARTICLE 2**

### **Purpose**

The purpose of this organization shall be:

- (a) To promote model aviation as a wholesome creative hobby.
- (b) To promote the educational and competitive aspects of model aviation.
- (c) To teach the membership the fundamentals of aerodynamics, basic aircraft, structural design, and the operation of internal combustion engines and electric motors.
- (d) To provide the membership with a constructive spare-time activity.
- (e) To promote safety and sportsmanship in the pursuit of this hobby.
- (f) To continuously emphasize programs, projects, and activities directed towards the membership of this club.

## **ARTICLE 3**

### **Basic Policies**

Section 1: The purpose of this organization shall be promoted through educational programs directed towards modelers and the general public, and shall be developed through committees, projects, work sessions, flying sessions, and contests and shall be governed by the basic policies set forth in this article.

Section 2: The organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse any commercial enterprise or product. The name of the organization or the name of any members in their official capacity, or the names of any sponsor shall not be used in any connection with any commercial concern or product or with any partisan interest or for any other purpose than the regular purpose of the organization.

Section 3: This organization may cooperate with other organizations and agencies interested in modeling, provided its representatives make no commitments binding upon the membership without approval of the executive board.

Section 4: This organization will work with AMA (Academy of Model Aeronautics) and within the framework of the Academy's policy and by-laws. Membership shall be contingent upon membership in the AMA.

Section 5: This organization will associate itself with the enjoyment of radio controlled miniature aircraft. It shall be policy that a continuous program of instruction in the building and flying of model airplanes be provided for beginners in model aviation.

## **ARTICLE 4 Membership**

Section 1: Membership in this club shall be offered to persons interested in building and flying model airplanes and who agree in written application to abide by the constitution and by-laws of said organization.

Section 2: No person shall be refused membership in this organization because of race, sex or creed.

Section 3: Four (4) classes of membership in this organization shall be offered according to the following:

1. Youth (less than age 19 as of July 1)
- 2 Open (ages 19-and up)
3. Spousal (must be spouse of open PMAC member)
4. Honorary (approved by 2/3 of the present voting members)

Section 4: Annual dues will be assessed against each member according to the following schedule:

1. Youth \$5 per year
2. Spousal \$0 per year
3. Open \$60 per year
4. Open members who are 65 and over \$45 per year

All new members joining will be required to pay a one-time field assessment fee According to the following schedule:

1. Youth \$0
2. Spousal \$0
3. Open \$15
4. Honorary None

Any youth member maturing to open membership who has not previously paid the one-time assessment fee will pay \$10 assessment fee.

Section 5: The following Club officers and committee heads will enjoy one (1) year of free membership during their year of office: President, Vice-President, Treasurer, Recording Secretary, Chief Flight Instructor, Chairman of Field Maintenance Committee and three assistants appointed by him, and Web Master.

Section 6: Annual dues will cover the period of January 1<sup>st</sup> through December 31<sup>st</sup>. New members joining this organization during the year will be assessed for the full year when joining prior to September 15<sup>th</sup>. New members joining the club on or after September 15<sup>th</sup> will be considered paid for balance of current year and all of next year. Members not keeping their membership current, paid by February 15<sup>th</sup>, shall be required to pay their year's dues and a \$15.00 reinstatement fee. Exclusions: 1. Field Assessment fees and 2. Military service.

Section 7: Only members in good standing are permitted to use the club flying site or facilities.

Individuals must hold a valid AMA, M.A.A.C., or comparable insurance to be eligible to participate in club sponsored contests or events.

Definitions: A visitor is any non-member who does not have or nor intends to fly with his own plane / equipment but one who may enjoy flying assisted by a club member and using that member's plane / equipment or a plane belonging to the club. A Flying Guest is a qualified pilot or student, invited to our field by a member, intending to fly using his own plane / equipment.

The members are encouraged to bring Visitors to the field at all times.

Members may bring one Flying Guest to the field each day the member is on site intending to fly. The member is responsible for his guest while at the field and to the fact that he/she is covered by proper AMA, M.A.A.C. or comparable insurance.

Each Flying Guest may enjoy the use of the field a total of three (3) times before being required to support the field by joining the club.

Club sponsored demonstration flights, open fly-ins, and competitions are excluded from the tally of visits.

AMA Pilots, not known to our club or its members, wishing to enjoy flying at our field while visiting our area of the country, are welcome to fly as guests of the Club by requesting permission from any current club member and presenting a valid AMA membership card at the field.

Section 8: Membership card must be shown to any club member at flying site, before flying, if so requested.

## **Article 5 Officers and their Election**

Section 1: (a) The officers of this organization shall be President, Vice-President, Recording Secretary, Treasurer, Chairman of the Field Maintenance Committee and Chief Flight Instructor. These officers will be known as the Executive Board and will act as the Safety Committee.

(b) Officers shall be elected annually in the month of November and shall assume their official duties at the first business meeting in January. Officers shall serve for a term for a period of one (1) year or until their successor is elected.

(c) Only those who have consented to serve if elected shall be eligible for nomination.

(d) Nominations for regular officers shall be made in October by nominating committee (Members approved by the President from volunteers of the membership).

(e) All officers shall be elected by a secret ballot at the November business meeting.

Section 2: The Chairman of Field Maintenance Committee and the Web Master shall be elected by simple majority of dues paying members present at the November business meeting.

Section 3: (a) A Vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote at the first business meeting following occurrence of the vacancy.

(b) All officer nominees shall be members in good standing subject to the constitution and by-laws.

## **ARTICLE 6**

### **Officer and Executive Board Responsibilities**

Section 1: The President shall preside at all meetings of the organization: he/she shall perform such other duties as may be prescribed in these by-laws and shall coordinate the work of the officers and committees, in order that the objectives of the organization may be promoted. The President shall be allocated \$200.00 per year for emergency funding and must inform the executive board of such expenditures before the next business meeting. The President shall chair Executive Board meetings.

Section 2: The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the President to serve. The Vice President shall act as the head of the Safety Committee and shall be responsible for technical discussions and meetings.

Section 3: The Recording Secretary shall record the minutes of all meetings of this organization and shall perform such other duties as may be delegated by the membership.

Section 4: The Treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds in accordance with the approved budget as authorized by the membership. The Treasurer shall present a financial statement at every business meeting of the organization and at other times when requested by the membership. The Treasurer's accounts shall be examined annually by an auditor and/or auditing committee of not less than three (3) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect at the end of the report. The auditing committee shall be appointed by the final business meeting of the year. The auditing committee shall report its findings at the first business meeting of the year.

Section 6: The Chief Flight Instructor will develop and maintain the Club's flight training program. He/she can name other Club members as Certified Instructors as he/she deems appropriate.

**Section (6): The Chairman of Field Maintenance Committee will oversee maintaining the field specifically:**

- **Cut & trim grass as necessary,**
- **Provide routine fertilizer, weed killer, seeding, and rolling as required**
- **Maintain field maintenance equipment as required**
- **Perform monthly field safety inspection, maintain field safety inspection log, and submit annual field safety report as required by DNR management**
- **Submit regular Volunteerism Report to DNR office**

- **Make recommendations to the President for work parties to further improve the field**

Section 7: The Executive Board is charged with the day to day operations of the club and as such can, with majority of the board's agreement, make expenditures for the club. All such expenditures must be reported to the membership at the next business meeting. Executive board meetings and communications will be open to all past club presidents who are current members, current Web Master, and current Chairman of Field Maintenance Committee.

## **ARTICLE 7 Meetings**

Section 1: There shall be no less than twelve (12) regular meetings per calendar year. Business meetings will be held on the first Wednesday of each month. Special business meetings may be called by the Executive Board and special technical meetings may be called by the Vice President. Unless the membership is notified otherwise, meetings will be held at the regular meeting place.

Section 2: The order of business meetings shall be:

- (1) Call to order.
- (2) Reading and approval of minutes of the previous meeting.
- (3) Statement of the Treasurer.
- (4) Statement of the Executive Board.
- (5) Reports and their disposal.
- (6) Membership Concerns
- (7) Announcement and introduction of guest(s).
- (8) Technical Discussion
- (9) Adjournment

## **ARTICLE 8 Organization**

Section 1: The by-laws of this organization shall be deemed as part of its articles of organization.

## **ARTICLE 9**

### **Quorum, Rules of Order**

Section 1: The highest authority shall be the dues paying membership assembled at an authorized meeting. A quorum shall consist of a simple majority of the dues paying membership assembled at an authorized meeting.

Section 2: Roberts Rule of Order (revised) shall govern this organization in all cases to which they are applicable and in which they are not in conflict with the rules and by-laws of the organization.

Section 3: This constitution will be available to all members on our Club web page.

## **ARTICLE 10**

### **Amendments, Budget**

Section 1: This constitution and by-laws may be amended at a regular business meeting of the organization by a 2/3 majority vote of the dues paying members present provided that a: notice of the amendment is presented at the previous business meeting in written form and b: the membership is notified of the amendment by mail a reasonable time before the meeting at which the vote is taken.

Section 2: A committee may be appointed to submit a revised set of by-laws upon simple majority vote of all members at an authorized business meeting of the organization. The procedure for action on amendments in Section 1 shall then be followed.

Section 3: These by-laws shall be binding upon all members of this organization.

Section 4: The club flying site rules shall be a part of this constitution.

Section 5: The newly elected club officers, outgoing officers, and interested former club officers shall meet in November to plan PMAC'S activities and club budget for the following year with the report to be presented at the December business meeting.

**ARTICLE 11**  
**Pontiac Miniature Aircraft Club**  
**Flying Site Rules**

1. Piloting a model aircraft after drinking alcoholic beverages is prohibited. Alcoholic beverages are prohibited on the premises. Smoking is not allowed in the pit area.
2. A pilot may not switch on his transmitter until he has reserved his frequency on the frequency control board. Transmitters not reserved on the frequency board must be stored on the transmitter impound stand. All transmitters must have their channel numbers attached in plain view. All transmitters and receivers operating on the 50 MHz and 72 MHz band must be narrow band.
3. Pilots must make sure their models are securely restrained while starting by a mechanical restraint or another person. Runups at flight stations must be kept to a minimum. Extended runups should be done at either end of the flight line.
4. The sound requirement for all planes at the PMAC field shall be (1) 96dB at 25 feet and (2) if two (2) or more members determine that a plane is too loud in flight, or a complaint is heard from a neighbor in our outside overfly area, the plane must be grounded until at least three members of the safety committee witness its performance. If a majority confirms the plane to be too loud, it must remain grounded until it is permanently corrected.
5. Taxiing anywhere between the fence and the taxi line is prohibited.
6. Piloting a model is permitted only while standing at one of the designated flight stations. Aircraft may not be flown within 25 feet of the flight stations.
7. All fixed and rotary wing aircraft must fly the pattern when other aircraft are airborne. Flying behind the flight line is prohibited.
8. Rotary winged models will not hover outside the designated hover area at the southeast end of the field and must remain below 15 feet. Rotary wing aircraft must be carried 25 feet out from the flight stations before liftoff.
9. Persons walking onto the active runway (to retrieve a model for instance) must positively notify pilots flying of their intentions.
10. All pilots will follow the official AMA Safety Code. Each pilot flying must designate a spotter 16 years or older who will be on the flight line watching for full-scale aircraft.
11. The pilots of model aircraft with gasoline burning engines must have a usable fire extinguisher with them in their starting area.

12. Only persons essential to flight operations are permitted on the flying side of the fence.

13. Members must keep the field and surrounding area clean and take home all their trash each time out. If necessary, the Chairman of the Field Committee may close the field for clean up.

## **ARTICLE 12**

### **Charter Members**

Section 1: The following named members shall be herein after known as Charter Members and their membership cards shall be noted.

Terry Beck	Donald Moline
James L. Benfield	Gary L. Putnam
John Camp	Paul Racine
Dave Copeman	Carl Roselli
Richard Droshine	Danile Reese
Harold J. Enbody	Robert L. Scruggs
Harold N. Hackett, Jr.	Ronald Sears
Robert Hedrick	William R. Shirley
Walter Koschke	Frank Summers
Robert Larimer	Scott Summers
Dale Lovett	Wayne Warren
Dale McGorman	Mel WasseMiller
Gerald Metro	James C. Wert
James Metro	Gordon Wyrick
Amos Ponder	

## **ARTICLE 13**

### **Dissolution**

Section 1. The Corporation may be dissolved with the approval of a ninety-five (95%) majority vote of the total membership.

Section 2. a. Two members shall be elected to serve with the Treasurer as trustees.

b. All assets will be liquidated and all funds will be held in trust to satisfy outstanding club obligations for a period of six months.

c. At the end of the six-month period any remaining funds will be disbursed equally to the members of record on the date of the dissolution vote. All accounts will be closed.

## **ARTICLE 14**

### **Resignation, Termination, Disciplinary Action, Expulsion, Officer Recall and Reinstatement of Membership**

Section 1. Any member in good standing may resign his/her membership by giving written notice to the Club.

Section 2. If any member ceases to have the qualification necessary for membership in the AMA, then under any such circumstances his/her membership in the Club shall be deemed to have immediately terminated upon losing such qualification, subject to immediate reinstatement in the club upon restoration of eligibility and current AMA membership. Such terminated person(s) shall not fly at the club until restoration has occurred.

Section 3. If any member(s) of the Safety Committee in his/her opinion witness unacceptable behavior by an individual member or members which is so extreme in nature as to pose an immediate safety risk to people or substantial damages to the club's or other's property, that Safety Committee member(s) should request the actions in question immediately cease. Further, if it's the opinion of the Safety Committee member(s) that the actions so warrant and the offending person has been warned and instructed not to continue such actions and/or omissions but continues the actions in question, the flying privileges of all members(s) may be suspended until the next Club Business Meeting or complete review by the full Safety Committee. It is also the responsibility of all members witnessing such unsafe actions and/or violations of the club and/or AMA flying rules to request those actions cease. Any individual's membership may be suspended by a two-thirds (2/3) majority vote of the safety committee, until a full review is conducted at the next Business Meeting if, in the Safety Committee's determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and Bylaws, or the Rules of the AMA, or which is detrimental to the Club or the AMA.

Section 4. Any member whose membership has been suspended may be reinstated to membership only by two-thirds (2/3) majority vote of the Safety Committee and/or later at the next business meeting as set forth in paragraph 5 below.

Section 5. Any member who is suspended from membership shall be entitled to a hearing and a vote at the next monthly or later scheduled business meeting of the members as selected by said suspended member. The member shall be automatically reinstated at the meeting unless the membership votes by a two-thirds (2/3) majority not to reinstate such member. The affected member may reapply every six (6) months to be reinstated by the Club. The club shall notify

the members via newsletter or e-mail as to such an upcoming vote. The member in question shall also be entitled to a two-thirds (2/3) vote on whether the alleged offending offense he committed was a violation of any of the terms of these Articles of Incorporation and Bylaws, or the Rules of the AMA, or which is detrimental to the Club, or the AMA.

Section 6. The Safety Committee shall have the discretionary authority to provide for and to impose disciplinary action, which shall not exceed suspension of flying privileges until a full review can be accomplished at the next business meeting.

Section 7. The membership may recall any officer by a 2/3 majority vote of the dues paying members present provided that a: a written petition signed by two-thirds of total dues paying membership is presented at the previous business meeting and b: the membership is notified of the recall intent by mail within a reasonable time before the meeting at which the vote is taken.

## **ARTICLE 15: Grievance Procedure (Flight and Ground Safety Rules)**

### *Section 1. Purpose*

The grievance procedure provides a mechanism to enforce existing safety rules by the members in general 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 Committee. At least three (3) members in good standing of the club who are actual eyewitnesses to the event so that the Safety Committee is on notice to be vigilant concerning future activities by the members involved with said incident and that the involved alleged members shall be given a refresher advise on the flying site rules and the rules of the AMA with regard to safe flight and operating practices.

### *Section 2. Safety Committee*

The Safety Committee shall be composed of all current Officers of the club plus the Chief Flight Instructor and use its judgment in carrying out action on the following:

(a) A grievance form (see attached) will be filled out and turned into the Safety Committee Chairman who shall be so designated by the Club. At least three (3) actual eyewitnesses of the event are required to go forward with the grievance.

(b) FIRST ALLEGED GRIEVANCE VIOLATION:

- a. Viewpoints of both complainants and accused will be considered. The accused shall have the right to a written and oral rebuttal at the next business meeting of the club, to be reviewed by the Safety Committee and members present.
- b. All Complainants' names shall be disclosed.
- c. A verbal reprimand will be given to the accused by the Safety Committee, if after hearing, it deemed appropriate, and this decision and hearing will be recorded in the minutes of the next business meeting.

(c) SECOND ALLEGED GREIVANCE VIOLATION:

- a. All Complainants names shall be disclosed.
- b. The accused has the right to a written and oral rebuttal at the next business meeting of the club, to be reviewed by the Safety Committee and the members present.
- c. If 2/3's of the Safety Committee so decides, and if after hearing it is deemed appropriate in which this decision and hearing will be recorded in the minutes of the next business meeting, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.

(d) THIRD ALLEGED GRIEVANCE VIOLATION:

- a. All Complainants' names shall be disclosed. The Committee of Officers shall 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.
- b. Said expulsion if imposed will last for a six (6) month minimum.
- c. A member may be expelled from the Club only as set forth in Article 14 above.
- d. Voting will be by secret ballot at a regular monthly business meeting of the members present.
- d. The expelled member may reapply for membership after the expiration of the expulsion time period.
- (e) The three (3) actions will not be enforced unless they are accumulated within a two (2) 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 Safety Committee based upon the same format as set forth in article 14 above.

## PMAC CLUB GRIEVANCE FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Nature of Violation:

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The three (3) Member Eyewitnesses to the above event are required for this grievance, as follows:

1. Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

2. Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

3. Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_