

# BY-LAWS OF THE IMPERIAL RADIO CONTROL CLUB, Inc.

## **ARTICLE I; NAME**

The official name as recorded with the State of Florida non-profit organization bureau is:

**The Imperial R/C Club, Inc.**

P.O. Box 6662  
Lakeland, Fl. 33807

## **ARTICLE II; PURPOSE**

- A. **Objectives:** To promote the safe and enjoyable sport of radio controlled flight to the members of our organization, and to potential members from the community at large.

## **ARTICLE III; MEMBERSHIP**

### A. **QUALIFICATIONS:**

1. AMA membership required.
2. A proposed new members name shall be submitted to the membership at the meeting following receipt of an application. The proposed member shall be granted full club privileges, except voting, from the time of dues payment until full acceptance by the membership.
3. If, prior to the next regularly scheduled club meeting date, there have not been three negative votes submitted to the board of directors in writing, the proposed new member shall be accepted. At such time full membership rights shall be granted to the new member.
4. If the proposed member is not accepted into the club in accordance to section A paragraph 3, all membership rights shall be removed. A refund of dues, issued in the form of a club check will be issued once club cards, and any other club property is returned.

### B. **DUES:** The cost of each classification of membership is listed in the club policies and shall consist of:

1. **Adult Member** Entitled to all rights and privileges without limitation, Voting.
2. **Junior Member** A family Member less than 19 years of age can fly with an AMA card, if supervised by a family member or checked out by an instructor. Under 19 years of age is entitled to full club privileges, Non-Voting.
3. **Associate Member** A non-flying member who may participate in club activities, Non-Voting.
4. **Lifetime Member** An adult member for twenty (20) consecutive years, and is at least seventy (70) years old. All rights and privileges, Voting.
5. **Winter Member** A special classification which runs from November – April only. Winter membership is not available to any Florida resident. Proof of residency is required. Non-voting.

## **ARTICLE IV; OFFICERS, EXECUTIVE BOARD & BOARD OF DIRECTORS**

- A. **Responsibilities:** The responsibilities of the officers are to oversee that the clubs goals and vision of its members are carried out, and that the rules and policies (bylaws) are followed by all members. The elected officers are to provide an example to the members, and are not to be set apart and beyond reproach.
- B. **Directors:** The Board of Directors shall consist of no less than three (3) members plus the current president. The Directors are to be elected for a three (3) year term by the club membership. The Board of Directors shall also meet once per year to evaluate the clubs goals and objectives, and

establish that the club is being operated in accordance with the Articles of Incorporation, and By-Laws. Minutes of this meeting shall be kept and placed in the Corporate Minutes Book.

C. Term of Office: The President, Vice President, Secretary and Treasurer are to be elected for a one (1) year term by the club membership. The Directors are to be elected for a three (3) year term by the club membership. Officers shall serve from the first (1st) day of January to the last day of December through the calendar year following their election. A Director shall serve from the first (1st) day of January to the last day of December for three (3) consecutive years following election. Directors may not succeed themselves, or fill un-expired terms until a period of one year has passed after serving as a director.

Duties: The duties of the executive officers are as follows;

1. The President shall:

- a. Preside at all club meetings.
- b. Appoint committee chairmen.
- c. May Co-sign checks on club accounts.
- d. Have the Authority to spend up to \$200.00 between meetings for emergency matters.
- e. Have the authority to sign checks in the Treasurers' absence.

2. The Vice President shall:

- a. Preside at club meetings when the President is absent.
- b. May co-sign checks on club accounts.
- c. Have the authority to sign checks in the Treasurer and Presidents' absence.
- d. Perform duties as assigned by the president.

3. The Secretary shall:

- a. Keep minutes of all club meetings.
- b. Maintain a file of all club records.
- c. Handle club correspondence when so directed by the president.
- d. Take over the duties of Treasurer in the event the Treasurer is unable to perform his duties.
- e. May Co-sign checks on club accounts.
- f. Have the authority to sign checks in the Treasurer, President and Vice Presidents' absence.

4. The Treasurer shall:

- a. Keep adequate records of income, discernments and treasury balance.
- b. Collect and be responsible for the safe keeping of all club dues, fees and other monies.
- c. Make all authorized disbursements.
- d. Co-sign checks on club accounts. (The executive board may waiver the co-sign to a sign option during the annual executive meeting. This decision must be re-evaluated annually.)
- e. Ensure that the Treasurers books shall be available for examination on request of the President.

5. The duties of the Executive Board and Board of Directors are:

- a. Propose club policy and set agenda for meetings.
- b. Handle routine operational matters.
- c. Authorize payment for minor operational expenses.
- d. Other duties as assigned by the membership at regular club meetings.
- e. All other actions will be approved by the membership except as provided by these by-laws.
- f. Shall serve as the safety committee for all grievance and disciplinary procedures.

D. Appointed Officers: The president shall have the opportunity to appoint special officers to govern aspects of the club operations. Some such officers are safety officer, chief flight instructor, field maintenance officer, newsletter editor, webmaster and membership chairperson. However, he may appoint other officers, as he sees fit or the need arises, to conduct normal club business. Appointed officers or committee chairpersons shall be part of the Executive Board.

E. Financial arrangements: All normal club operational financial issues shall be handled by the treasurer. Any special dispersements not already approved by the club shall require the approval of the executive board prior to arrangements being made.

1. Club activities which require obligation of club personnel or funds shall not be undertaken without approval of the club. Members must vote to approve any such activity. Dollar amount for expenses to be incurred must be submitted for approval before the activity will be authorized.
  2. The Executive Board and Board of Directors may authorize disbursement of club funds not to exceed \$100.00 during any monthly period for club purposes without prior membership vote. The president may authorize disbursement of club funds not to exceed \$100.00 during any monthly period for club purposes without prior membership, Executive Board or Board of Directors vote.
  3. All checks issued in the name of the club shall be signed by the club Treasurer or in such a manner as shall from time to time be determined by resolution of the Executive Committee and Board of Directors. Approval of the club President shall be required when the check is an advance, and the payee is another club member.
- F. Vacancies: A vacancy in the office of President is filled by the Vice President. Vacancies in the office of Vice President, Secretary, Treasurer and Director are filled by special election.

### **ARTICLE V: MEETINGS**

- A. Regular meetings of the Imperial Radio Control Club, Inc. shall be monthly. The time and place, due to circumstances, to be determined by the Executive Board and Board of Directors.
- B. Normally, all business of the club will be transacted at the regular meetings. However, the President shall have the authority to call special meetings when necessary. Such special meetings will carry the same authority as the regular meetings.
- C. A quorum shall be compromised of 20% of the club membership including at least two (2) officers to conduct an official meeting provided all members were notified in advance. An officer must conduct an official meeting.

### **ARTICLE VI: RECORD KEEPING**

All club records for the Imperial R/C Club, Inc. shall be kept by the Secretary and shall be passed from the previous Secretary to the newly elected Secretary upon completion of his tasks as Secretary. This will take place during the normal transfer of duties in January of the new Secretary. Any current member in good standing of the Imperial R/C Club, Inc. may request to view the records and arrangements will be made thru the executive board.

### **ARTICLE VII: COMMITTEES**

- A. Standing Committees: Standing committees are comprised of a chairperson and the members who he appoints to carry out the tasks. The committee chairperson shall report progress to the executive board as well as the needs to perform the tasks.
- B. Special Committees: Special committees may be formed by the executive board to meet the goals of the club. The executive board shall appoint a committee chairperson to oversee the tasks involved and that person is responsible to report the progress of the committee to the executive board.
- C. Committee Membership: Committee membership shall be comprised of members in good standing as appointed by the committee chairperson.

## **ARTICLE VIII: NOMINATION, ELECTIONS and RECALL**

### **A. Nominations:**

1. Nominations for office shall be made at the regular meeting during October. A nominating committee consisting of the club officers and directors shall prepare a list of willing candidates, at least one for each office, for presentation at the meeting. Nominations shall be accepted from the floor to complete the final slate of candidates. All nominees must be current AMA and adult club members for the immediate past twelve months.
2. The complete slate of candidates shall be published in the subsequent issue of the newsletter. A ballot, with a voter signature block, shall be provided to each club member with voting privileges.

### **B. The election of officers and directors shall be held at the regular club meeting in November. The total ballot count shall include all mail-in ballots received at the clubs mailing address by the meeting date, as well as ballots cast at the meeting - only one vote per member. A majority of the votes cast is required for election. If no candidate receives a majority, a run-off election between the two candidates receiving the most votes shall be held at the December meeting, following the procedure outlined in Sec. 2 above.**

### **C. Recall by Election:** A recall election for elected office only, may be pursued by any club member. A petition for recall which will require signatures of two-thirds (2/3) of the active members shall be presented to the Executive Board. Upon receipt of the petition and verification of the petition request, the Executive Board will organize a special recall election. This election must take place within sixty (60) days after the certification by the Executive Board.

The first issue on the ballot will be the recall of the elected position. This requires a two thirds (2/3) vote after publication, of the members voting to carry. The second issue will be the election for a replacement for that position. This part of the ballot will require a majority of the members voting. There must be at least one person on the second part of the ballot to receive votes. If part one of the ballot (recall) fails, the second part of the ballot (replacement) will not be counted.

The final out come of the process will be effective when the votes are counted.

## **ARTICLE IX: MISCELLANEOUS PROVISIONS**

### **A. Fiscal Year:** The fiscal year shall begin at 12:01am on January 1<sup>st</sup> and conclude on December 31<sup>st</sup> at midnight.

### **B. Use of Club Mark and Logo:** The usage of club insignias and logos for reasons other than aircraft markings is prohibited. The usage for printed materials must be approved by the executive board or shall be considered as a copyright infringement.

### **C. Standing Rules:** The Club Policies and Field Safety Rules shall be considered binding as any part of these by-laws. Any infringement of the policies or rules shall be deemed as a violation of membership and a grievance for action.

### **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. In the event of dissolution of the Imperial Radio Control Club, Inc, all net assets shall be donated to the Academy of Model Aeronautics Building Fund or Scholarship Fund.

## **ARTICLE X: AMENDMENT OF THESE BYLAWS**

### **A. Proposed:** Any section of these By-Laws may be amended or repealed at any regular monthly meeting of the membership by a two-thirds (2/3) vote of a quorum provided that the proposed amendment or repeal has been published at least once in the Newsletter or by special notification preceding the meeting for adoption or presented to the full membership at a prior meeting.

### **B. Approved:** Any approved bylaw change shall be added to the bylaws and available to the membership as a revised bylaw document within 60 days.

- C. Balloting: All bylaw changes shall be voted upon by the membership after newsletter or special notification at the next regularly scheduled club meeting. You may, however, mail in a ballot or give the ballot to a member of the executive board if you will be unavailable for the meeting.

## **ARTICLE XI: GRIEVANCE and DISCIPLINARY PROCEDURE**

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 Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form. The Safety officer/Committee shall use its judgment in carrying out action on the following:

- A. A grievance form will be filled out and turned into the Safety Officer/Committee Chairman. At least one witness is required.
1. 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.
  2. 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 thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.
  3. THIRD VIOLATION: Safety Officer/Executive Board 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.
- B. The three actions will not be enforced unless they are accumulated within a two-year period of time.
- C. 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.

*Revised October 2004*  
*Revised June 2004*  
*Revised December 2003*  
*Revised July 2000*  
*Corrected June 1997*  
*Revised June 1997*  
*Revised October 1999*  
*Revised April 1996*  
*Revised October 1990*  
*Revised October 1988*

## **IRCC Grievance Form**

(Not part of the By-laws)

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

**Nature of Violation:**

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**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Additional Witnesses:** \_\_\_\_\_  
(not required)

*This form must be submitted to the IRCC Safety Officer. Three copies required.*