

# **BY-LAWS**

As amended February 1, 2018

## **CLEVELAND RADIO CONTROLAIRES INC. d.b.a. GEAUGA RADIO CONTROLAIRES**

### **ARTICLE I – NAME**

The name of this organization shall be The Cleveland Radio Controlaires, Inc. (CRC) d.b.a. The Geauga Radio Controlaires (GRC).

### **ARTICLE II – PURPOSE**

**Section 1:** The purpose of this organization shall be to promote the better understanding of the hobby and to maintain flying site(s).

**Section 2:** The organization's activities shall be confined solely to those pertaining to radio controlled model aircraft, but shall exclude models using rockets for power. All activities on the field(s) shall be governed by the club's Field Manual.

### **ARTICLE III – MEMBERS**

**Section 1:** The membership of this organization shall be limited to a total of 90 regular and/or senior members (with the exception noted in paragraphs B and C below).

- A. Waiting lists.** When the membership is full, those desiring to become members will have their names placed on a waiting list by date of application receipt. However, member's spouses, children and grandchildren 18 or over may move to the head of any waiting list.
- B. Junior Members.** Children under the age of 18 who wish to become Junior Members of CRC will not have their membership restricted by the limitation of 90 members and may join at any time. Junior Members have no voting rights but may become Regular Members upon attaining age 18 without consideration of the 90 member limit. The child's parent or guardian must provide his/her approval of the child joining CRC, co-sign the child's membership application, be present at the regular meeting when the Junior Member joins the organization, and verify that he/she takes full responsibility for the Junior Member's conduct and actions.
- C. Neighbor Members.** Neighbors who reside on Fisher and Osmond Roads and reside within clear sight of our flying field have the option to become Neighbor Members with no voting rights and will not have their membership restricted by the limitation of 90 members.

**Section 2:** Prospective members shall apply for membership by completing a CRC application form and submitting it at any time to a CRC officer. Voting on the next eligible applicant's admission shall take place at the next regular meeting after which a membership opening occurs. To be eligible for membership, and applicant must be next on the waiting list and have attended at least one (1) regular meeting in the twelve (12) months preceding the vote to admit. The applicant shall present themselves

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and give a brief background to the members present at the meeting. A three-fourths affirmative vote, by secret ballot or by show of hands, of the members present at the meeting shall elect to membership. The newly elected member shall be put on a six (6) month probationary period starting when elected. The new member's club membership may be revoked at any time and for any reason within the probationary period. If membership is revoked within the probationary period, then the new member's dues will be refunded in full. The applicant must provide a current FAA Registration certificate, be a current member in good standing of the Academy of Model Aeronautics, and present his/her AMA membership card or proof of application for it. Applicants shall abide by the rules for Guests defined in the CRC Field Manual when exercising flying privileges at any CRC/GRC flying field or site.

**Section 3:** The initiation fee shall be \$100.00. The initiation fee shall be waived and annual dues shall be \$10.00 for **Junior Members** (those not 18 years of age by December 31 of the preceding year). The annual dues shall be \$45.00 for **Senior Members** (those who are at least 65 years old by December 31 of the preceding year). The annual dues shall be \$70.00 for **Regular Members** (those who are over 18 years but less than 65 years of age by December 31 of the preceding year). First year's dues for members joining after June 30 shall be \$6.00 per month (Regular Members) and \$4.00 per month (Senior Members) for the period remaining to the start of the next calendar year. It is the responsibility of each member to keep their dues current. **Neighbor Members** are not required to pay initiation fee nor annual dues.

**Section 4:** Member's dues not received by January 31<sup>st</sup> shall be automatically dropped from membership in the organization on February 1<sup>st</sup>. Dues will only be accepted if the member presents a current FAA Registration certificate and is currently a member in good standing of the Academy of Model Aeronautics (AMA) for the ensuing year and presents his/her AMA membership card, or proof of payment of AMA dues can be verified. If a member drops from membership voluntarily or if their membership is revoked, that person may only enter again as a new member per ARTICLE III – MEMBERS, Sections 1, 2, and 3 above.

## **ARTICLE IV – OFFICERS**

**Section 1:** The officers of the organization shall be a President, Vice-President, Secretary, Treasurer, and Safety Coordinator. These officers shall comprise the Executive Committee which shall be the administrative body of the organization. New members still in their probationary period may not hold elective office. The duties and responsibilities of the officers include, but are not limited, to the following:

### **PRESIDENT**

- A.** Call Special Meeting of the organization as deemed necessary by the President or Executive Committee.
- B.** Preside over Regular, Special and Annual meetings.
- C.** Appoint committees as deemed necessary by the Executive Committee or membership at large.
- D.** Serve ex-officio on all committees except the Nominating Committee.
- E.** Provide the Secretary and/or the Executive Committee a copy of any formal correspondence, written or electronic, pertaining to the organization in any official

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manner. Provide same the details regarding dates and contents of any telephone or verbal contacts and commitments relating to matters of importance to the organization such as guidance and suggestions originating at the level of community government, the AMA, or entities with current or potential contractual involvement with the organization.

## **VICE-PRESIDENT**

- A. Perform the duties of the President when the President is unable to perform those duties.
- B. Be responsible for the custody and keeping of all property owned or entrusted to the organization.
- C. Maintain the membership roster of the organization.
- D. Maintain in a timely manner, the waiting list of applicants for membership, publish and provide copies of the waiting list to members of the Executive Committee on an annual basis or more often if so deemed by the Executive Committee.
- E. Provide the Secretary and/or the Executive Committee a copy of any formal correspondence, written or electronic pertaining to the organization in any official manner. Provide same the details regarding dates and contents of any telephone or verbal contacts and commitments relating to matters of importance to the organization such as guidance and suggestions originating at the level of community government, the AMA, or entities with current or potential contractual involvement with the organization.

## **SECRETARY**

- A. Take and maintain accurate minutes of the organization's Regular, Special, Annual, and Executive Committee meetings. A copy of the minutes of any meeting held within one year of the request therefore shall promptly be made available to any member upon receipt of the request by the Secretary. All requests shall be presented in writing and signed by the member making the request.
- B. Maintain the By-Laws of the organization.
- C. Maintain the Field Manual of the organization.
- D. Record and file the written correspondence of the organization. Record notations of telephone and other verbal contacts and commitments of the Executive Committee relating to matters of importance to the organization such as guidance and suggestions originating at the level of community government, the AMA, or entities with current or potential contractual involvement with the organization.

## **TREASURER**

- A. Establish and maintain two separate bank accounts, which may be drawn upon by either the President or the Treasurer. One account shall be for operating funds which shall include all income and expenditures of the organization with the exception of initiation fees and one account which shall be solely for the accrual of initiation fees and earnings thereon.
- B. Receive, record and deposit into the proper account all monies received by the organization.

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- C. Issue checks in payment of debts of the organization when presented with invoices for same.
- D. Prepare an Annual Budget for the following year.
- E. Issue a full and complete financial statement for the preceding year recapping all funds received and disbursed including current, at the time of the statement, cash balances, accounts receivable, and outstanding financial obligations.

## **SAFETY COORDINATOR**

- A. Provide a communications link between the AMA and the club in matters related to safety.
- B. Act as a safety advisor and resource manager for the club and its members.
- C. Assist the AMA in the establishment of a national safety program to reduce accidents/incidents.
- D. Develop, promote and encourage a climate of safety awareness within the club.
- E. Enforce all suggested safety guidelines set forth by the AMA.

**Section 2:** At the regular meeting held on the first Thursday in August, a NOMINATING COMMITTEE of five members shall be elected by the organization. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in October. The NOMINATING COMMITTEE will present a ballot to the membership at the regular meeting in September. Also, nominations from the floor will be permitted at the September meeting for inclusion on the ballot.

**Section 3:** The officers shall be elected by a secret ballot presented in person or by mail at the regular meeting in October to serve for one year or until their successors are elected; their term of office shall begin at the close of the meeting at which they were elected. The elected officers shall also be the directors of the corporation with the president serving as the chairman of the board of directors.

**Section 4:** No member shall hold more than one office at a time in CRC.

**Section 5:** The dues of the previous year's President, Vice-President, Secretary, Treasurer and Safety Coordinator will be waived providing those officers have completed a full term of duty.

**Section 6:** With the exception of the President, should any officer become unable to fulfill the responsibilities of office, as determined by the remaining members of the Executive Committee, a successor to that office shall be elected at the next most practical regular or special meeting. In the interest of expediency, the normal nomination process for officers may be ignored in achievement of a successor to office. If the President should become unable to fulfill the responsibilities of office, as determined by the remaining members of the Executive Committee, the Vice-President shall assume the duties and title of President and a successor to the office of Vice-President shall be elected as outlined in this section. Officers elected under this proviso shall serve in that capacity until the next annual meeting.

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## **ARTICLE V – MEETINGS**

**Section 1:** The regular meetings of the organization shall be held on the first Thursday of each month unless that Thursday falls on a legal holiday, then the meeting will be held on the second Thursday of the month.

**Section 2:** The regular meeting on the first Thursday of October shall be known as the annual meeting and shall be for the purpose of electing officers who shall also serve as directors.

**Section 3:** Special meetings may be called by the President. At least three days' notice shall be given.

**Section 4:** At any meeting, regular, special or annual, at least five (5) members must be present to constitute a quorum for the purpose of voting upon motions or By-Laws change proposals.

**Section 5:** Except as provided in ARTICLE IV. – Officers, Section 3, and ARTICLE VII Amendment of By-Laws, and ARTICLE VIII – Disciplinary Action, Section 2-B, all matters to be voted upon shall be done by a show of hands, for and against. A simple majority shall carry the motion. If any member requests it, the vote on any single motion shall be done by written, secret ballot. Each member is entitled to one (1) vote on each motion presented.

## **ARTICLE VI – COMMITTEES**

Committees, standing or special, shall be appointed by the President, as the organization shall, from time to time, deem necessary to carry on the work of the organization. The President shall be ex-officio a member of all committees except the Nominating Committee.

## **ARTICLE VII – AMENDMENTS TO, OR WAIVER OF, BY-LAWS**

**Section 1:** These By-Laws can be amended by submitting a written proposal(s) to the membership at any regular meeting. The proposed amendment(s) must then pass by a two-thirds affirmative vote at each of the next two consecutive regular meetings.

**Section 2:** A unanimous vote of the Executive Committee members is required to affect the waiver of a By-Law. Voting shall be by ballot, show of hands, voice contact, email or text. In any event, a document outlining the By-Law to be waived, the conditions and duration of the waiver and any exclusion shall be prepared by the Secretary or the presiding Officer if the Secretary is unavailable. This document shall be provided to and maintained by the Secretary as a permanent record of the GRC. Any waiver is subject to ratification at the next club business meeting by a majority of the members present. By-Laws that may not be waived are those by-laws concerning the annual dues, AMA membership or Article VIII, Section 4, the ZERO TOLERANCE provision, and Article IX. The Waiver of a By-Law shall remain in effect for a period not to exceed one year and may be extended for another period of one year by a unanimous vote of the Executive Committee. Further, the Waiver of a By-Law may be rescinded at any time by a unanimous vote of the Executive Committee.

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## **ARTICLE VIII – DISCIPLINARY ACTION**

**Section 1:** After receiving a safety related complaint in writing and signed by two active members, the officers shall take the following action, only if the officers unanimously decide that the infraction is valid and the suspension is warranted: They shall send the member in question a certified letter, suspending the member's flying privileges and stating the complaint. The suspension shall be in effect until the next business meeting.

**Section 2:** At the meeting the complaint shall be read and the testimony in support of the complaint shall be heard.

- A. The member in question shall then give his/her rebuttal and defense to the complaint.
- B. The membership present shall then, by secret ballot, vote to either excuse the complaint or uphold the suspension.
- C. If upheld, the suspension shall be for a period of five weeks including the time suspended prior to the meeting. (The five week period is to allow all members to have the same length suspension due to having to wait for a meeting to fully investigate the complaint).

**Section 3:** If after having two suspensions upheld, a third written (and signed) safety complaint is received in any twelve month period against the same member, the purpose of the vote in Section 2B shall be to expel the member from the club. In addition to the vote results, if expelled, the member shall also be sent a certified letter stating the reasons for the actions taken.

**Section 4:** The organization has a ZERO TOLERANCE policy on the use of recreational drugs. The use, possession, or distribution of marijuana, or any drug which is illegal to use or own in the State of Ohio, is strictly forbidden at the flying field or during any meeting of the organization. Any abuse of this Zero Tolerance policy should be immediately reported to the President or Vice-President of the organization. Any member violating this Zero Tolerance policy will have their membership terminated immediately, with no refund of any dues or initiation fees.

**Section 5:** All members shall be registered with the FAA and post their FAA Registration number and AMA Membership number in, or on, each of their models (Unmanned Aircraft Systems as defined by the FAA) prior to flying them at the organization's flying field. Members are responsible for keeping their FAA Registration current. In February of 2016, all members shall provide their registration numbers to the Vice President by month end. Failure to do any of these shall be reported to the Safety Coordinator and treated as cause for disciplinary action by the Officers in accordance with ARTICLE VIII, Sections 1, 2 and 3 above.

## **ARTICLE IX – AUTHORITY TO CONTRACT**

**Section 1:** Except as authorized in Section 2 of this Article, no officer, group of officers, member, or group of members shall have the authority to enter into any contract, agreement, or encumbrance, either verbal or written, without the express permission of the membership. Any proposal to contract shall be presented to the membership at a special meeting or the next regular meeting. Motion to

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accept the proposal shall be made, and if seconded, shall be voted upon by the membership. The motion will carry or suffer defeat by a majority of members present.

**Section 2:** In those situations where timeliness and expediency are essential, the Executive Committee may authorize the expenditure of up to \$250.00 with the approval of a majority of the Executive Committee. Telephone confirmation of the approval is acceptable. Expenditures under this Section are limited to one occurrence in any 30 day period.

**Section 3:** Should any member or officer elect to commit to or expend funds under the provisions of this Section without approval of the Executive Committee, with intent of getting approval after the fact, he or she shall retain responsibility of the debt if appropriate subsequent approval is not granted.

### **ARTICLE X - Dissolution of the Organization**

Upon recommendation by the Executive Committee and an affirmative vote to dissolve the organization by two-thirds of a quorum of members in attendance at two consecutive regular meetings, the organization shall be declared dissolved at the close of the second meeting. Within thirty (30) days, the Executive Committee shall oversee that all debts are paid in full, all physical assets are sold, all rents paid into the future returned to the organization, all leases terminated, and all financial accounts consolidated into the organization's checking account, including any Certificates of Deposits. Within five (5) business days thereafter, the Treasurer, or the President, shall then transfer all of the assets of the organization to the geographically closest AMA Chartered flying club that is a 501(c)(7) organization, and close the organization's checking account. If there is no such club within a 100 mile radius of the organization's current flying field, then the assets will be transferred to the Academy of Model Aeronautics, a 501(c)(3) organization, located in Muncie, Indiana.