



Bend Aero Modelers

Rev. 01 07-Feb-12

By-Laws

Article I: Name and Definitions

1. Name and Location:

- a. The Name of the club shall be **Bend Aero Modelers**, also known as **B.A.M.**. It shall be incorporated under the corporation laws of the state of Oregon as a non-profit organization for mutual benefit.
- b. *Location*: Intentionally left blank.

2. Definitions:

- a. *President*: The President shall preside at all meetings of the Club, shall coordinate the business affairs, and shall act as a spokesperson in all matters pertaining to it.
- b. *Vice-President*: The Vice-President shall assist the president and act for the President when he/she is unable to serve, and serve on special committees as needed. The Vice-President shall also and keep an accurate record (including place of storage) of all Club assets.
- c. *Secretary*: The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. The Secretary will be responsible for maintaining a current roster of the membership; sign all membership cards; maintain files of AMA regulations, membership and insurance; Act as an advisor to the President. The Secretary shall be the Club contact person with the AMA in case of questions, problems or situations.
- d. *Treasurer*: The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the club. The Treasurer is responsible for keeping, maintaining accurate financial records and act as an advisor to the President.
- e. *Editor*: The Editor shall be responsible for preparing, publishing, and mailing a monthly or bi-monthly newsletter containing informative news, or content suitable to modeling in general. The newsletter shall be mailed to each regular, family, or youth member, AMA officials, and any other interested parties (Club newsletter exchange). The Editor will act as an advisor to the President.
- f. *Safety Officer*: The Safety Officer shall be responsible for enforcement of AMA and Club rules, shall address any safety concerns directly to the President. The Safety Officer shall be responsible for processing the grievance forms and following existing grievance procedure documented in the By-Laws. He/She will act as an advisor to the President
- g. *Field Marshall*: The Field Marshall shall be responsible for establishing maintenance crews, mowing crews, and mowing equipment maintenance crews. He/She is to

ensure that the field is properly maintained and recommend improvements and changes.

- *The filling of the offices of Club Safety Officer and Field Marshall shall be discretionary (optional) and can be held by the same individual.*
 - *In the absence of a Club Safety Officer, the Vice-President will handle the processing of grievance forms, following the grievance procedure documented in these By-Laws. In the absence of Club Safety Officer, the Executive Committee shall be responsible for compliance/enforcement of AMA and Club rules; will ensure that all Club events are conducted in a safe manner and in a controlled environment.*
- h. *Safety Committee:* Instructors appointed by the Executive Committee shall comprise the Safety Committee. The Safety Committee shall formulate and modify, as needed a list of field regulations to insure safe operating conditions at the flying site(s) and present them to the Executive Committee for approval.
- i. *Executive Committee:* Interchangeable with the term “Club Officers”, may be abbreviated “EC”. Consists of the elected Officers of the Club serving their normal term. The Executive Committee shall direct the affairs of the Club and the day-to-day business. Responsibilities also include membership approvals and Level 3 grievances, and disciplinary action when necessary.
- j. *Flight Instructors:* Instructors appointed by the Executive Committee shall comprise the Safety Committee. New instructors shall be selected by the Safety Committee for approval by the Executive Committee and shall be responsible to a chief instructor.
- k. *Simple Majority:* At any Club meeting a simple majority shall consist of more than fifty percent (50%) of the members voting at the meeting. Twenty percent (20%) of the membership attending any official meeting shall constitute a quorum.

Article II: Purpose

1. Mission Statement:

The purpose of this Club shall be to maintain an assembly of persons interested in the promotion and encouragement of radio control modeling; To assist its members in the construction, operation and flying techniques of radio controlled model aircraft; Promote safety in all phases of the hobby; to provide a forum where members may exchange views and ideas concerning model aircraft; To encourage youth membership and participation in the hobby and through its duly elected officers, represent the membership to government or private agencies in matters of interest to the club.

2. Objectives:

The objective of the Club shall be; To be a part of a world-class association of modelers organized for the purpose of promotion, development, education and advancement of modeling activities; To provide it's members with a safe environment in which to fly; Provide assistance to its members in any and all aspects of the hobby; Be an asset to our community by the promotion, education of building and flying of model aircraft, demonstrate safe, environmentally friendly operation of radio controlled model aircraft.

Article III: Membership

1. Qualifications:

- a. Application for membership in Bend Aero Modelers shall be open to anyone interested in radio control modeling, (subject to Executive Committee approval), provided they are a current member in good standing with the Academy of Model Aeronautics (AMA). Applications for membership shall be provided by the Club Secretary and shall become effective upon receipt of the completed application, required dues, initiation fee, subject to successful review and approval by the Executive Committee. Proof of AMA membership is required.
- b. All persons having met the requirements of membership shall be extended full rights, privileges and responsibilities as a member of the Club. Persons granted membership shall agree to abide by the Clubs by-laws and those of the AMA.
- c. A member shall be in arrears and shall not be considered active if his/her dues have not been paid as provided in Article III, Section 2. Any member who allows their membership to lapse beyond March 1 of any year shall be considered a new member when renewing their membership and will not be given preference over any other applicant should a membership waiting list be in existence.
- d. Types of membership and limits on the total number of members shall be determined by the Club Executive Committee (Club Officers) and approved by a vote of two-thirds (2/3) majority of the members present at the meeting.

2. Dues and Assessments:

The annual dues to be paid to the Club shall be determined by the Club officers with the approval of a simple majority vote of members present at a general monthly meeting. Dues are non-refundable, except under extraordinary circumstances, which will be determined on a case-by-case basis, by the executive committee. Dues per annum shall be payable on or before the date of the January meeting, with loss of membership if not paid by March 1st. New members joining after February 1 shall have their dues pro-rated for the time remaining in that year. Current members, or membership renewals are not eligible for pro-rated dues, and will be responsible for the full dues amount. *The required initiation fee is not subject to pro-rating, and must be paid in full.* No special assessment shall be levied upon the Club membership, unless approved by a vote of two-thirds (2/3) majority of the members present at the regular monthly meeting, and the members have been given five (5) days prior notice along with an explanation of the assessment.

3. Membership, Categories, and Requirements:

- a. The membership shall be divided into the following categories:
 - i. Full Member: Is nineteen (19) years and older and has full privileges and voting rights. Dues: Full membership rate plus AMA membership.
 - ii. Junior Member: Is younger than nineteen (19) years of age, has full privileges and voting rights. Dues: Junior membership rate plus AMA membership.
 - iii. Family Membership: Includes all flying members of the immediate family (spouse and children). They have full privileges and voting rights. Receives one (1) newsletter per household. Dues: Family membership rate plus AMA membership for each flying member. Junior members must have

- AMA membership to vote. Children are included until their 19th birthday and from their 19th birthday until their 25th birthday, provided they remain continuously dependant upon their parents for their principal support.
- iv. Associate Member: Any person, entity, or organization that wishes to be a part of the Club, or keep informed of Club activities through the newsletter. Associate members shall have no flying privileges and may participate in Club activities in a limited non-flying capacity. Associate members shall not be allowed to participate in any AMA sanctioned club events without first being a valid member of the AMA. Associate members will receive a Club newsletter, no flying privileges are included, and no voting rights are extended to this category of membership. Dues: Associate Member dues rate, no AMA membership required.
 - v. Probationary Member: A new member within the first calendar year of membership. This member is not eligible for elected office, however they may serve the Club in an appointed position. Member has full voting rights. Dues: Dues rate listed for the appropriate category of membership applied for, pro-rate adjusted dependant on the month joined.
- b. Flying members will be required to hold and maintain a license issued by the AMA. All first-time flying member applicants, as well as present flying members seeking membership renewal, must show proof of membership with the AMA. Non-Flying Associate members do not require AMA membership.
 - c. Any member receiving a safety grievance as stated in Article III, Section 5, who is involved in non-flying violations, or who has key information of a non-flying violation and withholds it from the Executive Committee (Club Officers), may at the Committee's discretion be placed on probation for one (1) year regardless of his or her tenure with the Club
 - d. All new members shall be required to demonstrate by Check Flight, their knowledge and ability to safely operate a radio controlled aircraft before being allowed to fly at any sanctioned or non-sanctioned club event. This includes club fun-fly's. The Check Flight may be observed by any Club officer, or Flight Instructor present, with content not to exceed; The observance of safety in the pit area, keeping in mind aircraft position and spectator location while starting; Proper frequency usage using the approved frequency control method; Conduct of a safe controlled flight ending with a controlled landing. Once these basic items have been observed as successfully completed, the member will not be restricted from club flying functions, unless the flying event requires a higher skill level for participation.
 - e. All New Members: For protection of the Club, all new members are subject to final approval from the Executive Committee before his/her membership becomes active. The intent is not to discourage new individuals from joining or participating in the hobby but rather protect the Club as a whole by determining malicious intent, or any other personality conflicts that could be construed as detrimental to the Club or AMA. By submitting an application for membership, the prospective member is giving permission to the Executive Committee to review past modeling histories up to and including contact with any previous Club or modeling entity. Upon successful completion of the review process the individuals membership will

immediately be made active. The new member will be listed as a probationary member for one calendar year as stated in Article III Section 3 (a) v.

- i. If for any reason the new prospective member does not qualify for membership, all said monies shall be refunded in a timely manner. Membership may be resubmitted after any membership conflicts have been resolved.
- ii. Intentionally left blank

4. Probationary Members with Violations:

- a. Any Probationary member who is found to have willfully committed any acts of deception, omissions, or acts of aggression that are not consistent with behavior that represents good sportsmanship shall be immediately reviewed by the Executive Committee for disciplinary action and possible expulsion. Any member who has completed the probationary time period and is found in violation of this section will be handled by the standard grievance process.
- b. Any probationary member who feels that he has been treated in an unjust manner by the EC may take his case before the Club during a regular meeting for review.

5. Resignation, Termination, Expulsion:

- a. Any member in good standing may resign his/her membership by giving written notice to the Club.
- b. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall thereby terminate, subject to reinstatement upon restoration of eligibility.
- c. This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, as defined by the Executive Committee become the responsibility of the Executive Committee as stated in Article I section 2 (Duties), of these By-Laws. Any individual may be expelled from membership from the Club by two-thirds (2/3) majority vote of the Executive Committee if, in the Executive 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 By-Laws, or the Rules of the AMA, or which is detrimental to the Club, AMA, or to model aviation.
- d. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote by the Club membership present at a regular monthly meeting.
- e. The Executive Committee shall have the discretionary authority to provide for and to impose disciplinary action for such acts or omissions, which do not justify expulsion from membership.

6. Disciplinary Action:

- a. Disciplinary action that does not merit termination or expulsion as covered in Article III, Section 5, shall be handled by the Grievance Process, which is covered under Article XIV. Disciplinary penalties will be at the sole discretion of the Executive Committee, with consideration being given to the Safety Officers, and Safety Committee's recommendations.
- b. Intentionally Left Blank

7. Reinstatement:

- a. Reinstatement of membership after termination, or expulsion is handled under Article III Section 5. Any other reinstatements, the member to be reinstated shall be handled as a new applicant member. At the discretion of the applicant, his/her request for reinstatement can be reviewed by the Executive Committee, which will handle each on a case-by-case basis.
- b. Intentionally Left Blank

Article IV: Officers

1. Offices, Duties, Responsibilities:

- a. The Officers of the Club shall be: President, Vice-President, Secretary, Treasurer, Editor, Field Marshall, Safety Officer. These offices make up the Executive Committee. The filling of the offices of Club Safety Officer and Field Marshall shall be discretionary (optional) and can be held by the same individual. In the absence of a Club Safety Officer, the Vice-President will handle the processing of grievance forms, following the grievance procedure documented in the By-Laws. In the absence of Club Safety Officer, the Executive Committee shall be responsible for compliance/enforcement of AMA and Club rules; will ensure that all Club events are conducted in a safe manner and in a controlled environment.
- b. Duties, Responsibilities are outlined in the Definitions section of the By-Laws, Article I, Section 2, and have been reprinted here.
 - i. President: The President shall preside at all meetings of the Club, shall coordinate the business affairs, and shall act as a spokesperson in all matters pertaining to it.
 - ii. Vice-President: The Vice-President shall assist the president and act for the President when he/she is unable to serve, and serve on special committees as needed. The Vice-President shall also and keep an accurate record (including place of storage) of all Club assets.
 - iii. Secretary: The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. The Secretary will be responsible for maintaining a current roster of the membership; sign all membership cards; maintain files of AMA regulations, membership and insurance; Act as an advisor to the President. The Secretary shall be the Club contact person with the AMA in case of questions, problems or situations.
 - iv. Treasurer: The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the club. The Treasurer is responsible for keeping, maintaining accurate financial records and act as an advisor to the President.
 - v. Editor: The Editor shall be responsible for preparing, publishing, and mailing a monthly or bi-monthly newsletter containing informative news, or content suitable to modeling in general. The newsletter shall be mailed to each regular, family (only one per household), or youth member, AMA officials, and any other interested parties (Club newsletter exchange). The Editor will act as an advisor to the President.

- vi. Safety Officer: The Safety Officer shall be responsible for enforcement of AMA and Club rules, shall address any safety concerns directly to the President. The Safety Officer shall be responsible for processing the grievance forms and following existing grievance procedure documented in the By-Laws. He/She will act as an advisor to the President
 - vii. Field Marshall: The Field Marshall shall be responsible for establishing maintenance crews, mowing crews, and mowing equipment maintenance crews. He/She is to ensure that the field is properly maintained and recommend improvements and changes.
- c. Executive Committee: The Executive Committee shall consist of the elected officers. The Executive Committee shall direct the affairs of the Club and the day-to-day business. It shall be empowered to authorize expenditures of up to one hundred dollars (\$100) per expenditure, not to exceed two hundred dollars (\$200) per month without further approval of the Club. Annual audit of the prepared financial records at years end shall be the responsibility of the Executive Committee. Other responsibilities include the approval process for prospective new Club members, disciplinary action when necessary, and the handling of Level 3 grievances
- i. EC Membership Process: It will be the responsibility of the Executive Committee to determine a new members eligibility for membership. Any prospective new member who is known to have been suspended or expelled from any other modeling Club or organization, for any activity deemed detrimental to the Club shall not qualify for membership with Bend Aero Modelers. The new prospective member shall be given the right to provide in writing any details that may prove significant to the EC for consideration of qualification for membership. Denial for membership shall be approved only by a majority vote of the EC. The reason for denial must be made in writing with all monies being returned to the individual without delay. If for any reason the prospective member feels his application for membership was handled in an unjust manner, he may present his case to the membership at any regular monthly meeting for review. After such review the regular membership will vote to approve or disapprove the prospective new members request based on a majority vote by the members present at a regular monthly meeting.
 - ii. Conduct of EC for Membership Approvals: The Executive Committee shall not willfully hold back or delay any prospective membership applicant. The Executive Committee is responsible to discharge its duty in a timely manner and shall do so at its earliest convenience. The Executive Committee will base its decision on the best information available, and may use any resources at its disposal to help expedite the approval process, this includes phone contact and or communication via electronic means. The EC will process each new member applicant without prejudice or bias.
- d. All contact with flying site owner(s) shall be the responsibility of the members of the Executive Committee or special delegate(s) assigned for that purpose.

Members other than the aforementioned will not contact flying site owner(s) relative to Club business.

2. Terms of Office:

- a. All elected Officers of the Club shall serve for a period of one (1) year, starting January 1st. Officers are to be elected by a vote of simple majority of those present at the regular meeting in the month of November, with first nominations at the October meeting. Mail in or electronic ballots shall be made available for those members who have voting rights but cannot attend the meeting. Those ballots, returned by mail, or by electronic means, before the November meeting shall be counted as if those persons were present at the meeting. New officers will take office on January 1st of the following year. Personnel may be appointed by the elected Officers and confirmed by a simple majority vote of those members present during a regular meeting: i.e. Contest Director, Activities Coordinator. The offices of Field Marshall and Safety Officer may be appointed by the Executive Committee, and confirmed by a simple majority vote of those members present during a regular meeting, provided those offices were not previously filled at a regular election meeting.
- b. Nomination of Club officers shall be made at the general membership meeting during the month of October. Nominations for office may be made by any Club member holding voting rights, either in person or by submitting a proxy nomination to an existing officer, and must be received no later than the October meeting. All known nominations for office will be published in the Club newsletter prior to the election.
- c. A secret ballot is required for elections, for removal of a Club officer, and for expulsion of a member from the Club by the Executive Committee, unless waived by a simple majority vote of the members present at the meeting. *Expulsion of a member is to be voted on by the Executive Committee requiring a secret ballot, and must pass by two-thirds (2/3) majority vote. Reference Article III, Section 4c.
- d. Intentionally Left Blank.

3. Vacancies:

- a. Vacancies in any office shall be filled by appointment by the remaining officers (Executive Committee), such appointee to serve until the end of term for which his/her predecessor was elected.
- b. Intentionally Left Blank

4. Committee:

- a. Any special committee by the Club shall be appointed by the Executive Committee and may be approved by a simple majority vote of the members present at a regular meeting (If a vote is requested), to serve throughout the term, or less, of his tenure of office.
- b. Standing Committee shall be appointed as necessary by the Executive Committee, and shall serve throughout the term, or less, of his tenure of office. i.e. The Safety Committee is a standing committee, comprised of instructors appointed by the Executive Committee.

5. Recall:

- a. Any Executive Committee Officer can be recalled by the membership.

- b. A proposal or vote of recall may be made at any general meeting of the Club membership. An officer recall shall be approved by no less than a two thirds (2/3) majority vote of the members present at the meeting.

Article V: Committee:

See Article IV, Section 4

Article VI: Meetings

1. Regular and Special Meetings:

Regular meetings shall be held monthly at a time and place designated by the Club Officers (Executive Committee), and published in the Club newsletter. Club officers may call special meetings with no less than five (5) days prior notice. Notification will be by written notice, which will state the purpose of the special meeting. President or his/her delegates may call a special meeting of the Executive Committee as needed with no time limit imposed on notification. The nature of the "Emergency Session" must be disclosed upon notification of the requested meeting.

2. Majority Vote, Request for Action:

- a. At any Club meeting a simple majority shall consist of more than fifty percent (50%) of the members voting at the meeting. Twenty percent (20%) of the membership attending any official meeting shall constitute a quorum.
- b. Any member or probationary member of the Club may initiate a formal request for action by the Executive Committee by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of Executive Committee action recommended. The President shall forward copies of the proposal to other members of the Executive Committee for their consideration. Either the President or any other Executive Committee member may have the matter placed upon the working agenda of the next Club meeting.

Article VII: Safety

1. Safety Code:

The current AMA safety code shall be that of the Club in addition to any safety rules and regulations the Club safety committee deems necessary.

2. Safety Committee:

- a. Instructors appointed by the Executive Committee shall comprise the Safety Committee.
- b. New instructors shall be selected by the Safety Committee for approval by the Executive Committee and shall be responsible to a chief instructor.

3. Safety Committee Duties:

- a. The Safety Committee shall formulate and modify, as needed a list of field regulations to insure safe operating conditions at the flying site(s) and present them to the Executive Committee for approval.
- b. The Safety Committee will be charged with the duties outlined in the grievance process. Reference Article XIV, Section 3.

Article VIII: Special Funds, Spending

1. Contributions Received:

The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Club.

2. Discretionary Spending:

The President/Executive Committee will have discretionary spending of up to One hundred dollars (\$100) per expenditure, not to exceed two hundred dollars (\$200) per month without requiring approval of the Club.

Article IX: Amendments

1. Amendments:

- a. Amendments may be made to the Constitution and these By-Laws at any general meeting of the Club membership, provided the members have been notified in writing with at least five (5) days prior notice that amendments are to be considered. Copies of the proposed amendments shall be provided to all members as part of the notification. Time permitting, publication of the proposed changes in the next subsequent newsletter satisfies the requirement to provide written notification and copies of the proposed amendments. Amendments shall be approved by no less than a two thirds (2/3) majority vote of the members present at the meeting. Mail-in or Electronic Ballots will be made available for those Full members who cannot attend the meeting. Those Ballots, returned before the meeting shall be counted as if those persons were present at the meeting.
- b. Any proposed changes to the By-Laws made at a normal monthly meeting, shall be printed in the next subsequent newsletter, then voted upon at the next regular meeting. Mail-in and or Electronic Ballots will be provided for those not able to attend the regular meeting to vote. Those Ballots returned before the meeting shall be counted as if those persons were present at the meeting.
- c. Temporary Amendments are amendments made to the Constitution and these By-Laws that are temporary in structure or nature, having expiration, either time or conditional. Temporary amendments are to be treated the same as permanent proposed changes, with the same proposal structure, and voting procedure as regular amendments. See section 1(a) of this Article for procedure.

Article X: Duration

1. **Duration:** The duration of this Club shall be perpetual.

Article XI: Incorporation

1. **Incorporation:** The incorporation of this membership shall be a minimum of three(3) elected officers.

Article XII: Dissolution

1. **Dissolution of Corporation:** The Corporation of membership may be dissolved with the approval of not less than a two-thirds (2/3) majority vote of the **total** membership.
2. Intentionally Left Blank

Article XIII: Logo

1. **Official Logo:** The official logo of Bend Aero Modelers shall be:

Bi-plane with Snoopy in the cockpit holding an R/C transmitter.

The initials B.A.M. on the nose of the Bi-plane.



Article XIV: Grievance Procedure (Flight and Ground)

1. **Purpose:**

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. The Grievance form should be filled out in its entirety, signed by at least one witness (required), and submitted to the Safety Officer.

2. **Safety Officer:**

The Club Safety Officer shall be the first level of contact in the grievance process with his/her attempt to resolve the complaint informally without the involvement of the Safety Committee. If the violation is very serious in nature, or cannot be resolved informally, the Club Safety Officer shall refer the matter to the Safety Committee for further consideration. This action takes the grievance to the next level.

3. **Safety Committee:**

When violations are serious in nature, or a solution to a grievance cannot be found on an informal level, the matter will become the responsibility of the Safety Committee. The Safety Committee shall use its judgment in carrying out action on the following:

- a. A grievance form (see page 12) will be filled out, signed by at least one witness, and turned in to the Safety Officer. Upon failure of resolution, this form will be forwarded to the Safety Committee for further consideration.
- b. First Violation:
 - i. Viewpoint of both complainants and accused will be considered.
 - ii. Complainant(s) name(s) will be disclosed.
 - iii. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Committee records.
- c. Second Violation:
 - i. Complainant(s) name(s) will be disclosed.
 - ii. The accused has the right to a written rebuttal, to be reviewed by the Committee.
 - iii. 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.
- d. Third Violation:

- i.* The Safety Committee will notify the accused in writing and the matter will be forwarded to the Executive Committee for further proceedings to suspend or expel.
- ii.* The accused has the right to a written rebuttal, to be reviewed by the Executive Committee.
- iii.* Said suspension shall be for a period of not less than one (1) year, longer if deemed necessary by the Executive Committee, up to and including expulsion.
- iv.* A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the Executive Committee.
- v.* Voting will be by secret ballot held at a special meeting convened by the Executive Committee.
- vi.* The expelled member may reapply for membership after the expiration of the suspension/expulsion time period.
- vii.* The three actions will not be enforced unless they are accumulated within a two-year (2) period of time.
- viii.* Any member receiving a grievance, who directs any retaliation action against the person filing said grievance, will be subject to immediate unconditional expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory in nature, by the Executive Committee.

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