



# Bylaws of the Bend Aero Modelers

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Bylaws as approved/amended on July 3, 2023

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## **Article 1: Name**

### **1.1 Club Name**

The name of the club shall be Bend Aero Modelers (“BAM”). BAM shall be incorporated under the corporation laws of the State of Oregon as a non-profit organization for mutual benefit—501(c)(7).

### **1.2 Location**

Bend, Oregon, USA.

## **Article 2: Purpose**

The purpose of the club shall be to promote and further the sport/hobby of radio control model aviation and its safe operation.

## **Article 3: Membership**

### **3.1 Qualifications**

Membership shall be open to anyone interested in radio control model aviation. All new and current club members shall be in good standing with the Academy of Model Aeronautics (AMA) and maintain a current AMA membership.

New memberships shall be processed by the Club Secretary in coordination with the Executive Committee (EC). Memberships shall become effective upon receipt of the completed application, proof of AMA membership, and required dues.

### **3.2 Membership Approvals**

The Executive Committee (EC) shall not willfully hold back or delay any prospective membership applicant.

The EC shall 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 shall help process each new member applicant without prejudice or bias.

### 3.3 Probationary Period

All **new memberships** are probationary for six (6) months, starting on the effective day of their membership. Probationary memberships shall have all rights and privileges of regular members except for filling an elected club officer position.

However, probationary members may serve in an EC-appointed position. Once the probationary status expires, a probationary member is eligible to run for an elected position.

### 3.4 Membership Types

#### 3.4.1 Adult Member

An adult individual who is 19-74 years old at the time of application (19-74 years old as of January 1st for renewals).

#### 3.4.2 Youth Member

An individual who is 18 years of age or younger at the time of application (18 years of age or younger as of January 1st for renewals).

#### 3.4.3 Super Senior Member

An adult individual who is 75 years and older at the time of application (75 years and older as of January 1st for renewals).

#### 3.4.4 Family Membership

Two or more individuals who are immediate family members (spouse/partner and children) and part of the same household. All family members must have a current AMA membership to qualify for club membership.

### 3.5 Dues

The annual membership dues shall be determined by the Executive Committee (EC). Dues schedules and any changes shall require a quorum vote and approval by a simple majority vote of members present at a general monthly meeting. Twenty percent (20%) of the club membership shall constitute a quorum.

Dues are non-refundable, except under extraordinary circumstances, which shall be determined on a case-by-case basis by the EC.

### 3.5.1 New Memberships

The **standard** annual membership dues are as follows:

Adult Member:	\$75
Youth member:	\$35
Super Senior Member:	\$35
Family Membership:	\$90

The standard annual dues for new memberships are prorated based on the time of application. The applicable discounts are as follows:

Jan-Mar:	0% discount
Apr-Jun:	25% discount
Jul-Sep:	50% discount
Oct-Dec:	75% discount

### 3.5.2 Renewals

Renewals are due by December 31<sup>st</sup>. A renewal that is received by December 31<sup>st</sup> qualifies for the following discounted annual rate:

Adult Member:	\$50
Youth member:	\$25
Super Senior Member:	\$25
Family Membership:	\$65

Renewals received **after** December 31<sup>st</sup> and **by** January 31<sup>st</sup> are charged the standard membership rate as outlined under section 3.5.1. A membership shall expire if not renewed by January 31<sup>st</sup>. Members whose membership has expired shall submit a new membership application. Moreover, members who let their membership expire and **reapply for membership in the same year** are not eligible for the discounts outlined under section 3.5.1.

## 3.6 Proof of Competence

All new members shall be given a safety orientation to confirm their understanding of the club's Filed Safety Guidelines. In addition, new members shall demonstrate by Check Flight, their knowledge of basic skills to safely operate and fly a radio-controlled aircraft.

The Check Flight may be observed by any club officer, or flight instructor present, by conducting the safe startup/arming of the airplane, taxiing, takeoff, controlled flight, and final landing. Once these basic skills have been observed as successfully completed, the member shall be eligible to fly independently without further assistance.

In case of deficiencies, the new member shall receive formal flight training by one of the club's flight instructors until the member can successfully perform all basic skills.

### 3.7 Resignation

Any member in good standing may resign his or her membership by giving written notice to the EC.

### 3.8 Termination

If any member ceases to have the qualification necessary for membership in the AMA, his or her membership in the club shall thereby terminate, subject to reinstatement upon restoration of eligibility.

### 3.9 Expulsion

Any individual may be expelled from membership if in the EC's determination such individual willfully commits any act or omission which is a violation of any of the terms of these bylaws, or the Rules of the AMA, or which is detrimental the club, the AMA, or to model aviation. Expulsion of members requires a quorum and a two-thirds (2/3) majority vote. Twenty percent (20%) of the club membership shall constitute a quorum.

### 3.10 Reinstatement

Reinstatement of expelled members requires a quorum and a two-thirds (2/3) majority vote. Twenty percent (20%) of the club membership shall constitute a quorum.

## Article 4: Officers

### 4.1 Elected Officers

The following positions are **elected** officers and form the Executive Committee (EC).

- President
- Vice-President
- Secretary
- Treasurer
- Safety Coordinator

All contact with flying site owner(s) shall be the responsibility of the members of the EC or special delegate(s) assigned for that purpose. Members other than the EC shall not contact flying site owner(s) relative to club business.

#### **4.1.1 President**

The President shall preside at all meetings of the club, coordinate the business affairs, and act as a spokesperson in all matters pertaining to the club. In addition, the President shall cast the deciding vote in case of a tied vote.

#### **4.1.2 Vice-President**

The Vice-President shall assist the president as needed and act on the President's behalf when the President is unable to execute outlined responsibilities, including assignments on special committees. The Vice-President shall keep a record of major club assets (equipment, structures, tools) and their storage location used to operate the club and maintain the flying field.

#### **4.1.3 Secretary**

The Secretary shall record minutes of each club meeting and handle regular correspondence pertaining to club activities. The Secretary shall maintain a current roster of the membership; maintain the club's AMA records, and original copy of AMA insurance.

#### **4.1.4 Treasurer**

The Treasurer shall collect all moneys due and keep a record of moneys disbursed by the club. The Treasurer shall maintain accurate financial records and coordinate all financial transactions facilitated through the club's bank account(s).

#### **4.1.5 Safety Coordinator**

The Safety Coordinator shall enforce the AMA Safety Code and the club's Field Safety Guidelines. In addition, the Safety Coordinator shall address safety concerns directly to the President and shall be responsible for processing the grievance forms per the grievance procedure documented in the bylaws.

## 4.2 Executive Committee

The Executive Committee (EC) is interchangeable with the term “Club Officers.” The EC consists of the elected officers of the club serving their normal term.

The EC shall direct the affairs of the club and the day-to-day business. Responsibilities shall also include membership approvals, grievances, and disciplinary action when necessary.

## 4.3 Appointed Positions

The following positions are appointed by the EC and represent non-elected roles. Votes casted by non-elected positions do not carry officer-voting rights.

- Flight Instructor
- Editor
- Website Administrator

### 4.3.1 Flight Instructor

The EC shall appoint one or more Flight Instructors at a given time based on suitability for successfully executing the role.

### 4.3.2 Editor

The Editor shall prepare a regular newsletter containing general club news and hobby-related content and publish it to the club website for access by club members and the public.

### 4.3.3 Website Administrator

The Website Administrator shall ensure operational upkeep and security of the club website. As appropriate, the Website Administrator shall inform the EC of upcoming service renewals and assist with/perform content updates to the website. He/she shall coordinate with the Editor and EC as appropriate.

## 4.4 Vacancies

The EC shall fill vacant positions—including premature officer resignations—by majority vote of the remaining officers.



## **Article 5: Meetings**

### **5.1 Regular Meetings**

Regular meetings are held monthly. The meeting rhythm, including exceptions, shall be published on the club website and in the newsletter.

### **5.2 Special Meetings**

Special meetings may be scheduled as deemed appropriate. Meeting location, date, and time of scheduled special meetings shall be communicated via email to all members at least seven (7) days before the respective meeting.

### **5.3 Decisions at Club Meetings**

At any club meeting, a quorum and simple majority shall be required to approve decisions.

Twenty percent (20%) of the club membership shall constitute a quorum. A simple majority shall consist of more than fifty percent (50%) of the members voting at the meeting.

## **Article 6: Record Keeping**

All club records are passed on when new officers are elected.

## **Article 7: Committees**

### **7.1 Standing Committees**

The EC is the only standing committee.

### **7.2 Special Committees**

The EC may set up Special Committees as a temporary means to address club needs and issues.

Examples of Special Committees may include, but are not limited to: Safety, Membership, Grievance, Projects, Events, etc.

## **Article 8: Nominations, Elections, Terms of Office, and Recalls**

### **8.1 Nominations**

All nominations shall be submitted by the regularly scheduled October meeting.

Nominations for officer positions can be made by any member with voting rights in person at a club meeting or remotely by email. Any eligible member can submit their own nomination. Members nominating other members shall confirm with the respective member first before submitting a nomination. All nominations submitted via email shall be submitted to the EC.

### **8.2 Elections**

Officers are elected every two years (bi-annual cycle). Elections are held at the regularly scheduled November meeting and shall require a quorum and simple majority to elect club officers.

Twenty percent (20%) of the club membership shall constitute a quorum. A simple majority shall consist of more than fifty percent (50%) of the members voting at the meeting (including remote votes submitted via email).

Members who cannot attend the meeting can cast their vote remotely via email submitted to the EC. Remote votes shall be submitted no later than one (1) day prior to the November meeting to be counted as if those members were present at the meeting.

If there is only a single nomination for a club officer position, no voting shall be required, and the position is filled by acclamation.

### **8.3 Terms of Office**

All elected officers of the club shall serve for a term of two (2) years, starting January 1<sup>st</sup>.

### **8.4 Recalls**

Elected officers can be removed from office before completion of their term. Removing club officers requires a quorum and a two-thirds (2/3) majority vote. Twenty percent (20%) of the club membership shall constitute a quorum.

## Article 9: Miscellaneous Provisions

### 9.1 Robert's Rules of Order

All meetings will be conducted in accordance with Robert's Rules of Order.

### 9.2 Fiscal Year

The club's fiscal year starts on January 1<sup>st</sup> and ends on December 31<sup>st</sup>.

### 9.3 Special Funds, Spending

#### 9.3.1 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.

#### 9.3.2 Discretionary Spending

The President/Executive Committee will have discretionary spending of up to Two hundred dollars (\$200) per expenditure, not to exceed four hundred dollars (\$400) per month without requiring approval of the club membership.

### 9.4 Social Media

Intentionally left blank.

### 9.5 Club Logo



### 9.6 Standing Rules

Intentionally left blank.

### 9.7 Youth Programs/Activities

The club shall obtain criminal background checks on any individual interacting directly with children or minors as part of any club youth programs/activities.

### 9.8 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. Any remaining assets will be donated to non-profit charity, including other model aviation clubs as deemed appropriate by the EC.

## Article 10: Amendment of Bylaws

### 10.1 Proposal

Any club member can propose changes to the bylaws:

- At a regular club meeting
- In writing to the EC

### 10.2 Review

Proposed amendments to the bylaws shall be communicated to the membership in writing at least seven (7) days prior to approval (voting).

Copies of the proposed amendments shall be made available to all members as part of the notification. Time permitting, proposed changes may also be communicated in written form in the next subsequent meeting minutes.

### 10.3 Approval (Voting)

Approval of amendment changes shall require a quorum and a two thirds (2/3) majority vote of the members present at a scheduled meeting (regular or special meeting). Twenty percent (20%) of the club membership shall constitute a quorum.

Members who cannot attend the meeting can cast their vote remotely via email submitted to the EC. Remote votes shall be submitted no later than one (1) day prior to the meeting to be counted as if those members were present at the meeting.

## **Article 11: Grievance Procedures**

### **11.1 Safety-related Complaints**

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 Coordinator for its consideration by means of a grievance form to be filled out and turned into the Safety Coordinator (or Committee Chair if established). At least one witness is required to sign the grievance form.

In general, the Safety Coordinator shall use good judgment in carrying out action on the following:

- A grievance form shall be filled out and turned into the Safety Coordinator/Committee Chair. At least one witness is required. The safety coordinator/committee chair shall investigate and consider viewpoints of both, complainants and accused. If the grievance is validated, disciplinary actions may be exercised.
- Any member receiving a grievance, who directs any retaliation action against the person filing said grievance, shall be subject to immediate expulsion from the club. This includes, but is not limited to threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the club officers.

### **11.2 Grievance Actions**

#### **11.2.1 First Violation**

Complainant's name shall be disclosed. A verbal reprimand shall be given to the accused by the Safety Coordinator/Committee Chair, which shall be recorded in the club records.

#### **11.2.2 Second Violation**

Complainant's name shall be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Safety Coordinator/Committee Chair. If the committee so decides, the flying privileges of the accused shall be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the club newsletter.

### **11.2.3 Third Violation**

The Safety Coordinator/Committee Chair shall notify the accused in writing and the club members that the club will vote on the expulsion of the accused at the next meeting. Club members eligible for voting who cannot attend the meeting may vote via email submitted to the EC.

Said expulsion shall last for a one-year minimum. Expulsion of members requires a quorum and a two-thirds (2/3) majority vote. Twenty percent (20%) of the club membership shall constitute a quorum. Voting shall be by secret ballot at a regular monthly meeting or through a secure online ballot. The expelled member may reapply for membership after the expiration of the expulsion period.

### **11.2.4 Retaliation**

Any member receiving a grievance, who directs any retaliation action against the person filing said grievance, shall be subject to immediate expulsion from the club. This includes, but is not limited to threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the club officers.

## **11.3 Non-safety-related Complaints**

Complaints shall be presented to any club officer (or grievance committee member if established). Any non-safety related complaints shall be reviewed and investigated (as appropriate) to determine if and to what degree any disciplinary action is required.

# Club Grievance Form

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

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

Nature of Violation:

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Complainant's  
Signature: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

Additional Witnesses (optional):

Witness' Name: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

Witness' Name: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

Witness' Name: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_