

BY-LAWS OF THE IMPERIAL RADIO CONTROL CLUB, INC.

ARTICLE I; NAME

The official name as recorded with the Florida Department of State, Division of Corporations is:

The Imperial Radio Control 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. Proof of AMA membership required.
2. A new members name shall be submitted to the membership at the meeting following receipt of an application. The new member shall be granted full club privileges from the time of dues payment.

B. RESIGNATION:

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

C. EXPULSION:

1. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall be terminated.
2. This section provides for enforcement of the Safety Rules or any other unacceptable behavior or action by an individual member or members. Any individual may be expelled from the Club by a two-thirds (2/3) vote of a quorum of the membership if in the Executive Committees determination, such individual willfully commits any act which is a violation of the terms of these By-laws, the rules of the AMA, or which is detrimental to the IRCC, the AMA, or model aviation.

D. REINSTATEMENT:

1. A two-thirds vote of the membership is required for reinstatement to the club.

E. 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 with a valid AMA card. Must be supervised by an adult family member and checked out by an instructor. A Junior Member is entitled to full club privileges, Non-Voting. Other children must have proof of parental authorization to fly or train at IRCC.
3. **Associate Member**
 - A. A non-flying member who may participate in club activities, Non-Voting.
 - B. Spouse of a current IRCC member. Entitled to full flying and all club privileges. Proof of AMA membership required. Non -Voting.
4. **Lifetime Member** An adult member for twenty (20) consecutive years, and at least seventy (70) years old. All rights and privileges, Voting.

5. **Complementary Member** An adult member who has dues waived. Includes Lifetime Members and any member with exceptional service to the Club. Comp Member list will be reviewed annually and approved by the Executive Committee. All rights and privileges, voting. Any eligible club member must request Comp Membership to be considered.

Comp Membership classification may be abolished by a two thirds vote of a quorum of the club membership during periods of club economic hardship.

F. SAFETY RULES: For safety rules and procedures refer to the IRCC FIELD RULES.

ARTICLE IV; Officers, Board of Directors, Executive Committee

A. Responsibilities: The responsibilities of the Officers are to oversee that the club goals and vision of its members are carried out, and that the rules and policies (By-laws) 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. Board of 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 meet at least once per year and are responsible to evaluate the clubs goals, objectives and vision, and to verify 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. Executive Committee: The Executive Committee shall consist of all Officers and Directors of the club. The Executive Committee shall meet at least yearly and is responsible to approve financial budgets, propose club policy, and handle routine operational matters. In addition, the Executive Committee shall coordinate all grievance and disciplinary procedures. The Executive Committee may authorize up to \$300.00 in addition to the President's spending authority of \$200.00 (\$500.00 total). Any club member may attend Executive Committee meetings with a request to the President. Any visiting club member will be given the opportunity to discuss their views with the Executive Committee. Also any club member may request that an item be added to the agenda.

D. 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. Have the Authority to spend up to \$200.00 between meetings.
 - d. 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. 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.

4. The Treasurer shall:

- a. Keep adequate records of income, expenses, 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 consistent with the yearly budget.
- d. Establish a yearly budget to be approved by the Executive Committee.
- e. Any current member of the Imperial R/C Club, Inc. may request to view the financial records and arrangements will be made through the President.

E. Appointed Officers: The president shall have the authority 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, and webmaster. However, he may appoint other officers, as he sees fit or the need arises, to conduct normal club business.

F. Financial arrangements:

1. All budgeted club financial issues shall be handled by the Treasurer.

2. Any special disbursements not already approved by the club shall require the approval of the Executive Committee prior to arrangements being made. Any disbursement in excess of \$500.00 shall require a two thirds vote of a quorum of the membership.

3. Club activities or events which require obligation of club personnel or funds greater than \$500.00 shall not be undertaken without a two thirds vote of a quorum of the club membership. Dollar amount for expenses to be incurred plus expected profits must be discussed with the membership for approval before the activity will be authorized.

4. The Executive Committee may authorize disbursement of club funds not to exceed \$300.00 during any monthly period for club purposes without prior membership vote. The President may authorize disbursement of club funds not to exceed \$200.00 during any monthly period for club purposes without prior membership, or Executive Committee vote.

5. All checks issued in the name of the club shall be signed by the club Treasurer or President.

G. 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 President.

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 voting 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 of the Imperial R/C Club, Inc. may request to view the records and arrangements will be made through the President.

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 Committee as well as the needs to perform the tasks.

B. Special Committees: Special committees may be formed by the Executive Committee to meet the goals of the club. The Executive Committee 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 Committee.

C. Committee Membership: Committee membership shall be comprised of members 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.

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 Committee. Upon receipt of the petition and verification of the petition request, the Executive Committee will organize a special recall election. This election must take place within sixty (60) days after the certification by the Executive Committee.

ARTICLE IX: MISCELLANEOUS PROVISIONS

A. Fiscal Year: The fiscal year shall begin at 12:01am on January 1st and conclude on December 31st 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 of printed materials must be approved by the Executive Committee or shall be considered 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 BY-LAWS

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 Committee 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 or to eliminate behavior or actions detrimental to the IRRC by providing a disciplinary system when needed. Any member can initiate a grievance procedure with at least one witness required. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Executive Committee for its consideration by means of a Grievance Form. The Executive Committee shall use its judgment in carrying out action on the following:

A. Procedure for filing a Grievance Form

Step One:

Should any member want to start an expulsion process against another member for unacceptable behavior, he/she would submit the IRCC Grievance Form to the Executive Committee (with proper witness signatures). The Executive Committee would evaluate the grievance and if in agreement, notify the offender in writing that a Grievance has been filed against him. The offender would be given the opportunity to present to the Executive Committee his side of the story.

This part of the process would remain confidential and not presented to the club membership. Hopefully the unacceptable behavior will then be stopped and no further action would be required.

Step Two:

Should the unacceptable behavior continue, any member can submit a second IRCC Grievance Form to the Executive Committee (again with witness signatures). If the Executive Committee agrees that the unacceptable behavior has continued, the offender will be notified in writing that an Expulsion Vote will be conducted by secret vote at the next regularly scheduled monthly meeting of the IRCC. The Expulsion Period will be determined by the Executive Committee and may be indefinite.

The club membership will be notified in the Monthly Newsletter that an expulsion vote will be conducted at the next regularly scheduled monthly meeting of the IRCC. A two thirds (2/3) vote of a quorum of the adult membership will be required for expulsion. After the expulsion period, a two thirds (2/3) vote of a quorum of the adult membership would be required for reinstatement.

- B. 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 Executive Committee.

Revised October 2015
Revised December 2013
Revised October 2004
Revised June 2004
Revised December 2003

IRCC Grievance Form

(Not part of the By-laws)

Date: _____ **Time:** _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses: _____
(not required)

This form must be submitted to the IRCC President or Executive Committee. Three copies required.