

03/29/2015

# Simi Valley Flyers Incorporated Club Bylaws

## ARTICLE I NAME

### SECTION I NAME

The name of the Club shall be "Simi Valley Flyers".

## ARTICLE II PURPOSE

### SECTION I

The purpose of the Club is to:

- Promote model aviation in general
- Promote youth education through model aviation.
- Promote safe flying
- Promote good fellowship and community relations

## ARTICLE III MEMBERS

### SECTION I ELIGIBILITY

All persons shall be eligible for membership, and shall agree to abide by the Club's bylaws, Flight Safety Rules and Regulations, and those of the Academy of Model Aeronautics (AMA).

### SECTION II LIMITATIONS

The membership of the Club shall be limited to 150 active members excluding honorary and Associate members.

### SECTION III CLASSES OF MEMBERS

The Club shall have the following classes of members:

Full Member – Is eighteen (18) years of age or older as of January 1<sup>st</sup>. Member has full voting rights and privileges.  
Exception: Members younger than 18 years of age are ineligible to vote.  
Dues: Full Member rate plus AMA membership.

Junior Member – Is younger than eighteen (18) years old as of January 1<sup>st</sup>. Junior members are ineligible to vote.  
Applications for junior memberships must include written permission by the applicant's parents or legal guardian.  
Dues: Junior Member rate plus AMA membership.

Dependent Junior Member - Is younger than eighteen (18) years old as of January 1<sup>st</sup> and has a parent, grand parent, or a guardian that is either a Full Member or a Senior Member with current membership. Dependent junior members are ineligible to vote. Applications for dependent junior memberships must include written permission by the applicant's parents or legal guardian.  
Dues: Dependent Junior Member rate plus AMA membership

Student Member – Is eighteen (18) years of age or older as of January 1<sup>st</sup> and is attending and undergraduate school or an institute of higher education on a full time basis as determined by that institution. Member has full voting rights and privileges.  
Dues: Student Member Rate plus AMA membership.

Probationary Member – A new member is not eligible for elected office; however they may serve the Club as an appointed position. A new member remains on probation for a period of one calendar year from the time of application. Member has full voting rights at Club meetings. Dues: Full Member rate plus AMA membership.

Associate Member – Defined as a wife, husband, child, or parent of an active club member who does not operate models as part of the club activity; such member must be listed on the Charter as an associate.  
 Dues: Full Member Rate

Honorary Member – Honorary life membership may be conferred upon any member that has maintained a club membership for a minimum of twenty-five (25) consecutive years. Consideration for honorary life membership requires the recommendation of the Board of Directors, and by a majority vote of the members in attendance at the annual meeting. An Honorary Member shall be exempt from paying dues or other assessments.

Lifetime Member – Lifetime membership may be conferred upon any member who has made significant contributions to the club over a period of time. Consideration for lifetime membership requires the recommendation of the Board of Directors, and a majority vote of the members in attendance at the annual meeting. A Lifetime Member shall be exempt from paying dues or other assessments.

**SECTION IV REQUIREMENTS**

1. 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 in the AMA. Non-flying members do not require an AMA membership.
2. All members agree to abide by the Bylaws, Flight Safety Rules and Regulations, and those of the AMA.
3. All members are required to pay their required dues by the January Regular Member Meeting of the current year. Members that allow the dues to lapse for a period exceeding 90 days shall be required to reapply for membership in the Club. Members failing to renew membership and are required to re-apply for membership may appeal to the Board of Directors. Shown good cause the Board, at its discretion may waive the re-application requirement. Late fees will still apply.

A Pilot Instructor will be assigned to the new member in accordance with General Rule 1.5 of Flight Safety Rules and Regulations.

The new member will be required to sign and date the “Acceptance of Terms and Conditions” of the SVF Club Bylaws (Pg. 10) and submit it to the Membership Chairman with a copy of their current AMA card before a SVF Identification Card will be issued.

4. Any member receiving a Grievance as stated in Article VI, who is involved in rules violations, or who has key information regarding a rule violation and withholds it from the Board of Directors, can at the Board of Directors discretion be placed on probation for one (1) year regardless of his or her tenure in the Club.

**SECTION V DUES**

Re-applying members as per section IV, runway assessment fee schedule:

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year
Full Member	No Assessment	\$50.00	\$100.00	\$150.00
Junior Member	No Assessment	\$12.00	\$24.00	\$38.00
Dependent Junior Member	No Assessment	No Assessment	No Assessment	No
Assessment				
Student Member	No Assessment	\$25.00	\$50.00	\$75.00
Probationary Member	Assessment consistent with appropriate membership class.			

New members are required to pay a runway assessment fee based on the following schedule:

Full Members	\$150.00
Junior Members	\$38.00
Dependent Junior Members	No Assessment
Student Members	\$75.00
Associate Member	No Assessment
Probationary Member	Assessment consistent with appropriate membership class

Badge – All members will receive a club identification badge annually for a onetime fee of \$10.00.

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Annual Dues - Dues will be prorated for members joining mid year. The dues will be prorated by dividing the remaining calendar months in the year by the appropriate dues amount.

Full Member	\$60.00
Junior Member	\$15.00
Dependent Junior Members	None
Student Member	\$30.00
Associate Member	\$60.00
Probationary Member	Dues consistent with appropriate membership class.

Late Fees – A late payment fee of \$10.00 per month, to a maximum of 2 months (\$20.00) will be assessed if dues are not paid by the January Regular Meeting of the current year. In the interim he/she shall not have club privileges of any kind.

#### **SECTION VI RESIGNATION**

Any member may resign at any time with no refund or prorating of dues or runway fees.

#### **SECTION VII TERMINATION OF MEMBERSHIP**

The Board of Directors, by affirmative vote of a majority vote of all of the members of the Board, may terminate the membership of a member for cause after an appropriate hearing and by a majority vote of those present at any Regular Meeting.

#### **SECTION VIII TRANSFER OF MEMBERSHIP**

Membership in the Simi Valley Flyers is not transferable or assignable.

#### **SECTION IV BYLAWS**

All new members shall be provided with a set of current Bylaws, and Flight Safety Rules and Regulations. Current members may obtain the Bylaws, and Flight Safety Rules and Regulations upon request.

### **ARTICLE IV MEETINGS OF MEMBERS**

#### **SECTION I ANNUAL MEETING**

An annual meeting of the members shall be held on the 2nd Sunday in the month of December for the purpose of electing officers.

#### **SECTION II SPECIAL MEETINGS**

The President, Board of Directors, or not less than ten (10) members may call a special meeting of the members, provided the membership is notified at 3 days in advance of the time and place of the meeting.

#### **SECTION III REGULAR MEETINGS**

A regular meeting of the members shall be held on the 4<sup>th</sup> Friday of each month with the exception of December. The meetings shall commence at 7:30 PM. The nomination of new officers shall take place at the November meeting.

#### **SECTION IV VOTING**

All matters submitted for vote at a meeting of the members shall require an affirmative vote by a majority vote of the members present, unless otherwise stated. Voting may be done verbally or by a show of hands except in the election of the Board, where voting shall be done by secret ballot.

### **ARTICLE V BOARD OF DIRECTORS**

#### **SECTION I GENERAL POWERS**

The affairs of the Club shall be managed by the Board of Directors, which shall consist of eight (8) members.

#### **SECTION II QUALIFICATIONS**

Directors shall be members of the club. All directors must be eighteen (18) years of age or older.

**SECTION III REGULAR MEETINGS**

The Board of Directors shall meet on the second Tuesday of the month. The meeting will commence at 7:30 PM.

**SECTION IV QUORUM**

A majority of the Board shall constitute a quorum for the transaction of any business meeting of the Board. But if less than a majority is present, a majority of the Directors present may vote to adjourn the meeting.

**SECTION V COMPENSATION**

Directors as such shall not receive any compensation or stated salaries for their services; but nothing herein contained shall be construed to preclude any director from serving the Club in any other capacity and receiving compensation. In recognition of their effort, the Club waives annual membership dues for those members who participate as Directors. The waiver is based on a "one year served – one year waived" basis. The waiver is effective after the first term of office and continues as long as that individual continues to serve on the Board.

**ARTICLE VI OFFICERS**

**SECTION I OFFICERS**

The Officers of the Club shall be President, Vice-President, Secretary, Treasurer, Safety Officer, Membership Chairman, Communications Director and Newsletter Editor. These officers shall constitute the Board of Directors. Officers cannot hold more than one office concurrently.

**SECTION II ELECTION AND TERM OF OFFICE**

The membership on a yearly basis shall elect the Board from the membership. See Article IV Section 1. The term of office is one (1) year. In the event that there is no nomination for a position, then that position becomes an "Appointed Position" for that year. The remaining members of the board, may appoint any member willing to serve to that position. That appointment is to be ratified at the next general meeting by majority vote of the membership present. In the event that the nominated person is a "Probationary Member", the board may vote to "suspend" the rule preventing the "Probationary Member" from holding an officer position.

**SECTION III REMOVAL FROM OFFICE**

Any officer, elected or appointed may be removed by the Board whenever in their judgment; the best interest of the club would be served.

**SECTION IV VACANCIES**

The Board, for the un-expired portion of the term, may fill a vacancy in any office.

**SECTION V PRESIDENT**

The President shall be the principal executive officer of the corporation and shall, in general, supervise and control all of the business affairs of the corporation in conjunction with the other members of the Board. The President shall preside at all meetings of the members and of the Board; he may appoint any committee to serve the corporation as needed. The President shall cast the deciding vote in the event of a tie and vote in all elections. The President shall appoint a committee to audit the clubs finances in November. The President shall appoint chairmen to all committees. The President is authorized to spend up to \$200 per month without approval. When possible make reports for the newsletter.

**SECTION VI VICE-PRESIDENT**

In the absence of the president, or in the event of the President's inability or refusal to act, the Vice-president shall perform the duties of the President, and when so acting shall have all the powers of and be subjected to all the restrictions upon the president. The Vice-president shall perform such other duties as may be assigned to the Vice-president by the President. When possible make reports for the newsletter.

**SECTION VII SECRETARY**

The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in the books provided for that purpose and be custodian for the corporate records. The Secretary is responsible for keeping and maintaining the bylaws in order and up to date. Present the minutes of all board meetings at the next general membership meeting. Present the minutes of the prior general meeting for approval by the membership at the next general meeting. Keep a register of post office addresses for each member, which will be supplied to the Secretary by the Membership Chairman. And in general perform all the duties assigned to the Secretary by the president or by the Board. When possible make reports for the newsletter.

**SECTION VIII      TREASURER**

The Treasurer shall have charge and custody of and be responsible for all funds of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever and deposit such monies in the name of the corporation in an Insured Security; and in general perform all the duties incident to the office of the treasurer and such other duties as is assigned to the Treasurer by the President. All expenditures in excess of \$300 must be approved by the board and the general membership by a majority of those present at any general meeting. Corporation expenditures of greater than \$300.00 shall require the signature of both the president and the Treasurer on all checks or drafts or for the payment of money in the name of the corporation, and shall be issued by the Treasurer. When possible make reports for the newsletter.

**SECTION IV      MEMBERSHIP CHAIRMAN**

The Membership Chairman issues membership packets to all new members. The packets are to include: copy of Bylaws, Flight Safety Rules and Regulations, Board of Director contact list, membership badge, Membership application which includes a signed agreement to abide by all rules and regulations of the Club and of the AMA. Collects and remits dues to the Treasurer. The Membership Chairman will present a key to new members only after they receive approval from the Safety Officer or the Safety Officer's designee and then only after completing a check-out flight and safety orientation. Prepares and maintains a roster of all club members. The membership chairman prepares annual lists for the Academy of Model Aeronautics in cooperation with the secretary.

**SECTION X      SAFETY OFFICER**

The Safety Officer shall preside over all flying activities; shall have the power to restrict any person or aircraft from flying at any time for safety reasons only. *Any decision to restrict a person must be documented and submitted to the Board and to the Secretary.* The flying restriction will only apply to safety related concerns. The safety restriction may be lifted by the safety officer if the Safety Officer feels the issue has been resolved. Ignoring an order by the safety officer will result in immediate suspension of flight privileges. Any suspension will remain in effect until lifted by the Board. Any "failure to comply" must be reported by the Safety Officer to the Board, in writing, within three (3) days. The Board will hold a special meeting to address the incident. The safety officer shall designate a person(s) to act in his absence to enforce club Flight Safety Regulations and those of the AMA for all club activities and special events. If the Safety Officer has not appointed a designee, any Board member shall assume the duties of acting Safety Officer.

**SECTION XI      Newsletter Editor**

The Newsletter Editor prepares a Club newsletter each month. The newsletter will typically include a president's message, articles from other Board members, member articles, articles of interest, technical tips, calendar of events and the minutes of the last general meeting. The Newsletter editor may edit any article for content or length, with significant changes being discussed with the author. The Newsletter Editor in conjunction with the Membership Chairman and the Communications Director is responsible to see that the newsletter is delivered to each club member. The method of delivery may be by posting the newsletter on the Club website, emailing the newsletter, hand delivery or U.S. mail.

**SECTION XII      Communications**

Responsible for managing and updating the simivalleyflyers.com web site and its content. Maintains current links on the web site and complete site backups. Is responsible for domain registration and web hosting payments. When possible, provides input for the newsletter. In conjunction with the Membership Chairman, develops and maintains members e-mail addresses as well as other local RC clubs e-mail addresses for the purpose of preparing and distributing information of interest to club members and local RC clubs. This information to include links for the SVF or other RC clubs newsletters, upcoming events such as meetings or special events as well as notices from the AMA or government agencies. Develops and maintains Social Media sites for disseminating information of interest to members and the public in general.

**ARTICLE VII CONDUCT OF MEMBERS**

**SECTION I      CONDUCT OF MEMBERS**

All members of the Club are expected to act in a sportsman like manner. Any person threatening violence or use of language that is generally considered offensive will not be tolerated. Any member acting to the contrary is subject to disciplinary action by the Board. Any member that observes such behavior is encouraged to report the incident.

## **ARTICLE VIII FLIGHT SAFETY RULES**

### **SECTION I GOVERNING RULES**

Flight operations at the Simi Valley Flyers site are governed by the document entitled "Simi Valley Flyers Flight Safety Rules and Regulations". In addition to rules mandated in the Flight Safety Rules and Regulations, all applicable rules of the Academy of Model Aeronautics must be observed.

### **SECTION II INSURANCE COVERAGE**

Members are cautioned that violation of these rules may invalidate your AMA insurance coverage.

### **SECTION III MEMBER RESPONSIBILITY**

Any member who observes a violation of any of these rules must notify the Safety Officer or a member of the Board.

### **SECTION IV SAFETY OFFICER**

Any member who disregards any safety related request by the Safety Officer or the safety officer's designee is subject to immediate suspension. Any member who willfully disregards a rule that could cause injury or damage to any person or property is subject to immediate suspension by any member of the Board of Directors. The Safety Officer or the Safety Officer's designee may impose a temporary rule will remain in effect until the next regular membership meeting.

### **SECTION V CORRECTION OF FLIGHT SAFETY RULES**

The Flight Safety Rules and Regulations may be corrected by a majority vote by the Board of Directors during a regular meeting of the Board of Directors with the following provisions:

- a. The proposed change is to correct or clarify the rule. It cannot change the intention of the rule.
- b. The rule change will not require a vote by the membership at the regular meeting.
- c. The rule change with the final wording will be presented to the membership during the next regular meeting. Changes to the flight safety rules will be posted at the flying site and included in the next club newsletter.

### **SECTION VI AMENDMENT OF FLIGHT SAFETY RULES**

The Flight Safety Rules and Regulations may be amended by a majority vote of members present at any regular meeting with the following provisions:

- a. The proposed change was presented in writing at the previous regular meeting.
- b. The amendment with the final wording was published in the newsletter prior to the regular meeting at which the voting occurs. Changes to the flight safety rules will be posted at the flying site and included in the next club newsletter.

## **ARTICLE IX GUESTS**

### **SECTION I PURPOSE**

The Club encourages members to bring guests to our field and encourage their continued participation with our club. The purpose of the guest privilege is to allow potential members to fly at our field and meet our members.

### **SECTION II MEMBER RESPONSIBILITIES**

All guests must be under the direct supervision of a sponsoring club member and must comply with all the club's rules and regulations.

### **SECTION III LIMITATIONS**

The guest privilege is limited to three (3) sessions during any calendar year. All guests are required to show proof of current AMA coverage. The sole exception to these limitations is for persons participating in the Club's Introductory Pilot Program; only under the supervision of a designated AMA Introductory Pilot Program Instructor.

## **ARTICLE X FIELD ACCESS**

### **SECTION I PARK ACCESS**

Our field is located in Oak County Park. The access to our field is by way of the park's entrance. Access to the field is subject to the permission of the park's operator or designee. The park is generally open with the exception of some holidays. Members may access the flying site only when the park is open. If the park is closed then the flying site shall be considered closed. All members are required to show proper Simi Valley Flyers ID badges for access to the park. Any member who is unable to display their badge is subject to the park's regular admission fee.

### **SECTION II FIELD ACCESS**

All members must have a valid ID badge or temporary receipt in their immediate possession in order to fly. All members flying at the field must both sign-in and out of the flight log located in the frequency control box. Junior members and dependent junior members must be under the direct supervision of their legal guardian or a non-junior type member when using the field.

### **SECTION III RAIN CLOSURE**

In the event of rain, the field will be closed. This is for safety reasons, to prevent damage to the access road and to prevent the deposit of debris in the park's parking area. During a closure, the entrance to the field will be chained closed. When conditions improve the site will reopen. The opening and closing of the flying site entrance will be coordinated by the Board or its designee and/or the park's designated employees only.

## **ARTICLE XI GRIEVANCE PROCEDURE**

### **SECTION I 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 Board of Directors by means of a Grievance Form to be filled out and turned into the Board. In addition to the Complainant, at least one witness is also required to sign the Grievance form.

Any grievance that is determined valid by the Board will be recorded by the Secretary. While grievances will be permanently recorded by the Secretary, only incidents that occur within a two-year time period will be considered when determining disciplinary action. Disciplinary actions are prescribed in Section II.

Any member receiving a Grievance, who directs 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 to be deemed retaliatory by the Board of Directors. Expulsion of a member will be administered by the Board. Any expulsion requires a 2/3-majority vote by all Board members.

### **SECTION II BOARD OF DIRECTORS**

The Board of Directors shall use its judgment in carrying out action on the following:

- A) A Grievance Form will be filled out and turned into the President.
- B) FIRST VIOLATION
  - a. Viewpoints of both the complainant and accused will be considered.
  - b. Complainant's name will be disclosed.
  - c. A verbal reprimand will be given to the accused by the Board of Directors, and will be recorded by the Secretary.
- C) SECOND VIOLATION
  - a. Complainant's name will be disclosed.
  - b. The accused has the right to a written rebuttal, to be reviewed by the Board of Directors.
  - c. If the Board so decides, the flying privileges of the accused will be suspended thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.
- D) THIRD VIOLATION

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- a. The Board of Directors 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.
- b. Said expulsion shall last for a one-year minimum (longer if deemed necessary by the Board of Directors).
- c. A member may be expelled from the Club only upon a 2/3-majority vote of the membership present at the meeting.
- d. Voting will be done by secret ballot at a regular monthly meeting.
- e. The expelled members may reapply for membership after the expiration of the expulsion time period.

## **ARTICLE XII CONTRACTS AND GIFTS**

### **SECTION I CONTRACTS**

The Board may authorize any officer of the corporation to enter into any contract on behalf of the corporation. Such authority may be general or confined to specific instances.

### **SECTION II GIFTS**

The Board or its designee may accept on behalf of the corporation any gifts or contributions.

## **ARTICLE XIII AMENDMENT OF BYLAWS**

### **SECTION I CORRECTIONS**

The Bylaws may be corrected by a majority vote by the Board of Directors during a regular meeting of the Board of Directors with the following provisions:

- a. The proposed change is to correct or clarify the Bylaws. It cannot change the intention of the Bylaws.
- b. The change will not require a vote by the membership at the regular meeting.
- c. The change with the final wording will be presented to the membership during the next regular meeting. Changes to the flight safety rules will be posted at the flying site and included in the next club newsletter.

### **SECTION II AMENDMENTS**

The Bylaws may be amended at any regular meeting of Club by a majority vote of members present with the following provisions:

- a. The amendment was presented in writing at the previous regular meeting.
- b. The amendment with final wording was published in the newsletter prior to the regular meeting at which the voting occurs. Changes to the Bylaws will be posted at the flying site and included in the next club newsletter.



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## Member Copy

### Acceptance of Terms and Conditions

I have read and understand the Simi Valley Flyer's Club Bylaws and Flight Safety Rules and Regulations. In addition, I have read and understand the Current Official AMA National Model Aircraft Safety Code. **I agree to follow all rules and regulations as prescribed by those documents.**

Member \_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Signature

AMA# \_\_\_\_\_

Note: Junior members and dependent junior members require a parent or legal guardian's consent and signature. By signing for a junior member or a dependent junior member you agree that you have read and understand the rules and regulations contained in documents referred to above.

Parent or Legal Guardian (Please circle)

Name \_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Board Member \_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Board Member Signature

Date \_\_\_\_\_

**This Copy Must Be Signed and Returned to the Club Secretary**

**Acceptance of Terms and Conditions**

I have read and understand the Simi Valley Flyer's Club Bylaws and Flight Safety Rules and Regulations. In addition, I have read and understand the Current Official AMA National Model Aircraft Safety Code. **I agree to follow all rules and regulations as prescribed by those documents.**

Member \_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Signature

AMA# \_\_\_\_\_

Note: Junior members and dependent junior members require a parent or legal guardian's consent and signature. By signing for a junior member or a dependent junior member you agree that you have read and understand the rules and regulations contained in documents referred to above.

Parent or Legal Guardian (Please circle)

Name \_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Board Member \_\_\_\_\_  
Print Name

Signed \_\_\_\_\_  
Board Member Signature

Date \_\_\_\_\_