

“OSWEGO VALLEY MODELAIRES”

BY-LAWS

Approved for issue on 5/12/03



President: _____
(Print name / signature)

Date: _____

Vice President: _____
(Print name / signature)

Date: _____

Secretary: _____
(Print name / signature)

Date: _____

Treasurer: _____
(Print name / signature)

Date: _____

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

ARTICLE 1 MEMBERSHIP

- SEC A There is no limit to the total membership number.
- SEC B Anyone becoming a member of this club should have a general interest in model aircraft.
- SEC C There is no age limit for members of this club but members under twelve years old must be under direct supervision of an adult when operating aircraft at the clubs flying field.
- SEC D Guests (with current AMA membership) who live within commuting distance to the club will be permitted use of the clubs flying facility for a short period of time to assess the club and it's members prior to joining.
- SEC E Guests (with current AMA membership) visiting for a short time from outside the commuting distance may fly as often as they wish.

ARTICLE 2 CONDUCT

- SEC A Good sportsmanship will prevail at the meeting, club activities and at the flying field.
- SEC B Safe flying practices will always be enforced at the clubs flying site. A complete listing of these are found in the clubs field rules and the AMA Safety Code.
- SEC C Any member who in the opinion of the club becomes unsatisfactory to the club due to repeated infractions of the by-laws or field rules can be removed from the rolls by a quorum vote at any meeting of the club. (ref: ARTICLE 16 GRIEVANCE PROCEDURE -FLIGHT AND GROUND SAFETY RULES)

ARTICLE 3 DUES

- SEC A

JUNIOR (not 19 by July 1)	\$20.00
SENIOR	\$40.00
FAMILY	\$40.00 plus \$10.00 per family member.
NEW	One half Full rate, covers remainder of current year.
- SEC B Club dues should be paid up by the January meeting of each year. People renewing after the meeting are expected to pay a late charge in the form of a small donation to the club.
- SEC C **A family rate is calculated as the current Senior rate with an additional charge of \$10 per family member, with or without AMA, who wishes to be listed in the clubs roster as a club member and have voting rights.**
- SEC D **Club members are permitted to use the club facilities and participate in club activities.**

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

ARTICLE 4 OFFICERS

- SEC A** Officers elected by the club membership will be: President, Vice President, Secretary and Treasurer. **(AMA requires a minimum of two club officers)**
- SEC B** **The positions of Field Marshall, Safety Officer, Publicity Manager, and Newsletter Editor are appointed by the elected officers from those who have indicated a willingness to serve.**
- SEC C** In the event that the President is unable to serve, the Vice President will assume his duties for the remainder of the year.
- SEC D** In the event that an officer other than the President is unable to serve. The remaining officers will select or approve a temporary replacement.
- SEC E** **The President has a discretionary spending up to \$100.00 per term. The amount will be based on available funds remaining after lease, AMA charter and other financial obligations are deducted. (Receipts are required)**

ARTICLE 5 ELECTION OF OFFICERS

- SEC A** Nominations for elective office should be proceeded by one years membership.
- SEC B** All officers, with the exception of **Publicity Manager and Newsletter Editor** must be AMA members (AMA rule).
- SEC C** **People wishing to run for office or people wishing to nominate someone for office shall do so at the January meeting.**
- SEC D** The elections will take place at the **January** meeting.
- SEC E** Votes for the election of officers should be cast by secret ballot.
- SEC F** Officers are elected by receiving a majority of the votes cast for that office by proxy, mail in vote, and the membership present at the **January** meeting.
- SEC G** Officers will be elected for a one-year term starting in January. (officers may delay officially taking office till the submittal to and acceptance by the newly elected officers of the annual report by the board of trustees.)

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

ARTICLE 6 **DUTIES OF CLUB OFFICERS**

- SEC A The President will:
- 1) Preside at all meetings of the club.
 - 2) Act as primary spokesman for the club.
- SEC B The Vice President will:
- 1) Act for the President in his/her absence.
 - 2) May assist the other officers of the club in the performance of their duties if requested.
- SEC C The Secretary will:
- 1) Keep and maintain the minutes of all meetings.
 - 2) Keep and maintain all AMA correspondence
 - 3) Submit the paperwork to AMA for Charter renewal.
- SEC D The Treasurer will:
- 1) Collect all monies.
 - 2) Keep a record of all monies received and of all monies disbursed by the club.
 - 3) Submit monies to the secretary for AMA charter.
 - 4) Pay the **rent/lease** at the appropriate time.
- SEC E The Field Marshall's duties include supervision of:
- 1) field maintenance activities.
 - 2) the parking areas.
 - 3) field clean up. (litter, etc.,)
 - 4) **Update and maintain the club property list.**
- SEC F The Safety's Officers duties include:
- 1) Preparation and update of field rules.
 - 2) Enforcement of the AMA Safety Code.
 - 3) Supervision of the flight line, transmitter impound and spectator areas.
 - 4) **Right to prevent fliers from flying at his/her discretion.**
- SEC G The Publicity **Manager's** duties include:
Preparation and submittal of newsworthy items for media release. All items for media release must be cleared through the **President or designee.**

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

- SEC H** The duties of the Newsletter Editor include:
1. Preparation of a monthly newsletter.
 2. Should include the minutes from the last meeting.
 3. The final version shall be approved by the President or designee.
 4. The Editor may add fill, such as graphics and hobby related articles.
 5. Member submissions for inclusion in the newsletter must be included as written, by the member, unless permission is give to the editor to provide corrective input.

ARTICLE 7 **BOARD OF DIRECTORS**

The board of directors will be known as and referred to herein as the board of trustees.

ARTICLE 8 **BOARD OF TRUSTEES**

SEC A The board of trustees will consists of 1 to 3 members (depending on membership) Consisting of a Chairman and 2 trustee's

SEC B The members of the board of trustees will not be officers presently holding an office in the club.

SEC C The chairman is the official spokesman for the trustee's.

ARTICLE 9 **ELECTION TO THE BOARD OF TRUSTEES**

SEC A Nominations for the board should be proceeded by one years membership in the club.

SEC B The term of office will be one calendar year.

SEC C The elections will take place at the **September meeting** of those members who have indicated a desire to serve.

SEC D Votes for the election of trustees should be cast by secret ballot.

SEC E Trustee's are elected by receiving a majority of the votes cast for that position by proxy or mail in vote and the membership present at the June meeting.

SEC F A chairman will be determined by the trustees at the **September** meeting.

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

ARTICLE 10 **DUTIES OF THE BOARD OF TRUSTEES**

The Trustee's duties will be to report annually, as required by the club officers, or any time the secretary or treasurer is replaced to:

- 1) Inspect and audit the books and records of the secretary.
- 2) Inspect and audit the books and records of the treasurer.
- 3) Generally account for and report on the physical condition of club property.
- 4) The chairman will submit (preferably in writing) the findings of the Trustees to the membership at the January meeting.**

ARTICLE 11 **MEETINGS**

SEC A Regular membership meetings will be **three times a year on the second Monday of January, May, and September.**

SEC B A Quorum must be present to conduct club business.

SEC C No notice of regular meetings will be given, except in the case of election meetings.

SEC D Special meetings may be called by the President or by a request to the president from 2 of more members.

SEC E Special meetings require that the membership be notified a minimum of five days prior to the meeting.

ARTICLE 12 **MEETINGS PROCEDURE**

- SEC A
- ITEM 1 Meeting will be called to order by the President.
 - ITEM 2 Attendance
 - ITEM 3 The Secretary will read the minutes of the previous meeting **if necessary.**
 - ITEM 4 The President will call for a treasurer's report followed by any other reports.
 - ITEM 5 The President will call for **unfinished business.**
 - ITEM 6 The President will call for new business.
 - ITEM 7 The President will call for an open discussion period.
 - ITEM 8 The President will adjourn the meeting.

BY-LAWS of the OSWEGO VALLEY MODELAIRES

SEC B All official meetings of the club will be conducted in the spirit of “Roberts Rules of Order”.

<u>When</u>	<u>Event</u>
January meeting	1) Trustee's report of audits and inspections. 2) Election of officers.
March	AMA Charter due and OVM membership renewal.
May meeting	n/a
September meeting	Election of trustees.
November	Lease due

ARTICLE 13 **VOTING PROCEDURE (GENERAL)**

SEC A Members may vote on all matters of the club requiring a quorum vote.

SEC B Most decisions concerning the club will be by a quorum vote. There are times where the officers may make decisions for the club where:

1. A precedent has already been established.
2. Minimal club finances are involved (except in the case of maintenance to club owned equipment).
3. A record of the action is submitted to the secretary for distribution to the membership via the next meeting or newsletter

SEC C The club quorum will be **20%** of the membership present at the meeting.
(**with 4 members** being the minimum)

SEC D Telecomm votes may be obtained in matters of expediency. Telecomm voting is permitted providing that:

- 1) The President or designee takes the lead.
- 2) An attempt is made to contact all club members.
- 3) A quorum vote is obtained.
- 4) A record of this action is submitted to the secretary for distribution to the membership via the next meeting or newsletter.

SEC E In the event of an even vote the members will discuss the question **again and take another vote**. If there is still a deadlock, the President will cast the deciding vote.

SEC F Expenditures for lease, AMA charter, **and equipment maintenance** will require only that the Treasurer receive approval from the President. Notification of this transaction will be recorded in the Treasurers report..

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

ARTICLE 14 RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP

- SEC A** Any member in good standing may resign his/her membership by giving written notice to the Club.
- SEC B** If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall automatically convert over to a non-flying "Associate" membership status while club dues are current. Subject to reinstatement upon restoration of AMA eligibility.
- SEC C** Enforcement of the Safety Rules, that are related to flying activities, will be handled by the Safety Officer(s) Any other unacceptable behavior, as defined by club standards, becomes the responsibility of the club officers.
- SEC D** Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the membership present at any official meeting of the club, if in an Officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and Bylaws, or the Rules of the AMA, or which is detrimental the Club, the AMA, or to model aviation.
- SEC E** Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the membership present at any official meeting of the club.
- SEC F** The club Officers 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.

ARTICLE 15 DISSOLUTION

- SEC A** Upon the dissolution of the Corporation, the Officers shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, to the Academy of Model Aeronautics, Inc., or to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this Corporation, as the Officers shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

SEC B The Corporation may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.

ARTICLE 16 **GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES)**

SEC A *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 to be filled out and turned into the Senior Safety Officer (SSO). At least one witness is required to sign the Grievance Form.

SEC B *Safety Officer(s):* The SO shall use their judgment in carrying out action on the following:

1. A grievance form (see last page) will be filled out and turned into the SSO. At least one Witness is required.

2. FIRST, SECOND, AND THIRD VIOLATION

a. FIRST VIOLATION

1. Viewpoints of both complainants and accused will be considered.

2. Complainant's name will be disclosed.

3. A verbal reprimand will be given to the accused, by the SSO, and this will be recorded in the Committee files.

b. SECOND VIOLATION

1. Complainant's name will be disclosed.

2. The accused has the right to a written rebuttal, to be reviewed by the SO.

3. If the SO so decides, the flying privileges of the accused will be suspended for thirty 30 days. Written notice of this may be published in the Club newsletter.

c. THIRD VIOLATION

1. SO 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.

2. Said expulsion will, as a minimum, last for the remainder of the season. (Longer if deemed necessary by the club Officers).

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

3. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at any official meeting of the club
 4. Voting will be by secret ballot.
 5. The expelled member may reapply for membership after the expiration of the expulsion time period.
3. The three actions will not be enforced unless they are accumulated within a two-year period of time.
 4. 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 Board of Directors.

ARTICLE 17 EQUIPMENT

SEC A The club may buy and own equipment upon quorum approval.

SEC B Maintenance of club equipment will be the responsibility of the club officers. Officers of the club may delegate this task to a club member but the responsibility remains with the officers.

ARTICLE 18 ADMINISTRATIVE

Circumstances which require clarification, enforcement and exemptions of the rules herein will be reviewed by the officers on a case by case basis (action on some items may require a quorum vote)

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

ARTICLE 19 DEFINITIONS

- AMA: The Academy of Model Aeronautics.
- Club Member:** **A Junior, Senior, or family plan member, with or without AMA, who is listed in the clubs roster. A club member is part of the meeting quorum and has voting rights.**
- Flying activities: An activity that puts an individual on the runway side of the spectator's fence while a transmitter is in use.
- Quorum: A quorum is **20%** of the membership. (**with 4 members** being the minimum)
- Quorum vote: A quorum vote is the majority of the votes cast, for or against, by the club members at a meeting where a quorum is present.
- Precedent: Something that has been done before which the club had approved and the expectation is that it will be approved again.
- Telecomm vote: A telecomm vote is when an officer(s) using the telephone makes an honest attempt to contact all the members to obtain a quorum vote.
- New Member: An individual who has never been a dues paying OVM club member or one who is rejoining after an absence of several years.
- SSO: Senior Safety Officer – If there is only one Safety Officer then that individual is the SSO. If there is more than one Safety Officer then the SSO will be determined by the club Officers or, if permitted, by the Safety Officers themselves.

ARTICLE 20 AMENDMENT PROCEDURE

Amendments may be made to these by-laws at any regular meeting of the club providing 75% of the quorum vote in agreement.

AMENDMENTS

Amendments approved on 1/13/03

This amendment to the BY-LAWS of the "OSWEGO VALLEY MODELAIRES" was voted on per the membership present at the meeting of 1/10/03.

The following is a list of changes and the previous meeting where the change was voted on:

Meeting of 12/11/01 – Changed to monthly meetings, Quorum from 25% to 20%, Family Membership from \$50 to \$40 plus \$10 per member, "Publicity Officer" to "Publicity Manager", "Old Business" changed to "Unfinished Business"

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

Meeting of 4/11/02 – Dues changed to \$20 dollars the first year and full price the following year.

Meeting of 5/13/02 – To give the President \$100 dollars in discretionary spending.

Meeting of 6/10/02 – Meetings changed to 3 per year. January, May, and September.

Meeting of 9/9/02 – Eliminate the nominating committee.

Amendments approved on 9/11/00

This amendment to the BY-LAWS of the "OSWEGO VALLEY MODELAIRES" was voted on per the membership present at the meeting of 9/11/00. The change is as follows:

The complete BY-LAWS were given a complete going over. Some areas were consolidated while others areas were expanded. The Constitution and the by-law's were reworked to reduce the detail information found in the Constitution and to place that information within the by-law's as necessary.

The two major changes were in the area of dues and meetings. The dues were changed to \$20.00 for Juniors, \$40.00 for open members, \$50.00 for a family membership. New members pay the full rate, this covers the remainder of the current year and the following year. The Initiation fee and the deposit for the gate key were dropped. Meetings were changed to quarterly instead of monthly. The meetings will be on the second Monday of the months of March, June, September, and December.

Amendments approved on 6/4/1989

This amendment to the BY-LAWS of the "OSWEGO VALLEY MODELAIRES" was voted on per the membership present at the meeting of 6/4/1989. The change is as follows:

ARTICLE 5 DUES

SEC C Club membership runs from March to March. Individuals joining after March will be required to pay full membership but will receive a \$2.00 reduction for each month between March and the month they joined on the following years dues. (Amended 6/4/1989)

BY-LAWS
of the
OSWEGO VALLEY MODELAIRES

SECTION 1

The Oswego Valley Modelaires Club Grievance Form

Current Date: _____ Current Time: _____

Your Name: _____

Violator's Name: _____

Proposed Violation

Date: _____ Time: _____ Where: _____

Nature of Violation: _____

Your name and signature: _____

Witnesses name and signature: _____

SECTION 2

Safety Officer / Committee Review

Violators offence First: _____ Second _____ Third: _____

Safety Officer's Name: _____

Discussion with Violator: YES: ____ Date: _____ Further action required? YES: ____ NO: ____

If "Yes" explain. _____

LAST PAGE