

# Snohomish Radio Aero Club Bylaws

## ARTICLE 1: DUTIES

1. Directors: the management of the affairs of the Club shall be vested in the Board of Directors who shall have the authority to establish and administer its policies. Official decisions may be made by a majority vote of the Board of Directors, a quorum being present, at a Board of Directors meeting. A quorum shall consist of at least 30% of the current Board members, but not less than three. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in its Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Board of Directors. The Board of Directors shall at a time not later than the October Directors meeting elect the Club officers to serve for the term of one year.
2. President: The President shall preside at all meetings of the Club and shall act as a spokesperson in all matters pertaining to it.
3. Vice-President: The Vice President shall act for the President when he/she is unable to serve, and is to maintain an accurate record of all Club assets including location.
4. Secretary: The Secretary shall record minutes of each Board of Directors meeting and handle all Club correspondence. The Secretary shall maintain records and achieves of the Club and committees activities as required.
5. Treasurer: The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the Club. An annual report of the Club financial activity shall be made to the Board of Directors by the Treasurer and be made available to the members on request.
6. Registrar: The Registrar shall receive and process all membership applications and submit such applications to the membership committee for approval. Registrar need not be a Director.
7. Field Marshal: The Field Marshal (FM) shall be responsible for organizing the mowing and maintenance of the field. The FM shall recommend to the B of D current and future field maintenance expenditures. The FM need not be a Director. If not a Director the FM shall report to the Vice-President.
8. Safety Officer: The Safety Officer shall be the Chairman of the Safety Committee and shall ensure that safety regulations are understood and enforced. If not a Director the Safety Officer shall report to the President.

## ARTICLE 2: AUDIT

- 1: The Board of Directors, or an appointed audit committee, shall have access to all Club records for the purpose of audit.

## ARTICLE 3: TERMS OF OFFICE

1. Directors of the Club shall serve for a term of three (3) years. Three Directors shall be elected to the Board of Directors each year. Directors are to be elected at the regular Club meeting (third Thursday) of September by a simple majority of those present at that meeting. Those members not able to attend the meeting may vote by mail subject to the following; their vote must be for a person nominated at the regular August meeting and (2) the mail must be sent to the Club President or Secretary and arrive prior to the meeting. It will be the responsibility of the member voting to see that the vote arrives on time. Properly submitted mail-in votes will be counted as though the person voting was present at the meeting.
2. Nomination to the Board of Directors shall be made at the August Club meeting. Additional nominations may be made at the September meeting prior to voting, but any such nominations may not be voted on by mail.
3. A secret ballot is required for elections and for removal of a member of the Board of Directors unless waived by a simple majority vote of the members present at the meeting.

## ARTICLE 4: VACANCIES

1. The remaining board members shall fill vacancies in the Board of Directors. Such appointee(s) shall serve until the end of the term for which the predecessor was elected.

## ARTICLE 5: COMMITTEES

1. Standing Committees of the Club shall be Safety Committee and Field Maintenance Committee. Other Committees of the Club may be appointed by the President and serve at his pleasure.

## ARTICLE 6: MEETINGS

1. Regular meetings shall be held at a time and place designated by the Board of Directors and published in the newsletter. A voting quorum shall be 30% of the membership.
  - 1.1 Meetings shall refer to the general membership unless listed as board or committee meetings.
2. Special meetings may be called by the Board of Directors with no less than five days written notice. The purpose of the special meeting shall be stated in the written notice.
3. Board of Directors meetings shall be held at a time and place designated by the Club officers and published in the Club newsletter. Special Board of Directors meetings may be called by the President or three members of the Board of Directors to transact such business that may require action outside the normal meeting schedule.
4. All club business shall be transacted at Board of Director meetings, including but not limited to: approval of

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membership applications, approval of payments from club funds, acceptance of club committee reports, amendment of club field rules, and disciplinary actions.

- 4.1 Expenditures, that exceed the approved budget, shall be referred to the membership for approval at a regular/special membership meeting.
5. Any voting member of the club may initiate a request for action by the Board of Directors in the following manner. At a regular meeting a member may request that the President, or presiding officer, place a requested action on the agenda of the next scheduled Board of Directors meeting. Members are invited to attend Board of Directors meetings and may request that a proposal for action be placed on the agenda of that meeting or a future meeting.  
Requests for action are best made in writing but verbal requests are acceptable.
- 5.1 A member may appeal the action of the Board of Directors in the following manner. At a regular membership meeting the member shall state the action(s) of the Board to be appealed. The membership will be notified in the newsletter. At the next regular membership meeting the member appealing and a Board shall each state the issue. A majority vote shall decide the issue, quorum being present.

### ARTICLE 7: DUES AND MEMBERSHIP

1. The annual dues to be paid to the Club shall be determined by the Club Board of Directors with the approval of a simple majority vote at a regular meeting. Club dues are non-refundable, except under extraordinary circumstances, which will be determined by the Board of Directors on a case by case basis. Dues are to be paid no later than the January Club meeting.
2. The SRAC member pays Field dues to the owner of the Snohomish Model Airfield for the privilege of access to and use of the field. These dues are determined by the field owner and are collected by the Club and remitted to the owner. Field dues are never the property of SRAC and any refund of field dues is at the option of the field owner.
3. An initiation fee will be set by the Board of Directors and required of all new open members. This fee shall be required only once in a member's lifetime. However, a member rejoining the Club after an extended absence may be required to show proof of prior membership. This fee is not refundable.
4. A member shall be in arrears and not considered active if his/her dues have not been paid as provided in Article 7, section 1. Any member who allows their membership to lapse beyond February 28 (29) of any year shall be considered a new member should a waiting list be in existence.
5. The Club Board of Directors shall determine types of membership and limits on the number of members.
6. No special assessment shall be levied upon the Club membership unless it is approved by two-thirds (2/3) majority of the members present at a regular monthly meeting, and that at least (5) days prior notice was given of the intention to vote on such special assessment at that meeting.
7. The Board of Directors shall submit an annual Budget for membership approval at the February membership meeting. Such Budget shall be based on an estimate of expected dues revenue for the current year, and shall not exceed estimated revenue. Expenditures in excess of annual dues revenue may be approved by the membership at a regular membership meeting provided such expenditures do not exceed funds on hand. Approval shall be majority vote a quorum being present.

### ARTICLE 8: MEMBER STANDING

1. All persons shall be eligible for membership, and shall agree to abide by the Club's bylaws, Field rules, and those of the AMA.
2. Membership shall be divided into the following categories:
  - Y **Open member:** Is 21 years old or older and has full privileges and voting rights. Dues are full Club and Field rates plus AMA Membership.
  - Y **Youth Member:** Is 18 to 21 years old, has full privileges and voting rights. Dues are one half (50%) Club and Field rates plus AMA Membership.
  - Y **Junior Member:** Parent or legal guardian must be an open club member and accompany the junior member at all times if under 18 years of age. Junior member classification will extend to children until their 25th birthday provided they remain continuously dependent upon their parents for principal support. They have no voting rights. Dues both Club and Field are at no charge (\$0). AMA membership appropriate to age is required.
  - Y **Spouse:** may fly on an occasional basis. AMA membership required.
  - Y **Associate Member:** A non-flyer, who is interested in the activities of the Club, has no voting rights and receives the newsletter.
3. Membership in SRAC shall be on an annual basis renewable as of January first each year. The Membership committee shall pass on all membership applications both new and renewal and may accept or reject according to the rules of that committee. If no membership committee is constituted the Board of Directors shall act as membership committee.

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4. Tenure in the Club shall have no effect on a member's privilege, except 1. A member must have six (6) months tenure at the time of election or appointment to the Board of Directors.
  2. Should a membership waiting list be in effect, members with at least one (1) year continuous membership shall automatically accrue to the list for the next year.

### ARTICLE 9: RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP

1. Any member may resign his /her membership by giving written notice to the Club.
2. If any member ceases to hold valid membership in the AMA, his/her membership in SRAC shall terminate, subject to reinstatement upon proof of valid AMA membership.
3. This section provides for enforcement of the Safety Rules (Field Rules) that are related to flying activities.
4. Unacceptable behavior by an individual member or members, as defined by the Board of Directors, become the responsibility of the Board of Directors as stated in Article 1, Duties, Section 1 of these bylaws. Any individual may be expelled from membership in the Club by a two-thirds (2/3) majority vote of the Board of Directors if, in the Board of Directors 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, club rules, the rules of AMA, or which is detrimental to the Club, the AMA, or to model aviation.
5. Any member who is expelled from membership may be reinstated to membership only by a two-thirds (2/3)-majority vote of the Board of Directors.
6. The Board of Directors 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 10: AMENDMENTS

1. Amendments may be made to these bylaws at any general meeting of the club membership, provided that the text of such amendment shall have been presented in writing at the previous month's membership meeting, and subsequently published in the newsletter. Amendments shall be approved by no less than a two-third (2/3)-majority vote of the members present, at the regular membership meeting designated by notice for such vote. Mail-in votes will be counted provided they are received by the club President or Secretary prior to the meeting. It shall be the club members' responsibility to see that the mail-in vote is received in a timely manner and contains the members identity and clear information as to his/her vote on the amendment. These votes will be counted as if the member were present at the meeting.

### ARTICLE 11: SPECIAL FUNDS

1. 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 or reserve fund of the Club.

### ARTICLE 12: DURATION

1. The duration of this club shall be perpetual.

### ARTICLE 13: DISSOLUTION

1. The Corporation may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
2. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for payment of all of the liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such manner, to the Academy of Model Aeronautics, Inc., The Museum of Flight, or to such other organization(s) organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, as the membership shall determine.
3. No portion of the Corporation assets shall be paid to any Club member, or Director, or Officer, except as reimbursement for funds expended by such individual on behalf of the Corporation.

### ARTICLE 14: INCORPORATION

1. The incorporation of this membership shall be a minimum of three (3) of the nine (9) elected directors.

### ARTICLE 15: NAME

1. The official club name shall be SNOHOMISH RADIO AERO CLUB, INC.

### ARTICLE 16: GRIEVANCE PROCEDURE (FIELD RULES/ FLIGHT & SAFETY)

1. **Purpose** The grievance procedure provides a mechanism to enforce the Club safety rules (field rules) by providing a disciplinary system, as needed. Most complaints can be resolved informally. If a complaint is

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serious or cannot be resolved informally the matter shall be referred to the Safety Committee for resolution. Such submission shall be in writing and requires: the date and time of the incident, a description of the incident, the name and signature of the member making the submission, and the name of at least one member who was witness to the event.

2. **Safety Committee** The Safety Committee shall use its judgment in carrying out action on any grievance.

Written grievances shall be dealt with as follows.

Y Dismissed if Safety Committee determines " no violation"

Y 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 and recorded in the records of the Safety Committee.

Y Second violation

1. Complainant's name will be disclosed.

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

3. Safety Committee will interview witnesses.

4. The Committee will take action which may, but is not limited to, reprimand, restriction or suspension of flight privileges, or referral to the Board of Directors with recommendation for expulsion.

### **3. Retaliation**

Y Any member receiving a Grievance, who directs any retaliation action against the person filing the grievance or any member of the Safety Committee or any witness to such grievance, or any member, will be subject to immediate expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage, vandalism, or any other action deemed retaliatory by the Board of Directors.