

Bylaws of the Palmetto Lowcountry Radio Control Club

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Revised 03 December 2023

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ARTICLE I: Name and Location

- A. NAME –Palmetto Lowcountry RC Flyers (hereinafter the "Club").
- B. LOCATION - The flying field is to be located in the "Lowcountry" (typically the counties of Jasper, Beaufort, Hampton and Colleton) of South Carolina, USA, at a site(s) designated from time-to-time by the President.

ARTICLE 11: Purpose

To support and promote the sport of radio-controlled model aviation.

ARTICLE III: Membership

- A. ELIGIBILITY - Each club member must be a current member of the Academy of Model Aeronautics (AMA).
- B. RESIGNATION - Any member of the Club may resign by giving written notice addressed to the President or Secretary/Treasurer. A resigning member shall not, under any circumstances, be entitled to a refund of dues or Club expenses previously paid.
- C. TERMINATION - The membership in the Club by any member who ceases to be a member of the AMA shall automatically terminate and is subject to reinstatement upon restoration of eligibility.
- D. EXPULSION - A member may be expelled from membership in the Club by a majority vote of the total votes cast, for unacceptable behavior including, but not limited to, repeated and/or willful violation of these Bylaws or the safety rules and policies of the Club or the AMA, or any other behavior detrimental to the Club, the AMA, or model aviation in general.
- E. REINSTATEMENT - A majority vote of the total votes cast is required for reinstatement to membership in the Club following expulsion.

ARTICLE IV: Officers and Staff

- A. OFFICERS - There shall be a President, a Vice-President and a Secretary/Treasurer elected each year. The staff position of Field Manager will be appointed each year by the President.
- B. QUALIFICATIONS - Each person must be a member in good standing of the Club and the AMA.

C. DUTIES OF OFFICERS AND STAFF

- a. President. The President shall keep the members of the Club informed of all matters affecting the Club and shall take all actions in a timely manner as required of the President under these Bylaws. The President shall preside at all Board and General Meetings; act as spokesperson for the Club; appoint chairpersons and members of all Special Committees; assure that a quorum is present before any business is transacted; call appropriate meetings as may be required to address a specific concern; cast the deciding vote in the event of a tie vote; and any other duty as directed by the membership. The President is to be the primary point of contact with the landowner and/or any required agencies for status updates and lease requirements.

In addition, the President will serve as the Safety Coordinator. In this role, he will be a communications link between AMA and the Club in matters related to safety. He will be the Club's safety advisor to ensure that club's site rules are followed and help ensure that aircraft are safe to fly and encourage safety awareness. The Safety Coordinator shall serve as the Officer-in-Charge of the flying field with authority to enforce compliance with the Safety Rules and Policies as set forth in Article VIII of these Bylaws. The Safety Coordinator may appoint one or two Assistant Safety Coordinators.

- b. Vice-President. The Vice-President shall assist the President in all matters and shall assume the duties of the President if, for any reason, the President is unwilling or unable to perform the duties of the President. In addition, the Vice-President will be responsible for Flight Instruction as set forth in Article VIII of these Bylaws to ensure that members have adequate flying skills and are knowledgeable about their aircraft, radio equipment, and any other related topic requested by the membership. The Vice President may appoint Flight Instructors as needed.
- c. Secretary and Treasurer. The duties of the Secretary and Treasurer are combined into one officer position known as the "Secretary/Treasurer." The Secretary/Treasurer shall assume the duties of the Vice-President if for any reason the Vice-President is unwilling or unable to perform the duties of the Vice-President.

The Secretary/Treasurer shall maintain the official records of all club activities, including accurate minutes of all meetings of the Club, an up-to-date membership roster with the name, address, telephone number, email address and proof of AMA membership of each member of the Club, and such other records as may be required by these Bylaws or the AMA. The Secretary/Treasurer shall be responsible for submitting such paperwork to the AMA as may be required for Club activities. The Secretary/Treasurer shall certify the results of any matter voted upon at any meeting of the Club.

The Secretary/Treasurer shall be responsible for all funds of the Club; collect Club dues, keep accurate records of all monetary transactions of the Club, and present a financial report at each regular meeting of the Club.

- d. Field Manager. The Field Manager will be responsible for the maintenance and upkeep of the field and the Club equipment.

- D. OFFICER VACANCIES - Officer vacancies are to be filled temporarily until the next annual meeting of the Club by appointment of the President, or in his absence by appointment of the Vice-President, and in his absence by a majority vote of the members attending a special meeting of the Club called by the Secretary/Treasurer for such purpose.

ARTICLE V: Nomination, Election and Recall of Officers

- A. NOMINATIONS - The nomination of any member for an officer position shall be made only from the floor at the Annual Meeting of the Club. The nomination is to be made by motion of a member in attendance and duly seconded. Any nominee must be in attendance and, prior to voting, agree to accept the position if elected.
- B. ELECTION OF OFFICERS - Election of Officers shall be held only at the Annual Meeting of the Club, or at a special meeting of the Club called by the Secretary/Treasurer for such purpose when the Office of the President and Vice-President are both vacant.
- C. RECALLS - Any Officer may be recalled only upon a majority vote of the quorum.

ARTICLE VI: Meetings of the Club

- A. REGULAR MEETINGS - There shall be an Annual Meeting of the Club to be held in early December of each calendar year. The date, time and location will be determined by the Board and announced a minimum of 14 days prior to the meeting.
- B. SPECIAL MEETINGS - Special meetings of the Club are confined to non-routine, unusual, and/or emergency matters requiring immediate decision of the membership. There shall be a special meeting of the Club called by the Secretary/Treasurer to fill officer vacancies in the event the office of the President and Vice-president are both vacant; otherwise, special meetings of the Club may only be called by the President, or upon the request of at least three members, who shall provide written notice to each member of the time, place, and purpose of the meeting.

ARTICLE VII: Committees

The Chairman of any committee shall certify the results of any vote taken by the committee to the Secretary/Treasurer of the Club, who shall include such voting results in the official records of the Club. Minutes of each committee meeting shall be taken by a member of the committee designated by the Chairman for such purpose and submitted to the Secretary of the Club for inclusion in the official records of the Club.

ARTICLE VIII: Safety Policy

- A. CLUB SAFETY RULES - The Club and each of its members shall, at all times, comply with the Flying Site Safety Rules adopted as an integral part of these Bylaws and incorporated herein by reference as Exhibit A attached hereto. These rules are based on, and are in compliance with, the AMA safety rules.

- B. DUTIES OF THE SAFETY COORDINATOR -
 - a. Conduct individual/group safety training and awareness programs as may be appropriate to develop, promote, and encourage a climate of safety awareness among members of the Club;
 - b. Conduct periodic inspections to ensure that all Club facilities and equipment are in good working order and safe for members and spectators.
- C. DUTIES OF FLIGHT INSTRUCTOR(S) - It shall be the responsibility of the Vice President and designated Flight Instructor(s) to identify the need of individual members with regards to flying ability, aircraft construction, and operational knowledge. When a need is identified, the Flight Instructor will assist the member until such time the Vice President and Flight Instructor agree assistance is no longer required.
- D. FLYING BY NON-MEMBERS OF AMA/CLUB - Flying by persons who are not members of the AMA and/or the Club shall only be allowed on a one-time basis per person under the supervision of a Flight Instructor or in compliance with the 60-day AMA Introductory Pilot Program.

Article IX: Fiscal Policy

- A. DUES - Each renewing member shall pay annual dues in the amount approved by the membership from time-to-time. Each new member, in addition to annual dues, shall pay an initiation fee in the amount approved by the membership from time-to-time. The positions of Secretary/Treasurer and Field Manager will not pay Club dues for the year served.
- B. EXPENSES - In addition to annual dues, each member shall pay his/her proportionate share of all approved expenses incurred by the Club in excess of available Club funds. See C below.
- C. FUNDS - Expenditure of club funds can be made with approval of the Executive Board. All funds of the club shall be held in a checking account in a local branch of a bank as designated by the Secretary/Treasurer. Expenditures of \$500.00 or more are to be approved by the officers prior to incurring the expense. Expenditures in excess of the available club funds are to be approved by a club vote per Article X(A).
- D. FISCAL YEAR - The Club fiscal year shall be from first day of January to the last day of December of the calendar year.
- E. The President, Vice-president, and Secretary/Treasurer shall be authorized to sign checks based upon completion of bank documentation. The officers are authorized to sign documents on behalf of the Club, as necessary.

ARTICLE X: Miscellaneous Provisions

- A. VOTING - No vote on any matter shall be valid unless cast at a Club or committee meeting or as called by notification of the President, Vice-president, or Secretary/Treasurer for electronic response. No matter may be voted upon by the Club except upon a motion duly made by a member in good standing and seconded by another member in good standing. No matter to be voted upon shall be approved except upon majority vote of the members constituting a quorum in attendance at the meeting, unless otherwise expressly required by these Bylaws. All voting shall be open and not be secret, unless otherwise expressly required by these Bylaws. The vote of any member required by these Bylaws to be in writing

shall be valid if delivered by electronic transmission.

- B. QUORUM REQUIREMENTS. A quorum for the transaction of the business of the club shall be those members present and voting; however, a minimum of five club members, two of whom shall be officers, must be present. A member absent for a valid reason may designate his/her proxy to another member.
- C. RECORDS RETENTION. All records of the Club shall be preserved and passed along intact to newly elected officers.
- D. DURATION/DISSOLUTION OF THE CLUB - The duration of the Club shall be perpetual unless the Club is dissolved upon a written majority vote of the quorum.
- E. AMENDMENT - These Bylaws may only be amended by a written majority vote of the quorum.

ARTICLE XI - Grievance Procedure

The grievance procedure provides a mechanism to enforce existing safety and club rules by providing a disciplinary system when needed. It shall be the intent to resolve all matters informally; however, if this cannot be done, then the matter shall be referred to the Safety Coordinator who shall serve as chair of an appointed Safety Committee to investigate and, if possible, resolve the grievance. Should the grievance not be resolved at that committee level, the matter shall be referred to the Board for final resolution. A report of the resolution, and its disposition shall be reported to the membership for recording in the minutes of that meeting. No action of the membership is required; the resolution of the Safety Committee or The Board is binding. Should there be no resolution at the Committee levels, then the procedure below shall be followed. Any member may file a grievance against another member by written grievance complaint using attached form and delivered to the Safety Coordinator or a member of the Board. The Board will act as the Safety Committee and address the complaint for a prompt disposition in accordance with this Article XI of these Bylaws.

- A. FIRST COMPLAINT - The comments of the complainant, the accused, and any witnesses(es) will be considered by the Safety Committee. The identity of the complainant, accused and witnesses shall not be disclosed to the membership. If the Board decides in favor of the Complainant, a verbal reprimand shall be given to the accused, which shall be recorded by the Secretary in the Club records.
- B. SECOND COMPLAINT - A second complaint against any member previously reprimanded under this Article XI shall be decided by the Board only after a formal hearing attended by the complainant, the accused, and any witnesses. The identity of the complainant, the accused, and any witnesses shall not be disclosed to the membership at any time unless the Board decides in favor of the complainant. In this case, the flying privileges of the accused shall be suspended for thirty (30) days and the membership is to be notified in writing of such suspension and the reason therefor.
- C. THIRD COMPLAINT - A third complaint against any member previously reprimanded and suspended under this Article XI shall be decided by the Board only after a hearing attended by the complainant, the accused, and any witnesses. The identity of the complainant, the accused, and any witnesses shall not be disclosed to the membership at any time unless the Board decides in favor of the complainant. In this case, the President shall call a special meeting of the Club for the sole purpose of voting upon the expulsion of the accused from membership in the Club. At the meeting the President shall preside and explain to the members

the grievance history of the accused in detail, including the identity of the complainant(s) and any witnesses. The accused and any member of the Club shall be entitled to speak at the meeting. The vote shall be taken by secret ballot and expulsion shall be approved upon majority vote of the members in attendance constituting a quorum. If expelled, the accused may re-apply for membership after the expiration of one year from the date of expulsion. A majority vote of the quorum is required for reinstatement to membership in the Club following expulsion.

Grievance complaint form

Date _____ Time: _____

Accused Member: _____

Witness(es): _____

Conduct of the Accused Member (specify any safety rule violations):
