

M.A.R.C.S. CONSTITUTION AND BY-LAWS

ARTICLE I: Affiliation

Section 1. Chapter Status.

The Madison Area Radio Control Society shall be affiliated with The Academy of Model Aeronautics and shall thus accept and adhere to the purpose, standards, policies and procedures established by the Academy of Model Aeronautics.

Section 2. Change of Status.

Upon receipt of the charter from the Academy of Model Aeronautics the society shall remain a chapter of the Academy until termination or change in status by the Academy of Model Aeronautics or upon acceptance by the AMA of a request from the society for termination of affiliation. The Society, at a special meeting of the Membership called for the purpose, a quorum being present, and by two-thirds vote of all present and entitled to vote, may with-draw from the Academy of Model Aeronautics.

ARTICLE II: Membership

Section 1. Regular Membership.

Individuals who pay annual dues, have a valid Academy of Model Aeronautics License and, where applicable, have signed any required waivers for flying-fields, shall be members of the society and have full voting rights. Minors who wish to become members must have the written consent of a parent or guardian.

Section 2. Honorary Membership.

Any person who has rendered distinguished service to the sport of radio controlled model aircraft flying may be elected to honorary membership by the Board of Directors and shall be entitled to full voting privileges.

Section 3. Suspension and Revocation of Membership.

Membership privileges are subject to suspension or revocation for behavior in a manner not consistent with safe flying practices or for conduct deemed inappropriate by the society. The Board of directors is responsible for hearing, deliberating and ruling on all suspension or revocation actions. Members facing possible suspension or revocation action will be provided the opportunity to meet with the Board of Directors to present their information pertaining to the action. The chairman of the board is responsible for reporting any suspension or revocation actions to the general membership.

An immediate suspension may be levied by the Executive Committee based upon input from the general membership or Grievance Committee. In those cases involving immediate suspension, the Grievance Committee shall expeditiously investigate and recommend action to the Board of Directors. The Board of Directors will then convene as needed to expedite the resolution of the suspension.

ARTICLE III: Board of Directors

Section 1. Number of Directors.

The Board of Directors consists of the following members who shall have full voting privileges:

- a) Nine elected directors, who are members in good standing.
- b) All Members of the Executive Committee.
- c) Appointed committee Chair (as specified in Sect. 4).
- d) The retiring President shall serve as a director for a term of one year.
- e) Liaison Officer.

An elected Board of Director member MAY NOT simultaneously hold an elected office on the Executive Committee.

Section 2. Eligibility for Election.

Any member of the Society in good standing over 18 years of age is eligible for election as a member of the Board of Directors.

Section 3. Election and Term of Office.

Regularly elected directors shall hold office for a term of three years, one third to be elected each year. These Directors shall be chosen from a slate presented by the Nominating Committee at the October meeting and from nominations from the membership beginning at the October meeting. Directors shall be elected by the Membership at the November meeting of the Society and shall take office at the close of the December meeting. A Director shall continue to hold office for the term specified or until his successor is elected and qualified. Directors serving in the final year of their term are eligible for re-election to the board. The Membership may replace any Board Member who has failed to attend three (3) successive scheduled Board meetings of the Society if such absences are declared by the Board of Directors to constitute a vacancy.

Section 4. Appointed Committee Chair.

Appointed Chairpersons serving on any of the Standing Committees

defined in Article V, and who are not elected members of the Board of Directors, shall serve as full voting members of the Board of Directors. The appointment and term of these Chair positions shall be dictated by Article IV.

Section 5. Duties

The Board of Directors shall manage the business and property of the Society, and act as the Chair of Standing Committees as prescribed in Article V of these bylaws.

Section 6. Vacancies

Any vacancy among the Directors by reason of death, resignation, or inability to act, or any other circumstances, shall be expeditiously filled for the unexpired portion of the term. This replacement will be facilitated by a Special Election in accordance with the election procedures of the Nominating Committee.

Section 7. Compensation.

Directors shall receive no compensation for their services as Directors.

Section 8. Liaison Officer

A Liaison Officer shall be appointed to act as the single point of contact between the Society and any City, County, or State office, as requested by the Executive Committee and Board of Directors. All activities of the Liaison shall be documented and reported back as appropriate. The Liaison will be appointed by a two-thirds vote of the Board of Directors, and shall serve as long as the appointee wishes or until the Board of Directors decides to replace the appointee. Any member of the Society is eligible to hold this position.

ARTICLE IV: Officers

Section 1. General.

The officers of the Society shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. Election and Term of Office.

Officers shall be elected by the Membership at the November meeting of the Society. Officers shall be chosen from a single slate presented by the Nominating Committee at the October meeting and from

nominations from the membership beginning at the October meeting. The Officers shall take office at the close of the December meeting, and serve a term of one year or until their successors have been elected. Officers may serve successive terms for the same office. The Membership may replace any officer who has failed to attend three (3) successive scheduled meetings of the Society if such absences are declared by the Board of Directors to constitute a vacancy.

Section 3. Duties.

Officers shall perform the duties prescribed by these By-Laws and shall assume additional duties as may be prescribed by the Membership or the Board of Directors.

Section 4. President.

The President shall preside at all meetings of the Society, the Board of Directors, and the Executive Committee. The President shall perform the usual duties of the office and be included as a member of all committees with the exception of the Nominating Committee. In the event of committee Chair vacancies, the President shall have the authority to appoint Chairpersons and committee members to any Committee except the nominating Committee.

Section 5. Vice-President.

The Vice-President shall perform the duties of the President in the absence or inability of the President to discharge the duties of the office. The Vice-President shall be the chairman of the Program Committee.

Section 6. Secretary.

The Secretary shall be responsible for:

- a) The minutes and records of the Society, the Board of Directors, and the Executive Committee,
- b) For the correspondence of the Society,
- c) For maintenance of relations with the Academy of Model Aeronautics.

Section 7. Treasurer.

The Treasurer shall collect, receive, deposit and disburse funds of the Society, shall render periodic financial statements to the Membership, and such other reports and accounts of the financial condition of the Society as may be required. The Treasurer shall process memberships and keep a roster of all active members and other interested parties. The Treasurer shall Chair the Finance Committee.

Section 8. Vacancies.

Any vacancy among the Executive Committee by reason of death, resignation, or inability to act, or any other circumstances, shall be expeditiously filled for the unexpired portion of the term. This replacement will be facilitated by Special Election in accordance with the election procedures of the Nominating Committee.

ARTICLE V: Committees

Section 1. Standing Committees.

There shall be the following standing committees:

Executive Committee	Grievance Committee
Finance Committee	Flight Training Committee
Nominating Committee	Public Relations Committee
Field Committee	Support Committee
Program Committee	Event Committee
Safety Committee	Publications Committee

All Standing Committees shall be chaired by a member of the Board of Directors except for the following cases:

- A. The Publication Committee shall be chaired by the Newsletter Editor of the Society. In the event that there is no Newsletter Editor, a member of the Board will be appointed as Chair.
- B. The Events Committee Chair may be any member in good standing who is interested in serving in this position and is approved by the Board. In the event that there is no one interested in this position, a member of the Board will be appointed as Chair.

Section 2. Standing Committee Descriptions

The duties of the Standing Committees include but are not limited to the descriptions listed below.

Executive Committee - Oversees the day to day business and financial policy of the Society and implements the decisions of the Board of Directors. Chaired by the President and includes the Vice President, Treasurer and Secretary.

Duties: - Serve as emergency decision making body for the Society

- Maintain the Society's records and membership
- Be directly responsible for handling the finances of the Society
- Ensure compliance with AMA, city, county or state regulations

Finance Committee - Oversees the implementation of the of the Society's financial policy and develops the annual budget proposals. Chaired by the Treasurer.

- Duties: - Maintain the accuracy of the Society's book keeping
- Monitor expenditures for potential cost savings.
 - Prepares a draft budget proposal for the following year, prior to the end of the current fiscal year.

Nominating Committee - Manages the election processes within the Society. Chaired by an elected board member and consists of 2 elected board members and 3 regular members as a minimum.

- Duties: - Solicit and nominate candidates for all elected positions
- Oversee **Society** elections in accordance with the bylaws
 - Nominate two board members for the next years nominating committee

Field Committee - Manages the Society's flying sites. Chaired by a board member and includes the Liaison Officer as a member.

- Duties: - Coordinate/manage field maintenance and care
- Oversee field care equipment maintenance
 - Work with the Liaison Officer to obtain landlord approval for site modifications

Program Committee - Coordinates presentations and entertainment at the Society's meetings. Chaired by the Vice-President.

- Duties: - Contact parties interested in conducting presentations.

Safety Committee - Promotes safety in our hobby and take corrective action when problems with safety arise. Chaired by a board member.

- Duties: - Serve as the primary contact point for membership concerns about safety
- Aid the Training Committee in teaching safe flight
 - Work with the Grievance Committee on unsafe behavior
 - Maintain posted procedures and safety equipment at the flying sites

Grievance Committee - Resolves disputes within the **Society** relating to safety and conduct. Chaired by a board member.

- Duties: - Serve as the hearing body for disputes which have not been successfully resolved through direct contact between the disputing parties.
- Recommend to the Board of Directors corrective action for disputes which may include revocation of privileges and/or membership from the Society in accordance with these

By-laws.

Flight Training Committee - Coordinates flight instruction to Society members to the level that the beginner is considered capable of safe flight. Chaired by a board member.

Duties: - Administer the training program
- Solicit instructors
- Provide a contact point for advice to beginners
- Educate new members about Society/AMA safety and field rules

Public Relations Committee - Manages the Society's public image in the community. Chaired by a board member and includes the Liaison Officer as a member.

Duties: - Serve as the contact point for community interest
- Maintain positive relations with our flying site neighbors
- Aid event coordinators in advertising
- Maintain a group of volunteers to serve as demonstration groups and educators
- Support the Liaison Officer in maintaining favorable relations with the city, county and state
- Disburse the P.R. budget in accordance with the interests of the Society

Support Committee - Serves as a resource group for any Society sponsored activities. Chaired by a board member.

Duties: - Provide information and services concerning food, awards, and equipment inventories which the Society may have available for use during sponsored events
- Provide information about Society members who are available to help with technical aspects of running an event
- Provide the manpower to make reminder calls for work parties or other tasks which require membership support or notification
- Report the committee's related expenditures back to the Treasurer
- Aid event coordinators in acquiring donations for raffles/awards

Events Committee - Coordinates the planning of the Society's events for the year. Chaired by approved volunteer or Board member.

Duties: - File for AMA sanctions for events through AMA Contest Director (CD)
- Direct the event coordinators to CD's
- Work with the Support Committee to help event coordinators set up and run events
- Provide the forms for event coordinators to document the event

Publications Committee - Produces and/or updates all of the Society's publications. Chaired by the Newsletter Editor or Board member.

Duties: - Update the Society's directory
- Support the updating of the handbook and bylaws
- Maintain the Society's information at local hobby shops and flying sites

Section 3. Special Committees.

The Membership, Board of Directors or Executive Committee from time to time may authorize such special committees, with such membership, powers and duties as may be deemed necessary or advisable in conducting the business, activities and affairs of the Society. The Board of Directors shall, upon appointment of a special committee, define in writing the duties, responsibilities and voting privileges of the committee and its members.

Section 4. Term of Office and Procedure.

Anyone serving as a Committee Chairperson shall hold office until their successor(s) have been appointed, or until the work of the committee is deemed complete by the appointing authority.

ARTICLE VI: Meetings

Section 1. Meetings of the Membership.

- a) **Frequency of Meetings.** Meetings shall be held in the first week of each month or at such other time during the month as the Membership shall specify. Special meetings may be called at any time at the discretion of the Executive Committee.
- b) **Quorum-Membership Meetings.** At any meeting of the Membership, twenty five percent of the membership, present in person and entitled to vote, shall constitute a quorum.
- c) **Voting-Membership Meetings.** Each member shall be entitled to one vote per issue at all meetings of the membership and must be present and voting in person. Except as otherwise provided by these By-Laws, all questions shall be decided by a majority vote of the members entitled to vote and present in person.

Section 2. Meetings of Committees.

Meetings of each Committee may be called by its Chair, by the President, or by any two members of the Committee. A majority of the members of each committee shall constitute a quorum and the act of a majority of the quorum present at the meeting shall constitute the act of such Committee, except in the case of the Nominating Committee, only an act of the majority of the entire Committee shall constitute the act of such committee.

Section 3. Meetings of the Board of Directors.

- a) **Number of Meetings.** There shall be as many meetings of the Board of Directors as is deemed necessary to conduct the business of the Society.
- b) **Special Meetings.** Special meetings of the Board of Directors may be called by the President or upon written request of one-third of the members of the Board of Directors.
- c) **Notice of Meetings.** Notice of all regular board meetings shall be given according to a plan as agreed by the majority of the Board of Directors. Notice of Special Meetings shall state the purpose of the meeting and shall be given to the collective Board at least two days prior to the meeting and with adequate notification effort put forth.
- d) **Quorum.** Nine members of the Board of Directors shall constitute a Quorum.
- e) **Voting.** Except as otherwise provided by these By-Laws, all questions shall be decided by a majority vote of board members constituting a Quorum, entitled to vote and present in person.

Section 4. Meetings of the Executive Committee.

The Executive Committee shall meet at least once a year. Special meetings may be called by the President and shall be called upon petition by a majority of the members of the Executive Committee. Three-fourths of the Executive Committee shall constitute a quorum.

ARTICLE VII: Finances

Section 1. Fiscal Year.

The fiscal year of the Society shall be from January 1 through December 31 and shall coincide with the operating year.

Section 2. Membership Dues.

Membership dues shall be determined by the Board of Directors and general Membership in accordance with the procedure set forth for amending the By-Laws in Article IX. The dues structure shall be documented in an official publication of the Society.

Section 3. Funds.

- a) All funds of the Society shall be credited to the Society and placed in a depository approved by the Board of Directors.
- b) All checks drawn by the Society shall be signed by the Treasurer.
- c) Checks shall be issued for all bills owed by the Society.

ARTICLE VIII: Authority

Robert's Rules of Order (Latest Revision) shall govern the meetings of the members, Board of Directors and the Committees of the Society in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE IX: Amendments

These By-Laws may be amended at a regular meeting of the Membership, a quorum being present, by a two-thirds vote of the membership entitled to vote who are present in person. Amendments may be initiated by the Board of Directors on the Board's initiative, or on the written motion of ten (10) voting members of the Society to the Board. The board shall then submit the proposed amendment(s) to the general Society membership with such recommendation as it might deem appropriate or advisable. A copy of any proposed amendments shall be published with a meeting notice at least one meeting before the meeting at which it is acted upon.