

# Bylaws of the

Adopted: Feb 2003

Updated: Nov. 2012

## **Johnstown RC Club AMA Chartered Club # 718**

### **Forward**

The following bylaws were originally drafted in February 2002, the Johnstown RC Club's 40<sup>th</sup> year. Developed in response to a new AMA requirement and in recognition of the benefits of codifying the administrative and safety aspects of the club's operation, these bylaws focus on providing The Club with a sound legal stance on common issues, and on allowing such issues to be dealt with while imposing the minimum impact on club members, the Club itself, and the AMA.

These bylaws are intended to facilitate Club operations and management, not to hamper or constrain them unnecessarily. They are to be reviewed regularly and improved as needed or desired using the process defined within their provisions. All members are encouraged to become familiar with the general provisions of the bylaws and required to maintain familiarity with their flight and safety provisions.

The rules committee and officers of the Johnstown Radio Control club wish you a safe and enjoyable R/C experience.

### **Approval**

This document details the March 2003 version of the Johnstown RC Club's bylaws. The Club directors shall have approved these bylaws and reported that approval for inclusion on meeting minutes of a regular club meeting.

### **Valid Period**

These bylaws are valid for operation of the Johnstown Radio Control Club for the period from the ratification through the end of the 2003 calendar year, and continuing until a follow-on set of bylaws is published or this set is reviewed and ratified as-is by the Senior Advisory Committee.

### **Article I – Name**

A. Name: The name of the Club shall be: The Johnstown R/C Club

B. Location: The location of the Club shall be: Johnstown, Pennsylvania

Correspondence addressed to The Club must use the private address of the Club Secretary or of any elected officer of the Club. (The Secretary's address is posted by the AMA for Club correspondence and is to be considered the primary address for written correspondence)

The club normally has a set meeting place renewed on an annual basis. However, this location includes neither facilities nor services for administration and communications functions of the Club and shall not, therefore be designated as the location or address of the Club.

C. Definitions:

Members- used in this document to denote any group of individuals holding current membership in the Johnstown RC Club.

Directors- used in this document to denote all or any majority of the members of the Senior Advisory Committee of the Johnstown RC Club.

The Club- used in this document to denote all the Johnstown RC Club or (unless further defined or constrained) any group of individuals holding current membership in the Johnstown RC Club.

Member in good standing - used in this document to denote a Club member in any membership category whose dues and assessments are paid in full and against whom there are no pending grievances.

## Article II – Purpose

A. Mission

The Johnstown RC club is an association of modelers organized for the purpose of promoting and providing facilities and assistance for the development, construction, and operation of radio controlled aircraft and for other modeling-related activities.

B. Vision

The Johnstown RC Club is the pathway to the future of aeromodeling in the Johnstown area. The Club and its members are committed to the long term survival and growth of the aeromodeling hobby as an unsurpassed venue for the recreation, education, and fraternity of its participants in particular and the community as a whole.

Objectives

The mission and vision of the Johnstown RC Club are to be accomplished through the pursuit of the following objectives which guide the operation and management of the club.

Provide an environment for the safe pursuit of aeromodeling operations through the establishment and maintenance of flying facilities, through the regulation of flying operations, and through the development and training of safe operating practices.

Provide a venue for social interaction and information exchange through club meetings, newsletters, public displays and presentations, banquets and regional fly-Ins, and club picnics.

Provide for the development and advancement of aeromodeling skills through competitions, training, and presentations at club and public events.

Present an image to the community as an interesting, educational, and worthwhile activity through activities such as mall shows, presentations to community groups and organizations, and appropriate placement of aeromodeling materials in libraries and business places.

### Article III - Membership

#### A. Membership Categories

The following table lists the valid membership categories for the Johnstown RC Club and summarizes their privileges and obligations.

Membership Category	Age Group	Privileges			Annual * Dues
		Voting	Flying	Events	
Open Member	19 yrs. and older	x	x	x	\$ 55
Junior Member	18 yrs and younger	x	x	x	\$ 10
Non-Flying Member	No restriction	x		x	\$ 20

Note – These dues rates were adopted at a regular club meeting in September 2012

Classification by age group for a membership year will be determined based on the members age on July 1<sup>st</sup> of that year.

#### B. Qualifications

Membership in any category is based on the perspective member sharing an interest in the clubs vision, on the perspective member providing minimum required personal information by submitting a complete application for membership, and on the perspective member making payment of the prescribed dues for the membership year.

Membership in the Open and Junior Member categories has the further requirement that perspective member has a current AMA card for the membership year.

#### C Privileges

Use of Club facilities and participation in Club events and voting are granted as indicated in the membership category above.

#### D – Dues and Assessments

Dues are assessed annually to provide and maintain the facilities required to meet Club objectives.

Dues are due in January of the membership year. Timely payment is encouraged through an escalating late fee which is assessed at the rate of one dollar per month

after the end of January. The Club may also encourage early payment by enacting on a year to year basis a discount for early payment. (Discount amounts and valid periods will be determined for the membership year prior to the start of discount period by a vote of the membership)

Assessments outside of annual dues will be discussed at regular meetings and voted on by the membership not sooner than the following regular meeting. Decision on such an assessment will include designation of the purpose, amount, and timing of the proposed assessment. Approval of such an assessment will be based on notification of the full membership, a favorable vote by a 2/3 majority of the responding members, and ratification by simple majority of the Club Directors.

#### E – Resolution of Grievances

The vision and objectives of the Johnstown RC Club include the promotion of social and fraternal interaction among members. In support of this spirit and in recognition of the rarity of issues so grievous to cause a lasting rend in the structure of the Club, resolution of individual grievances hereby formally delegated to the parties involved.

Should there arise a case in which the involved parties cannot reach an agreement and whose continuation is detrimental to the purposes of the Club, the club may appoint a committee to resolve the dispute. Involved parties to such a grievance are then obligated to abide by the recommendation of the Grievance Committee in order to be allowed to retain their membership in the Club.

The Johnstown RC Club is also aware of the cultural differences which are likely in a democratic organization whose membership represent three or more generations and a quarter of the history of the American nation. In recognition of these differences and their potential implications on individual discipline, responsibility for others and their property, and compliance with safety requirements, the Club hereby states its intention of monitoring the conduct of Club activities as needed and of enacting a more formal grievance process if and when that becomes appropriate.

#### F – Resignation

Individual members may resign their membership and withdraw from the Club at any time.

Members in good standing resigning during the period from February through July are eligible for a refund in the amount of 20% of the annual dues assessable under their membership category for each full quarter remaining in the membership year.

Members in good standing resigning during the annual dues collection period ( during or before January) are eligible for a refund for the full amount of dues paid for the coming membership year.

#### G - Termination

Termination of membership denotes a cancellation by the Club of a member's status and privileges. Termination may be enacted by ratification of the Directors of an order by

a Grievance Committee or may be enacted by default in case of a member's failure to abide by the decision of a Grievance Committee.

#### H - Reinstatement

Reinstatement of an individual whose membership lapsed or was resigned while a member in good standing more than a year prior will be processed the same as any new application for membership.

Reinstatement of an individual whose membership lapsed or was resigned with fees or assessments due to the Club will be processed the same as any reinstatement after payment of the amounts owing.

Reinstatement of an individual whose membership was terminated by the Club will only be processed after approval by the membership and ratification of the Directors.

### **Article IV – Duties and Responsibilities**

#### A - Directors-

**Duties:** Assure continuity of club activities and facilities and assure that their administration is consistent with the Club's vision and objectives.

**Selection:** The members of the Senior Advisory Committee of the Johnstown RC Club are the *de facto* directors of the Club. The Senior Advisory Committee consists of the five Club members with the longest continuous membership.

**Term of Service:** The members of the Senior Advisory Committee are appointed for as long as they remain qualified for their positions (as long as they retain continuous membership to stay among the five longest continuous members)

**Membership:** As of the writing of these Bylaws, the five members of the Senior Advisory Committee include the following: Paul Yuhas, Caleb Butler, Fred Rohde, James Patterson, and Kenneth Reese.

#### B Elected Officers -

**President -** Preside (or arrange for an alternate to preside) at club meetings and events. Coordinate the identification, organization, and scheduling of major Club events such as public displays, fly-ins, contests, and picnics. Appoint committees.

**Vice President –** Preside at club meetings and events in the president's absence whenever possible. Serve as *ex officio* member of major event committees to assure application of appropriate planning and resources.

Secretary - Record and report for approval the minutes of each Club meeting. Handle correspondence pertaining to Club activities. Act as Club point of contact for inquiries, requests, or other communications from the AMA.

Treasurer - Record and report for approval the Club's monthly income and expenses. Use Club funds to pay Club expenses as appropriate. Monitor and report expenses of major club activities. Propose planned annual budget including income and spending allotments for planned Club activities and projects.

Newsletter Editor - Publish a monthly newsletter to inform the membership at large of recent and upcoming events. Augment newsletter with additional modeling-related materials of educational and entertainment value as appropriate. Make maximum use of the newsletter to disburse notification of issues requiring member inputs such as items up for vote, rules proposals and amendments, and dues, fees, and registrations.

Webmaster - Develop and maintain the Club's website. [www.johnstownrc.org](http://www.johnstownrc.org)

Selection: All elected officers are nominated by a nominating committee or by individual members no later than the November regular meeting. Election is by simple majority of the members present at the December regular meeting.

Terms of Service - All elected officers are elected for a term of one membership year, running from January through December of the effective year.

Club Leaders: At the updating of these Bylaws, the elected officers included the following:

President	Sam Kaplitz
Vice President	Kenneth Reese
Secretary	Paul Yuhas
Treasurer	Kenneth Shilling
Newsletter Editor	Roger Luther
Webmaster	Roger Luther

#### C Appointed Officers -

##### Duties:

Field Marshall - Monitor condition of the field and facilities and report as needed. Propose activities and projects to the membership for maintenance and improvement of the field and facilities. Participate in organization and execution of field and facility activities and projects to the greatest extent practical.

Safety Officer - Monitor flying and associated activities for compliance with Club safety rules and "common sense" expectations for safe operations. Assure that Club safety rules are reviewed by the membership annually. Point out and try to resolve deviations from safe practice.

Selection: All appointed officers are selected by the Club President.

Term of Service: All appointed officers are selected for a term of up to one membership year, running from the time of appointment through December and at the end of the membership year.

Membership: As of the writing of these Bylaws, the appointed officers included the following:

Field Marshall – Scott Holsopple

Safety Officer – Sam Kaplitz

#### D Standing Committees:

Duties:

Field Committee – Monitor condition of the field and facilities and report as needed. Propose activities and projects to the membership for maintenance and improvement of the field and facilities. Participate in organization and execution of field and facility activities and projects to the greatest extent practical.

Rules Committee – Monitor flying and associated activities for compliance with Club safety rules and “common sense” expectations for safe operation. Develop rule changes for approval by the club. Assure that Club safety rules are reviewed by the membership annually. Point out and try to resolve deviations from safe practice.

Technical Committee – Assist the membership and the community in scientific and practical aspects of model design, construction, finishing, power, operation, and control.

Selection:

All standing committees are approved by the Senior Advisory Committee and their membership is appointed by the President.

Term of Service:

Membership in standing committees is not limited in duration.

Membership:

As of the updating of these Bylaws, the standing committees include the following:

Field Committee: Sam Kaplitz, Paul Yuhas, Bill Rosage, and Fred Rhode

Rules Committee: Paul Yuhas, Jim Patterson, and Al Stein

Technical Committee: Ken Reese (construction), Bruce Thomas (construction)  
Fred Rohde (engines), and Scott Holsopple (radios)

## E Flight Instructors

Duties: Perform ground and flight instruction and testing. Prior to each instruction session, assure trainee understanding of the schedule and content of training sessions. Prior to each flying session, lead the trainee through inspection of the aircraft to be used and allow its use only if it complies with all expectations for safe operations. Prior to each flight qualification exam, ensure that the trainee has had instruction in all items to be tested.

Selection: All Flight Instructors are appointed

Term of Service: All Flight Instructors are appointed for an indefinite period of time.

Membership: As of the updating of these Bylaws, the Club Flight Instructors included the following members: Ken Reese, Jim Patterson, Sam Kaplitz, Scott Holsopple, Paul Yuhas, and Fred Rohde

## F General Membership

The Club only exists and functions through the activities of its membership. This implies that while the club offers services and facilities to the member, those things only exist if members provide them.

In light of this relationship between member and the Club, every member is encouraged to be familiar with these bylaws and to participate in their future development, in the activities that they define, and in helping the club comply with their provisions to meet its vision and objectives.

It is the further obligation of every club member to follow the rules and regulations established by the club to assure their safety and the safety and comfort of neighbors and spectators. When a member feels that a Club rule is unduly restrictive, it is his duty to follow that rule while it is in force and to propose its amendment or rescission.

## Article V – Meetings

### A Purpose

Regular meetings shall be conducted on a monthly basis to allow planning and management of Club events and activities and to keep members informed of Club, AMA, and/or other modeling related news, happenings, or information.

### B Schedule and Timing



Regular meetings shall be held on the first Tuesday of each month.

#### C Location

Regular meetings shall be held in the community meeting room of the Richland Township Municipal Building. The Municipal Building is located at 322 Schoolhouse Road, and the meeting room is next to the township police station, at the right rear of the building. Note: front row parking is reserved for police vehicles, members vehicles are subject to ticketing and fines unless parked in the back two rows of the parking area.

#### D Attendance

Attendance is encouraged to maximize sharing of responsibilities, information, and camaraderie within the Club.

#### E Conduct

The President or his representative will lead the assembled membership through any known business items needing the Club's attention and will facilitate presentation of any additional business and educational items.

Maintenance of good order is necessary to allow Club business to be handled in a timely manner. When needed, the President will invoke Robert's Rules of Order to retain control of the proceedings and assure that required business is accomplished.

### **Article VI – Record Keeping**

#### A Recording Events

The Club Secretary will use the regular meeting minutes to document club events as they are reported to the membership in regular meetings and will document club decisions, particularly including issues, discussion highlights, and voting results.

#### B Maintaining Records

The minutes will be maintained indefinitely in the Club Record Book. When the Secretary's duties are transferred, the record Book will be transferred to the new Secretary prior to the January meeting following an election or as soon as possible following a mid year change in responsibilities.

### **Article VII – Amendment of Bylaws**

#### A Proposal

Amendments to these Bylaws are to be proposed to the rules committee, drafted by the rules committee, and presented to the membership and the Senior Advisory Committee for approval and ratification decisions.

#### B Approval

Amendments to these Bylaws will be accepted, if appropriate, by a majority vote of the membership present at a regular Club meeting followed by ratification by the Senior Advisory Committee. All members must be notified of a vote impacting the Club Bylaws and must have at least four days in which to review the contents of the proposed Bylaws or changes. The Senior Advisory Committee completes the approval process by reporting their decision of ratifying the Bylaws at a regular membership meeting.

#### C Documentation and Publication

Approval of these Bylaws and any amendments to the Bylaws, will be documented in meeting minutes reporting the ratification decision of the Senior Advisory Committee.

### **Article VIII – Flight And Safety Rules**

#### A Purpose

The Johnstown RC Club establishes rules for safety, comfort, and sustainability of its activities.

#### B Major Provisions

The following major topics will be addressed by the Club Rules and Regulations, and will be augmented by any additional items deemed necessary by the rules committee and the membership.

Frequency Control – procedures for avoiding radio interference

Noise Control – muffler requirements

Aircraft Safety – equipment and installation requirements

Operating areas – designated control line and rotary wing operating areas and no-fly zones.

Aircraft operations – procedures for aircraft starting, run-up, launch, flight and recovery.

Spectator safety – required conduct for visitors at Club operations.

Field usage – procedures for security, parking, maintenance, and clean-up.

### C Publication and Review

The Club's Rules and Regulation will be published separately from these Bylaws and reviewed annually to assure consistency with changing requirements of the membership, the AMA, and neighbors affected by the club's operation.

## **Article IX – Grievance Procedures**

### A Purpose

The grievance procedure provides a mechanism for enforcement of the Club rules and interests by providing a venue for assessing disciplinary actions. While it is expected that most complaints will be resolved informally, this procedure defines formal handling when such resolution cannot be reached.

### B Grievance Processing

In the event that a safety violation or other act or omission jeopardizes the ability of the club to sustain the pursuit of its stated purposes, the issue will be documented in writing and submitted to the Senior Advisory Committee. The Senior Advisory Committee will appoint a Grievance Committee who will investigate the viewpoint of the complainant and the accused. The Committee will then determine whether administrative action (reprimand, suspension, of privileges, or termination) is appropriate. A recommendation of termination must then be approved by a majority of the membership and ratified by the Senior Advisory Committee.

### C Grievance Committees

The Senior Advisory Committee will appoint a committee for the purpose of resolving the grievance. This Grievance Committee will include no fewer than four members, at least two of whom are to be Senior Advisory Committee members and at least two of whom are to be chosen from the general membership. Each Committee member will have been a member of the Johnstown RC Club for at least three consecutive years leading up to their service on a grievance committee.