

RILEY COUNTY FLIERS

CLUB CONSTITUTION and BYLAWS

Adopted February, 1976

Revised December, 2012

In November 1975, twelve Academy of Model Aeronautics (AMA) accredited members of the Milford R/Cers split from that group to found the Riley County Fliers R/C club. The decision to separate was based on both distance and philosophical issues. The division was considered amiable and equitable by both groups. The Club Constitution and Bylaws were drawn up and adopted by the membership. Charter members included Tom Wilkerson, Jim McAdory, Bob Swain, Gary Burson, John Gifford, John Huff, Jim Johns, Phil Luz, Sue McAdory, Sam Minnis, Gary Niehaus, and Joe Sexton. The newly organized club was guided by the AMA and achieved AMA charter status #855.

ARTICLE 1: ORGANIZATION / PURPOSE

1. **Riley County Fliers:** The not-for-profit 501c3 organization will be called the Riley County Fliers. The purpose of this organization shall be the promotion, building, and operation of model aircraft as a hobby and sport, with the primary emphasis upon radio controlled aircraft.

ARTICLE 2: DUTIES

1. **Board of Directors:** The Board of Directors is composed of the 5 elected officers; the President, Vice-President, Secretary, Treasurer, and the Safety Officer. 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 three-fifths (3/5) majority of the Board at a Board of Directors meeting or by phone. Official decisions shall be consistent with the stated purposes and objectives of the Riley County Fliers set forth in these Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Board of Directors.
2. **President:** The President shall preside at all meetings of the Club. The President or his appointees will make an annual audit of the Treasurer's books.
3. **Vice-President:** The Vice-President shall act for the President when he/she is unable to serve.
4. **Secretary:** The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. He/she will be the Club's contact person with the AMA and he/she will maintain the Club's 501c3 not-for-profit standing.
5. **Treasurer:** The Treasurer shall collect all money due and shall keep a record of moneys disbursed by the Club.
6. **Safety Officer:** The Safety Officer shall be responsible for ensuring the AMA's and Club's safety rules are enforced. This includes processing the grievance forms and following the existing grievance procedure documented in the Bylaws.

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ARTICLE 3: TERMS OF OFFICE

1. All elected officers of the Club shall serve for one (1) year. Officers are to be elected by a vote of a simple majority of those present at the regular meeting in December. New officers will take office immediately after the December meeting. Active Voluntary Club positions, i.e. Newsletter Editor, Webmaster, Fly-In director, US Army Corps of Engineers Liaison, etc will also be determined at the December meeting. There are no term limitations.
2. Nomination of Club officers shall be made at the general membership meeting during the month of December. Nominations for office may be made by any active Club member holding voting rights, either in person or by submitting a proxy nomination to an existing officer.
3. A secret ballot is required for removal of a Club officer and for expulsion of a member from the Club unless waived by a simple majority vote of the members present at the meeting.

ARTICLE 4: VACANCIES

1. Vacancies in any office shall be filled by appointment by the Board of Directors with the appointee to serve until the end of the term for which their predecessor was elected.

ARTICLE 5: COMMITTEES

1. Any standing or Ad hoc committees of the Club shall be appointed by any Board of Directors member with approval by a simple majority vote of the members present at a meeting.

ARTICLE 6: MEETINGS

1. Regular meetings shall be held at a time and place designated by the Club officers and published in the Club newsletter.
2. Club officers may call special meetings with no less than five days prior written notice of a special meeting. The purpose of the special meeting shall be stated in the written notice.
3. At any Club meeting a simple majority shall be over 50% of the attending members at the meeting.
4. Any member of the Club may initiate a formal request for action by the Board of Directors by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of the Board action recommended. The President of the Board shall forward copies of the proposal to other members of the Board of Directors for their consideration. Either the President, or any other Board member, may have the matter placed upon the working agenda of the next Club meeting.

ARTICLE 7: DUES AND MEMBERSHIP

1. The annual dues are based on a calendar year from January 1st to December 31st. The Club members with the approval of a simple majority vote shall determine the annual dues fee. Dues are non-refundable, except under extraordinary circumstances, which will be

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determined by the Board of Directors on a case-by-case basis. Dues are to be paid no later than the March Club meeting.

2. No special assessment shall be levied upon the Club membership, unless it is approved by a vote of two-thirds (2/3) majority of the members present at the regular monthly meeting, and the members have been given five(5) days prior notice along with an explanation of the assessment.
3. A member shall be in arrears and shall be considered in-active if his/her dues have not been paid as provided in Article 7, Section 1.
4. Types of membership are determined by the Club members by a vote of two-thirds (2/3) majority of the members present at the meeting.

ARTICLE 8 MEMBERSTANDING

1. All persons shall be eligible for membership, and shall agree to abide by the Club's Bylaws, and those of the AMA.
2. The membership shall be divided into the following categories:
 - a. Full Member: Is nineteen (19) years old or older and have full privileges and voting rights. Dues: Full Member rate plus AMA Membership.
 - b. Junior Member: Is younger than nineteen (19) years old, has full privileges and voting rights. Dues: Junior Member rate plus AMA Membership.
 - c. Family Membership: Includes all flying members of the immediate family (spouse and children). They have full privileges and voting rights. Dues: One (1) Full Membership, plus AMA Membership for each flying member. Junior members must have AMA membership to vote. Children are included until their 19th birthday.
3. Flying members will be required to hold and maintain a current membership in the AMA. All first-time flying members, as well as present flying members seeking membership renewal, must show proof of current membership in the AMA. Non-flying members are not required to be AMA members.
4. After joining the Club, new members shall be introduced in person when the new member is at their first Club activity (i.e. meeting, event, or at the field with other members present.)
5. Any member receiving a safety Grievance as stated in Article 14, who is involved in non-flying violations, or who has key information of a non-flying violation and withholds it from the Board of Directors, may at the Board of Directors' discretion be placed on probation for one (1) year regardless of his or her tenure in the Club.

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

1. Any member in good standing may resign his/her membership.
2. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall thereby be reduced to a **non-flying** member status, subject to reinstatement upon restoration of eligibility.

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3. Enforcement of the Safety Rules that are related to flying activities. Any 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 2, Duties section of these Bylaws. Any individual may be expelled from membership from the Club by a three-fifths (3/5) 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 this Constitution and Bylaws, Operations and Procedures Manual or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.
4. Any member who is expelled from membership may only be reinstated to membership by a three-fifths (3/5) majority vote of the Board of Directors.
5. 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: 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 of the Club.

ARTICLE 11: DURATION OF CLUB CONSTITUTION AND BYLAWS

1. The duration of this Club shall be perpetual.

ARTICLE 12: 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 shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the Corporations assets in equal distribution to all the current full members.

ARTICLE 13: LOGO

1. The official Club logo shall be:



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ARTICLE 14: GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES)

1. *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 Officer for his/her consideration by means of a Grievance Form to be filled out and turned into the board of Directors; at least one witness is required to sign the Grievance Form.

2. *Safety Officer*

The Safety Officer shall use his/her judgment in carrying out action on the following:

- (a) A Grievance Form will be filled out and turned into the Board of Directors. At least one witness is required.
- (b) FIRST VIOLATION
 - I. Viewpoints of both complainant and accused will be considered.
 - II. Complainant's name will be disclosed.
 - III. The Safety Officer will give a verbal reprimand to the accused, and this will be recorded in the Club files.
- (c) SECOND VIOLATION
 - IV. Complainants name will be disclosed.
 - V. The accused has the right to a written rebuttal, to be reviewed by the Board of Directors.
 - VI. If the Board of Directors so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.
- (d) THIRD VIOLATION
 - VII. The board of Directors 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.
 - VIII. Said expulsion will last for a one-year minimum. A member may be reduced to a non-flying member of the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.
 - IX. Voting will be by secret ballot at a regular monthly meeting.
 - X. The non-flying member may reapply for membership after the expiration of the expulsion time period.
- (e) The three actions will not be enforced unless they are accumulated within a two-year period of time.
- (f) Any member receiving a Grievance, who directs any retaliatory 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.

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ARTICLE 15: AMENDMENTS

Amendments may be made to the Constitution and Bylaws at any general meeting of the Club membership, provided the members shall have been notified in writing at least five (5) days in advance that the amendments are to be considered. Copies of the proposed amendments shall be provided to all members as part of the notification. Amendments shall be approved by no less than a two-thirds (2/3) majority vote of the Club members.

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OPERATIONS AND POLICIES

Adopted February, 1976

Revised December, 2012

DUTIES VOLUNTEER POSITIONS

1. **Newsletter Editor:** The Newsletter Editor is a voluntary position approved by the membership. The duties are to maintain an active Club roster and to publish and distribute a monthly Club newsletter. Each newsletter should contain a summary of the previous meeting, R/C event schedules, buy/sell items and the date, time and location of the next meeting and other items that are determined by the Newsletter Editor to be of interest to Club members.
2. **US Corps of Engineers Liaison:** The Corps Liaison is a voluntary position approved by the membership. The duties include maintaining open lines of communications with the Corps, ensuring the Club is in compliance with the Corps policies, coordination of the Corps annual inspection, and acquiring the necessary permits for the Fly-in and concessions.
3. **Webmaster:** The Webmaster is a voluntary position approved by the membership. The duties include maintaining and updating the Clubs webpage.
4. **Flight Instructors:** The Flight Instructor(s) is a voluntary position approved by the membership. The duties will be to advise and instruct beginners on equipment, flying skills and safety. Weather permitting the scheduled trainer night will be Wednesday and other times scheduled. Flight Instructors are responsible for checking off their student pilots and all new members with the Club's "Pre-flight Check list for Students and New Members" and "Basic Flight Requirements for Students and New Members" forms. The "Pre-flight Check list for Students and New Members" and "Basic Flight Requirements for Students and New Members" forms are to be included with the student pilots or new members Club application on file with the Secretary. Any new Club Flight Instructor must have any 2 Club Officers/Flight Instructors fill out and check them off on an "Instructor Pre-flight Test" and an "Instructor Flight Test" form after successfully passing these exams before being allowed to instruct for the Club. Instructors will use a buddy box while teaching.

CLUB MEETINGS

1. The Club will meet the first Sunday of every month at 2:00 P.M. at the Club flying field during DST (Daylight Savings Time – April through October). During times of inclement weather and during the winter months (November thru March), the meetings are to be held on the Monday following the first Sunday of each month at 7:30 P.M. at the Mall food court in the Manhattan Town Center.

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FLYING FIELD

1. The flying field is located on 4.4 acres just west of the Tuttle Creek Dam Spillway.
2. The field is leased from the US Army Corps of Engineers. The current 25 year lease expires in 2033.
3. The Club is responsible for maintaining the grass field, all structures, parking lot and drive consistent with the Corps standards.
4. The Club is responsible for the security of the field, structures and Club assets.
5. The flying field is open anytime for flying by full Club members.
6. Safety will be given the Clubs highest priority.
7. Radio equipment will be FCC legal.
8. All engines will be properly muffled.
9. Spectators are welcome but not allowed in the pits or flight boxes.
10. All dogs must be kept on a leash.
11. No firearms or alcohol allowed on the field.
12. No alcoholic beverages consumed or permitted on the flight line.

FIELD MAINTENANCE

1. The Club is responsible for maintaining the grass field, all structures, the parking lot and drive consistent with the Corps standards.
2. The Board of Directors will determine routine and special field maintenance.
3. Club work days will be scheduled as necessary.
4. Mowing duty will be on a volunteer basis with the mowing schedule finalized in March. The person responsible for the mowing session will also be responsible for mower inspection / maintenance and trash removal.
5. The shed, picnic tables, fences, spools, and pilot boxes will be maintained in good condition.

FLY-IN

The Club will host at least one regional Fly-in per year. The Fly-in will include prizes and food. Volunteers will be selected for field preparation, promotion, prize collection, and food. The date and landing fees will be determined by the membership at the February meeting.

MEMBERSHIP

1. All persons shall be eligible for membership, and shall agree to abide by the Club's Bylaws, and those of the AMA.
2. All new members will show proof of current AMA membership and complete a Club application form that will be kept on file. In addition, they will need to have a Club Officer/Instructor check them off on both a "Pre-flight checklist for Students and New Members" and a "Basic Flight Requirements for Students and New Members" form before being allowed any unsupervised flight.

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3. Club Dues are:
 - a) Full Member: \$25
 - b) Junior Member: \$20
 - c) Family Membership: \$30
4. Family memberships will be signed by a responsible parent that will:
 - a) List all immediate family members to be included in the Club in the spaces provided on the Club application form.
 - b) Be responsible for ensuring that their family members joining the Club follow and abide by all Club rules and Bylaws and all rules of the AMA.

AMENDMENTS

Amendments may be made to the Operations and Policies at any general meeting of the Club membership. Amendments shall be approved by no less than a majority vote of the Club members present at the regular monthly meeting.

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GRIEVANCE FORM

Date: _____

Time : _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses (not required):

Riley County Fliers

AMA chartered club #855



Membership Application

We are a non-profit organization that promotes the hobby of model aeronautics since 1976.

www.rileycountyfliers.com

Please enter the information below including your email address; *we send our newsletter by email.* If any of this information changes during your membership, please advise a Club Officer and provide the correct information. Please make checks payable to **Riley County Fliers.**

Membership type, please check one:

Annual Junior Membership - \$20 (under 19yrs)

Annual Full Membership - \$25 (19yrs and over)

Annual Family Membership - \$30 (immediate family as per Bylaws)

Full Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Cell#: _____

Email: _____

AMA #: _____

IMAA #: _____

Dues: \$ _____

Paid by: (cash/check) check # _____

Member taking Application: _____

By signing this document, I agree to follow and abide by all Club rules and Bylaws and all rules of the AMA. **Signing is mandatory for membership.**

Signature: _____ **Date:** _____

Add joining family members below for Family Membership ONLY

Family Member: _____ Family Member: _____

Family Member: _____ Family Member: _____

Please use back for any additional family members

Pre-flight Checklist for Students and New Members

To ensure the safety of all members; students and new pilots must demonstrate the following basic safety knowledge before solo and/or unsupervised flight. Minimum proficiency in the following requirements must be demonstrated to a Club Instructor who will then initial the requirements. This document will then be added to the members file held by the Club Secretary. This checklist is to demonstrate that the Student/New Member knows how to safely inspect and operate their aircraft before flight.

New Member/Student _____ AMA# _____

Date _____ Instructor Name _____

Circle type of aircraft demonstrated: **Glider / Helicopter / Powered Fixed Wing**

Instructor Initials	Requirement
_____	1. Ensure the frequency is available and open (72 MHz only)
_____	2. Control surface pushrods – no binding, rubbing or sticking.
_____	3. Motor and nose wheel pushrods operating properly.
_____	4. Check direction & operation of throttle.
_____	5. Servos free running – no binding or load.
_____	6. Control surfaces move the correct distance and direction.
_____	7. Check trims for the correct setting.
_____	8. Check for no play in the control surfaces and the hinges are soundly secured.
_____	9. Check for tight wheel collars, clevises, wing bolts, ect.
_____	10. Transmitter and Flight pack batteries fully charged.
_____	11. Reliable idle and return to full throttle – properly tuned.
_____	12. Lean or rich engine run – properly tuned.
_____	13. Fuel feed and foaming – no air bubbles in fuel line.
_____	14. Check for control surface flutter with engine running.
_____	15. Properly range check the radio.
_____	16. Transmitter antennae fully extended (72 MHz only)
_____	17. Make sure no one stands inline with the propeller arc.
_____	18. Make all engine carburetor adjustments from behind the propeller.
_____	19. Ensure aircraft is properly secured before running up engine.

Basic Flight Requirements for Students and New Members

To ensure the safety of all members, students and new pilots must qualify before solo and unsupervised flight. Minimum proficiency in the following requirements must be demonstrated to a Club Instructor who will then initial the requirements. When all requirements have been initialed a final check flight must be successfully completed and signed off by a club instructor. The new pilot will then be allowed unsupervised flight. New members may demonstrate all requirements in a single flight. This document will be added to the members file held by the Club Secretary.

New Member/Student _____ AMA# _____

Date _____ Instructor Name _____

Circle type of aircraft demonstrated: **Glider / Helicopter / Powered Fixed Wing**

<u>Instructor initials</u>	<u>Requirement</u>
_____	1. Taxi and ground handling – show the ability to control aircraft on the ground. <u>(glider and helicopter exempt)</u>
_____	2. Take off – announce aircraft take off or launch direction, check for other aircraft in the traffic pattern.
_____	3. Circle around a point – climb to altitude and maintain while circling both left and right.
_____	4. Figure eight – maintain altitude, center crossover point at the same place.
_____	5. Rectangle – 90 degree turns, straight and level flight, left and right turns. Traffic pattern familiarization.
_____	6. Stall and stall recovery – climb to a safe altitude, stall the aircraft, recover, and return to straight and level flight.
_____	7. Slow flight – minimum power setting, maintain altitude. <u>(glider and helicopter exempt)</u>
_____	8. Gliding – climb to altitude, reduce power to idle and glide to a safe height. Resume normal flight. <u>(glider exempt)</u>
_____	9. Landing – review slow flight, review landing patterns, and make 3 “touch and go’s”. <u>(glider - complete 1 successful landing on the runway)</u>
_____	10. Check flight – complete all of the above in a single flight. (Welcome to the club)