

Aero-Modelers of Perrine Club Bylaws

ARTICLE 1: DUTIES

1. **Board of Directors:** The Board of Directors, the members of which shall be the President, Vice President, Secretary and Treasurer, shall manage the affairs of AMPS. The Board may also include nonvoting members upon invitation of the Directors. The President shall preside as chairman of the Board. Meetings of the Board shall be held upon the call of any Director. A quorum of the Board shall be a (2/3) majority of the Directors. Official decisions shall be consistent with the stated purposes and objectives of the Articles of Incorporation¹ of Aero-Modelers of Perrine, FLA. INC, specifically, II PURPOSES and AMA as set forth in their Bylaws and, where those Bylaws are not specified, vested in the sound discretion of the Board. The Affirmative vote of a majority of the Directors shall constitute action of the Board. Minutes of meetings of the Board shall be kept and made available to any member upon request.
2. **President²:** The President shall be the chief executive officer of AMPS, shall preside at all meetings of the membership and shall represent AMPS in all matters pertaining thereto.
3. **Vice-President²:** The Vice President shall assume all duties of the President in the absence or disability of the President and is to maintain an accurate record (including place of storage) of all Club assets. He/she shall coordinate the processing of new members including providing information about joining AMPS and/or application forms.
4. **Secretary²:** The Secretary shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities. He/she will also be the Club's contact person with AMA in case of questions, problems, or situations.
5. **Treasurer²:** The Treasurer shall be responsible for the collection, management, conservation, and disbursement of all funds in the AMPS Treasury.
6. **Field Engineer²:** The Field Engineer shall be responsible for ensuring that the field is properly maintained, recommend improvement/changes and prepare a proposed annual maintenance budget to be submitted for approval, no later than February 1st each year, by the eligible voting members.
7. **Safety Committee Chairman²:** The Safety Committee Chairman shall be responsible for chairing the safety committee, which shall consist of a minimum of three (3) members, including the Chairman, and ensuring existing club and AMA field rules are enforced. This includes processing the grievance forms and following the existing grievance procedure documented in the bylaws.
8. **Event Committee Chairman²:** The Event Committee Chairman shall be responsible for coordinating and establishing, in conjunction with all the Club's Contest Directors/Coordinators, a schedule and proposed budget for the next contest/event season. The schedule and proposed budget will be decided by the Contest Directors/Coordinators, and submitted, no later than February 1st each year, for approval by the eligible voting members.
9. **Meeting Activity Coordinator/s³:** The Meeting Activity Coordinator/s shall be responsible for coordinating model-related activities, immediately following the business portion of the meeting.

ARTICLE 2: AUDIT

1. The President or his appointees will make a periodic audit of the Treasurer's books.

ARTICLE 3: TERMS OF OFFICE

1. All elected officers of the Club shall serve for one (1) year from date of election. Officers are to be elected by a vote of simple majority of those present at the regular Club meeting in December. Mail-in ballots will be made available for those members who have voting rights but cannot attend the meeting. Those ballots, returned by mail or web-based system, before the next meeting, will be counted as if those persons were present at the meeting. New officers will take office immediately after the December meeting. Personnel will be appointed by the elected officers and confirmed by a simple majority vote of those members present during a regular meeting: i.e., Newsletter Editor, Contest Director, etc.

¹ The full text of the Articles of Incorporation is included in Appendix 1 of this document.

² The holder of this position pays no annual dues during their tenure.

³ This is an optional position.

2. Nomination of Club officers shall be made at the regular Club meeting in November. 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. All known nominations for office will be published in the newsletter prior to the election.
3. A secret ballot is required for elections, for removal of a Club officer or a member of the Board of Directors and for expulsion of a member from the Club.
4. Officers may, by election, succeed themselves.

ARTICLE 4: VACANCIES

1. Vacancies in any office shall be filled, by appointment, by the remaining officers. Such appointee will serve until the end of the term for which his/her predecessor was elected.

ARTICLE 5: COMMITTEES

1. Ad Hoc Committees of the Club shall be appointment by the President to serve throughout the term, or less, of his/her tenure of office.
2. Standing Committees/Appointees, i.e., the Safety Committee, Event Committee, Field Engineer etc., shall be confirmed by a simple majority vote of the eligible voting members.

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 eligible voting members voting at the meeting.

ARTICLE 7: DUES AND MEMBERSHIP

1. The annual dues to be paid to the Club shall be determined by the Club officers with the approval of a simple majority vote. 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 last day of December each year.
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 eligible voting 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. New Adult and Senior Members who join after the month of January will pay a rate of one-twelfth the annual rate for the number of months remaining in the year. This will cover the membership dues until the end of that year.
4. A member shall be in arrears and shall not be considered active if his/her dues have not been paid as provided in Article 7, Section 1. A \$10 surcharge will be assessed for dues paid during the month of January and as provided in Article 7, Section 1. Any member who allows their membership to lapse beyond the last day of January of any year will have their membership revoked. These members can be reinstated into AMPS by reapplying for membership as per Article 8, paragraph 2 and will not be given preference over any other applicant should a membership waiting list be in existence. Reinstatement requires full payment of yearly dues applicable to their level of membership plus a \$25 reinstatement fee. Prorated fees do not apply to membership reinstatement.
5. Types of membership and limits on the total number of members shall be determined by the Club officers and approved by a vote of two-thirds (2/3) majority of the members present at the meeting.
6. Individuals seeking membership into the club fall into one of two categories, those requiring flight instructions (hereafter called Student Pilots) and those who claim flight skills (hereafter called Prospective Member). Student Pilots will be assigned an instructor and it shall be the instructor's responsibility to provide flight instruction and to familiarize the Student Pilot with the rules and safety procedures of the club. Prospective Members shall be provided a list of club Check Pilots and it shall be their responsibility to seek a Check Pilot who will ensure that the Prospective Member is given a copy of the Club Field Rules and that these rules are fully understood and will be complied with. The Check Pilot is also required to evaluate, using established Club guidelines, the flight skills of the Prospective Member. No Prospective Member will be accepted into the club unless recommended by a Check Pilot.

ARTICLE 8: MEMBER STANDING

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. **Lifetime Member:** Is nineteen (19) years old or older and has full privileges and voting rights. Dues: Lifetime Member rate (\$0/year) plus AMA Membership.
 - b. **Adult Member:** Is between nineteen (19) and sixty-four (64) years old and has full privileges and voting rights. Dues: Full Member rate (\$165/year) plus AMA Membership.
 - c. **Senior Member:** Is sixty-five (65) years old or older and has full privileges and voting rights. Dues: Senior Member rate (\$115/year) plus AMA Membership.
 - d. **Junior Member:** Is younger than nineteen (19) years old and has all privileges except voting rights. Dues: Junior Member rate (\$15/year) plus AMA Membership. Fee to be waived for Junior members living at the same address as an Adult member.
 - e. **Non-Resident Member:** Is a non-voting member living in an area other than Dade, Broward, Monroe or Palm Beach County. Dues: Non-Resident rate (\$65/year) plus AMA Membership.
 - f. **Non-Flying Member:** Is a non-voting member who does not actively fly an R/C aircraft at the club flying field but may participate in any other club function(s).
 - g. **Chief Instructor:** Is an Adult Member who supervises all Club Certified Instructors, designs or modifies the Student Pilot Training Syllabus and certifies all new Instructors and Check Pilots. This person actively engages in training new students. The holder of this position pays no annual dues during their tenure.
 - h. **Certified Instructor:** Is an Adult Member who has been certified by the Chief Instructor to actively engage in training new students using the Student Pilot Training Syllabus. The holders of this position pay no annual dues during their tenure.
 - i. **Check Pilot:** Is an Adult Member who has been certified by the Chief Instructor to actively evaluate, using established Club guidelines, the flying skills, of Prospective Members. The holders of this position are not exempt from annual dues during their tenure.
 - j. **Club Sponsor:** Is a Chief Instructor, Certified Instructor, or a Check Pilot.
3. Flying members will be required to hold and maintain a license issued by the AMA. All first-time flying member applicants, as well as present flying members seeking membership renewal, must show proof of membership in the AMA. Non-flying members do not require AMA membership.
4. Any member receiving a safety Grievance as stated in Article 16, 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 by giving written notice to the Club.
2. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall thereby terminate, subject to reinstatement upon restoration of eligibility.
3. This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, as defined by the Board of Directors, becomes the responsibility of the Board of Directors as stated in Article 9.
4. Any individual who willfully commits any act or omission which is a violation of any of the terms of the Club's Articles of Incorporation, Bylaws, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation, or who directs, at another member or the Club, threats, intimidation, physical harm, intentional equipment damage or any other action deemed harmful by a two-thirds (2/3) majority of the Board of Directors, shall be placed on immediate suspension until a membership meeting is held (no longer than 60 days from occurrence) and the Board of Directors can present its case to the membership. The Board of Directors will present the case against the member and allow the individual to defend his/her actions. Members present at the meeting, by a majority vote, shall decide the resolution of the case. Actions may include temporary suspension and immediate expulsion from the club.
5. Any member who is expelled from membership may be reinstated to membership by recommendation to of two-thirds (2/3) majority vote of the Board of Directors and approval by majority vote of the members present at the meeting where the recommendation is presented.
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 and to the Club field rules at any general meeting of the Club membership, provided the members shall have been notified in writing, via mail or email, at least five (5) days in advance that the amendments are to be considered. Notification will be sent via email to all members who have provided the club with an email address and via mail to all others. 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-third (2/3) majority vote of the eligible voting members present, at the regular monthly meeting. Mail-in ballots will be made available for those eligible voting members who cannot attend the meeting. Those ballots, returned by mail or web-based system, before the next meeting, will be counted as if those persons were present at the meeting.
2. 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 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 of the Club. Approval by the President is required for checks written, by the Treasurer, in excess of \$2,000.
2. The President will have discretionary spending, of up to \$500 without requiring Club approval.

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) vote of the total eligible voting 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 assets of the Corporation exclusively for the purposes of the Corporation in such manner, to an organization or organizations that at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 14: INCORPORATION

1. The incorporation of this membership shall be a minimum of three (3) of the four (4) elected officers.

ARTICLE 15: LOGO

1. The official Club logo shall be:

**ARTICLE 16: GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES)**

These Grievance Procedures are intended to address Safety related Field Rules violations. Violations that require Law Enforcement issues should be treated as criminal and should be addressed by Law Enforcement.

We expect members to follow the Club Field Rules. If members experience behavior inconsistent with these norms, members are invited to first resolve the issue with each other. If this does not lead to a resolution, or if a member is not comfortable or feels unsafe addressing the issue directly, members are invited to submit a Grievance Report Form to any Club Officer.

- All grievances will be taken seriously and addressed promptly and investigated thoroughly as appropriate.
- All investigations will follow the same overall process.
- The Grievance Review Committee (GRC) will consist of the Safety Committee Chairman and two other Club members appointed by the Board of Directors.
- In order to mitigate further harm to those involved, in cases of serious allegations, the GRC may recommend that the Board suspend parties from participating in Club events and activities until the conclusion of the investigation.
- A grievance report will not automatically trigger a report to law enforcement unless the Club is legally obligated to do so.
- As a general matter, it is beyond the scope of the GRC to investigate criminal allegations. In those instances, members will be encouraged to make a report to law enforcement. The GRC may still issue recommended actions to the Board independent of any criminal investigations.
- Privacy will be preserved if requested by both parties (the complainer and the accused) and to the extent possible. Note that investigations may be limited if parties choose to preserve privacy; thus, outcomes of these investigations may be limited as well. In all investigations, the GRC will prioritize confidentiality.

Grievance Review Process:

- We invite members to first attempt to resolve an issue with each other.
 - A behavior or incident of concern is reported to the GRC by the Complainer
 - The grievance form **must** be accompanied by any documentation (videos, pictures, documents and/or written affidavits by eyewitnesses) supporting the complaint.
 - Grievance must be submitted in a timely manner, not to exceed 30 days of the incident.
 - The GRC begins an investigation.
 - The GRC will review any supporting evidence, and hold discussions with the Complainer, the Respondent, and any witnesses.
 - Mediation between the parties involved will be suggested and pursued where appropriate.
 - The investigation will consider the impact of the situation on the club and will make recommendations to mitigate other potential issues related to the concern in the future.
 - The GRC will recommend an outcome to the Board within 30 days of submission of the grievance report as follows:
 1. **No action.** Taken if Grievance is without basis or if mediation is successful in satisfying the Complainer's concerns.
 2. **Upheld with:**
 1. **1 caution** in instances where less severe misconduct has occurred.
 2. **2 cautions** in instances of misconduct
 3. **3 cautions** in instances of grave misconduct.
 - The Board will vote on the GRC recommendation within 30 days of receipt. The Board may decide an alternative outcome.
 - A letter shall be issued to the Complainer and Respondent.
 - Any member accumulating 2 cautions (two separate 1-caution grievances or a 2-caution grievance) in any given 12-month period shall be suspended for thirty-days (30).
 - Any member accumulating 3 or more cautions (any number of grievances adding up to 3 or more cautions) in any given 12-month period shall be expelled. Said expulsion will last for 12 months minimum (longer if deemed necessary by the Board of Directors). The expelled member will forfeit the remainder of their dues for that year.
 - Any member receiving 3 or more cautions (any combination) in more than one year could be subject to indefinite expulsion from the Club.
 - The Complainer may be encouraged to report to law enforcement in cases of criminal allegations.
- Any member receiving a Grievance, who directs any retaliation action against the person filing said Grievance will be subject to immediate and indefinite expulsion from the Club.

ARTICLE 17: FISCAL RESPONSABILITY

The board of directors shall operate under a balanced budget. Income to be included for the calculation of said budget to include membership dues, event and activity earnings, and donations.

- a. Income derived from interest earned from savings or other investments shall not be included.
- b. The board shall present to the membership no later than November of every year a proposed budget for the next fiscal year, for their approval.
- c. In case of extraordinary circumstances, any expense that would put the club in the red must be approved by the membership.
- d. In cases of emergency board approval will be sufficient but the membership must be notified of actions taken.

**Aero Modelers of Perrine, Inc.
CLUB GRIEVANCE FORM**

PREAMBLE:

All members of the Aero Modelers of Perrine are Safety Officers and have an obligation to ensure that all members and their guests operate their aircraft in a safe manner consistent with the published AMPS Field Rules, and the AMA Safety Code.

All AMPS members are also duly authorized agents of the Aero Modelers of Perrine for the purpose of ensuring that safe flying conditions exist at all times. Club members are also empowered to request the removal of all unauthorized personnel from Club property.

Nothing governing the rules of the grievance procedure shall prohibit the amicable settlement of any rules violation by the grievant and the rules violator at the time of the infraction with no further action being taken.

However, where no such settlement is immediately forthcoming, the grievant shall complete this form and submit it to the Club Safety Committee Chairman for investigation, and resolution.

Grievance must be accompanied by one or more of the following: videos, pictures, documents and/or written affidavits by eyewitnesses supporting the complaint.

DATE: _____ TIME: _____

GRIEVANCE FILED AGAINST (REQUIRED): Name _____ AMA#: _____

AMPS Field Rule(s) Violated (REQUIRED - refer to current field rules):

DESCRIPTION OF INCIDENT:

GRIEVANCE FILED BY (REQUIRED): Name _____ AMA# _____

SIGNATURE (REQUIRED): _____

GRIEVANCE COMMITTEE USE ONLY:

NO ACTION ____

UPHELD with ____ Caution(s).

Comments:

APPENDIX 1

**ARTICLES OF INCORPORATION
OF
AERO-MODELERS OF PERRINE, FLA. (AMPS/RC), INC.
(A corporation not for profit)**

PURPOSES

The general nature of the objects and purposes of the corporation shall be as follows:

- a. The primary purpose of the corporation shall be to promote the Radio Control phase of aero modeling in Dade county, Florida area, and to aid where possible, the National Program of the Academy of Model Aeronautics, looking toward the advancement of model aviation in all its phases.
- b. The corporation will endeavor to secure and maintain a flying field sanctioned by the Academy of Model Aeronautics for use by corporate members in radio-controlled model aviation.
- c. The corporation will provide opportunities for recreational and social interaction for members and their families and friends in conjunction with model aviation.
- d. The corporation will from time to time participate in community activities to inform the public on model aviation, safety precautions in model aviation, technical developments in model aviation and recreational opportunities in model aviation.
- e. The corporation shall be empowered to publish papers, pamphlets, books and magazines; acquire, rent, lease, let, hold, own, buy, convey, mortgage, bond, sell or assign, property, real personal or mixed, as the purposes of this corporation whether expressed or implied, shall require; associate itself with other persons, corporate or natural, for the purpose of becoming a member of, and in otherwise associating itself with other corporations or associations, of a similar or like nature; collect dues, fees, rents, fines, subscriptions and other revenues to the advantage of the corporation, and to do and perform all such other acts and things, including those generally allowed by the laws of the State of Florida relative to corporations not for profit, as now existing, or as the law may henceforth provide, as from time to time may be necessary, or expedient in the exercise of any or all of its corporate functions, powers and rights.

APPENDIX 2**Revision History**

January 2003 – Initial release of fully revised document.

April 2004 – Article 7, Dues and Membership: Added paragraph 7

July 2006 – Removed all references to the Associate Membership, eliminated by membership vote at the July 14, 2006 membership meeting. Modified Article 10, Paragraph 2 to allow notification of Constitution or Bylaws via email in addition to regular mail.

April 2007 – Modified Article 7 section 1 and 4 to reflect new membership renewal process which requires that membership be renewed by the end of December instead of January. A \$10 surcharge is added to anyone paying in January. Re application for membership plus a \$25.00 reinstatement fee will be required for anyone reapplying after January.

April 2007 – Modified Article 10 to remove the word “Constitution” as the club does not have one. In addition, it now requires that changes to field rules be notified to the entire membership before they are voted upon.

December 2009 –

1. Reformat entire document to correct numbering of items, footnotes, and references.
2. Update Article 7 Item 6c to reflect initiation fee and workday adopted this year.
3. Update Article 8 to reflect current membership fee structure adopted this year.
4. Update Grievance Form to include the name and AMA number of the member against which the grievance is being filed.

March 2012 –Article 8 – Correct omission of Senior level membership per motion approved January 8, 2009.

June 2013 – Article 8 – Section 2 – Modify membership fees to show \$15.00 increase approved June 2013.

November 2014 – Added article 17 Fiscal Responsibility

October 2017 – Reformat entire document to correct numbering of items, footnotes, and references.

March 2018

1. Remove Initiation Fee – Article 7, Section 8
2. Add provision to waive fee for Junior Members living at same address as an Adult Member – Article 8, Section 2, Item d.

June 2019

Article 15: Logo – New logo adopted

May 2021

Articles 3 and 5: Allow voting using web-based system in addition to in person and via US Mail.
Article 9: Change requirements for expulsion to require membership vote in addition to the Board of Directors.

March 30, 2024

Article 16: Update Grievance Procedures and Grievance Form.