

Palomar RC Flyers, Incorporated

By-Laws

August 2017

I. Name

The name of this organization shall be Palomar RC Flyers, Incorporated. The designation Palomar RC Flyers shall be considered synonymous with this name.

II. Purpose

This shall be a non-profit corporation for the purpose of social, educational and recreational activities pertaining to the building and flying of radio controlled model aircraft.

III. Membership

A. Membership shall be open to all persons interested in radio controlled aircraft.

Members shall conduct themselves in a respectable and orderly fashion during all club activities. Any misconduct may be subject to action by the Board of Directors.

B. Any member in good standing may resign his/her membership by giving written notice to the club.

C. Members must meet the following qualifications:

1. All members must have full "open" membership in Academy of Model Aeronautics, hereafter referred to as AMA. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall there by terminate, subject to reinstatement upon restoration of eligibility

2. Possess a valid FCC license if operating radio equipment on amateur frequencies (Ham).

3. Agree to read, understand and obey the flying site rules.

4. Pay applicable dues, fees and insurance, as outlined in the club membership application form. All such fees are established by a two-thirds (2/3) vote of those present and voting at a regular monthly meeting.

5. The Board of Directors may recommend that the membership, by majority vote, confer Life Membership status on individuals who have made exceptional contributions to the club. Life members pay no dues.

6. A member participation incentive plan known as the "Palomar Dollar Program" will be in force. The program encourages member participation through implementation of a dues reduction plan whereby members can achieve a reduction of their yearly club dues. By investing their time per year doing something that benefits Palomar RC Flyers, Inc., the plan will allow for a reduction of the yearly dues to a value determined by the board at the rate of \$10.00 per hour.

D. There is a ninety (90) day probation period for all new and reinstated members. Any member found in violation of the club By-Laws or Standing Rules may be subject to disciplinary actions or revocation of their membership in the Palomar RC Flyers, Inc. as directed by the Board of Directors.

IV. Officers and Duties

The following four officers shall be elected by the membership and shall conduct the business of the organization: President, Vice President, Secretary and Treasurer.

A. The duties of each officer shall be as follows:

1. President

The president shall conduct the meetings of the club and be responsible for the organization and conduct of all club business and activities. The president shall be an ex-officio member of all committees.

2. Vice President

The vice president shall assist the president, and act in place of the president in case of his/her absence.

3. Secretary

The secretary shall keep minutes of all club meetings (Board and General) and present these minutes for approval, record all motions and votes, maintain an accurate copy of the By-Laws and Flying Site Rules and keep all official documents and correspondence in order.

4. Treasurer

The treasurer shall prepare a monthly financial report to be presented at the regular monthly meeting and an annual financial report to be presented at the annual meeting. The treasurer shall receive and bank all monies collected, pay bills and disburse monies as required.

V. Board of Directors and Duties

A. Board of Directors

The eleven member Board of Directors shall consist of the four elected officers and seven elected at-large members. The club president shall also be the chairman of the Board of Directors.

B. The duties and responsibilities of the Board of Directors shall be as follows:

1. Serve as the policy making body of the club.
2. Serve as the grievance and arbitration committee making decisions when/if problems arise. The Board may impose disciplinary actions including suspension or revocation/reinstatement of membership according to grievance procedure.
3. Secure a meeting place for monthly, annual and board meetings.
4. Secure flying sites and maintain them in good condition.
5. Appoint committees as required.

VI. Committees and Duties

A. The Board shall establish the following committees:

1. Safety Committee – shall be responsible for the safety operations of club and events as outlined in AMA standards. This committee shall consist of the Flight Instructors and the Safety Coordinator. The chairman of the committee is the Safety Coordinator who shall be appointed by the Board of Directors.
2. Membership Committee – shall be responsible for maintaining the roll of active members, processing new membership applications, annual renewals, issuing membership cards and access keys, and keeping the board informed of any changes to the membership roster. The chairman shall be the Membership Director who shall be appointed by the Board of Directors.
3. Communications Committee – shall publish the monthly newsletter “Transmitter” and maintain the club web page. The chairman shall be the editor who is appointed by the Board of Directors.

VII. Elections

- A. Nominations for officers and board members shall be opened at the regular monthly meeting in September and closed at the regular monthly meeting in October. At least one nomination for each officer and six nominations for the board shall be submitted. Additional candidates may be nominated by the membership.
- B. The Membership Chairman shall prepare a mail-in ballot to be received prior to the November meeting. The ballot shall list each position and the nominees and shall provide a place for write in candidates.
- C. The election of officers and board members shall be held at the regular monthly meeting in November. The votes shall be counted and the results announced prior to the close of the meeting.
- D. The candidate receiving the highest number of votes shall be elected to each officer position and the six board candidates receiving the highest number of votes shall be elected to the board.
- E. In the event of a tie those members shall step out and a vote by show of hands shall determine the winner.
- F. If a vacancy occurs it shall be temporarily filled by appointment by the board and a special election shall follow. Nominations shall be made by the membership at the first regular monthly meeting following the vacancy and the election held at the next following regular monthly meeting by members present.

VIII. Member Meetings

- A. The regular monthly meeting will normally be held on the third Thursday of the month, January through November at 7:15 PM. The annual meeting in December may be held on a different day as it is usually combined with a banquet. At the Board's discretion, monthly meetings may be held on a Saturday to take place at the flying field or other such appropriate location.
- B. Special meetings may be called by a majority vote of the board of directors.
- C. The Board of Directors shall meet every month.
- D. Regular monthly meetings shall generally follow the agenda:
 - Call to order – president.
 - Motion to waive reading of the minutes and accept minutes as published in the "Transmitter" – president.
 - Approval of the motion or reading of the minutes – secretary.
 - Financial report – treasurer.
 - Vote in new members – president.
 - Old business – president.
 - New business – president.
 - Guest speaker.
 - < Break >
 - Special interest group reports.
 - Tool of the month – president.
 - Model of the month and trophy – president.
 - < Adjourn >

IX. Operating Policies

- A. Regarding Club Officers
 - 1. The annual club membership dues of the President, Vice President, Secretary, Treasurer, Board Members, Membership Chairman and Editor shall be waived.

B. Regarding Money

1. The treasurer is authorized to pay on his/her signature without prior approval the following expenses:
 - a. Cost of the "Transmitter".
 - b. Cost of flying site sanitary facilities.
 - c. Cost of regular monthly meeting trophies.
 - d. Cost of annual meeting plaques and certificates.
 - e. Cost of flying site security.
 - f. Cost of regular monthly meeting, board meeting and annual meeting halls.
2. All other financial obligations must be approved by a majority vote of the Board of Directors.
3. Refreshments provided during the meeting break are paid for out of donations.
4. The annual 4th of July Club Picnic is paid for with club monies.
5. Disbursements will be for approved expenses only. Every effort must be made to get approval for expenses in advance from the board. This can be done in person at a board or general meeting or by email vote of the Board. If a member chooses to spend money on the club's behalf without prior board approval, that member accepts the risk that he may not be reimbursed.
6. Advance Payments and Reimbursements
 - a. There will be no advance payments disbursed from the treasury to a member unless that member is the vendor of required goods or services. Ideally, the member will use his own funds to pay for goods and services that were properly approved by the board then seek reimbursement from the treasurer. If the member is unable to wait until the next scheduled club meeting (board or general), they may submit a request for reimbursement by mail or email.
 - b. Reimbursement requests should be submitted using the Request For Reimbursement form (Appendix C or similar form) no later than 60 days after the delivery of goods or services. All requests for reimbursement must include original receipts or invoices. In the event an original receipt or invoice is missing, every reasonable effort should be made to get a duplicate from the vendor. Bank or credit card statements are not desirable as they do not contain sufficient detail. If the member cannot get a duplicate receipt he will need to provide justification. If the reimbursement request has multiple receipts or many line items on a single receipt, the member will need to fill out an expense summary that explains each line item in sufficient detail. Sufficient detail would include business name, date, item description, item quantity, item price, tax amount, and total paid.
7. Collected Money
Any monies collected on the club's behalf (apparel sales, contest entry fees, BBQ donations, etc.) must be turned in to the treasurer within 30 days using the Money Turn-In form (Appendix D or similar form). In the case of ongoing collections such as apparel sales, the money will be turned in to the treasurer monthly with a clear explanation of the amount (i.e. number of shirts sold at \$X each or 22 entrants at \$X ea.).

X. Miscellaneous Provisions

- A. Ownership of all club assets shall be vested in Palomar RC Flyers, Inc.
- B. Dissolution Of The Club

The duration of the club shall be perpetual. The club may be dissolved with the approval of the membership. Voting shall conform to that used for elections with the exception that it must be a two-thirds (2/3) majority. Method of distribution of assets will be discussed and included on the ballot.

XI. Grievance Procedure (Flight and Safety Rules)

This section provides for enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member or members. Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the Board of Directors, if in the determination of the Board of Directors, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental to the club, the AMA, or to model aviation. A two-thirds (2/3) vote of the Board of Directors is required for reinstatement to the club. Such decisions may be appealed to the general membership at a regular monthly meeting where a 2/3 majority of those present and voting shall be required to reverse the decision of the Board. The Board Chairman shall be notified in writing of the intention to appeal the decision. Such notification is to be made within 30 days after the decision of the Board.

A. 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 Board of Directors for its consideration by means of a Grievance Form (Appendix A) to be filled out and turned in to the Board of Directors. At least one witness is required to sign the Grievance Form. The Board shall use its judgment in carrying out action on the following:

1. First Violation

Viewpoints of both complainants and accused will be considered. Complainants name will be disclosed. If the Board so decides, a verbal reprimand will be given to the accused by the Board of Directors, and this will be recorded in the Club records.

2. Second Violation

Complainants name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Board of Directors. If the Board 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 provided for the membership and published in the Club Newsletter.

3. Third Violation

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. Said expulsion will last for a one-year minimum. A member may be expelled from the Club only upon two-thirds (2/3) majority vote of the membership present at the meeting. The expelled member may reapply for membership after the expiration of the expulsion time period.

4. The three actions will not be enforced unless they are accumulated within a two year period of time.

5. Any member receiving a Grievance, who directs any retaliation 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 retaliatory by the Board of Directors.

XII. Flying Site Rules

There shall be a set of Flying Site Rules which establish operating policies and flying site rules. See Appendix B of the Bylaws.

XIII. Amendments

- A. The By-Laws and Flying Site Rules may be changed by amendment. The proposed amendment shall be presented at one regular monthly meeting and shall be published with the monthly newsletter and shall be voted upon at the next monthly meeting. The proposed amendment must be accepted by two-thirds (2/3) of the members present and voting at said meeting.

- B. The Request For Reimbursement and Money Turn-In forms may be amended by a majority vote of the Board of Directors.

Palomar RC Flyers, Inc. Club Grievance Form

Date: _____ Time: _____

Nature of Violation:

Signature: _____

Witness: _____

Additional Witnesses (not required):

Palomar RC Flyers, Incorporated
Flying Site Rules
July 2017

I. Flying Site Rules

- A. Flying Site Rules apply to all such sites under club control and all other sites which the club may choose to conduct an activity. Flying sites under club control may have rules that apply only to a specific site and not another because of houses, roads, freeways, industry, airports, schools, livestock, wildlife habitat, etc. These special rules will be included in the posted rules at the field where they pertain.
1. The use of club facilities is limited to AMA members with Full AMA Membership invited to participate in contests, club members, and guests of club members. Guests must meet the following requirements:
 - a. Guest pilots must show proof of current AMA membership and must be accompanied by a club member. All others, with proof of current AMA membership, may use the facilities only once per calendar year, as a guest of a club member, without having to become a member.
 - b. The host member is responsible for informing his guest of the flying site rules and seeing that they are obeyed.
 - c. Non-participating guests are to remain clear of the flight line and pit areas.
 - d. Club members are NOT to give guests combinations or keys to club locks.
 2. Pilots MUST DISPLAY on their person proof of current club membership.
 3. Club members and/or guests are not to rearrange the flying site facilities or the surrounding habitat without prior approval of the club's Board of Directors.
 4. All pilots must obey the "Official AMA Safety Code". Particular attention is drawn to rule #6: "I will not fly my model unless it is identified with my name and address or AMA number on or in the model".
 5. All radio equipment must be FCC Type Approved and operated according to FCC regulations, including licensing where required (i.e. 6-meter ham band).
 6. All radio systems must conform to AMA standards.
 7. While not in use, transmitters will be turned off and stored. Transmitter antennas are to be fully retracted for range checks. Any pilot not in control of their frequency (his/her card NOT in the proper frequency slot on the frequency board or having the frequency pin from the frequency board), who causes another pilot, that has control of the frequency (his/her card in the proper frequency slot on the frequency board or has the frequency pin from the frequency board), to lose their model from radio interference will pay all replacement costs associated with said model to the owner. Not making such monetary restitution is grounds for the revocation of their club membership.
 8. While Flying.
 - a. The pilot must stand in a designated pilot station.
 - b. Maximum of one pilot per station, with a maximum of five planes in the air at any time with the following exception: during a club sponsored event.
 9. Engines, etc.
 - a. All engines on aircraft must be equipped with an exhaust system that will enable the airplane to comply with or better the noise standard (limit) in place at the flying site where the aircraft will be flown. All engines must be equipped with the muffling systems supplied by the manufacturer at the minimum. Un-muffled

- tuned pipes, flow through mufflers and open exhaust (un-muffled) two stroke engines are not allowed. Some four stroke engines may comply with the noise limits at the field where they are being operated even though they are not equipped from the factory with a muffler. Those four stroke engines that DO NOT meet the field noise limits without a muffler WILL NOT be allowed to fly. Pilots are encouraged to lower the sound pressure level of their engines through the use of efficient after-market mufflers or propeller changes where the noise output of their engine is approaching the maximum allowable db level at the flying site.
- b. No full power engine run-up is permitted in the pits. Engine run-ups are to take place in the run-up area or the engine break in area with the prop blast directed away from other models or persons.
10. Noise Regulations at Johnson Field.
- a. All sound measurements are taken at 25' on hard surface, slow response and "A" weighting.
 - b. No aircraft above 98 dB will be flown at Johnson Field.
 - c. Below 85 dB may operate anytime.
 - d. 85 dB to 92 dB may be operated between 8 AM to 7 PM Monday through Saturday, 9 AM to 7 PM Sunday.
 - e. 93 dB to 98 dB may be operated between 9 AM to 5 PM daily.
11. Flight Operations.
- a. Flying over or to the rear of the flight line (edge of runway nearest the pilot), pits, social areas and parking lot is strictly prohibited.
 - b. Low passes, speed runs and bomb drops must be done beyond the runway boundaries and are not to interfere with takeoffs and landings.
 - c. Aerobatics are to be performed beyond the far edge of the runway. No aerobatics will be allowed on takeoff unless performed beyond pilots, pit or spectator areas.
 - d. Takeoff must not be started until the aircraft has taxied out of the designated taxi area and has reached the confines of the runway.
 - e. Hand launches must be made in a direction away from pilot, pit, and social areas and must be from an area clear of people and aircraft.
 - f. Dead stick landings always have the right of way but must be called out.
 - g. Landings have the right of way over takeoffs and both must be called out.
12. New members with supposed prior pilot experience shall be required to make a flight check with an instructor. Members receiving flight instruction shall be issued a student card requiring a flight instructor/buddy box until they pass their solo flight test. No student shall be permitted to fly below 100 feet AGL without a buddy box.
13. Solo certificates and their pilot club card will be provided following their solo flight test and being signed off by their instructor and a second instructor.
14. The facilities shall at all times be kept clean of trash and litter. Under no circumstances shall a member or guest intentionally leave or discard any hazardous material or waste such as, but not limited to, fuel or batteries at the flying site.
15. It is the responsibility of ALL CLUB MEMBERS to ENFORCE and OBEY the rules. Repeated offenses must be brought to the attention of the Safety Officer, Flight Instructors or Board Member.
16. Lack of compliance with any of the above rules may result in the Board of Directors suspending all flying privileges or the revocation of club membership.

PALOMAR RC FLYERS, INC.

REQUEST FOR REIMBURSEMENT

DATE: _____

Member Requesting Reimbursement: _____

Expense Purpose: _____

Authorized by the Board (who/when): _____

Amount Requested: __\$_____

Make Check Payable To: _____

Are All Receipts Attached: YES NO If no, please explain: _____

SUMMARY OF EXPENSES

DATE	VENDOR	DESCRIPTION	AMOUNT	TAX	SHIPPING	TOTAL
4/12/17	Costco	Food for BBQ	\$183.12	\$9.99	0	\$193.11
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Signature: _____

