

NEW CANAAN R/C SOCIETY

BYLAWS (DRAFT 4-3-05)

ARTICLE I: NAME & LOCATION

- A. **NAME:** "New Canaan R/C Society" (NCRCS) is the name of this organization.
- B. **LOCATION:** The NCRCS is located in New Canaan, CT . The official contact address will be the home address of the Treasurer.

ARTICLE II: PURPOSE

- A. The purpose of the NCRCS is to provide the organization, forums and flying field necessary for its members to safely participate in, enjoy and promote the sport of building and flying radio control aircraft.

ARTICLE III: MEMBERSHIP

- A. **CLASSES OF MEMBERSHIP:** The NCRCS will have two classes of membership:
1. **Active Membership** which will accord all of the privileges of membership subject to the qualifications listed in Article III B. Active membership will be further divided into two subgroups:
 - a) **Senior Members** who are 18 years of age or older. Senior Members have voting privileges.
 - b) **Junior Members** who are between the ages of 12 and 18 years. Junior Members do not have voting privileges.
 2. **Honorary Membership** which is a class of membership that can be given for terms of one year by unanimous vote of the Board of Directors to former NCRCS active members who no longer participate in radio control flying but want to continue participation with the NCRCS on a social basis. Honorary membership will have no flying or voting privileges, will have zero dues and will not require membership in the Academy of Model Aeronautics. There will be no limit to the

number of Honorary Memberships granted each year by the Board of Directors.

B. QUALIFICATIONS: Active Membership in the NCRCS will be open to all interested individuals provided that:

1. Active Membership of the club does not exceed 125 members. No resident of the town of New Canaan, however, will be denied membership because of this membership cap. If this cap is exceeded because of acceptance of New Canaan residents, no other non resident members can be accepted until the active membership drops below 125.
2. Each Active Member is also a member in good standing of the Academy of Model Aeronautics (AMA).
3. Each Active Member agrees to abide by and be governed by the rules, regulations and bylaws of the NCRCS, the AMA and the Town of New Canaan and signs a statement, as unanimously approved by the NCRCS Board of Directors to this effect, each year at the time of payment of the next year's dues.
4. Each member pays his/her dues.
5. All **new active members** are subject to a probationary period during which they will have all of the privileges of membership. These new members on probation will count towards the 125 maximum membership of the NCRCS. This probationary period for new members will run for a period of not less than three months nor more than six months starting from the time that their membership application forms are signed and submitted to the NCRCS and their full annual dues are paid. To get off of probation, new members must attend at least one regular meeting of the NCRCS during the probationary period and get the signatures of the Safety Officer and one other NCRCS officer on a form approved by the Board of Directors. Failure to attend the required meeting during the probationary period and/or failure to get the required two signatures within six months from the start of the probationary period will result in automatic termination of membership. Membership may also be terminated at any time during the probationary period by a majority vote of the Board of Directors. No dues will be refunded to any individuals whose membership is terminated as a result of this probationary process.

6. The Board of Directors will inform members of the names of new members who are on probation and the names of any individuals whose membership is terminated by the probationary process. Members are encouraged to: help new members who are on probation to become acclimated to the club and discuss the behavior of these new members with the officers.
7. Any individual whose membership is terminated by the probationary process will be eligible to the NCRCS after a period of one year, but only if a majority of the Board of Directors vote to accept his/her new application and all other conditions of membership are met.

C. DUES: All active members will pay the same annual dues.

1. Dues will be set each year by the officers at a level to cover the following year's anticipated expenses. The amount of dues for each year will be announced to the membership not later than October 1 of the preceding year and are payable to the treasurer not later than the December 1 that follows the required announcement date. New members will pay dues, for the year in which they join, in an amount equal to the full annual dues, regardless of the month in which they join. Members who do not pay their renewal dues on time may reapply for membership at anytime but must do so following all of the procedures and limitations that apply to new members.
2. Emergency assessments for extraordinary costs or for capital expenditures will require the approval of two thirds of the members voting either in person or by absentee ballot at a meeting called by the president to consider the proposed assessment. A minimum notice of 14 days will be given to the members in writing or by email of such a meeting.

D. RESIGNATION: Any member in good standing may resign his/her membership by giving written notice to the Club. No dues will be refunded to active members who resign.

E. TERMINATION: If any member ceases to meet the qualifications of the NCRCS, his/her membership shall thereby automatically terminate, subject to reinstatement upon restoration of eligibility and reapplication as a new member.

F. SUSPENSION, EXPULSION, and Removal from Office:

1. Any member whose activities are deemed inimical to the best interest of NCRCS is subject to suspension, or expulsion from the NCRCS, or in the case of an officer, removal from office. This activities include but are not limited to violation of: the terms of these Bylaws, rules of the AMA, rules and regulations of the town of New Canaan.
2. Charges believed to warrant disciplinary action will be submitted to the President. If the President and Board of Directors concur with the severity of the charges, the President will relay the charges to the accused. The accused may:
 - a) Answer the allegation and request that both the charges and defense be submitted to the Members;
 - b) Make no response and thereby tender his resignation from the NCRCS or from office, or formally submit his/her resignation.
 - c) If a response to the President's request for a statement of defense is not forthcoming within thirty (30) days after the date of the request, it will be assumed that the accused plans no reply.
 - d) The President, with the concurrence of the Board of Directors may: dismiss the charges or refer the charges and statement of defense to the members with a specific recommendation for disciplinary action. Authority for such recommendation requires a two-thirds (2/3) affirmative vote of the Board of Directors.
3. Charges made against the President will be directed to and be processed by the Vice President. Board of Directors accused of acts warranting disciplinary action will not participate during discussion or processing of such action.
4. Disciplinary action will be voted on by the membership. Voting will take place by secret ballot at a meeting called by the president to consider the issue with advance notice of at least 14 days in writing to the members. Disciplinary action will require two-thirds (2/3) affirmative vote of the members voting.

G. REINSTATEMENT: A two -thirds affirmative vote of the members voting is required for reinstatement to the club of an expelled member following his/her reapplication. Voting will take place by secret ballot at a special meeting called by the president to

consider the issue with advance notice of at least 14 days in writing to the members.

ARTICLE IV: OFFICERS & GOVERNANCE

A. **GOVERNANCE:** The NCRCS shall be governed by its elected officers except in matters requiring the vote of the membership as specified in these bylaws. The president may from time to time appoint committees consisting of one or more individuals to facilitate the governance of the NCRCS. All officers and committee members must be current active senior members in good standing of the NCRCS.

B. **OFFICERS:** The elected officers of the club shall be a president, a vice president, a secretary, a treasurer and a safety officer. At least one officer must be a resident of the Town of New Canaan.

C. **Board of Directors:** The Board of Directors will be comprised of the current club officers, the immediate past President, and one member-at-large selected by the President.

D. Duties of the Board of Directors

1. Serve as the policy generation body of the Club. Policies are subject to ratification by the membership.
2. Ensure a voting process is in place, including absentee ballot and or proxy votes, to ensure each vote represents all members who desire to vote.
3. Secure flying sites and insure there are proper Flying Rules and other safety procedures and policies.
4. Serve as the grievance and arbitration committee making decisions if and when problems arise.

E. DUTIES OF OFFICERS:

1. **PRESIDENT:** The president is the executive officer of the NCRCS. He/she shall be the spokesperson for the club. He/she shall appoint committees as he/she deems necessary. He/she will cast the deciding vote in any case where a tie vote is encountered. If another elected officer resigns or otherwise cannot perform his/her duties, the president will appoint a replacement to hold that position until the next regularly scheduled election of officers. The president will set the time and place of regular meetings and

call special meetings as he/she deems. The president is also the designated chairman of the board of directors.

2. **VICE PRESIDENT:** The vice president shall assist the president in all matters and shall assume the duties of the president if, for any reason, the president is not able to perform his duties.

3. **SECRETARY:**

a) The secretary shall keep accurate minutes of all regular scheduled and called meetings and record meeting attendance. He/she shall maintain an up-to-date membership record of all members including their name, mailing address, AMA membership number, telephone number and email address if available.

b) The secretary shall maintain important NCRCS records in a secure manner for a period of at least ten years. These important records include application and renewal forms and any other records deemed to be of such importance by the Board of Directors.

c) He/she shall be responsible for sending out all notices of meetings, counting votes and announcing the results of votes.

4. **TREASURER:** The treasurer shall have charge of all club funds. He/she shall collect dues when they are due and is authorized to pay any and all club obligations from these funds. He/she shall keep appropriate records of all NCRCS monetary transactions and shall provide a Treasurer's report at each scheduled meeting. He/she will prepare a final report as of December 31 at the end of his/her term, present it to the old and new slate of officers for approval and then mail copies of the approved report to all members.

5. **SAFETY OFFICER:**

a) The safety officer shall be responsible for the overall safety environment at the flying field. He shall develop rules for the flying field which shall go into effect when approved by the Board of Directors.

b) He/she has the responsibility and the authority to bar individuals from using the flying field if they do not adhere to the AMA, Town of New Canaan and NCRCS safety rules and procedures. With the approval of the president,

the safety officer may appoint deputies who will have this same responsibility and authority.

c) Any person so barred from the use of the flying field may not fly from the NCRCS field until arrangements have been made with and approved by the president and the safety officer to correct the unsafe situation that caused him/her to be barred.

F. TERM OF OFFICE: The officers shall be elected annually and serve for terms of one year. There will be no limit to the number of terms an officer can serve if he/she is duly elected to serve each term. Terms of office will run from January 1 through December 31 of each year.

ARTICLE V: MEETINGS

A. REGULAR MEETINGS: Regular meetings of the NCRCS will be held four times per year, one each in each quarter of the year. The exact time and place of these meetings will be set by the president. A written or email notice must be sent to each active member at least 14 days prior to these meetings.

B. SPECIAL MEETINGS: Special meetings may be called by the president at any time provided that at least 14 days written or email advance notice is given to each active members.

ARTICLE VI: CONTINUITY:

A. Outgoing officers will pass all records on to newly elected officers and assist them with an orderly transfer of authority.

ARTICLE VII: NOMINATIONS AND ELECTIONS:

A. NOMINATIONS:

1. The president will appoint a nominating committee each year and announce its membership at the regular meeting in the second quarter of each year. The composition of the nominating committee will include the president and two non officer members of the NCRCS. At this meeting, the president will inform members that they may send suggestions for candidates to the nominating committee. The nominating committee will select one candidate for each office from the membership. They will confidentially confirm with these candidates that they will serve if elected. The

committee will announce its proposed slate of officers at the regular meeting in the third quarter of each year.

2. Immediately following this third quarter meeting, the secretary will send a written notice to all members that informs them of the nominating committees slate and the fact that members may submit additional nominations if wish to do so. All such nominations must be submitted to the secretary within 14 days of the secretary's written notice. All such nominations must be accompanied by the written endorsement of a total of five active members and by a written statement by the nominee that he/she will serve if elected. The nominating process will automatically close at the end of this 14 day period.
3. The secretary will send a list of all nominees for all offices with the written notice of the regular fourth quarter meeting along with an absentee ballot and an explanation on how to complete and return the absentee ballot if a member is not able or does not wish to vote in person. Absentee ballots must be delivered to the secretary before the start of the regular fourth quarter meeting in order to count. All absentee ballots must be signed in order to be valid.

B. ELECTIONS: The election of officers will be held each year at the regular fourth quarter meeting. Since all members will have been given a chance to vote, the winners of the election will be those candidates who receive the most votes cast (counting both in person votes and absentee votes). Votes cast in person will not have to be signed but the secretary will verify that any individual who voted absentee does not also vote in person at the meeting. Voting will be only on the list of candidates on the ballot prepared by the secretary. There will be no write in candidates and no nominations from the floor. All votes will be on a paper ballot.

ARTICLE VIII: MISCELLANEOUS PROVISIONS

- A. MEETING GOVERNANCE:** All meetings will be conducted in an orderly but informal manner following an agenda set in advance by the president. The President has the discretion to table all issues to properly inform and solicit input from the general membership. If controversy arises during any meeting the president will invoke Robert's Rules of Order for the balance of the meeting.
- B. FISCAL YEAR:** The fiscal year of the NCRCS will run from January 1 through December 31 of each year.

- C. **COMMUNICATIONS:** The officers are encouraged to communicate with members, town officials, potential members and the general public as they deem appropriate in order to keep these constituents informed about club activities and issues and to build enthusiasm for the NCRCS.
- D. **DISSOLUTION OF CLUB:** The duration of the NCRCS shall be perpetual. It may be dissolved with the approval of a two thirds majority vote of the membership. If the NCRCS is dissolved, all assets of the club will be distributed in an equitable manner among all members as determined by the officers.

ARTICLE IX: APPROVAL AND AMENDMENT OF THESE BYLAWS:

- E. **APPROVAL:** All provisions of these bylaws, except those concerning the dollar level of dues, will take effect when approved by two thirds of the membership who vote on them following the same procedures as required for the election of officers, i.e. members will be given notice of the upcoming vote and will be given a chance to vote in person or by absentee ballot. The notice of the upcoming vote and a copy of these proposed new bylaws will be sent to all members at least 30 days prior to the vote on them. Dues rates in existence as of October 1, 2004 will remain in effect for the year 2005 and will then be governed by these bylaws for the year 2006 and thereafter.
- F. **AMENDMENTS:** Amendments to these bylaws can be proposed by a majority of the officers or by a written petition of the of the membership signed by 15 members. The amendment will take effect if approved by two thirds of the members who vote on them following the same procedures as required in Article IX A. above.

ARTICLE X: GRIEVANCE PROCEDURE FOR VIOLATION OF FLIGHT AND SAFETY RULES

- A. This grievance procedure is a procedure of last resort when problems and complaints cannot be resolved in an informal and amicable fashion. It is necessary to include it in these bylaws however because unsafe and unacceptable behavior can not be tolerated if the NCRCS is to survive and prosper over the long term.
- B. The grievance procedure provides a mechanism to enforce existing safety and other rules by providing a progressive disciplinary system when the informal process does not work. 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 in by a member. At least one witness is required to sign the grievance form in addition to the member bringing the complaint. A copy of the grievance form is attached to and made part of these bylaws.

- C. The Safety officer shall use his/her best judgment in carrying out action on grievances that are filed using the following guidelines.
1. **FIRST VIOLATION:** Viewpoints of both complainants and the alleged violator will be considered. Complainant's name will be disclosed to the accused. If the safety officer decides that the complaint is valid, he/she will give a verbal reprimand to the accused and this will be recorded in the NCRCS records by the secretary.
 2. **SECOND VIOLATION:** Complainant's name will be disclosed to the accused who shall have the right to present a written rebuttal which will be reviewed by the NCRCS officers. If the officers so decide, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy distributed to each of the NCRCS members.
 3. **THIRD VIOLATION:** The safety officer will notify the accused and the Club members in writing that the NCRCS will vote on the expulsion of a member at the next regular meeting. Said expulsion if approved will last for a one year minimum. A member may be expelled from the NCRCS only upon a two-thirds ($2/3$) majority vote of the members present at the meeting. Voting will be by secret ballot. The expelled member may reapply for membership after the expiration of the expulsion time period following the procedures for new members.
- D. The three actions will not be enforced unless they are accumulated within a two-year period of time. Any member receiving a Grievance, who directs any retaliation action against any member or the NCRCS, will be subject to immediate expulsion from the Club by decree of the president. This includes threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the president.

NEW CANAAN RC SOCIETY GRIEVANCE FORM

Date: _____ **Time :**

**Nature of
Violation:** _____

Signature: _____

Witness: _____

Additional Witnesses (not required): _____

