

# **Tidewater Model Soaring Society**

## **Constitution And By-Laws**

### **Constitution**

#### **Article I. Organization Name**

This club will be designated as a non-profit organization and shall be known as the TIDEWATER MODEL SOARING SOCIETY.

#### **Article II. Purpose**

The purpose of this club is to promote radio controlled aircraft construction and operation relating to sailplanes and gliders. To further the hobby through camaraderie and competition in a manner consistent with the Constitution, By-Laws and Safety Rules of the Academy of Model Aeronautics.

#### **Article III. Membership**

All persons are eligible for membership who also qualify as a member of the Academy of Model Aeronautics .

#### **Article IV. Officers**

The officers of the Club shall consist of President, Vice President, Secretary, Treasurer, Safety Coordinator, and Executive Board.

#### **Article V. Eligibility for Office**

Only members in good standing shall be eligible to hold office and be entitled to vote in the TIDEWATER MODEL SOARING SOCIETY activities.

#### **Article VI. President**

The duties of the President shall be:

- a) To preside at all meetings of the Club.
- b) To have general supervision of the Club.
- c) To appoint any person or committee not otherwise ordered by the club.
- d) To personally represent the club on proper occasions and business contacts.
- e) To assist all other officers of the Club in their records, correspondence and other duties.
- f) To promote interest on the part of each member in Club life and activities.
- g) To vote only when one vote is necessary to break a tie.

#### **Article VII. Vice President**

The duties of the Vice President shall be:

- a) To perform the duties of the President in his absence.
- b) To promote Club activity.
- c) To maintain accurate records of club assets and their location.

### **Article VIII. Secretary**

The duties of the Secretary shall be:

- a) To keep minutes of the meetings of the club.
- b) To send out notices of regular or special meetings of the Club. An appointed committee may accomplish this.
- c) Maintain relations with A.M.A. concerning the Club and its activities.
- d) To handle all club correspondence.
- e) To perform such other duties as generally fall to that office.
- f) Responsibility to give each new member the following correspondence:
  - 1) Club's Constitution and By Laws
  - 2) Welcome letter
  - 3) Flying field rules
  - 4) Grievance Form
  - 5) Any other new member correspondence

### **Article IX. Treasurer**

The duties of the Treasurer shall be:

- a) To collect dues from all members.
- b) To collect all other money due the Club.
- c) To record all money transactions of the club, make bank deposits and maintain the Club's financial position in current status at all times. A financial statement shall be given at all meetings.

### **Article X. Safety Coordinator**

**The duties of the Safety Coordinator shall be;**

- a) **Provide a communications link between AMA and clubs in matters related to safety.**
- b) **Act as a safety advisor and resource manager for the club and its members**
- c) **Assist AMA in the establishment of a national safety program to reduce accidents/incidents**
- d) **Develop, promote and encourage a climate of safety awareness within AMA**

### **Article XI. Additional offices**

The following offices shall be appointed:

- a)
- b) Food Captain (when needed for special events)
- c) Phone Committee Chairman
- d) Club newsletter editor
- e) Club Webmaster
  - 1) Must have Web development skills and computer access to the Internet.
  - 2) Any major revisions or rewrites of the Club Web page must be presented at the club meeting and approved by membership.
  - 3) May also serve as newsletter editor.

**Article XII. Executive Board**

Executive Board shall be comprised of President, Vice President, Secretary Treasurer and Safety Coordinator. The past President will be in an advisory capacity with no vote.

The duties will be:

- a) To act for the Club in all matters in the interest of the Club
- b) To discuss any application received for membership and present the applications to the Club for a vote, requiring 2/3's approval by secret ballot of the members present at that meeting. The applicant will be notified if accepted. If the Club rejects an application, a letter will be written by the Club's Secretary stating the membership was not approved by the club and a copy sent to the applicant by registered mail and return receipt for Club records. This will be entered into the minutes of the next Club meeting.
- c) To properly investigate and present to the Club all business or important activity situations.
- d) To have general control over all club affairs
- e) Responsible for due process in matters concerning disciplinary actions and provide recommendations to the Club for resolve.
- f) Four (4) members shall comprise a quorum of the Executive Board.

**Article XIII. Club Logo**

The Club Logo shall be:



# Tidewater Model Soaring Society

## By-Laws

### ARTICLE I Procedures

Robert's Rules of Order on Parliamentary Procedures shall be used as a guide at all club meetings, unless otherwise provided in the By-Laws or Constitution of the Club.

### ARTICLE II Order of business

1. Reading of minutes of the last meeting
2. Treasurer's Report
3. Committee reports (if any)
4. Old or unfinished business
5. New business
6. Open discussion, announcements
7. Adjournment

### ARTICLE III Membership

- Section 3.01** All persons shall be eligible for membership and shall agree to abide by the Club's Constitution, By-Laws.
- Section 3.02** All new and renewing members must show proof of AMA membership and are bound by the acceptance of the AMA Safety Code.
- Section 3.03** Membership within TMSS will be within one of the following categories:
- a) Full Membership - Any individual sixteen (16) years or older who has paid annual dues and holds active membership with A.M.A.
  - b) Junior Membership - Any individual under sixteen (16) years of age who has paid Junior Member rate dues and holds active membership with A.M.A.
  - c) Associate Member – Any Non-Flyer, who is interested in the activities of the Club, has no voting rights and receives a newsletter.
- Section 3.04** Prior to each October meeting the executive board will review membership fees and dues and shall present their recommendations the Club members in the October Newsletter and during the October meeting. Any changes will require two-thirds ( $2/3^{\text{rds}}$ ) vote of club members present at the meeting.
- Section 3.05** Renewal memberships are payable by January 1<sup>st</sup> of each year..
- Section 3.06** Any new member joining TMSS in October through December will pay regular dues and their membership dues will cover all months through the following December.
- Section 3.07** Upon being accepted in the TMSS, a member must complete a three (3) month probationary period prior to being eligible to hold an Office in the Club or nominate another member for an office.
- Section 3.08** Dues are delinquent on March 1<sup>st</sup> of each year. Membership may be terminated upon request of the Executive Board.
- Section 3.09** Only "Full" members in good standing being sixteen (16) years or older, may vote in TMSS elections and/or business matters.
- Section 3.10** Membership in TMSS will be terminated upon one or more of the following.
- (a) Failure of member to pay their annual dues on or before the due date.
  - (b) Failure to retain an active membership with A.M.A.

(c) Receipt by the Executive Board of a written or typed resignation of a member.

**Section 3.11** Any individual desiring membership must present an application in person at a regular meeting, or have his application presented by a "Full" Member of the club. The application should be completed by the applicant in all areas and presented to the Executive Board for further action. The President shall read applications to the club members present before they are voted on. An applicant will not be present at the meeting, which he/she is voted on.

**Section 3.12** Any member who lets their membership cease for any reason shall be required to fill out a new application for membership.

**Section 3.13** There will be no refunds on dues for any circumstances.

#### **Article IV Meetings**

**Section 4.01** The club meetings will be held on the third (3rd) Wednesday of each month at 7:00 PM at the School of Aviation of Denbeigh High School in the old Patrick Henry Airport Terminal in Newport News.

**Section 4.02** Special meetings may be called as deemed necessary by the Executive Board.

**Section 4.03** Changes to the scheduled meeting date and place will be determined by the executive board and noted in the newsletter prior to the scheduled meeting.

**Section 4.04** The Executive Board shall meet during the week prior to the regularly scheduled meeting at a time and place designated by them. If there is no business to discuss or new members to screen, the Executive Board may dispense with their monthly meeting.

#### **Article V Elections**

**Section 5.01** The regularly scheduled Club meeting in the month of October shall include nominations of Club Officers and the Club Liaison to the Landlord. Voting shall take place during the October meeting after nominations are closed.

**Section 5.02** Balloting

Written ballots will be furnished prior to voting at the regularly scheduled meeting in the month of October. A simple majority of all votes tallied will be required for a candidate to be elected.

(Exception to the ballots occurs only when a candidate is running un-opposed, then a simple vote (yeas and nays) called by the President will suffice).

**Section 5.03** Officers shall be elected to a term of one year.

**Section 5.04** The term of elected officers shall be from immediately after election until the close of the election in the following year..

**Section 5.05** Nominees must be present when nominated or give written consent prior to nomination.

#### **Article VI Contests**

**Section 6.01** TMSS Club contests are held on the second (2nd) Saturday of each month from April - December.

a) The January contest is held on Jan 1st.

b) The February and March contests are scheduled for the first (1st) Saturday on the respective month.

c) All club contests are scheduled at the IOW Court Horse site unless otherwise noted.

- d) Accumulative scores will be recorded, noted in the monthly newsletter and club champions recognized during the December Dinner Social.

**Section 6.02** The club when hosting sanctioned contests will advertise and seek sanction in accordance with AMA rules.

## **Article VII Resignations, Dismissals and Reinstatement**

**Section 7.01** Any member in good standing may resign his/her membership by giving written notice to the Club.

**Section 7.02** If any member ceases to have the qualifications necessary for membership in the AMA, his/her membership in the Club shall thereby terminate.

**Section 7.03** Any member(s) instigating or performing act(s) detrimental or prejudicial to the Club and/or its members as a whole or individually, may be removed from the Club by one or all of the following methods.

- a) Willful disregard for the AMA's and/or the Club's safety rules.
- b) Falsification of application.
- c) Repeated or flagrant misconduct to the detriment of the status and position of an officer or to the public scorn and contempt toward the club as a whole or its members individually.
- d) Any unacceptable behavior such as but not limited to
  - 1) Fighting,
  - 2) Drinking alcoholic beverages at the flying site
  - 3) Excessive drinking at social functions,
  - 4) Using profanity,
  - 5) Threatening behavior to other members or officers
  - 6) Actions, which may embarrass and/or jeopardize the Club's and/or Landlord's reputation and/or use of the flying site.
- e) As a result of a Grievance Procedure as per *Article XII*.

**Section 7.04** The individuals(s) concerned shall be permitted to refute allegations before the Executive Board.

**Section 7.05** If the individual(s) fail to appear before the Executive Board, the Board shall make a recommendation to the Club as to the disposition of the matter.

**Section 7.06** Dismissal shall be secured upon receipt of two-thirds (2/3s) vote of the club members present at the meeting.

**Section 7.07** Any expelled member may request in writing after twelve (12) months through the Executive Board to be reinstated into the Club.

- a) Reinstatement requires two-thirds (2/3's) majority vote of the members present during the meeting in which the Executive Board makes the recommendation to the members.

## **Article VIII Removal from Office**

**Section 8.01** Elected and or appointed officers may be removed from office for any or all of the following:

- a) Resignation of office, in writing, to the Club
- b) Resignation of Membership, in writing to the Club.
- c) As provided in *Article VII - Resignations, Dismissals and Reinstatement*

**Section 8.02** Upon removal of a duly elected or appointed official of TMSS, the change of command will be moved upward to supercede the removed office and responsibilities. The President will appoint a member in good standing to fill the Office of Corresponding Secretary to serve the remainder of the term.

#### **Article IX Dissolution**

**Section 9.01** The Club may be dissolved with the approval of a two-thirds (2/3's) majority vote of the total membership.

**Section 9.02** The Executive Board shall make provisions to and settle all liabilities in full.

**Section 9.03** The Executive Board shall determine the appropriate disposal of the remainder of the Club's assets as per any or all of the following:

- a) Academy of Model Aeronautics, Inc.
- b) Exempt organizations under Section 501©(3) of the Internal Revenue Code of 1986, as amended.
  - 1) Charitable organizations
  - 2) Educational; organizations
  - 3) Scientific organizations
  - 4) Religious organizations
- c) Organizations similar to the purpose of this Club.

#### **Article X Amendments**

This constitution and By-Laws may be amended once per calendar year by additions, deletions or substitutions.

**Section 10.01** Proposals may be submitted in written format throughout the year to the Executive Board by any member in good standing with the Club, or the Executive Board may determine changes are necessary based on previous and current environment.

**Section 10.02** The Executive Board will record the proposal and member's name in the permanent minutes of Executive Board meetings.

**Section 10.03** The Executive Board shall review the proposals during their regular Board meetings. The Executive Board may request additional clarification from the contributing member as deemed necessary to aid in their review.

**Section 10.04** The Executive Board shall notify the club members at the September meeting of proposals being considered. The October newsletter will provide written proposals to all members affording an opportunity for discussion during the October membership meeting.

**Section 10.05** All proposals shall be voted on during the November membership meeting.

**Section 10.06** A vote of two-thirds (2/3) of the members present shall carry a proposal.

**Section 10.07** Amendments will go into effect on January 1 of the following year.

#### **Article XI Financial**

**Section 11.01** The Club Treasurer is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Club.

**Section 11.02** The President is authorized discretionary spending up to and including \$500.00 without Club approval for the good and welfare of the Club.

**Section 11.03** All financial transactions shall be reported monthly at the membership meetings and recorded in the permanent Club minutes.

#### **Article XII Grievance Procedure**

The grievance procedure provides a mechanism to enforce existing safety rules and confrontations (member to member, officer and member, Club and member) arise by


providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, some matters may be of a serious nature and must be referred to the Executive Board for consideration and resolution.

- Section 12.01** A written grievance form including at least one witness must be submitted to the Executive Board no later than five full calendar days after the alleged incident.
- Section 12.02** Forms shall be available from any Executive Board member, downloadable from the Club's website, and included in the member's package of documents, Constitution Article VIII, paragraph (f).
- Section 12.02** The Executive Board shall ensure reasonable due process in considering appropriate resolution.
- Section 12.03** The Executive Board shall consider the seriousness of the complaint and the good and welfare of the Club when recommending a resolution to the members.
- Section 12.04** Should the resolution result in disciplinary action, a vote of two-thirds (2/3) of the membership present at a regular scheduled meeting shall be final and the action to be carried out immediately.

Ratified by the membership of the Tidewater Model Soaring Society November 16, 2005.

  
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**President**

  
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**Vice president**

  
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**Secretary**

  
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**Treasurer**

  
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**Safety Coordinator**