

**Mid-Atlantic Radio Kontrol Society**  
**Bylaws**

Approved 05/28/2013

**Article I. Name**

- A. The name of the Club shall be: Mid-Atlantic Radio Kontrol Society, Inc. (MARKS)
- B. Location of the Club shall be: 1918 St. Luke's Rd., Salisbury, MD 21804

**Article II. Purpose**

The purpose of MARKS shall be to further the sport of model aviation and promote the building and operation of radio controlled models for pleasure, competition, and public demonstration.

**Article III. Membership**

The membership of MARKS shall be composed of persons, regardless of age or sex, interested in radio control model building and operation. Membership approval shall be subject to vote by a majority of members present at a regular meeting.

**Qualifications**

- A. AMA membership required

- B. Dues:

Must pay the Club annual dues following membership approval.

- C. Membership Status:

Members are not in good standing if they allow their AMA insurance to lapse or be revoked.

Members in arrears with their dues are not in good standing and will be dropped from the membership roll. To be reinstated, a member dropped from the Club roll shall be considered a new member and will need to be voted in and repay the initiation fee.

- D. Resignation:

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

- E. Termination:

If any member ceases to have the qualification necessary for membership in the AMA, further membership in the Club shall thereby terminate, subject to reinstatement upon restoration of eligibility.

- F. Expulsion:

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 membership if in the officers' determination, such individual willfully commits any act or omission which is a violation of the AMA, or which is detrimental to the Club, the AMA or to model aviation.

G. Reinstatement:

A two-thirds vote of the membership is required for reinstatement to the Club.

## Article IV. Officers

A. Officers:

President, Vice President, Secretary, Treasurer.

Officers must be an adult member.

B. Term of Office:

Officers and Board Members are elected for two year terms. Nominations shall be accepted at the September meeting; elections shall be held at the October meeting, and terms shall begin on January 1 of the following year.

C. Duties:

President shall preside at meetings. VP shall preside in the absence of the President. Secretary records minutes, and Treasurer handles Club funds.

D. Directors:

The Board of Directors, with authority to transact business of the Club between meetings, shall be comprised of the following members:

- Current President
- Current Vice President
- Current Secretary
- Current Treasurer
- Immediate Past President
- Immediate Past Secretary
- Three members elected from the floor

The current President will vote at board meetings only to break a tie vote.

In the event a current officer is re-elected or elected to another post, or becomes a member not in good standing, the vacancy shall be elected from the floor. All board members shall be MARKS adult members in good standing.

E. Appointed Officers:

Safety Coordinator, Field Marshall, Committee Chairmen, Program Chairman, Newsletter Editor, Webmaster

- F. Vacancies among the officers or directors shall be filled by election at the regular meeting. Such elected officers or directors will serve till the end of the regular term.

## **Article V. Meetings**

Regular meetings shall be held monthly except for November. The December meeting shall be held in conjunction with the annual holiday party. Annual elections will be held at the October meeting. Meeting location, date, and time will be established at least one month in advance.

Business that cannot wait until the next regular business meeting may be handled by a Board of Directors quorum meeting.

## **Article VI. Record Keeping**

All records are passed on when new officers are elected.

## **Article VII. Committees**

Standing Committees, Special Committees and committee membership may be established and appointed by the President with the approval of the Board of Directors.

## **Article VIII. Constitutional Amendments**

- A. This Constitution and By-laws may be amended at any meeting by a two-thirds (2/3) majority of members in good standing, with absent members voting by proxy. The President shall cast votes of absent members who have not voted by proxy. Amendments must be submitted to each member a minimum of two weeks prior to the meeting.
- B. The Constitution and Bylaws shall be reviewed bi-annually at the September meeting of the even years, and if modified shall be voted on at the following January meeting.
- C. A quorum shall consist of two-thirds (2/3) of the members in good standing, including proxies but excluding honorary members.

## **Article IX. Dues**

Dues shall be set at the October meeting for the following year. All new members and members who have allowed their membership to lapse are assessed an initiation fee. After mid year, membership fees are prorated according to the dues schedule. All dues are payable by April 1 in the calendar year of assessment. Members in arrears are considered members not in good standing, and may not vote at meetings or fly at MARKS field.

- A. A full member may vote, hold Club office, and fly at MARKS field. A full member must be an AMA member.

- B. A youth member may vote and fly at MARKS field. A youth member must be less than 18 for the entire calendar year of membership. A youth member must be an AMA member.
- C. An associate member may vote, and be a social member in all MARKS activities. An associate member does not need to be an AMA member.
- D. An introductory member only has flying rights at MARKS field, under the direct supervision of an AMA registered MARKS Introductory Pilot Instructor. Dues are 50% of the full or youth classification, with no initiation fee. The duration of membership is 60 days, to align with the AMA coverage. If the student pilot becomes a full member in the same calendar year, the monies paid for introductory membership will be applied to full membership. Date considered for prorating of full membership shall be the date of introductory membership start.
- E. A vacation member is offered for people visiting the area, and desiring to use the field for flying. A vacation member only has flying privileges, and must show proof of AMA membership, primary residence outside of local area, and membership in an AMA club local to the primary residence. Membership is effective on receipt of application by Club officer or instructor, and flight checkout by Club officer or instructor.

## **Article X. Duties**

- A. The President shall be the executive officer of the Club and shall preside at all regular meetings and meetings of the Board of Directors. He or she shall be the spokesperson for the Club. He or she shall appoint standing and special committees as deemed necessary.
- B. Directors are responsible to attend Board meetings and to fill in for absent officers at the regular meetings. Directors will review the Secretary's and Treasurer's records semiannually. Directors shall by the September meeting, prepare a list of nominees for October meeting elections. Nominees will also be accepted from the floor. No nominees may be added after the September meeting.
- C. The Vice President shall assist the president in all matters and shall assume the duties if for any reason the president is not able to perform his or her duties. He or she shall be responsible for the Club meeting schedules and other Club scheduled events which may be necessary or requested by the Club officers or members. The vice president shall preside at meetings in the absence of the President and shall assume the Presidency in the event the President resigns, is unable to perform the duties, or otherwise vacates the position.
- D. The Secretary shall keep accurate minutes of all regularly scheduled and called Club meetings and record meeting attendance. He or she shall maintain an up-to-

date membership record of all members including the names, mailing addresses, AMA membership numbers, telephone numbers and email addresses. If the vice president, for any reason, is unable to perform his or her duties, the secretary shall assist or take over the duties of the vice president as needed.

- E. The Treasurer shall have charge of all Club funds. He or she shall collect dues when they are due and is authorized to pay any and all Club obligations from these funds. He or she shall keep appropriate records of all Club monetary transactions and shall provide a treasurer's report at each scheduled Club meeting.
  
- F. The Safety Coordinator shall act as a communications liaison between the Club and AMA Headquarters to ensure timely distribution of safety related material. **The Club safety coordinator must have email access.** He or she shall provide a communications line between AMA and the Club in matters related to safety; act as a safety adviser and resource manager for the Club and its members; assist AMA in the establishment of a national safety program to reduce accidents/incidents; and develop, promote and encourage a climate of safety awareness within the Club. Other activities may include: inspect operational areas for proper signage and safety equipment as applicable; conduct safety awareness training and related programs during Club meetings; conduct, at least annually, a safety audit of Club facilities, equipment and grounds to ensure everything is in good working order and safe for normal use by members and the public; act as liaison with the local EMS/Fire Department; establish a Club emergency action plan to handle serious accidents/incidents; immediately report to AMA Headquarters any incidents at the Club field; coordinate appropriate first aid training for members using qualified instructors; develop an appropriate communications plan to assist Club officers and members, and review emergency procedures (fire and rescue) with Club members on an annual basis.
  
- G. Club records, except for the Secretary's minutes, shall be kept a minimum of seven years. The minutes shall be kept indefinitely to provide a Club history.

## **Article XI. Rules**

All users of the MARKS Field must abide by all Federal, State, and local laws, must abide by the current AMA Safety Code and abide by the current MARKS Field Rules.

## **Article XII. Miscellaneous Provisions**

- A. Meetings shall be conducted according to Robert's Rules of Order.
  
- B. The Club's fiscal year shall be the same as the calendar year.
  
- C. A Club newsletter shall be published each month and distributed to the membership via electronic mail and will be posted at the Club field.

- D. The duration of the Club shall be perpetual. The Club may be dissolved with the approval of two-thirds vote of the membership.

### **Article XIII. Grievance Procedure (Flight & Safety Rules)**

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 Committee for its consideration by means of a Grievance Form to be filled out and turned in to the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.

The Safety Coordinator/Committee shall use its judgment in carrying out action on the following:

- A. A grievance form will be filled out and turned in to the Safety Office/Committee Chairman. At least one witness is required.
- B. **FIRST VIOLATION.** Viewpoints of both complainants and accused will be considered. Complainant's name will be disclosed. A verbal reprimand will be provided to the accused by the Safety Officer/Committee Chairman, and this will be recorded in the Club records.
- C. **SECOND VIOLATION.** Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Officer/Committee. If the Committee 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.** Safety Office/Committee 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 (1) minimum. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting. The expelled 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 with a two-year period of time.
- F. 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 to be retaliatory by the Club officers.

**Club Grievance Form – Mid Atlantic Radio Kontrol Society 10/26/10**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Nature of Grievance:

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Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Additional Witnesses (not required)

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