

# Mid-Atlantic Radio Kontrol Society Bylaws

Approved 03/26/2024

## I. Name

The name of the club shall be Mid-Atlantic Radio Kontrol Society (MARKS). The primary field is Waybright Field, located at 1918 St. Lukes Rd., Salisbury, MD 21804. MARKS has been granted a charter by the Aeronautical Modelers Association (AMA) and operates under the rules and guidelines adopted by the AMA and Federal Aviation Administration (FAA).

## 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, education, and public demonstration.

## III. Membership

The membership of MARKS shall be comprised of persons, regardless of age, sex, nationality, country of origin, race, or religion, interested in radio control model building and operation.

### A. General Membership Requirements

- a. Membership runs April 1 until March 31.
- b. Existing members are required to pay the full dues in accord with the membership type on or before April 1 of the year in which they wish to be a member.
- c. An individual who ceases to be a member due to his or her failure to pay dues by April 1 can be reinstated to membership by filing the required Application for Membership Form and paying the appropriate dues.
- d. Members are not in good standing if they allow their AMA membership or FAA registration to lapse or be revoked.

### B. New Membership

- a. Anyone wishing to become a member of MARKS must complete and submit a Membership Application Form to the executive committee. Once approved by a majority of the executive committee, the applicant will be introduced to the general membership at the next regular meeting.
- b. A new applicant will be assigned a sponsor by the membership committee. The sponsor will assist the applicant in obtaining the required AMA membership and FAA registration. The sponsor will obtain a flight trainer if necessary or conduct a flight check once the applicant has become a member.

### C. All members with changes to name or contact information shall complete and submit a Membership Information Update Form for purposes of keeping MARKS records up to date.

### D. Any member may resign by giving written notice to the secretary.

### E. Any individual may be expelled from MARKS by an executive committee majority vote, if in the executive committee's determination, such individual willfully violated the AMA, FAA, or MARKS rules.

## F. Membership Types

- a. Individual:
  - i. Must maintain an AMA membership
  - ii. Must maintain an FAA registration
  - iii. An individual member may participate in all MARKS activities
- b. Family
  - i. Must reside in the same household as an individual member in good standing
  - ii. Must maintain an AMA membership
  - iii. Must maintain an FAA registration
  - iv. May not offer motions or vote in business meetings
  - v. May participate in all MARKS social activities and events
  - vi. May upgrade to individual membership by paying the additional dues
- c. Associate:
  - i. An associate member may participate in all non-flying MARKS activities
- d. Vacation:
  - i. Primary residence is out of the area
  - ii. Must maintain AMA membership
  - iii. Must maintain an FAA registration
  - iv. Flying privileges only
  - v. Flight check by a MARKS member is required
  - vi. May not offer motions or vote in business meetings
- e. Youth:
  - i. Has not reached their 18th birthday by April 1
  - ii. Must maintain an AMA membership
  - iii. Must maintain an FAA registration

## IV. Officers

- A. Elected officers consist of:
  - President
  - Vice president
  - Secretary
  - Treasurer
- B. Appointed officers are:
  - Safety coordinator
  - Newsletter editor
  - Webmaster
  - Membership and any other committee chairman

- C. The executive committee consists of:
  - Chairperson position filled by current president
  - Vice Chairperson position filled by current vice president
  - Current secretary
  - Current treasurer
  - Immediate past president
  - Immediate past secretary
  - Immediate past treasurer
  - Immediate past vice president
  - Three members elected from the membership
- D. Officers must be individual members.
- E. Officers and executive committee members are elected at the February meeting for two-year terms beginning of April 1.
- F. Postings of executive committee members in the website and newsletter shall contain years of term.
- G. Nominations for officers shall be accepted by the executive committee 30 days prior to the February meeting, either at a general membership meeting or by email solicitation initiated by the executive committee.
- H. The executive committee shall publish by email and on the MARKS RC website the list of candidates at least two weeks prior to the February meeting.
- I. In the event a current officer resigns or is elected to another post, the vacancy shall be filled from the membership. In the case of resignation, the officer is not permitted to serve on the executive committee.
- J. Duties
  - a. President
    - i. The current president will act as the chairperson at executive committee meetings, but will vote only to break a tie vote.
    - ii. The president shall be the executive officer of MARKS and shall preside at all regular meetings. The president shall be the spokesperson for MARKS.
  - b. Vice President
    - i. 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 or her duties.
    - ii. The vice president shall be responsible for MARKS meeting schedules and other MARKS scheduled events, which may be necessary or requested by MARKS officers or members.
  - c. Secretary
    - i. The secretary shall keep accurate minutes of all meetings of the executive committee and the general membership as well as, a record of the number of members and guests at each meeting.
    - ii. The secretary shall maintain records of the current members including but not limited to their name, physical address, email address, telephone number, AMA membership and FAA registration numbers if applicable to the member, and any other information obtained through the Application Form.
    - iii. The secretary shall post a list of members authorized to fly at Waybright Field in a prominent place at the field. The list will be updated on the first day of each calendar month.

d. Treasurer

- i. The treasurer shall have responsibility for all MARKS funds.
- ii. The treasurer shall be responsible for the collection of dues when due, and is authorized to pay any and all MARKS obligations from these funds.
- iii. The treasurer shall keep appropriate records of all MARKS monetary transactions. The treasurer shall provide a report of the revenue and expenditures of MARKS funds to the executive committee monthly.

e. Executive Committee

- i. A minimum of 5 members of the executive committee must be present, either in person or virtually, at the same time for the executive committee to conduct the business of MARKS.
- ii. The executive committee shall meet at least annually and at such other times as they deem necessary to conduct the business of the organization.
- iii. The executive committee will cause the membership to meet at least annually during the month of February to elect officers and to fill any vacant positions in the executive committee.
- iv. Executive committee members are responsible to attend executive committee meetings and to fill in for absent officers at the regular meetings.
- v. Executive committee members will review the secretary's and treasurer's records semiannually, or when there is a change in position.
- vi. The executive committee shall appoint standing and special committees as deemed necessary.

f. Safety Coordinator

- i. The safety coordinator shall act as a communications liaison between MARKS and AMA Headquarters to ensure timely distribution of safety related material.
- ii. Duties
  1. Provide a communications line between AMA and MARKS in matters related to safety.
  2. Act as a safety adviser and resource manager for MARKS and its members.
  3. Assist AMA in the establishment of a national safety program to reduce accidents and incidents.
  4. Develop, promote and encourage a climate of safety awareness within MARKS.
- iii. Other activities may include:
  1. Inspect operational areas for proper signage and safety equipment as applicable.
  2. Conduct safety awareness training and related programs during MARKS meetings.
  3. Conduct, at least annually, a safety audit of MARKS facilities, equipment and grounds to ensure everything is in good working order and safe for normal use by members and the public and report their findings to the executive committee
  4. Act as liaison with the local EMS and fire department.
  5. Establish a MARKS emergency action plan, including fire and rescue, to handle serious accidents and incidents and review that plan with the executive committee and general membership at least annually.

6. Any member witnessing a safety incident resulting in personal injury or property damage shall immediately report the incident to the safety coordinator. The safety coordinator must immediately report the incident to AMA Headquarters and the executive committee. The report must be made using email to provide a record of the report.
7. Coordinate appropriate first aid training for members using qualified instructors.
8. Develop an appropriate communications plan to assist MARKS officers and members.

## V. Record Keeping

All records are passed on when new officers are elected. MARKS records, except for the secretary's minutes, shall be kept a minimum of seven years. The minutes shall be kept indefinitely to provide a MARKS history.

## VI. Bylaws Amendments

- A. The Bylaws may be amended at any meeting by a two-thirds majority of members present. Amendments must be submitted to each member a minimum of two weeks prior to the meeting.
- B. The Bylaws shall be reviewed by the executive committee, or a committee established for that purpose by the executive committee, bi-annually during the years ending in even numbers.

## VII. Rules

All users of MARKS Waybright Field must abide by all federal, state, and local laws, the AMA Safety Code, and the MARKS Field Rules.

## VIII. Miscellaneous Provisions

- A. Meetings shall be conducted according to Robert's Rules of Order.
- B. The MARKS' fiscal year shall run April 1 to March 31.
- C. A MARKS newsletter shall be published according to a schedule established by the Editor of the newsletter and distributed to the membership via electronic mail and posted on the web site.
- D. MARKS will continue to exist until it is dissolved. MARKS may be dissolved with the approval of a two-thirds vote of the membership. In the event that a two-thirds of the members votes to dissolve MARKS, all property owned by MARKS will be sold. The proceeds of the sales will be combined with the balance of funds held by MARKS and the total donated to the AMA Museum. Voting by proxy will not be permitted in the voting for dissolution.

## IX. Finances

- A. Dues are the primary means of raising income to run the club. Dues shall be set annually by the executive committee. The fee schedule is published on the current Membership Application Form.
- B. In the case of a catastrophic financial setback, that would cause the club to cease operation in the manner to which it is accustomed, a special assessment may be assessed on the membership. Examples of such setbacks are, but not limited to:
  - a. Loss of field infrastructure, shade structures, fences, etc.

- b. Loss of field maintenance capability, mowers, irrigation, etc.
- c. Business or legal costs
- C. The special assessment shall be approved by a two thirds majority vote of the executive committee.
- D. The special assessment shall be levied against individual members, with no impact to other membership levels.
- E. The amount of the special assessment set by the executive committee, may not exceed one half the dues of an individual membership.
- F. The general membership shall be made aware of the special assessment via an email message. Once the message is sent, members shall pay the special assessment within sixty days. Members failing to pay the assessment shall forfeit all rights of membership and use of the field.