

# BY-LAWS

## Article 1 Duties

- Section 1.** **Board of Directors:** the management of the affairs of the SPIRITS shall be vested in the Board of Directors who shall have the authority to establish and administer its policies. Official decisions may be made by a two-thirds (2/3) majority mail vote or by a quorum at a Board of Directors meeting. A quorum shall consist of at least 50% of the current Board members. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in its By-laws and, where those By-laws are not specific, vested in the sound discretion of the Board of Directors.
- Section 2.** **President:** The President shall preside at all meetings of the Club and shall act as spokesperson in all matters pertaining to it.
- Section 3.** **Vice-President:** The vice-president shall act for the President when he/she is unable to serve, and is to maintain an accurate record (including place of storage) of all Club assets. The Vice President will also be responsible for sending “get well” cards, etc. to members.
- Section 4.** **Secretary:** The Secretary of the Club shall record minutes of each Club meeting and handle all correspondence pertaining to Club activities.
- Section 5.** **Treasurer:** The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the Club. The treasurer shall also maintain a “budget tracker” that is presented at each club meeting.
- Section 6.** **Field Committee Chairman:** The Field Committee Chairman shall ensure that the field is properly maintained, and recommend improvements/changes.
- Section 7.** **Safety Committee Chairman:** The Safety Committee Chairman shall be responsible for chairing the safety committee, and ensuring existing rules are enforced. This includes processing the grievance forms, and following the existing grievance procedure documented in the by-laws.
- Section 8.** **Contest/Event Committee Chairman:** The Contest/Event Committee Chairman shall be responsible for coordinating and establishing, in conjunction with all the Clubs Contest Directors, a schedule for the next contest/event season. The schedule will be decided by the Contest Directors, and approved by the members.
- Section 9.** **Membership Chairman:** The Membership Chairman shall be responsible for collecting all membership dues, verifying applicant has provided required proof of AMA membership, and maintain the official club roster.

- Section 10. Newsletter Editor: The Newsletter Editor shall be responsible for coordination, and publication of the Spirits monthly newsletter “Flight Lines”. A paper copy, which is mailed to each active member, and an electronic version, will be supplied to the web-master for inclusion on the Spirits web site.**
- Section 11. Web-Site Web-Master: The Web-Site Web-Master shall be responsible for maintaining the Spirits official web site, and its entire contents.**
- Section 12. Meeting Activity Coordinator/s: The Meeting Activity Coordinator/s shall be responsible for coordinating model-related activities, immediately following the business portion of the meeting.**

## **Article 2 Audits**

- Section 1. The President or his appointee will make a periodic audit of the Treasurer’s books.**

## **Article 3 Terms of Office**

- Section 1. All elected officers of the SPIRITS shall serve for one (1) year from date of election. Officers are to be elected by a vote of a simple majority of those present at the regular meeting in the month of October. Mail-in ballots will be made available for those full members who cannot attend the meeting. Those ballots, returned by mail before the next meeting, will be counted as if those persons were present at the meeting. New officers will take office immediately after the October meeting. Personnel will be appointed by the elected officers and confirmed by a simple majority vote of those members present during a regular meeting: i.e. Newsletter Editor, Contest/Event Director, Committee Chairmen, etc.**
- Section 2. Nomination of Club officers shall be made at the general membership meeting in September. Nominations for office may be made by any active Club member holding voting rights, either in person or by submitting a proxy nomination to an existing officer. All known nominations for office will be published in the newsletter prior to the October election.**
- Section 3. A secret ballot is required for elections, for removal of a Club officer, a member of the Board of Directors, and for expulsion of a member from the Club unless waived by a simple majority vote of the members present at the meeting.**

## **Article 4 Vacancies**

- Section 1.** Vacancies in any office shall be filled by appointment by the remaining officers, such appointee to serve until the end of the term for which his predecessor was elected.

## **Article 5 Committees**

- Section 1.** The committees of the Club shall be appointed by the President and may be approved by a simple majority vote of the members present at a meeting (if a vote is requested), to serve throughout the term, or less, of his tenure of office. Standing Committees are the Safety Committee and the Field Committee.

## **Article 6 Meetings**

- Section 1.** Regular meetings shall be held at a time and place designated by the Club officers and published in the Club newsletter.
- Section 2.** Club officers may call special meetings with no less than five days prior written notice of a special meeting. The purpose of the special meeting shall be stated in the written notice.
- Section 3.** At any Club meeting a simple majority shall be over 50% of the members voting at the meeting.
- Section 4.** Any member or probationary member of the Club may initiate a formal request for action by the Board of Directors by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of the Board action recommended. The President of the Board shall forward copies of the proposal to other members of the Board of Directors for their consideration. Either the President, or any other Board member, may have the matter placed upon the working agenda of the next Club meeting.

## **Article 7 Dues and Membership**

- Section 1.** The annual dues to be paid to the Club shall be determined by the Club officers with the approval of a simple majority vote of the members in attendance at a regular meeting. Dues are not refundable, except under extraordinary circumstances, which will be determined by the Board of Directors. Dues are to be paid no later than the January Club meeting. A grace period shall be granted for payment of dues that will extend to the end of the regular club meeting in March.
- Section 2.** No special assessment shall be levied upon the Club membership, unless it is approved by a vote of two-thirds (2/3) majority of the members present at the regular monthly meeting, and the members have been given five (5) days prior notice along with an explanation of the assessment.

- Section 3.** A member shall be in arrears and shall not be considered active if his or hers dues have not been paid as provided in Article 7, Section 1. Any member who allows their membership to lapse beyond the end of the regular March club meeting shall be considered a new member when renewing their membership and will be subject to any additional fees the Club has approved. The member will not be given preference over any other applicant should a membership waiting list be in existence.
- Section 4.** Types of membership and limits on the total number of members shall be determined by the Club officers and approved by a vote of two-thirds (2/3) majority of the members present at the meeting.

## **Article 8 Member Standing**

- Section 1.** All persons shall be eligible for membership in the SPIRITS, and shall agree to abide by its by-laws, and those of the AMA.

- Section 2.** The membership shall be divided into the following categories:

**Full Member:** Is sixteen (16) years old or older and has full privileges and voting rights. Dues: Full Member rate plus AMA Membership.

**Junior Member:** Is younger than sixteen (16) years old, has full privileges and voting rights. Dues: Junior Member rate plus AMA Membership.

**Family Membership:** Includes all flying members of the immediate family (Spouse and Children). They have full privileges and voting rights. Dues: One (1) Full Membership plus One (1) Junior Membership, plus AMA membership for each flying member. Junior members must have AMA membership to vote. Children are included until their 19th birthday and from their 19th birthday until their 25th birthday, provided they remain continuously dependent upon their parents for their principal support.

**Associate Member:** a Non-Flyer, who is interested in the activities of the Club, has no voting rights and receives a newsletter; Dues: Associate Member rate. Does not require AMA membership.

**Probationary Member:** A new member within the first calendar year of membership. This member is not eligible for elected office; however they may serve the Club in an appointed position. Member has full voting rights at Club meetings.

Membership dues are per the rate structure documented on the Membership Application for the Spirits of St. Louis R/C Flying Club, Inc.

- Section 3.** Flying members will be required to hold and maintain a license issued by the AMA. All first-time flying members applicants, as well as present flying members seeking membership renewal, must show proof of membership in the AMA. Non-flying and Associate Members do not require AMA membership.
- Section 4.** Before joining the Club, new members shall be introduced in person or by their sponsor. The membership, by a majority vote of the members present at a meeting, shall approve any application for membership. The applicant will be on probation for one (1) calendar year subsequent to the approval of his or her application for membership. After this probationary period has ended, his or her membership application may again become subject to the approval of the Club. Probationary members are ineligible to hold any elected office in the Club.
- Section 5.** Any member receiving a safety Grievance as stated in Article 16, who is involved in non-flying violations, or who has key information of a non-flying violation and withholds it from the Board of Directors, may at the Board of Directors' discretion, be placed on probation for one (1) year regardless of his or her tenure in the Club.

## **Article 9. Resignation, Termination, Disciplinary Action, Expulsion and Reinstatement of Membership**

- Section 1.** Any member in good standing may resign his or her membership by giving written notice to the SPIRITS.
- Section 2.** If any member ceases to have the qualifications necessary for membership in the AMA, his or her membership in the SPIRITS shall thereby terminate, subject to reinstatement upon restoration of eligibility.
- Section 3.** This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, as defined by the Board of Directors, become the responsibility of the Board of Directors as stated in Article 1, Duties, Section 1 of these By-Laws. Any individual may be expelled from membership from the SPIRITS by a two-thirds (2/3) majority vote of the Board of Directors if, in the Board of Directors' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and By-Laws, or the Rules of the AMA, or which is detrimental to the SPIRITS, the AMA, or to model aviation.
- Section 4.** Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Board of Directors.
- Section 5.** The Board of Directors shall have the discretionary authority to provide for and to impose disciplinary action for such acts or omissions, which do not justify expulsion from membership.

## **Article 10 Amendments**

- Section 1.** Amendments may be made to the Constitution and these by-laws at any general meeting of the Club membership, provided the members shall have been notified in writing at least five (5) days in advance that the amendments are to be considered. Copies of the proposed amendments shall be provided to all members as part of the notification. Amendments shall be approved by no less than a two-thirds (2/3) majority vote of the members present, at the regular monthly meeting. Mail-in ballots will be made available for those Full members who cannot attend the meeting. Those ballots, returned by mail before the next meeting, will be counted as if those persons were present at the meeting.

## **Article 11 Special Funds**

- Section 1.** The Treasurer of the Club 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 2.** The president will have discretionary spending of up to a total of \$500.00, in any one year that doesn't require Club approval. The treasurer will keep a running account of discretionary spending by the president.

## **Article 12 Duration**

- Section 1.** The duration of this Club shall be perpetual.

## **Article 13 Dissolution**

- Section 1.** The Corporation may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.

## **Article 14 Incorporation**

- Section 1.** The incorporation of this membership shall be a minimum of three (3) of the four (4) elected officers.

## **Article 15 Logo**

- Section 1.** The official Club logo shall be:



## **Article 16 Grievance Procedure (Flight and Ground Safety Rules)**

### **I. Purpose**

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 into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.

### **II. Safety Committee**

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

**A. A grievance form (below) will be filled out and turned into the Safety Committee Chairman. At least one witness is required.**

#### **B. FIRST VIOLATION**

- 1. Viewpoints of both complainant and accused will be considered.**
- 2. *Complainant's name will be disclosed.***
- 3. The accused will be given a verbal reprimand by the safety committee, and this will be recorded in the committee files.**

#### **C. SECOND VIOLATION**

- 1. *Complainant's name will be disclosed.***
- 2. The accused has the right to a written rebuttal, to be reviewed by the committee.**
- 3. 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 "FLIGHT LINES".**

#### **D. THIRD VIOLATION**

- 1. Committee will notify the accused in writing and the Club members via the Club newsletter "FLIGHT LINES" that the Club will vote on the expulsion of the accused at the next meeting.**
- 2. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors.)**
- 3. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.**
- 4. Voting will be by secret ballot at a regular monthly meeting.**
- 5. The expelled member may reapply for membership after the expiration of the expulsion time period.**

