

# Midwest Air Wing Constitution and Bylaws

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## **Constitution**

The purpose of this club is to act as a social organization for those people having an interest in building, finishing, and flying radio-controlled model aircraft.

The club shall be a non-profit organization but shall be self-supporting.

The club shall be governed by a group of officers elected by the general membership annually.

The club should be a chartered club of a community-based organization, and all members shall also be members of the same community-based organization.

This constitution may be amended by a 2/3 vote of the votes cast by the entire membership.

Amendments

(none)

# BYLAWS

## MIDWEST AIR WING R/C (A NOT-FOR-PROFIT CORPORATION)

- REVISED 3/6/2025 -

These bylaws shall govern the normal operation of the club in accordance with the constitution.

### NAME

1. The club shall be known as the Midwest Air Wing R/C.
2. The club shall also be known as MAW R/C

### PURPOSE

1. The purpose of this club is to act as a social organization for those people having an interest in building, finishing, and flying radio-controlled model aircraft.
2. The club will support the community-based organization and its purpose in the promotion, development, education and advancement of modeling activities.
3. Provide a space where club members can learn and grow as model aviators or as participating members in a space free from societal influences and conversations that distract from the club's core purpose as defined in the constitution.

### MEMBERSHIP

1. Membership shall be open to all qualified AMA members regardless of sex, race, creed, color or age.
2. Membership shall span to the end of the calendar year.
3. Membership is dependent on AMA membership being and remaining valid through the end of each current calendar year.
4. Prospective members (candidates) shall show their interest in joining by submitting a completed membership application.
5. Prospective members (candidates) shall present themselves at the next scheduled club meeting when reasonably possible or have a full voting club member in good standing introduce the candidate to the membership at a regular club meeting to be voted on for probationary membership.
  - a. The candidate(s) shall be introduced at the club meeting and offered the opportunity to address the membership present.
  - b. The candidate(s) will be removed from the room so club members can provide comments, and voting can proceed using an available private voting method.
  - c. See **VOTING** section for full details and requirements.
  - d. Candidates will be instructed to re-enter the room, and the results will be presented to each candidate.
  - e. Rejected candidates may reapply after a review of their membership application is completed by the board.
  - f. Approved candidates shall present the following if voted in:

- i. Present information confirming AMA membership being active through the end of the calendar year.
    - ii. Provide a completed waiver form.
    - iii. Pay their dues at the end of the meeting.
6. New members shall serve a probation period of one year from the date of election into the club.
7. Probationary members are not allowed to vote on any motion nor be elected or hold a Board or Officer position during their probationary period.
8. New members will receive the following items
  - a. A copy of the Constitution and Bylaws.
  - b. A copy of the AMA and club safety rules.
  - c. Electronic copies of club information sent to his or her email address as provided on the club roster.
9. A confirming vote for new members will be taken after the probationary period has elapsed.
  - a. The candidate(s) will be removed from the room so club members can provide comments
  - b. Voting will proceed using an available private voting method.
  - c. See **VOTING** section for full details and requirements.
  - d. Once confirmed, the new member's probationary ends, and the member is granted full voting privileges.
  - e. Should a probationary member not receive approval, their membership is cancelled immediately as of the day of the vote.
10. A member may be removed from the club roster by a vote in accordance with the **VOTING** section of the members present at a regular meeting upon recommendation of the Board of Directors. Reasons include
  - a. Repeated UAS (unmanned aerial system) operation deemed unsafe by the board and designated safety officer(s).
  - b. Performing any model aviation related activity on MAW R/C property without a valid AMA membership.
  - c. Activities outside the scope of approved operations that deliberately and/or intentionally endanger club members, guests, and MAW R/C property.
  - d. Fighting, verbal threats of physical violence, or other forms of indicated or potential physical violence.
  - e. Harassment of others that intentionally degrades a club or guest member's experience to include verbal or physical threats.
  - f. Other unacceptable conduct or practices on or off the property that is disruptive to the harmonious operation of the club, its growth, and activities.
  - g. Making an on-the-spot safety correction in a non-professional manner resulting in the embarrassment, humiliation, and disparagement and subsequent loss of that member.
11. Members, at the discretion of the board, may be afforded a single warning to correct a problem. If there is a repeat offense the member may ask to meet with the Board prior to his or her continued membership being brought to a vote.

12. The Board may revoke membership immediately for any threat of violence involving a firearm or object that is designed to cause physical harm or death.

## **OFFICERS and BOARD**

1. The Board shall consist of the following members.
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
2. Club officers and board members shall be nominated at the November meeting and elected at the December meeting. See **VOTING** section for full details and requirements.
3. They shall serve from the following January through December.
4. The officers shall be members of the Board of Directors.
5. Vacancies shall be filled by a special election as deemed necessary by the Board.
6. An officer may be removed from the office as follows.
  - a. As per applicable sections included in Voting.
  - b. A completed petition of 15 signatures to start the process and define the conduct in question.
  - c. A majority of the Board must concur prior to membership vote.
  - d. See **VOTING** section for full details and requirements.
7. The Board consists of 4 officers and elected members at large (one for each complete set of 25 members). If the elected board consists of an even number of sitting members, the safety officer shall act as the odd member when needed to form a quorum.

## **DUTIES OF THE OFFICERS**

1. The **President** shall be responsible for the following:
  - a. Organization of the club meetings
  - b. Preside over
    - i. Board meetings.
    - ii. Club meetings.
  - c. Preparation of the meeting agendas
  - d. Distribution of the agendas to the appropriate members.
  - e. Arrange for
    - i. Programs.
    - ii. Speakers.
    - iii. Films.
  - f. Responsible for the organization of any of the following.
    - i. Club banquets.
    - ii. Social activities.
  - g. Spokesman for the club.
  - h. Appoint one or more field safety officers.
  - i. With approval of the Board, the president may appoint

- i. Committee heads.
    - ii. Liaison officers.
    - iii. Public relations officers.
    - iv. Web master.
    - v. Others deemed necessary.
  - j. Oversee the content posted on the club web site.
- 2. The **Vice –President** shall be responsible for the following:
  - a. Oversee any club contest program.
  - b. Oversee the forming and operation of the Club Event Committee with help from the board members.
  - c. Oversee open or invitational contest or field activity the club has voted to have.
  - d. Formulate the general contest schedule as voted on and approved by the club. See **VOTING** section for full details and requirements.
  - e. Submit to the club a physical or electronic copy of the event schedule.
  - f. Substitute in the absence of the president.
  - g. The Vice-President assumes the office of the president if the club President is no longer able to serve or resigns.
  - h. Election of a new Vice-President shall be held if more than six months remain of their terms.
- 3. The **Secretary** shall be responsible for the following:
  - a. Correspondence
    - i. Internal.
    - ii. External.
    - iii. Press releases.
  - b. The secretary shall take the minutes of all meetings.
    - i. Distribute them to the membership
    - ii. Keep a master file of the originals.
- 4. The **Treasurer** shall be the principal financial officer of the club and responsible for the following:
  - a. Render an accurate account of the financial condition of the club at the monthly meetings.
  - b. Oversee
    - i. All dues collected
    - ii. Assessments owed to the club.
    - iii. Deposit same to a bank account in the club’s name.
  - c. He or she shall discharge all financial obligations of the club as approved by the Board or the membership.
- 5. The **Safety Officer(s)** shall have the responsibility of the following:
  - a. Maintain oversight on a safe flying environment at the field.
  - b. Report at each meeting (as needed) on how the membership is adhering to the adopted safety rules and regulations.
  - c. The safety officer has the responsibility and the right to request any individual using any of the club facilities to cease such use due to violations such as:
    - i. Profanity.

- ii. Threats.
    - iii. Obscene gestures, etc.
    - iv. Demonstrating belligerent or otherwise undesirable behavior toward the safety code adopted by the club.
  - d. Any such request must be documented and reported to the board members as soon as possible but not later than the next scheduled club meeting.
  - e. The safety officer shall be treated with respect and shall have the right to eject pilots from either the flight line or the property.
    - i. The safety officer will notify the board within 24 hours if a pilot is ejected from either the flight line or the property.
    - ii. The board will contact the member or guest within 48 hours to obtain details on the infraction that occurred and the surrounding circumstances.
    - iii. The safety officer(s) and board will meet within 72 hours to discuss punitive or remedial action to be taken. Retraining should always be considered the first course of action if possible.
    - iv. The board will contact the guest or member within 7 days on the disposition and findings of the board and any follow-on action to be taken.
  - f. All officers of the club shall be considered to be safety officers.
6. The **Membership Chairman** shall have the following duties:
- a. Primary contact for membership information.
  - b. Handles all applications for membership.
  - c. Provides monthly status of memberships at club meetings.
  - d. Maintains the roster and supporting paperwork.
  - e. Maintains a waiting list when needed.
  - f. Assists the Treasurer in the collection of dues.
  - g. Provides new member orientation or designates other members to do so on his/her behalf.
  - h. Distributes membership packets.
  - i. Acts as ambassador for the club.
  - j. Annually conduct member affirmation that they have read the AMA and club safety rules and will obey them.

## COMMITTEES

1. The board will be responsible for identifying a 5-member **Club Event Committee**.
  - a. The board may (should) reach out and ask for 5 volunteer club members to be part of the committee.
  - b. The Club Event Committee members will be selected by the board using the latest available club roster provided by the membership chairman if an insufficient number of club members' volunteer.
  - c. The club Vice President will lead the committee and notify club members of their acceptance into the committee.

- d. The club event committee members will be announced at the Annual (January) club meeting.
- e. The purpose of the committee is to assist the Vice-President in the implementation and execution of club events.
- f. Committee members are encouraged to be present at club events as needed to assist in the operation of the event.
- g. Committee members are encouraged to select and encourage all club members to participate and assist in and with club events.

## **BUDGETS, ASSESSMENTS, AUDITS**

1. The Board shall create a budget for each fiscal year (November 1st through October 31st).
2. Budget line items will include the following:
  - a. Setting the initiation fee.
  - b. Membership dues for the next calendar year.
  - c. Utilities.
  - d. Taxes
  - e. Insurance.
  - f. AMA charter renewal.
  - g. Not-For-Profit registration.
  - h. Projected fuel cost.
  - i. Other weekly, monthly, and annual reoccurring cost not specifically listed here.
3. The budget shall be:
  - a. Introduced at the October meeting.
  - b. Published in the October Scramble Sheet.
  - c. Presented at the November meeting for membership approval.
4. The Board may establish a special assessment, which must be approved in accordance with the MAW R/C By-Laws and in accordance with the **Voting** section. See **VOTING** section for full details and requirements.
5. The President shall appoint a committee to audit club finances at the end of each fiscal year. The audit will cover the past fiscal year with the report given to the members not later than the annual membership meeting.

## **EXPENDITURES**

1. Board approval and majority of votes cast by the full membership is required for the following:
  - a. Structure repairs more than \$5,000 or the insurance deductible whichever is the greater per instance.
  - b. Lawn mower repairs more than \$1,200 per instance.
  - c. General property improvements more than \$800.
2. The event coordinator, Contest Director, and event committee leader will work with the board to determine the amount of money allocated towards the event.
3. For expenditures not exceeding the allocated limits, the board members are still required to vote and have a majority agreement to spend any money. The board may approve expenditures in advance as necessary.
4. All expenditures must be reviewed and approved by the board.

5. Club members are not eligible for reimbursement for money spent on supplies, equipment, resources, or property without approval from the board.
6. For expenditures exceeding the board's spending limit a club membership vote is taken one month after presentation. See **VOTING** section for full details and requirements.

## **MEETINGS**

1. The **Annual Meeting** of the club shall be held at the January regular meeting.
2. Club Officers and Board members elected at the December regular meeting are automatically installed and will conduct this meeting.
3. The **Regular Monthly Meeting** shall be held at a time and place as determined by the Board.
  - a. **Regular Meetings** may be omitted as determined by the Board providing not more than three consecutive months pass without holding a meeting.
  - b. **Special Meetings** of the membership shall be called by the Board. The time, place and agenda shall be posted at the field 10 days in advance.
4. The **Board Meeting** shall meet at a time and place determined by the President of the Board.
  - a. The Board meetings may take place via electronic communication or by an in-person meeting as determined by the Board.
  - b. Any member may attend as an observer by submitting a written request to the Board.
  - c. The Board may exclude member observers from any portion of the meeting that involves discussion of member or Board member conduct or determination of any action against any member or Board member.
5. A QUORUM IS DEFINED AS 10% OF VOTING MEMBERS PLUS 2 ELECTED OFFICERS AT ANY MEETING OF THE MEMBERSHIP.

## **DUES**

1. The amount of the dues shall be set by the Board.
2. Special assessments, if needed, are payable when assessed and any such assessment will be approved by the Board and posted at the field.
3. Full-time students shall be charged only a token membership fee of \$25.00 plus a standard initiation fee.
4. Any member more than thirty days delinquent in paying his or her dues shall be subject to termination at the discretion of the membership chairman.
5. A member removed for nonpayment will go to the bottom of any waiting list that may be in effect and will be subject to all prospective membership rules upon re-application to the club.
6. Family membership is \$25.00 above a single membership fee.
7. A \$30 late fee is assessed for membership dues renewals not paid prior to January 31<sup>st</sup> through July 31<sup>st</sup>.
8. After July 31<sup>st</sup> the late fee is waived but full renewal dues renewal rate is still paid August 1<sup>st</sup> through December 31<sup>st</sup>.

9. The membership chairman may prorate dues renewal late fees and renewal amount based on individual circumstances with notification to the board. These reasons include:
  - a. Medical hardship relating to a medical emergency.
  - b. Continuous medical/health care for a family member.
  - c. Permanent residence from moving in or out of the area.
  - d. Disruption due to successfully completing an aeronautical degree at an aviation accredited school of higher learning.
  - e. Job transfers.
  - f. Military deployment.
  - g. Lack of money to purchase a J3 Cub.

## VOTING

1. All full members in good standing are entitled to one vote per motion.
2. Unless stipulated below, a simple majority vote can be used to make a motion, pass, fail, or resolve an issue unless stipulated below.
  - a. Voting on a probationary member.
    - i. Requires introduction either in person or by a full voting member at a club meeting.
    - ii. Candidates are accepted or rejected for probationary membership by a simple majority of votes cast at the meeting.
  - b. Voting on a new member coming off of probation.
    - i. Voting to occur at a scheduled club meeting.
  - c. Removal of a club member.
    - i. A written explanation of the conduct in question.
    - ii. Presented to the board within 30 days of the conduct in question.
    - iii. Approval of the board to hold a vote on the removal of the club member.
    - iv. A majority vote of club members at a scheduled club meeting.
    - v. Requirements for removal satisfied/met in the **MEMEBRSHIP** section.
    - vi. Requirements for removal satisfied/met in the **DUTIES OF THE OFFICERS** section.
3. Special rules apply to the following as defined in the **EXPENDITURES** section. **A 2/3 vote of the votes cast by the entire membership is required:**
  - a. Property purchases such as real estate.
  - b. Mobile or temporary structures.
    - i. Sheds,
    - ii. Barns.
    - iii. Sea Containers.
    - iv. Milvans.
    - v. Other similar structures.
  - c. Vehicles are designed or intended to be titled and licensed.
  - d. Trailers designed to be licensed and towed behind an automobile.
  - e. Farm equipment.

- i. Trailers.
    - ii. Plows.
    - iii. Graders.
    - iv. Mowers.
    - v. Hedgehogs.
    - vi. Other equipment designed to be attached and operated from a tractor.
  - f. Change of investments.
  - g. Revision of bylaws.
  - h. Club Constitution changes.
  - i. Legal actions.
  - j. Removal of club officer. Please note additional requirements.
    - i. A completed petition of 15 signatures to start the process.
    - ii. A written explanation of the conduct in question.
    - iii. Presented to the board within 30 days of the conduct in question.
    - iv. A majority of the Board must concur prior to membership vote.
  - k. Voting on an existing member to be removed from probation due to safety, rules, conduct violation.
    - i. The board shall prepare and file a letter of justification with the club secretary explaining why the club member is to be removed from probation.
    - ii. Requirements for reinstatement or removal from probation satisfied/met in the **MEMEBRSHIP** section.
    - iii. Requirements for reinstatement or removal from probation satisfied/met in the **DUTIES OF THE OFFICERS** section.
4. Roberts rules of order shall prevail if questions remain on voting requirements not covered in the above paragraphs.

## **INSURANCE**

1. The Club shall maintain the standard liability policy offered by AMA, which provides liability coverage for the Club.
2. Coverage shall be the maximum offered by the AMA.

## **AMENDMENTS to the BYLAWS**

The First Amendment – Accidents, Sickness or Death of Members

Such reports are to be made during a regular meeting night. Upon the death of any member or being reported, the president shall have at that meeting the members stand in silent meditation for one minute.

## **TERMINATION OF THE CLUB**

Termination occurs when the members vote to disband at a special meeting called by the Board for this purpose. The club shall no longer be an AMA chartered club.

The Board of directors shall have the sole responsibility to dispose of the assets of the club and shall distribute them equally to at least three or more charitable organizations.

[END of DOCUMENT]