

**"Hawks R/C Junior Aviators"**

**BY-LAWS**

Approved on \_\_\_\_\_



Chairman: \_\_\_\_\_  
(Print name / signature)

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

Treasurer: \_\_\_\_\_  
(Print name / signature)

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

Secretary: \_\_\_\_\_  
(Print name / signature)

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

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of the  
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**ARTICLE 1      NAME**

SEC A      The official name of the organization shall be: "Hawks R/C Junior Aviators, Inc"

**ARTICLE 2      OFFICIAL LOGO**



**ARTICLE 3      VISION AND MISSION**

SEC A      VISION - Training youth to be safe and responsible R/C flyers and club members.

SEC B      MISSION - To instruct students in R/C flight activities through an approved flight training program with a focus on safety, fun, and personal responsibility and to instruct interested students in the basic workings of an R/C club by mentoring them within specific offices of responsibility.

SEC C      These bylaws are written specifically for the Hawks Executive Committee and Board of Directors, to guide them in the running of the Hawks program. These by-laws are not meant to in anyway try to influence the way in which the host club runs it's organization.

**ARTICLE 4      OFFICIAL STATS and FACTS**

SEC A      The Hawks started in 2001 as a youth group of the Oswego Valley Modelaires R/C flying club.

SEC C      The Hawks were officially chartered with the AMA on September 27, 2005 as AMA# 4653

SEC B      The Hawks became a federally registered 501(c)(3) not for profit organization 11/27/05.

SEC D      The first official meeting of the Hawks was November 27, 2005

SEC E      The Hawk's Employee Identification Number (EIN) is 71-0990102

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**ARTICLE 5      CONDUCT**

SEC A      Good sportsmanship is expected at all activities associated with the Hawks program.

SEC B      Safe flying practices will always be enforced at the host clubs flying site. A complete listing of these are found in the Host clubs field rules, the Hawks R/C safety rules, and the AMA Safety Code.

SEC C      Any member who in the opinion of the Hawks officials becomes unsatisfactory to the program due to consistent un-sportsman like conduct, repeated infractions of the Host club or Hawks safety rules, by-laws, or field rules can be immediately grounded from that days flying by any Hawks officer. A decision by the Board of the situation will be done within a reasonable amount of time and disciplinary action may result in a students expulsion from the program for the remainder of the season.

(ref: ARTICLE 16 GRIEVANCE PROCEDURE -FLIGHT AND GROUND SAFETY RULES)

**ARTICLE 6      HAWKS MEMBERSHIP**

SEC A      There is no limit to the total membership number.

SEC B      There is no age limit. Although primarily a youth oriented program, an adult may become a student. The program shall have a max. ratio of one in ten .

SEC C      The Hawks R/C junior Aviators program admits individuals of any race, color, and of any national or ethnic origin.

SEC D      All Hawks members will be listed on the Hawks roster.

SEC E      All members participating in flying related activities in the pit area or the flight line shall have a current AMA Membership.

SEC F      Membership to the board is open to all. To become a Hawk's BOD member an individual must fill out an application and present themselves to the membership at a regularly scheduled meeting. There is a required 6 months probationary period, except for Hawks flying program graduates.

**ARTICLE 7      MEMBERSHIP STRUCTURE**

SEC A      The Hawk's membership is divided into four groups. Students, Junior Board members, Board members, and the Executive Committee. All four groups are collectively referred to as Hawks members.

SEC B      Students are individuals within the training program who are, generally under the age of 18 and have not filled out a Board of Directors membership application.

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SEC C Junior board members are students within the training program; who are under the age of 18 but have filled out a Board of Directors membership application and have been voted in at a regular meeting of the Board.

SEC D The Board of Directors is made up of all Hawks members (except for Students).

SEC E The Executive Committee, at a minimum, is made up of the Board Chairman and three (3) Board Officers (also known as committee members)

**ARTICLE 8      STUDENTS**

SEC A A student is a Hawks member who has not applied for membership to the Board of Directors.

SEC B Students may attend and actively participate in regular BOD meetings. However they can not vote and are not counted as part of the quorum.

SEC C Student memberships expire automatically after several months of inactivity.

**ARTICLE 9      JUNIOR BOARD MEMEBERS**

SEC A An individual that is under the age of 18 and is a member of the Board of Directors is referred to as "Junior Board Member" (JBM).

SEC B Junior board members have voting rights at all board meetings and are counted in the quorum.

**ARTICLE 10      BOARD OF DIRECTORS**

SEC A The BOD will consist of all Hawks members, other than students.

SEC B All board memberships are perpetual. Once a membership application is approved the only termination option are dismissal for cause or resignation by notification to the Chairman.

SEC C Board members are divided into two categories, Board members (adults), junior Board members (under 18).

SEC D The elected Board of Director officers are responsible for all Hawks R/C Junior Aviators related activities.

SEC E The Board has the right to adjust these bylaws to suit changing conditions providing those changes do not violate the AMA charter requirements or the articles of incorporation.

SEC F Official positions within the Hawks Board of Directors are divided into two groups. Elected positions and appointed positions.

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**ARTICLE 11      THE EXECUTIVE COMMITTEE**

- SEC A    The Executive Committee (EC) consists of the board Chairman, the board Secretary, and the board Treasurer. Additional adult or junior board members may be appointed, as advisors, to the committee at the discretion of the Chairman.
- SEC B    The committee is not elected or appointed. It exists as long as the program exist.
- SEC C    The three EC members are responsible for the distribution of donated equipment within the Hawks program. It's decisions on disbursement are final. Recommendations may come from the Board or individual members.
- SEC D    Due to conflicts of interest and the nature of the duty of the EC. Committee members and their family members in the Hawks program can not be beneficiaries of any donations disbursed by the committee.
- SEC E    There are no official scheduled meetings of the EC. They meet as often as necessary in a tailgate fashion.
- SEC F    All three (3) committee members must be made aware of any potential disbursement and a unanimous decision by the three is required.
- SEC G    Two signatures are required for withdrawal of hawks funds. A combination of any two (2) EC signatures is sufficient.

**ARTICLE 12      ELECTED POSITIONS OF THE BOARD**

- SEC A    The three adult elected officers positions are:
- Chairman (also AMA President & AMA Safety Coordinator)
  - Secretary (also AMA Secretary)
  - Treasurer (also AMA Treasurer)
- SEC B    Board officers also hold AMA office positions as shown and are therefore required to have AMA membership. In the event a non-AMA members holds an elected Board position. The matching AMA officer position will be transferred to another board member with AMA membership as required for AMA chartering. (See Article 27)
- SEC C    In the event that the Chairman is unable to finish his/her term as Chairman. The Secretary or Treasurer shall step in as acting Chairman. An election should be held at the next meeting or the person acting as Chairman may finish out the term at the discretion of the board.
- SEC D    In the event that an officer, other than the Chairman is unable to serve the board shall appoint a designee to assume those duties temporarily or for the completion of the term.
- SEC E    The Board officers should be elected by majority vote at the August meeting.

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SEC F    The term for elected officers should be one year.

**ARTICLE 13      APPOINTED POSITIONS**

SEC A    The two junior board member officers positions are:

- Vice Chairman (AMA Vice President - if VC position held for more than six months)
- Under Secretary

SEC B    Junior board members may request permission of, or be appointed by, the Chairman to hold one of the two Board positions.

SEC C    The Office of Vice Chairman shall be staffed by a junior board member or left vacant.

SEC D    The Office of Under Secretary shall be staffed by a junior board member or left vacant.

SEC E    Terms limit of appointed positions may be from meeting to meeting or longer at the discretion of the Chairman.

SEC F    Additional positions may be created by the Chairman as necessary for issues or activities such as newsletter editor, activity coordinator, youth outreach manager, etc.

**ARTICLE 14      DUTIES OF THE BOD OFFICERS**

SEC A    **SPECIFIC DUTIES**

Chairman:

- 1) Will preside at all board meetings. (May delegate this duty if present at the meeting)
- 2) Will be the official spokesman for the Hawks program
- 3) May also be the AMA club President and AMA Safety Coordinator.
- 4) Will be a signee on both the checking and savings accounts.
- 5) May assist the other officers of the club in the performance of their duties if requested.
- 6) Will act as mentor to the junior board members in office, as necessary
- 7) May delegate that the Vice Chairman preside at an official meeting as the training program permits but the Chairman may not delegate their responsibility.
- 8) May appoint an individual or establish committees from board members who have indicated a willingness to serve. Examples, Hawks Newsletter Editor, Food service coordinator for Hawks nights, school / Scout / youth group contact, etc.,
- 9) Will also be the Chairman of the Executive Committee.

Vice Chairman (Junior):

- 1) May preside at any meeting of the club at the Chairman's discretion.
- 2) May assist the other officers of the club in the performance of their duties if requested.
- 3) May, at the discretion of the Chairman, appoint individuals or establish committees from board members who have indicated a willingness to serve.

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Secretary:

- 1) Keep and maintain the minutes of all board meetings.
- 2) Keep and maintain all program correspondence.
- 3) Will be signee on both the checking and savings accounts.
- 4) Will be responsible for outgoing mail.
- 5) Submit the previous board meetings minutes to the membership at each meeting.
- 6) Will act as mentor to the Under Secretary as necessary

Under Secretary (Junior):

- 1) May act as the Secretary during a meeting and present the Secretary's report.
- 2) May take down the minutes of a meeting under the guidance of the Secretary.

Treasurer:

- 1) Shall collect all Hawks program monies.
- 2) Keep a record of all funds received and of all funds disbursed by the Board.
- 4) Will work with the Secretary to pay the board's bills as required.
- 5) Will be signee on both the checking and savings accounts.
- 6) Will be the Official Hawks program Treasurer.
- 7) Will control the Hawks program's checking and savings accounts.
- 9) May transfer monies between accounts as necessary.

SEC B    The elected Boards of Directors officers are responsible for and have complete authority over the entire Hawks program. Some specific required duties include the following:

- 1) Maintaining the AMA charter.
- 2) Monitoring our 501(c ) status.
- 3) Collection and allocation of funds. Distribution of donated equip is handled by the EC.
- 4) Maintenance and storage of the programs aircraft.
- 5) Maintenance and storage of the programs workshop materials.
- 6) Organizing and control of all Hawks R/C fund raising activities.

**ARTICLE 15      BOARD MEETINGS**

SEC A    Meetings are held once a month.

Winter months: at the beginning of the first workshop of the month.

Normally October through April.

Summer: The first Sunday of the month at 2pm at the host field.

Normally May through September.

SEC B    A Quorum, consisting of the Chairman and four (4) other board members must be present to conduct board business.

SEC C    Board members will generally be notified of scheduled meetings at the beginning of the year via snail mail and by various other means whenever a meeting date or time is changed.

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SEC D Special meetings may be called by any member by a request to the Chairman.

SEC E All official meetings will be conducted in the spirit of "Roberts Rules of Order".

**ARTICLE 16      MEETING PROCEDURE**

1. Meeting shall be called to order by the Chairman.
2. The Chairman may turn the meeting over to the Vice Chairman at this point.
3. Attendance will be taken by the Secretary.
4. Secretary report.
5. Treasurer's report .
6. Outside activities report.
7. A flying or workshop update (optional)
8. Unfinished business.
9. New business.
10. Open discussion.
11. Announcements.
12. The Chairman will adjourn the meeting.

SEC A The Chairman or alternate Chairman (adult) will always open and close the meetings. The Chairman is responsible for what happens between the opening remarks and closing remarks.

**ARTICLE 17      VOTING PROCEDURE (GENERAL)**

SEC A All members may vote on matters pertaining to their particular area.

SEC B Telecomm votes may be obtained in matters of expediency.

SEC C In the event of an even vote the members will discuss the question again and take another vote. If there is still a deadlock, the President/Chairman will cast the deciding vote.

SEC D Expenditures for AMA charter, and normal equipment maintenance or supplies will require only that the Treasurer receive approval from the President/Chairman.

**ARTICLE 18      DUES**

SEC A There are no dues required to be a member of the Hawks program. However, all members, except for students, are expected to take an active roll in the program in areas where they are comfortable and where they can be their most productive.

**ARTICLE 19      FUNDRAISING**

SEC A The program relies on donations and fundraising to supply it's needs. All members are encouraged to assist the Chairman or acting Fundraising Chairman when asked and to bring to their attention any potential donors or new sources of funding.

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SEC B    A Fundraising Chairman, if appointed, is the focal point for all fundraising activities. No individual fundraising should occur without the approval of the Fundraising Chairman.

SEC C    All fundraising involving the use of the hosts clubs field will involve a pre-approved percentage share of the proceeds with the host.

**ARTICLE 20      EQUIPMENT**

SEC A    The Hawks may buy and own equipment upon quorum approval.

SEC B    Maintenance of said equipment will be the responsibility of the Board.

**ARTICLE 21      HOST CLUB**

SEC A    the host club for the Hawks is the "Oswego Valley Modelaires" R/C flying club.

SEC B    Hawks flying is only permitted on the days that have been pre-approved by the host club.

SEC C    The host club will always have preference when addressing schedule conflicts.

SEC D    All activities requiring the use of the host's field, outside of the normal Hawks activities, must be approved in advance by the Host club.

**ARTICLE 22      HAWKS FLYING LIMITS**

SEC A    Hawks members may only fly at the hosts clubs field on days and times approved for the Hawks program by the host club unless they are members of the host club.

SEC B    Hawks members may only fly within the Hawks program under the direct supervision of an Instructor. Hawks members who are also members of the host club may fly unsupervised at Hawks events but are not considered flying "within the Hawks program" when doing so.

**ARTICLE 23      DISSOLUTION (per AMA)**

SEC A    Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, to the Academy of Model Aeronautics, Inc., or to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this Corporation, as the Officers shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

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

**ARTICLE 24      RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION AND REINSTATEMENT OF MEMBERSHIP WITHIN HAWKS R/C (per AMA)**

SEC A Any board member in good standing may resign his/her membership by giving notice to the Chairman who will remove the member from the roll.

SEC B If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in Hawks shall automatically convert over to a non-flying "Associate" membership status. Subject to reinstatement upon restoration of AMA eligibility.

SEC C Enforcement of the Safety Rules, that are related to flying activities, will be handled by the Safety Coordinator Through the President. Any other unacceptable behavior, as defined by club standards, becomes the responsibility of the club officers.

SEC D Any individual may be expelled from membership from Hawk program by a two-thirds (2/3) majority vote of the membership present at any official meeting of the club, if in the BODs' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and Bylaws, or the Rules of the AMA, or which is detrimental the Club, the AMA, or to model aviation.

SEC E Any member who is expelled from membership may be reinstated to membership, after 6 months, only by a two-thirds (2/3) majority vote of the membership present at any official meeting of the Board.

SEC F The Board 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 25      GRIEVANCE PROCEDURE (FLIGHT AND GROUND SAFETY RULES) (per AMA)**

SEC A *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 (SC). At least one witness is required to sign the Grievance Form.

SEC B *Safety Committee:* The SC shall use their judgment in carrying out action on the following:

1. A grievance form (see last page) will be filled out and turned into the SC. At least one Witness is required.

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2. FIRST, SECOND, AND THIRD VIOLATION

a. FIRST VIOLATION

1. Viewpoints of both complainants and accused will be considered.
2. Complainant's name will be disclosed.
3. A verbal reprimand will be given to the accused, by the SC, and this will be recorded in the Committee files.

b. SECOND VIOLATION

1. Complainant's name will be disclosed.
2. The accused has the right to a written rebuttal, to be reviewed by the SC.
3. If the SC so decides, the flying privileges of the accused will be suspended for a minimum of thirty 30 days. Written notice of this may be published in the Club newsletter.

c. THIRD VIOLATION

1. The SC will notify the accused in writing and the members via the newsletter that the BOD will vote on the expulsion of the accused at the next meeting.
  2. Said expulsion will, as a minimum, last for the remainder of the season. (6 months min).
  3. A member may be expelled only upon a two-thirds (2/3) majority vote of the membership present at any official meeting
  4. Voting will be by secret ballot.
  5. The expelled member may reapply for membership after the expiration of the expulsion time period, generally 6 months.
3. The three actions will not be enforced unless they are accumulated within a two-year period of time.
4. Any member receiving a Grievance, who directs any retaliation action against the person filing said Grievance, will be subject to immediate expulsion by the BOD. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Board.

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The Hawks R/C Junior Aviators Grievance Form

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

Your Name: \_\_\_\_\_

Violator's Name: \_\_\_\_\_

Proposed Violation

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

Nature of Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your name and signature: \_\_\_\_\_

Witnesses name and signature: \_\_\_\_\_

**SECTION 2**

Safety Officer / Committee Review

Violators offence      First: \_\_\_\_\_      Second \_\_\_\_\_      Third: \_\_\_\_\_

Safety Officer's Name: \_\_\_\_\_

Discussion with Violator: YES: \_\_\_\_ Date: \_\_\_\_\_ Further action required? YES: \_\_\_\_ NO: \_\_\_\_

If "Yes" explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**ARTICLE 26      ADMINISTRATIVE**

- SEC A    Circumstances which require clarification, enforcement and exemptions of the rules herein will be the responsibility of the Board of Directors. (some actions may require a quorum vote)
- SEC B    Circumstances which require discussions or agreements with the host club will be the responsibility of the Chairman or his/her designee.

**ARTICLE 27      BASIC REQUIREMENTS TO MAINTAIN THE AMA CHARTER**

SEC A    AMA CHARTER REQUIREMENTS

- 1) Minimum 5 or more AMA members.
- 2) At least 3 must be over 19 years of age.
- 3) A minimum of three (3) current adult members (19 years or older) MUST be named as officers of the club, one being Safety Coordinator.
- 4) Each and every club officer must be a current AMA member.
- 5) Each and every club member who participates in club flying activities must be an AMA member.
- 6) Club program activities must be related to model aviation.
- 7) Club must have a copy of their by-laws on file with the AMA.

SEC B    AMA MINIMUM REQUIRED OFFICER POSITIONS:

- 1) Safety Coordinator (adult) – Which will generally be the current Board Chairman.
- 2) 2<sup>nd</sup> Officer (adult).
- 3) 3<sup>rd</sup> Officer (adult).

Club Contact – Marty Chipkin.

All communication between the club (Hawks) and the AMA is through this person. (eg. AMA re-chartering in March) Although not an Officer position it is required and may be combined with another officer position.

**ARTICLE 28      BASIC REQUIREMENTS TO MAINTAIN THE 501(c)(3) STATUS**

SEC A    501(c)(3) STATUS

- 1) Maintain a Board of Directors.

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**ARTICLE 29      AMENDMENT PROCEDURE**

SEC A      Amendments may be made to these by-laws at any official meeting providing 75% of the quorum vote in agreement.

SEC B      In the event that an on the spot change is to these by-laws is becomes necessary. An EC member is authorized to pen & ink and initial those changes. Any changes (amendments) will be officially adopted at the next available meeting per section A above.

SEC C      The official signed by-laws document is printed in color and resides with the Secretary. There are three (3) "controlled copies" which are also printed in color and are with each Executive Committee member. If any one of these 3 controlled copies is amended as stated in SEC B above, then that amended controlled copy becomes the official document until changes are approved at the next meeting.

**AMENDMENTS**

**Amendments:**

February 10, 2007      A complete revision of the bylaws was done to combine the Board of Directors and the AMA portion of the program and reflect necessary program changes.

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