

CONSTITUTION AND BY-LAWS
Revised and accepted 03.09.2016

ARTICLE 1
Name

The name of this organization shall be the “Pontiac Miniature Aircraft Club.”

ARTICLE 2
Purpose

The purpose of this organization shall be:

- (a) To promote model aviation as a wholesome, creative hobby.
- (b) To promote the educational and competitive aspects of model aviation.
- (c) To teach the membership the fundamentals of aerodynamics, basic aircraft, structural design, and the operation of internal combustion engines and electric motors.
- (d) To provide the membership with a constructive spare-time activity.
- (e) To promote safety and sportsmanship in the pursuit of this hobby.
- (f) To continuously emphasize programs, projects, and activities directed towards the membership of this club.

ARTICLE 3
Basic Policies

Section 1: The purpose of this organization shall be promoted through educational programs directed towards modelers and the general public, and shall be developed through committees, projects, work sessions, flying sessions, and contests and shall be governed by the basic policies set forth in this article.

Section 2: The organization shall be non-commercial, non-sectarian, and nonpartisan. It shall not endorse any commercial enterprise or product. The name of the organization or the name of any members in their official capacity, or the names of any sponsor shall not be used in any connection with any commercial concern or product or with any partisan interest or for any other purpose than the regular purpose of the organization.

Section 3: This organization may cooperate with other organizations and agencies interested in modeling, provided its representatives make no commitments binding upon the membership without approval of the executive board.

Section 4: This organization will work with AMA (Academy of Model Aeronautics) and within the framework of the Academy’s policy and by-laws. Membership shall be contingent upon membership in the AMA.

Section 5: This organization will associate itself with the enjoyment of radio controlled miniature aircraft. It shall be policy that a continuous program of instruction in the building and flying of model airplanes be provided for beginners in model aviation.

ARTICLE 4 Membership

Section 1: Membership in this club shall be offered to persons interested in building and flying model airplanes and who agree in written application to abide by the constitution and by-laws of said organization. Pilots must abide and comply by all PMAC, AMA, Local, State and Federal rules and regulations related to Model RC flying.

Section 2: No person shall be refused membership in this organization because of race, sex or creed. However, the executive board and current membership, at its discretion, may choose to not offer the privilege of membership to individuals who may conflict or otherwise jeopardize the wholesome, family friendly environment of the club or, who's past history with this organization or others indicate a potential for future issues or detriment to the good reputation of this organization. Furthermore, candidates who are accepted as full members agree to hold harmless and waive all rights to take any legal action towards the Pontiac Miniature Aircraft Club (otherwise known as PMAC), Park or landowner.

Section 3: Four (4) classes of membership in this organization shall be offered according to the following:

1. Youth (less than age 19 as of July 1)
2. Open (ages 19-and up)
3. Spousal (must be spouse of open PMAC member)
4. Honorary (approved by 2/3 of the present voting members)

Section 4: Annual dues will be assessed against each member according to the following schedule:

1. Youth \$5 per year
2. Spousal \$0 per year
3. Open \$70 per year
4. Open members who are 65 and over \$55 per year

All new members joining will be required to pay a one-time field assessment fee according to the following schedule:

1. Youth \$0
2. Spousal \$0
3. Open \$15
4. Honorary \$0

Any youth member maturing to open membership, who has not previously paid the one-time assessment fee, will pay the \$15 assessment fee at that time.

Section 5: The following Club members will enjoy 1 (one) year of free membership during their year in office: President, Vice-President, Treasurer, Recording Secretary, Membership Coordinator, Chief Flight Instructor and Chairman of Field Maintenance Committee along

with up to 5 (five) field assistants appointed by the Field Maintenance Committee Chairman.

Section 6: Annual dues will cover the period of January 1st through December 31st. New members joining this organization during the year will be assessed for the full year when joining prior to September 15th. New members joining the club on or after September 15th will be considered paid for balance of current year and all of next year. Members not renewing their membership by February 15th will be charged a \$15 late fee. Exemption: Military service.

Section 7: Only members in good standing are permitted to use the club flying site or facilities. Individuals must hold a valid AMA, M.A.A.C., or comparable insurance to be eligible to participate in club sponsored contests or events.

Definitions: A visitor is any non-member who does not have nor intends to fly with his own plane / equipment but one who may enjoy flying assisted by a club member and using that member's plane / equipment or a plane belonging to the club. A Flying Guest is a qualified pilot or student, invited to our field by a member, intending to fly using his own plane / equipment.

The members are encouraged to bring Visitors to the field at all times.

Members may bring one Flying Guest to the field each day the member is on site intending to fly. The member is responsible for his guest while at the field and to the fact that proper AMA, M.A.A.C. or comparable insurance covers him/her.

Each Flying Guest may enjoy the use of the field a total of three (3) times before being required to support the field by joining the club.

Club sponsored demonstration flights, open fly-ins, and competitions are excluded from the tally of visits.

AMA Pilots, not known to our club or its members, wishing to enjoy flying at our field while visiting our area of the country, are welcome to fly as guests of the Club by requesting permission from any current club member and presenting a valid AMA membership card at the field.

Section 8: Membership card must be shown to any club member at flying site, before flying, if so requested.

Article 5 Officers and their Election

Section 1: (a) The officers of this organization shall be President, Vice-President, Treasurer, Recording Secretary, Membership Coordinator, Chief Flight Instructor, Chairman of the Field Maintenance Committee. These officers will be known as the Executive Board and will act as the Safety Committee.

(b) Officers shall be elected annually in the month of November and shall assume their official duties at the first business meeting in January. Officers shall serve for a term for a period of one (1) year or until their successor is elected.

- (c) Only those who have consented to serve if elected shall be eligible for nomination.
- (d) Nominations for regular officers shall be made in October by nominating committee (Committee members approved by the Executive Board from volunteers of the membership).
- (e) All officers shall be elected by a secret ballot at the November business meeting. Paid up members may vote for officers in absentia. The procedure in Attachment #2 shall apply.

Section 2: The Webmaster shall be appointed by the Executive Board.

- Section 3:** (a) A Vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote at the first business meeting following occurrence of the vacancy.
- (b) All officer nominees shall be members in good standing for at least two years before holding office.

ARTICLE 6

Officer and Executive Board Responsibilities

Section 1: The President shall preside at all meetings of the organization: he/she shall perform such other duties as may be prescribed in these by-laws and shall coordinate the work of the officers and committees, in order that the objectives of the organization may be promoted. The President shall be allocated \$200.00 per year for emergency funding and must inform the executive board of such expenditures before the next business meeting. The President shall chair Executive Board meetings.

Section 2: The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the President to serve. The Vice President shall be responsible for technical discussions and meetings.

Section 3: The Recording Secretary shall record the minutes of all meetings of this organization and shall perform such other duties as may be delegated by the membership.

Section 4: The Treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds in accordance with the approved budget as authorized by the membership. The Treasurer shall present a financial statement at every business meeting of the organization and at other times when requested by the membership. The Treasurer's accounts shall be examined annually by an auditor and/or auditing committee of not less than three (3) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect at the end of the report. The auditing committee shall be appointed by the final business meeting of the year. The auditing committee shall report its findings at the first business meeting of the year.

Section 5: The Chief Flight Instructor will develop and maintain the Club's flight training program. He/she can name other Club members as Certified Instructors as he/she deems appropriate.

Section 6: The Chairman of Field Maintenance Committee will oversee maintaining the field specifically:

- Cut & trim grass as necessary,
- Provide routine fertilizer, weed killer, seeding, and rolling as required
- Maintain field maintenance equipment as required
- Perform monthly field safety inspection, maintain field safety inspection log, and submit annual field safety report as required by DNR management
- Submit regular Volunteerism Report to DNR office
- Make recommendations to the President for work parties to further improve the field

Section 7: The Executive Board is charged with the day-to-day operations of the club and as such can, with majority of the board's agreement, make expenditures for the club. All such expenditures must be reported to the membership at the next business meeting. Executive board meetings and communications will be open to all past club presidents who are current members and the current Web Master. In addition the Executive Board may invite a guest(s) to attend all or part of an Executive Board meeting if that guest's attendance is relevant to an issue under discussion at that meeting.

The Executive Board is also responsible for ensuring that the rules of the club are enforced as outlined herein. The Executive Board is charged with the responsibility to make every effort to ensure that the social environment of the club is congenial and conducive to the enjoyment of our hobby by our members. The Executive Board is expected to respond quickly and aggressively once any member of the Executive Board becomes aware of a safety violation or grievance request by a member.

ARTICLE 7

Meetings

Section1: There shall be no less than twelve (12) regular meetings per calendar year. Business meetings will be held on the first Wednesday of each month. Special business meetings may be called by the Executive Board and special technical meetings may be called by the Vice President. Unless the membership is notified otherwise, meetings will be held at the regular meeting place.

Section 2: The order of business meetings shall be:

- (1) Call to order.
- (2) Announcements and introduction of guest(s).
- (3) Reading and approval of minutes of the previous meeting.
- (4) Statement of the Treasurer.
- (5) Statement of the Executive Board.
- (6) Reports and their disposal.
- (7) Membership Concerns
- (8) Technical Discussion
- (9) Adjournment

ARTICLE 8 Organization

Section 1: The by-laws of this organization shall be deemed as part of its articles of organization.

ARTICLE 9 Quorum, Rules of Order

Section 1: The highest authority shall be the dues paying membership assembled at an authorized meeting. A quorum shall consist of a simple majority of the dues paying membership assembled at an authorized meeting.

Section 2: Roberts Rule of Order (revised) shall govern this organization in all cases to which they are applicable and in which they are not in conflict with the rules and by-laws of the organization.

Section 3: This constitution will be available to all members on our Club web page.

ARTICLE 10 Amendments, Budget

Section 1: This constitution and by-laws may be amended at a regular business meeting of the organization by a 2/3 majority vote of the dues paying members present provided that

- a: Notice of the amendment is presented at the previous business meeting in written form

- b: The membership is notified of the amendment by e-mail a reasonable time before the meeting at which the vote is taken. A member may request of the Secretary to receive notification by US Mail.

Section 2: A committee may be appointed to submit a revised set of by-laws upon simple majority vote of all members at an authorized business meeting of the organization. The procedure for action on amendments in Section 1 shall then be followed.

Section 3: These by-laws shall be binding upon all members of this organization.

Section 4: The club flying site rules shall be a part of this constitution.

Section 5: The newly elected club officers, outgoing officers, and interested former club officers shall meet in November to plan PMAC'S activities and club budget for the following year with the report to be presented at the December business meeting.

ARTICLE 11
Pontiac Miniature Aircraft Club
Flying Site Rules

1. Piloting a model aircraft after drinking alcoholic beverages is prohibited. Alcoholic beverages are prohibited on the premises. Smoking is not allowed in the pit area.
2. Pilots flying on 27 MHz, 50 MHz or 72 MHz must impound their transmitters when not flying and use the appropriate frequency pin, with their PMAC or AMA card in the correct slot, when flying. Transmitters on these frequencies must show the channel numbers in plain view. Transmitters on 2.4 GHz do not need to be impounded. A member must sign the book at the impound stand each day he flies. Members are to wear their PMAC badges in plain sight and at all times, excluding work parties and social visits to the field where he / she will not be flying. Club badges are recommended but optional under those circumstances.
3. All Pilots, including electric only, must make sure their models are securely restrained while starting by a mechanical restraint or another person. Run-ups at flight stations must be kept to a minimum. Extended run-ups should be done at either end of the flight line.
4. The sound requirement for all planes at the PMAC field shall be (1) 96dB at 25 feet and (2) if two (2) or more members determine that a plane is too loud in flight, or a complaint is heard from a neighbor in our outside overfly area, the plane must be grounded until at least three members of the Executive Board witness its performance. If a majority confirms the plane to be too loud, it must remain grounded until it is permanently corrected.
5. Taxiing anywhere between the fence and the taxi line is prohibited.
6. Piloting a model is permitted only while standing at one of the designated flight stations. Aircraft may not be flown within 25 feet of the flight stations.
7. All fixed and rotary wing aircraft must fly the pattern when other aircraft are airborne. Flying behind the flight line is prohibited.
8. Rotary winged models will not hover outside the designated hover area at the southeast end of the field and must remain below 15 feet. Rotary wing aircraft must be carried 25 feet out from the flight stations before liftoff.
9. Persons walking onto the active runway (to retrieve a model for instance) must positively notify pilots flying of their intentions.
10. All pilots will follow the official AMA Safety Code. Each pilot flying must designate a spotter 16 years or older who will be on the flight line watching for full-scale aircraft.
11. The pilots of model aircraft with gasoline burning engines must have a usable fire extinguisher with them in their starting area.
12. Only persons essential to flight operations are permitted on the flying side of the fence.
13. Members must keep the field and surrounding area clean and take home all their trash each time out. If necessary, the Chairman of the Field Committee may close the field for clean-up.

ARTICLE 12
Charter Members

Section 1: The following named members shall be herein after known as Charter Members and their membership cards shall be so noted.

Terry Beck	Donald Moline
James L. Benfield	Gary L. Putman
John Camp	Paul Racine
Dave Copeman	Carl Roselli
Richard Droshine	Daniel Reese
Harold J. Enbody	Robert L. Scruggs
Harold N. Hackett, Jr.	Ronald Sears
Robert Hedrick	William R. Shirley
Walter Koschke	Frank Summers
Robert Larimer	Scott Summers
Dale Lovett	Wayne Warren
Dale McGorman	Mel WasseMiller
Gerald Metro	James C. Wert
James Metro	Gordon Wyrick
Amos Ponder	

ARTICLE 13
Dissolution

Section 1. The Corporation may be dissolved with the approval of a ninety-five (95%) majority vote of the total membership.

Section 2.

- a. Two members shall be elected to serve with the Treasurer as trustees.
- b. Club assets shall be disbursed to a qualifying 501 (c) 3 or 501 (c) 7 corporation(s) as specified under United States Internal Revenue Service regulations. In the absence of coverage by the US IRS regulations, the regulations of Michigan shall apply.

ARTICLE 14
**Resignation, Termination, Disciplinary Action, Expulsion, Officer
Recall and Reinstatement of Membership**

- Section 1.** Any member in good standing may resign his/her membership by giving written notice to the Club.
- Section 2.** If any member ceases to have the qualification necessary for membership in the AMA, then under any such circumstances his/her membership in the Club shall be deemed to have immediately terminated upon losing such qualification, subject to immediate reinstatement in the club upon restoration of eligibility and current AMA membership. Such terminated person(s) shall not fly at the club until restoration has occurred.
- Section 3.** If any member(s) of the Executive Board in his/her opinion witness unacceptable behavior by an individual member or members which is so extreme in nature as to pose an immediate safety risk to people or substantial damages to the club's or other's property, the Executive Board member(s) should request the actions in question to immediately cease. It is also the responsibility of all members witnessing such unsafe actions and/or violations of the club and/or AMA flying rules to request those actions cease. (See Article 15 for complete grievance procedure.)
- Section 4.** Any member whose membership has been suspended may be reinstated to membership only by two-thirds (2/3) majority vote of the Executive Board and/or later at the next business meeting as set forth in paragraph 5 below.
- Section 5.** Any member who is suspended from membership shall be entitled to a hearing and a vote at the next monthly or later scheduled business meeting of the members. The member shall be automatically reinstated at the meeting unless the membership votes by a two-thirds (2/3) majority not to reinstate such member. The affected member may reapply every six (6) months to be reinstated by the Club. The club shall notify the members via phone or e-mail as to such an upcoming vote. The member in question shall also be entitled to a two-thirds (2/3) vote on whether the alleged offending offense he committed was a violation of any of the terms of the PMAC Constitution and Bylaws, or the Rules of the AMA, or which is detrimental to the Club or the AMA.
- Section 6.** The membership may recall any officer by a 2/3 majority vote of the dues paying members present provided that a: a written petition signed by two-thirds of total dues paying membership is presented at the previous business meeting and b: the membership is notified of the recall intent by mail within a reasonable time before the meeting at which the vote is to be taken.

ARTICLE 15:
Grievance Procedure violation of Flight and/or Ground Safety Rules or Other non-safety antisocial actions defined in Attachment 1

Section 1. Purpose

The grievance procedure provides a mechanism to enforce existing safety or other Club rules by the members in general by providing a progressive disciplinary system when needed. It is the club's goal that all or most complaints can be resolved among the disagreeing parties. If a complaint cannot be resolved on the spot, the matter should be referred to the Executive Board for its consideration by means of a Grievance Form to be filled out and turned into the Club President. At least three (3) members in good standing of the club who are actual eyewitnesses to the event must sign the grievance. The Executive Board is on notice to be vigilant concerning future activities by the member(s) involved with said incident and that the involved alleged members shall be given a refresher on the flying site and AMA safety rules. If the grievance is related to a non-safety issue, (see attached) the Executive Board will caution the "offending member" in a manner appropriate to the alleged infraction.

Section 2. Authorization to Deal with Grievances

The Executive Board is the sole body authorized to deal with grievances. The Executive Board will use its judgment in carrying out action on the following:

- (a) A grievance form (see attached) will be filled out and turned into the Club President. At least three (3) eyewitnesses of the incident who are members in good standing are required to go forward with the grievance procedure. These action below will not be enforced unless they are accumulated within a 3 months period of time.
- (b) **FIRST ALLEGED GRIEVANCE VIOLATION:**
 - a. Viewpoints of both the complainants and the accused will be considered. The accused shall have the right to a written and oral rebuttal at the next Executive Board meeting.
 - b. All Complainants' names shall be disclosed to all of the Executive Board members, whether present at the Executive Board meeting or not.
 - c. A verbal reprimand will be given to the accused by the Executive Board if after a hearing, it is deemed appropriate. This hearing shall be recorded in the minutes of that Executive Board meeting.
- (c) **SECOND ALLEGED GRIEVANCE VIOLATION:**
 - a. All Complainants' names shall be disclosed. The Executive Board shall notify the accused by e-mail or phone call and the Club members via phone call or e-mail that the Club will vote on the expulsion (or lesser action – see Attachment 1) of the accused at the next meeting.
 - b. Said expulsion (or other penalty) if imposed will last for a period as specified in Attachment 1.
 - c. A member may be expelled from the Club only as set forth in Article 14 above.
 - d. Voting will be by secret ballot at a regular monthly business meeting of the members present.
 - e. The expelled member may reapply for membership after the expiration of the expulsion time period specified in Attachment 1.
 - f. Any member receiving a Grievance, who directs any retaliation action against the persons filing of 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 Executive Board based upon the same format as set forth in article 15 above.

Attachment 1: Grievance Form & Typical Topics for Grievances

Description of Grievance Source	Grievance Number One	Grievance Number Two
Theft of Club assets or material	Expulsion from membership*	
Theft of another member's property while on PMAC premises	Expulsion from membership*	
Unprovoked physical attack on another member	Expulsion from membership*	
Repeated violation of Club rules not directly affecting flight or ground safety	Verbal Warning from Executive board	
Purposeful or intentional harm to the reputation or good nature of the club as perceived by the EB or membership	Verbal Warning from Executive board	Expulsion from membership*
Intentionally misleading the EB and / or membership	Verbal Warning from Executive board	Expulsion from membership*
Violation of any of the safety rules contained in either the PMAC Bylaws or the current AMA Safety Statement. Or such actions so egregious in nature as to create the impression among current PMAC members that such action is unsafe even if it is not covered in one of the above sources	Verbal Warning from Executive board	Expulsion from membership for 12 month period*
Habitual disrespect to other members	Verbal Warning from Executive board	Expulsion from membership for 3 month period*
Use of Obscene language	Verbal Warning from Executive board	Expulsion from membership for 3 month period*
Provoking, bullying or badgering other member(s)	Verbal Warning from Executive board	Expulsion from membership for 6 month period*

** After Executive Board hearing and 2/3 confirming vote of membership attending the next regularly scheduled monthly meeting.*

Attachment 2: Voting by Absentee Ballot

Purpose: In response to the increased mobility of PMAC members, and in order to give club members the maximum opportunity to vote on key club issues, it is the judgment of two thirds of our voting membership that our Constitution and bylaws shall be changed to permit voting by mail. This attachment shall become a permanent attachment to said Constitution and bylaws, and specifies the requirements for voting by mail.

- #1. PMAC members using this service, must be members in good standing, dues paid, on the date that the member requests an absentee ballot, and on the date on which the ballot is counted.
- #2. Any PMAC open member, spousal member, youth member or honorary member shall be eligible to vote by absentee ballot, if he/she complies with #1 above and #3 below.
- #3. If a member complying with #1 and #2 above is unable to attend a meeting in which a "Critical Vote" is to be taken, he/she may request from the club secretary an absentee ballot at least two weeks in advance of the vote. The term "Critical Vote" shall mean a vote of the general membership a) to approve a constitutional amendment, or b) a vote to elect or recall any officer for the current year or the upcoming year.
- #4. The contents of the absentee ballot shall include:
 - A clear statement indicating "yes" or "no" on any constitutional amendment.
 - The "marked up" proposed text of the constitutional amendment if the member has not already been provided such shall be sent to the absentee requestor.
 - In the case of an officer recall, a statement to that effect, and a clear choice of "yes" or "no."
 - In the case of an officer election, a statement identifying the officer, or officers to be elected, including any members of a Slate offered by the "nominating committee" as well as any valid "from the floor" nominations. The ballot shall clearly indicate for each officer position(s) a place to indicate the absent member's choice.
- #5 The Member shall sign, date, and print his/her AMA number on the ballot. The ballot shall be returned to the club secretary, in a sealed envelope containing the word "ballot" on the outside of the envelope. The member executing the absentee ballot shall return his/her marked ballot to the club secretary by US mail or in person to arrive with the club secretary no later than the proper time of the vote described herein.
- #6 The persons designated by the Executive Board to tally the votes shall open the absentee ballots at the time of the tally. In the case of the vote identified as a "secret ballot" the individual votes of the absentee ballots shall be anonymous. The absentee ballot results will be amalgamated with the in person ballots to reveal a total result. Absentee ballots arriving late shall not be counted.