

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

General Definitions

1. **"The Organization"** refers to the Pontiac Miniature Aircraft Club
2. **"The Executive Board"** refers to a group of club members consisting of:
 - a. The President
 - b. The Vice President
 - c. The Recording Secretary
 - d. The Treasurer
 - e. The Chief Flight Instructor
 - f. The Chairman of the Field Maintenance Committee
 - g. The Membership Coordinator
3. **"AMA"** refers to the Academy of Model Aeronautics
4. **"Constitution"** refers to this document in its entirety
5. **"Miniature Aircraft"** refers to less than full-scale fixed-wing and rotary-winged aircraft
6. **"Park"** refers to the Michigan DNR and its successor organizations or departments
7. **"Landowner"** refers to any entity or organization that may make land available for use by the Pontiac Miniature Aircraft Club and its members for activities outlined in this document.
8. **"PMAC"** refers to the Pontiac Miniature Aircraft Club
9. **"Member"** refers to an individual who has submitted a membership application to the **organization** and paid the applicable membership fee or otherwise been granted such status through award or service by the Executive Board.
10. **"Good Standing"** refers to having paid the applicable membership fee and in possession of valid **AMA** or **M.A.A.C** membership.

ARTICLE 3

Purpose

The purpose of this organization shall be:

1. To promote model aviation as a wholesome, creative hobby.
2. To promote the educational and competitive aspects of model aviation.
3. To teach the membership the fundamentals of aerodynamics, basic aircraft, structural design, and the operation of internal combustion engines and electric motors.
4. To provide the membership with a constructive spare-time activity.
5. To promote safety and sportsmanship in the pursuit of this hobby.
6. To continuously emphasize programs, projects, and activities directed towards the membership of this club.

ARTICLE 4

Basic Policies

Section 1:

The purpose of **the 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. These programs 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, the name of any **members** in their official capacity, or the names of any sponsor shall only be used in connection with the regular purpose of this organization and not for any commercial enterprise or partisan interest.

Section 3:

The organization may cooperate with other organizations or agencies interested in model aviation, provided its representatives make no commitments binding upon the membership without approval of the **Executive Board**.

Section 4:

The organization will work with the **AMA** and within the framework of the **AMA's** policies and by-laws.

Section 5:

The organization will associate itself with the enjoyment of radio-controlled miniature aircraft. It is the intent of **the organization** to offer a continuous program of instruction in the building and flying of miniature aircraft for those interested in model aviation

ARTICLE 5

Membership

Additional Definitions

When used in this Article 5:

1. **“Visitor”** refers to 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 and equipment or a plane belonging to the club.
2. **“Flying Guest”** refers to a qualified pilot or student, invited to our field by a member, intending to fly using his own plane / equipment. Flying guest must have valid **AMA** or **M.A.A.C** membership.

Section 1:

Membership in **the organization** shall be offered to persons interested in building and flying **miniature aircraft** and who agree in written application to abide by the **Constitution of the organization**. Pilots must also comply with all **PMAC,AMA** rules and regulations related to **miniature aircraft**. Membership shall be contingent upon membership in the **AMA**.

Section 2:

No person shall be refused membership in **the organization** because of race, ethnicity, nationality, disability, sex, gender identity, age, sexual orientation, or creed, however, **the Executive Board**, via a majority vote of the **Executive Board**, may choose to not offer the privilege of membership to individuals who may jeopardize the wholesome, family-friendly, and harmonious environment of **the organization**. Furthermore, candidates who are accepted as **members** agree to hold harmless and waive all rights to take any legal action towards **the organization, Park** or landowner.

Section 3:

Six (6) classes of membership in this organization shall be offered according to the following:

1. Junior (less than age 19 as of July 1)
2. Open (ages 19-64)
3. Spousal (Must be the spouse of an open or senior PMAC **member** and have a valid "Extra Family" or individual **AMA** membership.)
4. Senior (65 and over)
5. Associate (A non-flyer who wishes to take part in non-flying activities and functions of the **organization**. An Associate **member** does not have voting rights and is not required to be a member of the **AMA**.)
6. Legacy Member (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. Junior- \$10per year
2. Open - \$80 per year
3. Spousal - \$10 per year
4. Senior - \$65 per year
5. Associate Member - \$10 per year
6. Legacy Member- **Free** per year (lifetime)

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

1. Junior- Free
2. Open - \$15
3. Spousal – Free
4. Senior - \$15
5. Associate Member - **Free**
6. Legacy Member- **Free**

Any prior **member** who rejoins the **organization** and has previously paid a field assessment fee shall not be required to pay an additional fee to rejoin the **organization**.

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 **members** will enjoy one (1) year of free membership during their calendar 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 organization's** flying site or facilities. Individuals must hold a valid **AMA or M.A.A.C.** to be eligible to participate in contests or events sponsored by the **organization**. The **members** are encouraged to bring **visitors** and **flying guests** 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 or M.A.A.C.** 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 organization**.

Demonstration flights, open fly-ins, and competitions sponsored by **the organization** are excluded from the tally of visits.

AMA members, not known to **the organization** 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 organization** by requesting permission from a **member in good standing** and presenting a valid **AMA** membership card at the field.

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

Section 9: **Members** are expected to conduct themselves in a courteous and harmonious manner at all times during all interactions with the **organization** and fellow **members**. Furthermore, **members** are expected to act in a manner that will reflect positively on the **organization** and further the goodwill of the **organization** both amongst the **members** and the larger community. This extends to official and unofficial events of the **organization** as well as verbal, written, and electronic communication. **Members** are expected to promote a harmonious and family-friendly environment during all interactions with the **organization** and fellow **members**. **Members** are to avoid behaviors that are damaging to reputation and good standing of the **organization**.

Article 6 Officers and their Election

Section 1:

(a) The officers of **the organization** shall be President, Vice President, Treasurer, Recording Secretary, Chief Flight Instructor, Chairman of the Field Maintenance Committee, and Membership Coordinator. 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. **Members in good standing** may vote for officers in absentia. The procedure in Attachment #1 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 of the **members** present 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 7

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 **this Constitution** 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.

Section 3:

The Recording Secretary shall record the minutes of all meetings of **the organization** and shall perform such other duties as may be delegated by the Executive Board.

Section 4:

The Treasurer shall receive all **funds** 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 annual 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 organization's** flight training program. He/she can name other **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 Membership Coordinator will be responsible for managing and maintaining the membership records for the **organization**. This includes, but is not limited to, creating the necessary membership forms, distributing and collecting the applicable forms, forwarding membership fees/dues to the **Treasurer**, verifying that all **members** have the valid **AMA** and/or **M.A.A.C.** membership, maintaining an accurate roster of **members** of the **organization**, and reporting membership numbers at each meeting of the **organization**. The Membership Coordinator is responsible for creating and distributing membership and field cards and badges.

Section 8:

The **Executive Board** is charged with the day-to-day operations of **the organization** and as such can, with majority of the **Executive 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 **organization** 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 organization** 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 or other violation by a **member**.

ARTICLE 8

Meetings

Section 1: 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.
- (6) Reports and their disposal.
- (7) Membership Concerns
- (8) Technical Discussion
- (9) Adjournment

ARTICLE 9

Organization

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

ARTICLE 10

Quorum, Rules of Order

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

Section 2: Roberts Rule of Order (revised) shall govern the **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 the **organization's** web page.

ARTICLE 11

Amendments, Budget

Section 1: The **Constitution** may be amended at a regular business meeting of the organization by a 2/3 majority vote of the **members** present provided that:

- a.) Notice of the amendment is presented at the previous business meeting in written form
- b.) The **members** are notified of the amendment by e-mail **within** a reasonable **amount of** 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 proposed revision to the **Constitution** may be submitted for consideration by any **member** in **good standing**. The procedure to consider proposed revisions to the **Constitution as outlined in Article 11 section 1**.

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

Section 4: The **organization's** flying site rules shall be a part of this constitution.

Section 5: The newly elected **Executive Board**, outgoing **Executive Board**, and interested former members of the **Executive Board** shall meet in November to plan **the organization's** activities and budget for the following year with the report to be presented at the December business meeting.

ARTICLE 12

Pontiac Miniature Aircraft Club Flying Site Rules

1. Piloting a **miniature 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.
3. Transmitters on these frequencies must show the channel numbers in plain view. Transmitters on 2.4 GHz do not need to be impounded. Members are to wear their PMAC **field** badges in plain sight at all times, excluding work parties and social visits to the field where he / she will not be flying. **Field** badges are recommended but optional under those circumstances.
4. All Pilots, including electric only, must make sure their **miniature aircraft** 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.
5. The sound requirement for all **miniature aircraft** 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.

6. Taxiing anywhere between the fence and the taxi line is prohibited.
7. 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.
8. All **miniature aircraft** must fly the pattern when other **miniature aircraft** are airborne **or otherwise agreed upon by those flying**. Flying behind the flight line is prohibited.
9. 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.
10. Persons walking onto the active runway (to retrieve a model for instance) must positively notify pilots flying of their intentions.
11. All pilots will follow the official AMA Safety Code.
12. The pilots of **miniature aircraft** with engines burning **gasoline, kerosene, or jet fuel** must have a usable fire extinguisher with them in their starting area
13. Only persons essential to flight operations are permitted on the flying side of the fence.
14. 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 13

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 Droschine	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 Wassermiller
Gerald Metro	James C. Wert
James Metro	Gordon Wyrick

Section 6. Any **member** whose membership in the **organization** is terminated via Article 15 Section 5, shall be entitled to a pro-rated refund of their paid dues. The **member** shall receive a refund of 1/360 of their paid dues for each calendar **day** remaining between the final vote for removal and December 31st of the current year. This refund shall be issued within 30 days of the final vote for removal. **Members** subject to suspensions of their complete membership privileges shall be entitled to a refund of their paid dues for suspensions exceeding 14 days. The amount of a refund related to a suspension exceeding 14 days shall be 1/360 of the **member's** paid dues for each day of the suspension. No refund will be issued for suspensions of 14 days or less. A complete suspension includes flying privileges, voting privileges, meeting attendance, and attendance at events of the **organization**.

Section 7. The membership may recall any officer by a 2/3 majority vote of the **members** present provided that 1: a written petition signed by two-thirds of total **members** present at the previous business meeting and 2: the **members** are notified of the recall intent by mail within a reasonable time before the meeting at which the vote is to be taken.

Attachment 1:

Voting by Absentee Ballot

Purpose: In response to the increased mobility of **members**, and in order to give **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 **or email**. This attachment shall become a permanent attachment to said **Constitution** and bylaws, and specifies the requirements for voting by mail.

#1. **Members** using **these** services, must be in good standing; on the date that the **member** requests an absentee ballot, and on the date on which the ballot is counted.

#2. Any **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 **or return email** 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.

