

# **Lancaster County R/C Club, Inc.**

## **Constitution & By-laws**

as amended through October 18, 2004

### ***CONSTITUTION***

#### **ARTICLE I (NAME)**

The name of this club shall be the "Lancaster County R/C Club, Incorporated" and shall be a chartered Club of the Academy of Model Aeronautics, and shall be a non-profit Corporation. (hereinafter also called the "Club")

#### **ARTICLE II (PURPOSE)**

The purpose of the Lancaster County R/C Club, Inc. is to develop an organization for the perpetuation of the building and operation of radio controlled models and to promote public acceptance and good will toward this hobby.

#### **ARTICLE III (MEMBERSHIP)**

All persons shall be eligible to apply for membership in the Lancaster County R/C Club, Inc., provided they presently hold, or have applied for an AMA membership card issued by the Academy of Model Aeronautics.

#### **ARTICLE IV (COMPOSITION)**

The Lancaster County R/C Club, Inc. will be comprised of three basic categories:

- A. Radio Controlled Aircraft.
- B. Radio Controlled Model Boating Auxiliary.
- C. Radio Controlled Model Automobile Auxiliary.

### ***BY-LAWS***

#### **1. MEMBERSHIPS**

The Club memberships will be based on the calendar year of January 1 to December 31.

**REGULAR MEMBERSHIP** - Anyone who is at least 18 years of age and is not yet 65 years of age prior to July 1 of the current year and is an AMA member. He is eligible to vote and serve as a committee chairperson and to hold any Club office.

**JUNIOR MEMBERSHIP** - Anyone who is not yet 18 years of age prior to July 1 of the current year and is an AMA member. He is eligible to vote and serve on committees, but not eligible to hold an elected office or serve as a committee chairperson.

**RETIREE MEMBERSHIP** - Anyone who is at least 65 years of age prior to July 1 of the current year and is an AMA member. He is eligible to vote and serve as a committee chairperson and to hold any Club office.

**HONORARY MEMBERSHIP** - Anyone who is elected to membership by a majority vote of members present at a regular meeting of the Club and is an AMA member. He is eligible to vote and serve as a committee chairperson and to hold any Club office. The term of the honorary membership will be decided at the time of election to membership.

**GUESTS** - All guests who fly at the established Club field must be AMA members and at all times are subject to the Field Safety Rules. All guests must be accompanied by a club member. No guest shall be permitted to fly at the Club field more than 5 days per year. Only one guest may accompany a club member on any day.

**APPLICATION & APPROVAL** - Anyone desiring membership in the Lancaster County R/C Club, Inc. must submit an application for membership to be reviewed and voted upon at a regular Club meeting. Approval of application requires favorable response from a majority vote of members present at the regular Club meeting.

#### **2. OFFICERS:**

A. The elected Officers of the Lancaster County R/C Club, Inc. shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer

B. The appointed Officials of the Lancaster County R/C Club, Inc. shall be:

1. Safety Officer
2. Field Marshall
3. Editor
4. Commodore
5. Auto Captain

C. The elected offices of President or Vice-President shall be held no longer than two consecutive years by any one person.

D. Any elected Officer may be voted out of office by a majority vote of membership via a recall ballot.

E. The membership shall make up the Board of Directors.

### 3. ELECTION OF OFFICERS:

A. Nomination of officers will be made at the November Club meeting each year.

1. Nominations shall be made by those members present at the regular Club meeting in November.
2. No member not in attendance may be nominated for office unless advance contact has been made to the member, notifying him/her of such nomination and receiving approval and acceptance for same.
3. If a member cannot be present at the regular Club meeting they may notify the President in writing of their nomination providing prior approval and acceptance was received from the nominee being presented.

B. A minimum of 2 nominations must be made for President, Vice-President, Secretary and Treasurer. Members will each vote for 1 candidate in each office. The candidate receiving the greatest number of votes will become holder of that office. In the event of a tie in the count, the final decision will be made using the toss of a coin provided the candidates involved in the tie agree. If an agreement is not made for this arrangement, a second ballot containing the names of the candidates tied will be conducted. This second ballot will be acted upon by the members present only.

C. Ballots will be mailed to all members prior to the December meeting and must be returned to the Secretary prior to or at the December meeting. If a member does not wish to mail in a ballot, spares will be available at the regular December meeting and must be cast in the ballot box prior to the President declaring the ballot closed. Votes will be tallied at the December meeting and a report be made thereof.

D. A member must attain 1 year membership status in the year of nominations in order to be nominated for any elected office.

### 4. OFFICER DUTIES:

The duties of the elected Officers shall be:

A. The President shall preside at all Club meetings, act as spokesperson for the Club in all matters pertaining thereto. He/She may appoint standing and special committees unless otherwise provided for in these By-laws. The president may also appoint/designate all committee chairpersons or other officials as deemed necessary.

B. The Vice-President shall assist the President in all matters and shall assume the duties of the President in the event the President is, for any reason, unable to perform his/her duties. The Vice-President shall also assume Program

Director duties; with coordination of the club Contest Director when necessary; to oversee the planning, advertising and scheduling of club related functions including picnics, club gathering, fun-flies, fly-ins and similar events.

C. The Secretary shall keep full correct minutes of the proceedings of the Club. He/She shall handle all Club correspondence as directed by the President or acting President. The Secretary shall assume the duties of the Treasurer in the event the Treasurer is, for any reason, unable to perform his/her duties.

D. The Treasurer shall have charge of the funds of the Club. He/She shall keep an exact account of all monies received and pay the same out on orders drawn upon him/her by authority of the Club. He/She shall furnish each member, upon their admission to the Club, a copy of the By-laws. He/She shall keep accurate accounts of dues and fees between the Club and its members. The Treasurer shall provide a written/annual report of the previous year's financial transactions at the January meeting of the Club. The Treasurer shall assume the duties of the Secretary in the event the Secretary is, for any reason, unable to perform his/her duties. The Treasurer's and President's signatures shall both be authorized as check signatures at all financial institutions where club monies are held. The Treasurer and President shall at all times be insured by a "Fidelity Bond" or "Dishonesty Bond" provided by an insurance company with coverage amount being greater than the total club monies at all times.

E. Executive Committee - The elected Officers shall make up the executive committee and shall be empowered to make decisions when action must be taken before a regular meeting. Approval of two Officers is required for expenditures of \$100.00 or less. Approval of all four Officers is required for expenditures above \$100.00 but not exceeding \$500.00 in any one month.

F. An internal audit shall be performed annually, prior to the February meeting. The incoming president shall appoint the audit committee.

#### 5. MEETINGS:

The regular meeting of the Lancaster County R/C Club, Inc. shall be held the first Thursday of each calendar month, unless special action by the membership is taken to approve a temporary change. The meeting location will be announced at each previous month's meeting and written notification provided to each member via special mailing or monthly newsletter.

#### 6. MEETING PROCEDURES:

A. All business of the club will be conducted at the regular monthly meetings and regular motions enacted upon by a majority of the members present.

B. Motions involving any expenditures of the club (other than field rent and annual AMA Club Charter Dues) shall require a majority vote of the members present in the favor, for passage. General assessments, as required for emergencies, can be made only by a favorable majority vote of the members present at the regular club meeting, provided proper written notice is transmitted to the entire membership that such action is to be considered.

#### 7. DUES AND FEES:

A. The annual membership dues of the Lancaster County R/C Club, Inc. shall be as follows:

REGULAR MEMBER - \$72.00  
JUNIOR MEMBER - \$18.00  
RETIREE MEMBER - \$48.00  
HONORARY MEMBER - (No charge)

Dues for newly approved members will be pro-rated (Regular Members \$6.00 for each month remaining in the year; Junior Members \$1.50 for each month remaining in the year, & Retiree Members \$4.00 for each month remaining in the year), effective the month the applicant is approved for membership. This applies to the year in which the member is approved only.

B. The annual membership dues for those renewing their membership and paying their dues before January 1<sup>st</sup> shall be as follows:

REGULAR MEMBER - \$60.00

JUNIOR MEMBER - \$12.00

RETIREE MEMBER - \$36.00

- C. Payment of dues constitutes acceptance of the By-laws, Flying Field Rules, and AMA Safety Code.
- D. An initiation fee of \$6.00 is required when application is submitted to the Club for consideration of membership.
1. If application for membership is not approved the initiation fee will be returned to applicant.
  2. The initiation fee will entitle the approved applicant to the following:
    - a. Key to the club facilities' locks, after being "greenstringed".
    - b. Membership card.
  3. An amount of \$1.00 of this fee will be returned to member at termination of membership when the key to club facilities is returned. (Mandatory)
- E. All membership dues shall be paid annually by the January 1<sup>st</sup> Club meeting. Automatic suspension of club membership will occur if dues are not received at this time.
- F. Members suspended for non-payment of dues may be reinstated as follows:
1. Same year as suspension - member must pay the full year's dues for the current year, after approval for reinstatement by a majority vote of members present.
  2. Subsequent years - member must submit a new application for membership, applying as a new member.
- G. Any member's dues can be waived for one year with a majority vote of the membership present at regular Club meeting. This does not include reinstatement policies due to suspensions for non-payment of dues.

#### 8. SPECIAL FUNDS:

The Treasurer of the club is authorized to receive contributions of specially obtained funds from any individual or institution, to be applied to the operation expenses of the club, unless such funds are specifically earmarked for a special fund. If a special fund is requested to be established by the individual or institution, the Treasurer shall lay aside said monies in the special account or invest them accordingly with any interest gained from said investment to be applied to the special account.

#### 9. OTHER OFFICIALS AND COMMITTEES:

- A. The Field Safety Officer will ensure that safety rules are enforced at all Club flying sessions. The Field Safety Officer shall name any Assistant Field Safety Officers as may be required.
- B. The Commodore will ensure that all safety rules are enforced at all boating activities.
- C. The Auto Captain will ensure that safety rules are enforced at all auto functions.
- D. Standing appointees and Committees shall serve from time of appointment until the end of the President's normal term of office, and special appointees and Committees shall serve for the length of time stipulated or required for specific events.

#### 10. SAFETY AND OPERATION HOURS:

- A. An addendum of Field Safety Rules is attached to these By-laws which must be adhered to at all times. Violation of these rules shall be due cause for suspension of Club privileges by a majority vote of members present at a regular club meeting.
- B. Field operation hours are:

1. Monday through Saturday - 8:00 a.m. until sunset
2. Sundays - 12:00 noon until sunset
3. Special closing hours may be designated due to contest or community activities.

11. AMENDMENTS:

Amendments may be made to this Constitution and those By-laws at any general meeting of the Lancaster County R/C Club Inc. by a majority vote of the membership present provided:

1. The amendment is presented at a previous regular Club meeting.
2. The amendment is provided in writing to the entire membership by mail prior to the meeting in which a vote is to be performed.

# **Lancaster County R/C Club, Inc.**

## **Apprentice Instructor Position**

as amended through September 4, 1997

The Apprentice Instructor position is subject to the following guidelines:

1. To enter the Apprentice Instructor position, one must:

- A. Have at least a Green-String pilot ranking. \*
- B. Have a minimum of one year flight experience. \*
- C. Be a current paid-up Club member.
- D. Be a current paid-up open AMA member.
- E. Be approved as an Apprentice Instructor by a majority vote of members at a monthly meeting.  
\* or demonstrate his/her abilities to the satisfaction of all current Club instructors.

2. The Apprentice Instructor must use, teach, and demonstrate safety and common sense at all times. When problems or concerns arise, he must immediately get advice or assistance from an instructor with all final determinations resting with the instructor.

3. The Apprentice Instructor will help in all aspects of training, field safety rules, plane set-up, safety inspections, engine adjustments, and flight training assistance.

4. The Apprentice Instructor will never represent himself as an Instructor and will clearly identify himself as an Apprentice Instructor to anyone he is assisting.

5. An Apprentice Instructor cannot issue a Green-String pilot ranking or be an examiner for the flight proficiency program.

6. An Apprentice Instructor that violates these guidelines will be responsible to correction and reprimanded as outlined in the field safety rules.

7. To become an Instructor, an Apprentice Instructor must:

- A. have worked with all current instructors
- B. have been approved by all current instructors
- C. have passed the Instructor Examination
- D. be approved as an Instructor by a majority vote of members at a monthly meeting.

# **Lancaster County R/C Club, Inc.**

## **Instructor Examination**

as amended through September 4, 1997

The Instructor Examination will be given by an Instructor (hereinafter called the "Examiner") and will consist of the following:

1. Verbal questions by the Examiner which must be correctly answered throughout examination. (Comprising field safety rules)
2. Proper performance of an aircraft safety check for flight readiness. (Examiner may introduce problems prior to examination)
3. Proper procedures for starting and adjusting an airplane engine. (Examiner may misadjust the engine prior to the test)
4. Part ONE of actual flight test will simulate a training session. The flying test is subjective with all judgment calls being interpreted by the Examiner. (There are no absolute right and wrong, just the demonstration of safe, common sense decisions)
  - \* Does examinee understand proper use of the "buddy cord"?
  - \* Does examinee give instructions in a clear and timely manner?
  - \* Is examinee calm and in control at all times?
  - \* Is examinee easily disoriented?
  - \* Does the examinee adapt and cope with unusual training problems?
  - \* Is examinee aware of environment? (Runway clear, trainee being distracted, wind changes)
  - \* Does examinee trim plane quickly and does his flying style reflect good control?

5. Part TWO of actual flight test will test flying control.

- \* The examinee will make repeated landings from different altitudes and different approach directions.
- \* The examinee will demonstrate low level, low speed control.
- \* The examinee will be given a deadstick plane and will be required to bring aircraft down safely with consideration to wind, altitude and distance.
- \* The examinee will demonstrate ability to do general maneuvers acceptable to a highwing aircraft. (up to and including level four, commercial pilot, of flight proficiency)

(Ideal testing conditions would include a FIVE to SEVEN knot wind at least thirty degrees off runway. This is not required but the exam should be judged harder for calm conditions.)