

# **Bylaws**

## **Knox County Radio Control Society, Inc.**

*Revised December 14, 2021*

### **Article I, General**

- 1. The name of the Corporation shall be Knox County Radio Control Society, Inc. hereinafter referred to as KCRC and/or Club.**
- 2. The Club shall be a member of the Academy of Model Aeronautics and shall maintain a current Charter issued by the Academy of Model Aeronautics, hereinafter referred to as AMA.**
- 3. The Club shall adhere to the terms of a lease issued between Knox County, Tennessee and KCRC in order to have an available site from which to carry out its purpose.**
- 4. The KCRC location shall be in the State of Tennessee, County of Knox.**
- 5. The Club shall always be a legally maintained Corporation in the State of Tennessee. If for any reason the Club's legal status elapses or is canceled or terminated, the Club shall provide all members with immediate notice of such occurrence.**

### **Article II, Officers**

- 1. The officers of the Club shall consist of: President, Vice President, Secretary, Treasurer, and Safety Coordinator. The term of office for elected officers shall be one year.**
- 2. Executive Committee. The above listed officers, the Immediate Past President, and two elected members shall serve as the Club's Executive Committee.**
- 3. Duties. The President shall preside at all regular Club meetings, shall be Chairman of the Executive Committee, and is responsible for the composition of all other committees. The President is also a member ex officio of all committees.**
- 4. The Vice President shall serve in the President's capacity when the President is absent.**
- 5. The Secretary shall keep accurate minutes of all meetings of the membership and the Executive Committee and shall keep a count of members attending meetings. Additionally, the Secretary shall attend to all required correspondence concerning AMA notifications and comply with the Bylaws requirements relevant to elections and/or amendments to the Bylaws.**
- 6. The Treasurer shall have charge of Club funds, collect dues and other income, pay bills, and provide financial reporting as prescribed in Article X. The Treasurer shall also maintain a current membership roster and keep records of resignations, expulsions, and delinquencies affecting voting privileges. Additionally, the Treasurer shall notify members of all Club meetings.**
- 7. The Safety Coordinator shall be appointed by the President. The Safety Coordinator shall fulfill all the duties recommended for that position by the AMA, including**

**promoting increased safety awareness, conducting safety audits of the field and safety equipment at least annually, and providing a means for sharing safety information between clubs. The Safety Coordinator shall also have the power to suspend a member's flying privileges for up to 30 days if that member's actions imperil the safety of other members. The Executive Committee may lift the suspension before the end of the suspension period if they judge that the safety issue has been resolved.**

## **Article III, Committees**

- 1. Responsibility for managing the daily affairs of the Club shall be vested in the Executive Committee. The Club Secretary shall keep minutes of all Executive Committee meetings and provide them to Club members on request. Any Club member may attend Executive Committee meetings. The Executive Committee's job is not to make policy, but to recommend policy changes to the Club and bring them to the membership for a vote.**
- 2. Special Committees may be appointed by the President at any time to counsel and advise the President and the membership. Any active member may hold committee membership. A non-member may hold committee membership, too, provided that non-member has knowledge, expertise, or specific intelligence of the matter before the committee that will enhance the committee's final objectives.**

## **Article IV, Elections**

- 1. The election of officers shall be held annually at the December meeting.**
- 2. The nominating committee shall consist of three members appointed by the President by October of each year. Annually, no later than mid-November of each year, the nominating committee shall make every effort to submit no less than two member nominees for each elected office. The list of nominees shall be communicated to the membership by email and at a regular Club meeting.**
- 3. In the event that only one individual agrees to be the nominee for an office, the two-nomineerequirement may be waived. Additional nominations may be made by any active Club member holding voting rights, either in person or by submitting a nomination to the nominating committee.**
- 4. Mail-in and electronic balloting shall be available for those members who have voting rights but cannot attend the meeting. Ballots returned either by mail or electronically will be counted as if those members were present at the meeting.**
- 5. Officers are to be elected by a vote of a simple majority of those participating in the voting at the regular meeting scheduled for that purpose.**
- 6. A secret ballot is required for elections. A secret ballot is also required for removal of a Club officer, removal of a member of the Executive Committee, and for expulsion of a member from the Club.**
- 7. If an elected office becomes vacant before the end of the term, a special election shall be held to fill that office.**
- 8. Any elected officer of the Club may be removed by a two-thirds Poll Vote of the membership. The office shall remain vacant until a special election can be held to fill it. Any active member of the Club may make a motion to remove an officer.**

## **Article V, Voting**

- 1. When a vote is called for, all Active, Complimentary, and Emeritus members are entitled to one vote each.**
- 2. There shall be two types of voting available for Club members: a Meeting Vote, held at a Club meeting, and a formal Poll Vote that includes the entire voting membership. All balloting shall be restricted to two options: "Yea" or "Nay". No other vote will be considered as valid. A "Yea" vote will be considered a vote for approval, and a "Nay" vote will be considered a vote against the proposal. Abstentions (non-votes) will be considered as meaning the member has no opinion on the proposal and gives tacit approval of the results as determined by a tally of the "Yea" and "Nay" votes. Only "Yea" and "Nay" votes will be counted for approval or disapproval of the proposal.**
- 3. The Meeting Vote, as the name implies, is a vote by Club members in attendance at the meeting in which the proposal or issue to be voted on is raised. Ipso facto, for a member to cast a vote under these circumstances, that member must be physically present at the meeting. A Meeting Vote may be either one of two types: members may vote by Voice/Show of Hands with "Yea" or "Nay", in which case the Chair shall determine the outcome by judging which side has more voices or a greater number of hands; or, the Meeting Vote can be conducted by Ballot. If the outcome of a voice vote is not clear, a member may request a physical show of vote by having members raise their hands or stand. The other type of Meeting Vote is the Ballot Vote, to happen if the Chair or a member so requests. The Ballot Vote requires each member to write their vote (again, "Yea" or "Nay") on a piece of paper, to be collected and counted by two people appointed by the Chair. A Ballot Vote provides the additional benefit of being anonymous, since no one can see how anyone else is voting. This type of vote may or may not require the voters to identify themselves, i.e., by name and/or AMA number, to assure voting integrity.**
- 4. The Poll Vote is the other method of voting for the Club. A Poll Vote solicits a "Yea" or "Nay" response from each and every Club member with voting privileges. The Poll Vote requires a formal ballot, either on paper or via electronic means. Every attempt shall be made to offer each member a chance to vote. A Poll Vote is mandatory for assessments, amendments to the Bylaws, and dissolution of the Club. All members having voting privileges shall be entitled to participate in a Poll Vote by either attending the meeting scheduled for the vote (at which paper ballots shall be used), voting by mail-in ballot, or voting by electronic means. Mail-in and electronic ballots will be available for those members who have voting rights but cannot attend the meeting. Those ballots, when received prior to the scheduled meeting, will be counted as if those members were present at the meeting and shall be counted as participating in the voting.**

## **Article VI, Dues/Fees**

- 1. Changes to dues, delinquency penalties, and field fees shall be set for the following year by the Executive Committee, by December of each year and shall be voted upon by the membership by mail, email, or at a regular Club meeting before the first of each year. The acceptance of the Executive Committee's proposals, or proposed changes which pass by a simple majority, shall be communicated to Club members.**
- 2. The dues and field fees are due and payable January 1st of each year and members**

shall be considered delinquent if dues are not paid in full on or before the end of February. During the delinquency period, the member shall suffer the loss of all Club privileges until such time as the dues and delinquency penalties are paid in full. In the event the member later applies for reinstatement, that member must pay the regular dues in full, plus any penalty, and then may resume active participation in Club affairs and have all Club privileges restored.

3. In addition to the annual dues, the Club may elect to assess a fee for field maintenance provided the Executive Committee recommends it, and a motion is made to assess a specific fee and approved by the membership.
4. In consideration of the time and effort placed upon the offices of President, Vice President, Secretary, and Treasurer, the Club shall provide free membership for the year of their tenure.

## **Article VII, Membership**

1. **Qualification for membership.** The membership shall be open to any interested person subject to the minimal requirements hereafter set forth. Every new applicant must be approved by a simple majority vote of the Executive Committee at the next Executive Committee meeting. Until the Executive Committee votes, an applicant is granted provisional membership to the Club. If the Executive Committee rejects an application, the applicant may appeal and request a vote by the Club membership. A simple majority vote of the membership is sufficient to override the Executive Committee's decision.
2. **License requirements.** The applicant shall have a current membership in the AMA.
3. **Regulatory compliance.** The applicant must agree to comply with all the Club's Bylaws, rules, and regulations.
4. **Dues and assessments.** The applicant must agree to pay all dues, assessments, and/or necessary field maintenance fees for the operation of the Club.
5. **Any individual may be expelled from membership from the Club by a two-thirds vote of the membership if, in the officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental the Club, the AMA, or to model aviation. A two-thirds vote of the membership is required for reinstatement to the Club.**
6. **Resignations and reinstatements.** An inactive member is one who has resigned only temporarily by notification to the Secretary. The member's dues must be current at the time of resignation and may be reinstated upon request.
7. **Categories of members.** The membership shall consist of Active, Complimentary, Emeritus, Associate, and Inactive members.
8. **Associate member.** The Executive Committee may at their option designate someone to become an Associate Member due to their interest in the activities of the Club. Associate Members cannot vote, pay no dues, have no privileges relevant to the use of the Club field, cannot fly aircraft unless they have a current AMA membership and are accompanied by a member. The Associate member may serve in a capacity designated by the Executive Committee such as a non-voting Publicists, Historian, Consultant, etc. This shall not preclude an Active member from accepting any of these positions, whereupon the active member does not forfeit any of their normal privileges.

9. Complimentary members shall consist of those persons who by their actions, donations, and other benefits to the Club have been so designated by Club action. These members shall keep their AMA license current. Complimentary membership is for one year but may be reinstated annually. Complimentary members shall be entitled to vote.
10. Emeritus members shall be designated by the Club as those who over the years have made exceptional contributions to modeling and have earned permanent status. The members shall keep their AMA membership current.
11. Only Active and Emeritus members shall hold office.
12. The names of all Past Presidents shall constitute an honorary roll of membership that shall retain a permanent place in the Club's historical record.
13. Any active member may bring guests to any meeting. If a guest wishes to fly a model, the sponsoring member is responsible for checking the guest's AMA membership and FAA compliance. A guest who flies more than three times a year should be offered membership in the Club. If the guest declines, their flying privileges shall be curtailed until they join the Club.

## **Article VIII, Assessments**

In the event that the Executive Committee determines that a membership assessment is fiscally necessary or desirable in order to provide for a program or project beneficial to the Club's best interests, the following shall be done before any assessment can become effective.

1. The Executive Committee must provide to the membership a full disclosure of the reason for any assessment, the cost/amount of the assessment, and the time necessary to complete the alleged need. A vote on any assessment shall be by a Poll Vote of membership and shall follow the methods stated under Article V, which details procedures for such voting.
2. The Executive Committee may subsequently decide to withdraw the request or opt to put the matter to a vote of the membership. Only in the event that the need for the request for assessment is necessary to comply with a Federal, State, or County law in effect wherein the Club is in violation, or a directive from the AMA that places the Club's Charter in jeopardy, may the Executive Committee impose an immediate assessment to remedy the need, and only then in an amount not covered by the Club's treasury. All other requests for an assessment must be approved by a Poll Vote by the membership.

## **Article IX, Dissolution**

1. The Corporation may be dissolved with the approval of a two-thirds majority vote of the total membership.
2. Voting shall require that the entire active membership be allowed to vote by mail-in ballot, electronic ballot, or by personally voting while present at a meeting scheduled for the purpose.
3. Upon approval of the dissolution of the Corporation, the Executive Committee shall, after paying or making provisions for payment of all liabilities of the Corporation, dispose of the assets of the Corporation exclusively for the purposes of the

Corporation in such manner, to the Academy of Model Aeronautics, Inc., or to other such organization or organizations recognized 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. Any 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, which are organized and operated exclusively for such purposes.

## **Article X, Treasurer's Responsibility and Financial Oversight**

### **BUDGET**

At the beginning of each calendar year, the incoming President, in coordination with the Treasurer, shall prepare a budget of anticipated income and expenses for the upcoming calendar year. Once prepared, the proposed budget shall be presented to the Executive Committee for possible revisions and then, as soon as practical thereafter, to the Club membership for a final vote of approval.

### **DISBURSEMENTS**

The Treasurer shall pay any ordinary budgeted expenses as they come due. In the beginning of a calendar year, before a formal budget is approved, the Treasurer may disburse payments for regular recurring expenses which would qualify under a category on the previous year's budget (e.g., an electric bill).

For budgeted overruns (the amount of the overrun) and for non-budgeted items (the total amount of the expense): A maximum of \$100 per expenditure may be approved by BOTH the President and the Treasurer. A maximum of \$500 per expenditure may be approved by a two-thirds vote of the Executive Committee and may not be approved more often than once per month. Amounts higher than \$500 must be approved by a vote of the Club Membership. Payment of any such expenses shall be fully disclosed at the next regular Club meeting on a line-item basis, along with the reason for their approval.

Any large deviations from the budget or other impending financial problems noticed by the Treasurer shall be brought to the immediate attention of the President for consideration by the Executive Committee.

### **INCOME**

The Treasurer shall collect dues and other income and deposit said funds into the Club's bank account as soon as practical. The Treasurer shall keep, as part of the permanent financial records, an itemized list of paying Club members' names, amounts and date paid, as well as any other income items that comprise the total income for each accounting period. At the reading of the Treasurer's report at regular Club meetings, the dues collected may be read to the membership as a single summary line item, but the list of individual paying members comprising the total shall be available for any Club member to review upon request and be kept as part of the permanent record.

The Treasurer is encouraged to deposit all funds received into the Club's account on a timely basis. However, it is understood that there may be times when not all Club funds have been deposited. Therefore, beginning and ending cash balances on the monthly reports shall be shown with separate line items for deposited and non-deposited funds, so as to make it possible for an audit to reconcile the Club's bank statements.

## **FINANCIAL REPORTING**

The Treasurer shall present a financial report to the membership at each regular Club meeting. The report shall be a simple Cash Basis Income/Expense Statement, reconciling to the beginning and ending cash balance of the Club for the prior calendar month. The beginning date of each report shall be the 1st of the prior month and shall start with a beginning cash balance equal to the ending cash balance of the prior report. The ending date of each report shall be the last day of the prior month, but any significant transactions occurring in the few days subsequent to the prior month but before the presentation of the Treasurer's report should be disclosed to the membership, even though they will be included on the following month's report.

The reports should take the form:

*Beginning Cash Balance (itemized as deposited or undeposited)*

*Dues Income (itemized but announced as a single summary amount)*

*Other Income (itemized and announced on itemized basis)*

*Plus Total Income*

*Less Expenses (itemized and announced on itemized basis)*

*Less Total Expenses*

*Ending Cash Balance (itemized as deposited or undeposited)*

***CLUB FUEL INVENTORY (Gallons – Approximate Value)***

In addition to the above form for actual income and expenses, the reports should have two additional columns: 1) Approved annual budget figures for each category, and 2) Difference between actual and budget columns (Budget less Actual). Rows for Non-Budgeted items shall be added, as incurred, to the end of the regular budgeted items, with appropriate descriptions, and shall have zeroes in the budget column to indicate that they were non-budgeted.

## **PETTY CASH**

For convenience, the Executive Committee may choose to allow the Treasurer to maintain a Petty Cash Fund which is authorized to make small purchases on behalf of the Club. The amount of the fund shall initially be \$100 but may be amended by the Executive Committee from time to time. The Treasurer shall maintain receipts for all items purchased (or an explanatory note, stating the date, recipient and amount if no receipt is available). At any point in time, the remaining cash in the fund plus the receipts/notes should total the \$100 or such subsequent amount as the Executive Committee may authorize.

The Treasurer shall notify the President when the fund is nearing depletion, and, with the President's approval, the fund shall be replenished. Receipts/notes equaling the replenishment amount shall be filed in the Club's Paid Receipts file at that time and a check written to "Petty Cash" for the replenishment amount. For the sake of proper balancing, the expenses for the replenishment amount shall be recognized on the Income/Expense report for the accounting period (month) in which the replenishment check is written, which may not necessarily coincide with the period for which the funds were actually disbursed. This is considered acceptable due to the immaterial amounts involved. The initial check written to establish the fund should be placed in an expense

category called "Petty Cash Expense," but subsequent expense amounts from Petty Cash should be placed in the same categories on the monthly report as if checks had been written for the items represented by the receipts/notes.

#### **CLUB FUEL PURCHASES**

For the convenience of its members, the Club at times purchases fuel in bulk and sells it to Club members over a period of time at an approximate break-even price per gallon. Since a single purchase represents a significant percentage of the Club's annual budget, there shall be full disclosure of the purchase expense, sales income, and approximate inventory in each Treasurer's report.

For continuity with the Club's cash-basis reporting, fuel purchases shall be expensed on the Treasurer's Report in the month of purchase in a budgeted expense category simply called "Fuel Purchases".

Likewise, fuel sales shall be reported in its own budgeted income category called "Fuel Sales". Since unsold fuel in inventory at times represents a significant asset to the Club, the person(s) in charge of fuel distribution should keep a simple list of gallons sold from the last purchased barrel, to whom, and the date of sale. Using the list of gallons sold, he or she shall determine the remaining inventory gallons (and value) and report to the Treasurer at the end of each month for inclusion in the Treasurer's Report.

#### **AUDIT AND OVERSIGHT**

The President shall have direct oversight of the Treasurer and shall be the contact person for the Treasurer to report any problems or issues. It is incumbent upon the President to pass any significant issues along to the Executive Committee and/or membership as the President deems appropriate. Audits of the Club's financial records may be initiated by the President alone or by the Executive Committee as a whole at any time.

#### **SOFTWARE AND INFORMATION SHARING**

As technology changes, and in the interest of continuity from Treasurer to Treasurer, the Executive Committee may at their option prescribe the software to be used for the Club's accounting and record-keeping functions. In addition to regular Club meetings, they may also, at any time, change how the information is shared with the membership, such as by email or as a download from the Club's Web site or cloud-based share.

## **Article XI, Duration**

The duration of the Club shall be perpetual.

## **Article XII, Meetings**

1. Regular meetings shall be held at a time and place designated by the Club officers and communicated to Club members.
2. Any Club member may call special meetings with no less than five days' prior notice of a special meeting. The purpose of the special meeting shall be fully stated in the notice.

## **Article XIII, Incorporation**

The incorporation of this membership shall be a minimum of three of the elected officers.

## **Article XIV, Parliamentary Law**

- 1. Robert's Rules of Order shall govern all questions of order not covered by these Bylaws.**
- 2. Unless temporarily tabled by the Executive Committee, a two-thirds vote is required to table a motion.**

## **Article XV, Flying Site Safety and Operational Rules**

**The Club shall, at a minimum, follow AMA Safety and Operational Rules. Additional rules may be added, modified, or removed by a two-thirds vote of the membership present at a regularly scheduled Club meeting. Changes, once made, shall be promptly communicated to all Club members. The Secretary shall keep on file the official current "in effect" version. It shall also be posted on the Club's Web site along with a copy of these Bylaws.**