

Bylaws

Knox County Radio Control Society, Inc.

Revision October 17, 2020

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 make every effort to 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 purpose and objective of KCRC is to provide for an orderly and friendly environment, safety, and enjoyment for members to pursue all aspects of their hobby/sport of Radio Controlled Models.
6. The Club shall always be a legally maintained Corporation in the State of Tennessee. In the event, and for any reason this shall have been canceled or have lapsed, 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 meetings and 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. There may be cases because of time constraints, where decisions may need to be made quickly, such as scheduling events that impact field use. The President may make those decisions with or without the advice of the Executive Committee, and without a vote of the Membership.
4. The Vice President shall serve in the President's capacity at all times when the President is absent and shall automatically assume the presidency if the Chair becomes vacant.
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, records of resignations, expulsions, and delinquencies affecting voting privileges. Additionally, the Secretary shall mail to the member's notices of all special meetings, attend to all required correspondence concerning AMA notifications, and comply with the Bylaws requirements relevant to elections and/or amendments to the Bylaws. The Secretary will have the option to appoint a deputy to assist in the many requirements of the office. The Deputy shall not be an officer except in the event the Secretary is absent at which time and may function in the Secretary's stead and with the Secretary's permission. In the event the Secretary's position becomes vacant the Executive Committee shall appoint a replacement.
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 below.
7. Safety Coordinator - The Safety Coordinator shall be appointed by the Club president and shall maintain order at all meetings. In addition the Safety Coordinator is to promote increased safety awareness on the part of all members, improve the public perception of modeling as a safe and desirable sport, and provide a means by which important safety information can be shared between clubs. AMA chartered clubs are required to establish the position of Safety Coordinator. This person will act as a communications liaison between the Club and AMA Headquarters to ensure timely distribution of safety related material and as such, must have E-mail access.

Recommended Duties:

- Provide a communications link between AMA and the Club in matters related to safety.
- Act as a safety advisor and resource manager for the Club and its members.
- Assist AMA in the establishment of a national safety program to reduce accidents/incidents.

- **Develop, promote and encourage a climate of safety awareness within AMA clubs.**

Safety Coordinator activities include the following:

- **Inspect operational areas for proper signage and safety equipment as applicable.**
- **Distribute AMA Accident/Incident Report Forms and assure they are properly used.**
- **Conduct safety awareness training and related programs during Club meetings.**
- **Conduct, at least annually, a safety audit of Club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public.**
- **Act as a liaison with the local EMS/Fire Department.**
- **Establish a Club emergency action plan to handle serious accidents/incidents.**
- **Coordinate appropriate first aid training for members using qualified instructors.**
- **Develop an appropriate communications plan to assist Club officers and members.**
- **Review emergency procedures (fire and rescue) with Club members on an annual basis.**
- **Immediately report to AMA Headquarters any incidents at the Club field. During normal Business hours, call (765) 287-1256; after hours call (765) 749-9210 or (765) 212-0793.**

Article III, Committees

1. **Executive Committee. The management of the affairs of the Club shall be vested in Executive Committee who shall have the authority to establish and administer its policies. Official decisions may be made by a simple majority vote at an Executive Committee meeting. A quorum shall consist of at least 50% of the current committee members. Official decisions shall be consistent with the stated purposes and objectives of the AMA as set forth in the AMA and where those AMA bylaws are not specified, vested in the sound discretion of the Executive Committee. The official decisions made shall be public, and not conflict with nor subrogate the Club's Bylaws.**
2. **Special Committees may be appointed by the President at any time to counsel and advise the President and the membership. Any active member as well as a nonmember may hold committee membership in the event that the 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 via mail, email and/or at a regular club meeting.**
3. **In the event it occurs that only one individual agrees to be the nominee for an office, the two-nominee requirement 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. Those 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 required for removal of a Club officer, a member of the Executive Committee, and for expulsion of a member from the Club.**
7. **The Executive Committee shall, subject to the following, fill a vacancy of any elected office other than the President for the remainder of the term. The Executive Committee as so empowered, shall give recognition that this being an elected office, the runner-up for that office in the last election be given first opportunity to succeed the incumbent.**

Article V, Voting

1. When a vote is called for, all Active, Complimentary, and Emeritus members are entitled to one vote each.
2. Unless otherwise ordered within the Bylaws, voting shall be limited to two types of voting procedure by the membership: a simple voice/hand vote or a written ballot.
3. Other than a Poll Vote, a vote at any club meeting on a motion shall be sufficient for approval of the motion, subject to the following. All balloting shall be restricted to two options: "Yea" or "Nay." No other vote will be considered as valid and shall not be counted. A "Yea" vote will be considered as a vote for approval, a "Nay" vote will be considered a vote against the proposal. Abstentions 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" or "Nay" votes will be counted for approval or disapproval of the motion. In the event that a motion is made, and upon calling for the question, it is apparent that the issues may be unusually controversial, the President may, with discretion, determine that the issue should properly be put to a vote of the entire membership. In such cases the President may convene the Executive Committee for a final decision on which type of vote will be the most responsible to uphold and reflect the best interests of the Club membership. A Poll Vote is mandatory for assessments, amendments to the Bylaws, and dissolution.
4. The Executive Committee may at its option determine that the subject under consideration is of such breadth as it affects the entire membership, and therefore determines that a more democratic poll of the membership would be advisable. In such cases the Executive Committee may require a poll of the entire membership using the methodology as outlined below, or the Executive Committee may decline to intercede with the motion and return it to the floor. In the event the Executive Committee decides to have a membership poll, the notification to the membership shall follow the procedures below.
5. All members having voting privileges shall be entitled to a poll type vote by either attending the meeting scheduled for the vote, 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. Passage shall require that a minimum of fifty percent of those participating in the vote be required for approval of the matter under consideration unless otherwise directed by the Bylaws.
6. For poll voting all balloting shall be restricted to two options. They are: "Yea" or "Nay". No other vote will be considered as valid and shall not be counted. A "Yea" vote will be considered as a vote for approval, a "Nay" vote will be considered a vote against the proposal. Abstentions (nonvote) 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" or "Nay" votes will be counted for approval or disapproval of the proposal.
7. Any member, after having been duly notified, who does not participate in a timely fashion by using either of the authorized methods will be considered as non-participating, and as such, must accept the results of the final vote.
8. When a Poll Vote has been called for, the membership must be advised at a general membership meeting no less than one month prior to the meeting scheduled for the vote. Additionally, the membership shall have a notice published by e-mail providing details of the proposal to be voted upon. A suitable mail-in ballot shall be provided in the newsletter as well as instructions.
9. In order to minimize expenses while providing expeditious communications with the membership, the following communication methodology will be utilized. The Club newsletter will be posted on the Club's web site. Members are encouraged to use public facilities such as Public Libraries to check the Club's website for updates if they don't support their own private internet connection.

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 proposals, or proposed changes which pass by a simple majority, shall appear in the December Newsletter.
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, 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. It is recommended that the Executive Committee give specific attention to the Article regarding voting on matters that may be very contentious.

Article VII, Membership

1. Qualification for membership. The membership shall be open to any interested person subject only to the minimal requirements hereinafter set forth.
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. Resolution of grievances, disciplinary action, and expulsion. Grievances concerning a member when filed are subject to the following procedures:
 - The grievance procedure provides a mechanism to enforce existing safety, Club Bylaws, and rules by providing for a progressive disciplinary system when needed. Although most complaints can be resolved informally, the matter should be referred to the Safety Officer and President for their consideration by means of a Grievance Letter to be filled out and turned into the President. At least one witness is required to sign the Grievance Form. The Club Grievance Form shall be a copy of the AMA's suggested Grievance Form.
 - *First Violation.* Viewpoints of both complainants and accused will be considered. Complainant's name shall be disclosed. If the Safety Officer and President finds it appropriate, a verbal reprimand will be given to the accused and the reprimand will be reported to the Executive Committee for the record.
 - *Second violation.* Complainant's name shall be disclosed. The accused has a right to a written rebuttal, to be reviewed by the Safety Officer and President. If the Safety Officer and President so decide a recommendation shall be sent to the Executive Committee for a vote that the flying privileges of the accused will be suspended for thirty days. Written notice of this shall be issued.
 - *Third violation.* The Safety Officer and President shall forward to the Executive Committee their recommendation that the accused should be notified in writing and the Club members will be notified that the Executive Committee will vote on the expulsion of the accused at the next meeting. A member may be expelled from the Club only upon a two-thirds majority Poll Vote of the membership. The expelled member may reapply for membership after the expiration of the expulsion time period.
 - The three actions will not be enforced unless they are accumulated within a two year period of time.
 - Any member receiving a Grievance, who directs any retaliation action against the person filing such Grievance, will be subject to immediate expulsion from the Club. This includes threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Executive Committee.
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 then 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, nor 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 Clubs historical record.
13. The names of the Knox County Executive, and Knox County Parks and Recreation Department Director shall be placed on the honorary roll because of their most valued assistance in leasing the flying site
14. 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 provides procedures for such voting.
2. The Executive Committee may subsequently decide to withdraw the request or opt to place 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 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 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 of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, 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 to the club membership for a final vote of approval by mail, email and/or at a regular club meeting.

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. Utilities category for 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 \$500 per expenditure may be approved by BOTH the President and the Treasurer together. A maximum of \$1000 per expenditure may be approved by a majority vote of the Executive Committee. Amounts higher than \$1000 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. These expenditures are for onetime and non recurring disbursement of funds and cannot be used to break larger expenses into smaller disbursements.

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 fund 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 with the club's bank statements.

FINANCIAL REPORTING

The Treasurer shall present a financial report to the membership at each regular 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, however, 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 Board 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 Board from time to time. The Treasurer shall maintain receipts for all items purchased (or an explanatory note, stating the date, recipient and amount in the case of no receipt being 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 Board 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/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/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 download from members section of the website, cloud based share, emailing, etc.

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 published in the Club newsletter.
2. Club officers may call special meetings with no less than five days' prior written notice of a special meeting. The purpose of the special meeting shall be fully stated in the written notice.
3. The purpose of the following is to provide any individual member, or group of members, to request the Executive Committee to give formal recognition, study, and potential implementation to a proposal for action beneficial to the Club. Example: Proposing a valued member to be voted a member Emeritus. Any member of the Club may initiate a formal request for action by the Executive Committee by submitting a written proposal to the President. The proposal shall include a written description of the nature, type, and extent of Executive Committee action recommended. The Chairman of the Executive Committee shall forward copies of the proposal to the other members of the committee for their consideration. Either the Chairman, or any other committee member, may have the matter placed upon the working agenda of the next Club meeting.

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" (revised) shall govern all questions of order not covered by these Bylaws.
2. Motions proposed must be relevant and must be shown to be of benefit to the club.
3. 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's Safety and Operational Rules may be amended from time to time by simple majority vote at the next 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 website along with a copy of these by-laws.