

# **Northern Connecticut Radio Control Club, Inc. By-Laws**

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## **Article I Name**

### Section 1.

The name of the corporation shall be the Northern Connecticut Radio Control Club, Inc. (Hereinafter called NCRCC or Club). NCRCC is located in Ellington, CT.

## **Article II Purpose**

### Section 1.

The purpose of this Club shall be to promote radio control model building and flying and aid insofar as possible the national program of the Academy of Model Aeronautics (hereinafter called AMA) an association of modelers organized for the purpose of promotion, development, education, advancement, and safeguarding of modeling activities.

### Section 2.

All special or local enterprises of the NCRCC shall conform to the policies of the AMA and to the regulations of that organization in governing model aircraft contests.

## **Article III Membership**

### Section 1.

All persons having an interest in model aviation shall be eligible for membership in the NCRCC. All prospective members must agree to abide by the AMA Safety Code and other AMA rules, and NCRCC rules. The membership shall be divided into classes of Members as follows:

- a) Open Members: Those who are 16 or more years of age as of January 1 and are AMA members in good standing.
- b) Junior Members: Those who are under 16 years of age as of January 1 and are AMA members in good standing.
- c) Social Members: Restricted benefit membership for non-flying Members. Non-flying Social Members are not required to be members of the AMA.
- d) Family Members: Those who are living at the same address along with an Open Member. Those Family Members who will use flying privileges at the field must be AMA members in good standing.

Section 2. Application for membership in this Club shall be made on forms provided. Application forms shall give the name and residential address and other pertinent information of the applicant. At the discretion of the Club, these forms may be provided and/or received in a paper or electronic format specifically designated by the Club.

Section 3. An initiation fee (of an amount designated on the membership application) is payable with the application. In addition, the balance of the current fiscal year's dues shall be payable upon acceptance for membership. The aforementioned fees are not refundable. For Junior Members, no initiation fee is required.

Section 4. The Family Member rate will be equal to one and one-half the rate of a single Open Member. Up to three Family Members who are living at the same address with an Open Member can be included in that Family Member membership class.

Section 5. Members not abiding by NCRCC rules and/or By-Laws and/or the AMA Safety Code and/or other AMA rules shall be subject to disciplinary action, up to and including expulsion from the Club, in accordance with Article XII.

Section 6. In accordance with Article VIII, Section 2, without exception acceptance for Club membership is contingent upon a vote by the Club Members on or after the next Club meeting following the submission of an applicant's complete membership application.

Section 7. Any member in good standing may resign his/her membership by giving written notice to the Club.

Section 8. If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall be reclassified as a Social Member, subject to reinstatement upon restoration of eligibility.

## Article IV Dues

Section 1. Dues are on a calendar year basis and shall be payable beginning in November and must be paid by the second Friday of January to maintain membership in the Club.

Section 2. The amount of dues shall be set by the Executive Committee and shall be based on Club needs according to the approved budget. However, in the event that dues are to be changed, notice of such change must be made in writing to the membership at least three (3) months prior to the start of the next fiscal year. Said notice will use first-class mail and/or an electronic format, at the discretion of the Executive Committee.

Section 3. There shall be no membership status for persons in arrears after the January monthly meeting. Reinstatement requires payment of the full initiation fee with the membership application.

Section 4. A special assessment can be levied on the membership in time of critical financial need provided it is recommended by the Executive Committee with approval from the

membership in accordance with Article VIII, Section 2, and notification has been made to the membership as set forth in Article IV, Section 2 above.

Section 5. The fiscal year of this Club shall be from the first day of January to the last day of December each year.

## Article V Duties of Officers

Section 1. Board of Directors: There shall be a Board of Directors consisting of three (3) members elected by the Club membership for a tenure of two (2) years. The three members of the Board of Directors will designate a chairman from their group. The Board of Directors shall:

- a) act as advisors to the Club in major policy matters.
- b) not have the power to act as agent for the Club in any financial or legal matters.

Section 2. Executive Committee: There shall be an Executive Committee elected by the Club membership for a tenure of one (1) year coinciding with the Club's fiscal year. The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, Activities Director, Club Liaison Officer, and Field Marshall/Safety Officer. The Executive Committee shall:

- a) have complete charge of all Club business affairs.
- b) at least thirty (30) days before the February meeting, appoint an Auditing Committee consisting of three (3) Club members, (not members of the Executive Committee) who shall audit the Treasurer's books and file its report with the Secretary; this report shall be read no later than the March monthly meeting.
- c) fill vacancies in the Executive Committee until the next election of officers subject to approval by the membership in accordance with Article VIII, Section 2.
- d) formulate an annual operating budget prepared by the Treasurer for presentation and approval by the Club membership no later than the January meeting.
- e) appoint a Nominating Committee consisting of up to three (3) Club members so that a slate of candidates for the Executive Committee and the Board of Directors can be identified in accordance with Article IX, Sections 1 and 2.

Section 3. President: The President shall:

- a) preside at all Club meetings and meetings of the Executive Committee.
- b) upon request of any member of the Executive Committee, call a special meeting of that committee.
- c) act as spokesman for the Club in all Club matters.
- d) submit a timely monthly article to the Newsletter Editor.

Section 4. Vice-President: The Vice-President shall:

- a) act for the President when the President is unable to serve.
- b) be custodian of all Club property and be responsible for maintaining records and location thereof.

- c) be responsible for appointing a Grievance Committee and designating a chairman of said committee in accordance with Article XII hereof.
- d) distribute to new members kits consisting of pertinent Club documents.
- e) provide guidance on membership application procedures; receive and process applications.
- f) submit a timely monthly article to the Newsletter Editor.

Section 5.

Secretary: The Secretary shall:

- a) be responsible for the records of the Club and ensure that all records are passed on when new officers are elected.
- b) maintain a current roster of the Club membership and perform other duties usually pertaining to his/her office.
- c) distribute paper format and/or electronic format ballots in accordance with Article VIII for any contested election of Club officers and/or Board of Directors positions, or for special votes where necessary.
- d) oversee the administration associated with the Club website.
- e) maintain all Club administration-related recordkeeping required by the AMA.
- f) submit a timely monthly article to the Newsletter Editor.

Section 6.

Treasurer: The Treasurer shall:

- a) have custody of all funds and financial assets of the Club.
- b) sign all Club checks.
- c) endorse checks on behalf of the Club for deposit in a bank approved by the Executive Committee.
- d) whenever required by the Executive Committee, render a statement of Club accounts.
- e) maintain a bookkeeping system approved by the Executive Committee, and enter regularly in the books of the Club (to be kept by him/her for that purpose) a full and accurate account of all moneys received and paid out by him/her on the Club's account.
- f) perform all other duties usually pertaining to his/her office, including exhibiting his/her books to the Auditing Committee as prescribed in Article V, Section 2.
- g) prepare, present, and maintain an annual Club operating budget.
- h) take responsibility for producing any and all information required by taxing authorities.
- i) immediately notify the Executive Committee of emergency expenses that exceed budgeted amounts.
- j) submit a timely monthly article to the Newsletter Editor.

Section 7.

Activities Director: The Activities Director shall:

- a) have overall responsibility to coordinate all activities of the Club.
- b) work with and support the Contest Director in the preparation of, during, and after an event; the designated Contest Director is in charge of the event. The Activities Director will:
  - (i) determine if the proposed event date(s) are consistent with the Club's calendar of events.

- (ii) coordinate with the Contest Director to obtain the approval of the Executive Committee.
- (iii) obtain necessary local government permits.
- c) submit a timely monthly article to the Newsletter Editor.

Section 8. Liaison Officer: The Liaison Officer shall:

- a) be prepared to assist other officers in any activities as necessary for Club operations.
- b) run the monthly prize raffle at Club meetings.
- c) administer and sell club merchandise.
- d) submit a timely monthly article to the Newsletter Editor.

Section 9. Field Marshal/Safety Officer: The Field Marshal/Safety Officer shall:

- a) be responsible for the operation, maintenance, and safety of the flying site.
- b) appoint a committee as required to assist him/her in carrying out his/her duties.
- c) recommend (to the Executive Committee) those members requiring disciplinary action for violation of field safety rules in accordance with Article XII, Sections 2 and 3.
- d) submit a timely monthly article to the Newsletter Editor.

Section 10. Removal of a Member of the Board of Directors or Executive Committee: Any member of the Board of Directors or Executive Committee can be removed from office by the Club prior to the completion of his/her term in office. The member in question can be removed from office only for cause, which would include neglect of duty in office or misconduct. An ad hoc investigating committee of five members must be designated and their findings reported. The matter should be referred to said ad hoc investigating committee for its consideration by means of a detailed and comprehensive complaint from one or more Members itemizing the alleged cause(s) for initiating such action. The ad hoc committee will be appointed by the President unless he/she is the subject of the matter at which point the Vice President will make the committee appointments. The members of the ad hoc investigating committee will designate a chairman from their group. Only one member of said committee can be a current Executive Committee member. Following the report by said ad hoc investigating committee, the member in question can be removed from office by adoption of a motion before the Club to do so. The vote required for adoption of such a motion will be in accordance with Article VIII, Section 2.

## Article VI Meetings

Section 1. Board of Directors: The Board of Directors shall meet as needed by Club policy at least once per year. The Board of Directors may call a meeting of the Executive Committee for a specific purpose.

Section 2. Executive Committee: The Executive Committee shall meet at a time and place selected by the Executive Committee. Special meetings of the Executive Committee may be

called by the President at any time. A minimum of five (5) Executive Committee members is required for a quorum.

Section 3. Club Meetings: The Club shall meet monthly at a time and place designated by the Executive Committee. Twenty percent (20%) of the Club membership shall constitute a quorum.

Section 4. Special Meetings: Special meetings of the Club must be called by the Executive Committee within twenty (20) days after receipt of a written petition signed by twenty percent (20%) of the club members. All Club members shall be notified of Special Meetings a minimum of ten (10) days in advance of such meetings.

## Article VII Club Business

Section 1. Routine day-to-day business will normally not be conducted at Club meetings but will instead be conducted by the Executive Committee and reported to the membership in accordance with Article VI, Section 3. The Executive Committee will, on matters deemed to be of significant importance by the Executive Committee, present these items for discussion and voting at the club meeting. Club members should present items of business to Club officers for consideration prior to the monthly Executive Committee meetings. Members may raise topics during the Old Business and/or New Business portions of the meeting.

## Article VIII Voting

Section 1. Voting by the membership for the election of the Executive Committee members annually or for the election of the Board of Directors every other year shall be by secret paper format and/or electronic format ballot designated by the Secretary when there is one or more contested candidates. A simple majority of those ballots shall rule, providing a quorum is achieved. Ballots are to be counted by a three (3) person ad hoc committee appointed by the Executive Committee solely for the purpose of counting and reporting on said ballots. Only one member of said committee can be an Executive Committee member.

Neither a secret paper ballot format nor an electronic format ballot will be necessary for any uncontested candidates. Voting for uncontested candidates shall be by either a written ballot, or by secret ballot, or by show of hands as the presiding officer shall determine.

When a blend of paper and electronic ballots are received, said committee will take due diligence in preventing duplicate or otherwise inappropriate ballot submissions from any Member.

Section 2. Voting on all other matters presented to the membership at the meeting shall be by either a written ballot, or by secret ballot, or by show of hands as the presiding officer shall determine; a simple majority of those in attendance shall rule, providing a quorum is present. However, a quorum will not be required for the exclusive purpose of acceptance of an applicant for Club membership during a Club meeting. When conducted, secret ballots are to be counted by a three (3) person ad hoc committee

appointed by the Executive Committee solely for the purpose of counting said ballots. Only one member of said committee can be a current Executive Committee member.

Section 3. Voting at Executive Committee meetings shall be by members of said committee and by a majority of votes cast. Each individual on the Executive Committee shall have one vote, even if an individual is occupying multiple positions.

## Article IX Nominations and Elections

Section 1. Nominations for the Executive Committee shall be made by a Nominating Committee consisting of up to three (3) Club members appointed by the Executive Committee at or before the October meeting. Only one member of said committee can be a current Executive Committee member. The Nominating Committee shall present its slate of candidates to the Executive Committee by November 1, so that the ballot for a contested position can be distributed by the Secretary as prescribed in Article V, Section 5 within seven (7) days following the November meeting.

Section 2. Nominations for the Board of Directors take place every other year in accordance with Article V, Section 1. Otherwise, the nominating process pertaining to the slate of candidates to the Board of Director shall utilize Article IX, Section 1.

Section 3. Nominations for the Executive Committee and the Board of Directors shall also be accepted from the floor no later than during the November meeting so that they can be added to the ballot.

Section 4. The Executive Committee and Board of Directors shall be elected according to Article VIII, Section 1; ballots are to be counted at the January meeting.

## Article X Parliamentary Procedure

Section 1. The rules contained in Robert's Rules of Order shall govern the Club in all cases to which they are applicable and in which they are consistent with these By-Laws.

## Article XI Amendments

Section 1. These By-Laws may be amended, altered, or changed by a majority of the votes cast in full accordance with the process described in Article XI, Section 2.

Section 2. Proposed amendments (alterations or changes) by Members of the Club shall be submitted in writing (with exact wording), addressed to the Secretary at least twenty (20) days before the monthly Club meeting at which the amendment(s) will be discussed. Following this discussion, the membership may decide to refer the proposal for further review by an ad hoc assessment committee for up to 30 days which will then report to the Executive Committee who will then present the findings to the membership for discussion at the following Club meeting. Only one member of said ad hoc committee can be a current Executive Committee member.

Once the aforementioned Club meeting discussion (and report of the ad hoc assessment committee if such a committee was designated) of the proposed amendment(s) is

completed, publication of the proposed By-Laws amendment(s) will be made to every Club Member so that the notification and accompanying ballot is received at least ten (10) days before the date of the following monthly Club meeting. The ballots shall be distributed by first-class mail within seven (7) days after the monthly Club meeting at which the amendment was discussed (and to include the ad hoc assessment committee's report, if applicable); ballots shall be counted at the next monthly meeting.

Since votes utilizing secret paper ballots will not have the member's name appear on the ballot, the exterior of the envelopes containing these returned ballots must bear the voter's legible signature.

Ballots must be received before the monthly meeting at which ballots are to be counted. A three (3) person ad hoc committee shall be appointed by the Executive Committee to collect ballots from the members in advance of the meeting, but no member shall be required to surrender his/her ballot to such a committee. Only one member of said committee can be a current Executive Committee member. Abstaining paper ballots must be so marked and signed and for the purposes of a quorum and shall be considered a cast ballot. An un-returned or blank ballot shall be considered a vote not cast and, as such, reducing the possibility of a quorum by one vote. Said committee will take due diligence in preventing duplicate or otherwise inappropriate ballot submissions from any member.

No ballot received after the votes have been counted may be added to modify the count.

## Article XII Grievance Procedures

The purpose of this article is to provide a course of action, in the event a Club Member:

- continually displays poor judgment
- damages club property
- adversely impacts the Club's reputation
- disregards the AMA Safety Code and/or other AMA rules and/or Club By-Laws, and/or Club rules
- engages in other significant generally unacceptable conduct.

This course of action should only be resorted to after exhausting all attempts at an informal resolution. In the event that the complaint is serious or cannot be resolved informally, the matter should be referred to the Grievance Committee for its consideration by means of a Grievance Form made available by the Club to be filled out by the complainant and returned to the Grievance Committee Chairman. At least one Club Member witness is required to sign the Grievance Form, in addition to the original complainant.

Section 1. A Grievance Committee shall be formed to review, mediate, and resolve written complaints and make necessary disciplinary recommendations to the Executive Committee. The Grievance Committee will consist of three (3) Club Members who are appointed by the Vice President and approved by the Executive Committee. Only one member of said committee can be a current Executive Committee member.

Section 2. As an AMA chartered club, NCRCC is governed by all AMA rules. One such AMA rule that NCRCC intends to take seriously and therefore treat separately as far as its

grievance procedure and/or disciplinary action, is AMA's rule on the consumption of alcohol or any drug which could adversely affect the pilot's ability to safely control a model at the flying field.

a) A Grievance Form will be filled out which will identify the accused, describe details of the offence, and name(s) the complainant(s). At least one Club Member witness is required. Upon receiving a Grievance Form, the Grievance Committee will review and report its findings and recommended disciplinary action to the Executive Committee. The recommended disciplinary action will consist of the following:

b) First Occurrence:

- (i) Viewpoints of both, the complainant(s) and the accused will be considered.
- (ii) The name of the accused will be disclosed to Members at the next meeting.
- (iii) A verbal reprimand will be given to the accused by the Grievance Committee, there shall be a 30-day loss of flying privileges, and this will be recorded in the Grievance Committee files.

c) Second Occurrence:

- (i) The Grievance Committee will notify the accused in writing and the Club Members via the Club newsletter that the Club will vote on the suspension of the accused at the next meeting.
- (ii) Said suspension will last for a one-year minimum. (Longer if deemed necessary by the Grievance Committee).
- (iii) A Member may be expelled from the Club upon a simple majority vote of the membership present at the meeting, providing a quorum is present.
- (iv) Voting will be done by secret ballot at a regular monthly meeting in accordance with Article VIII, Section 2.
- (v) The suspended/expelled Member may reapply as a new Member after the expiration of the designated period. Suspended Member will incur the new member initiation fee at the time of re-application.

Section 3.

Any Member receiving a Grievance, who directs any retaliatory action against the person filing or witnessing or processing said grievance, will be subject to immediate and permanent expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Grievance Committee.

## Article XIII Capital Improvements Fund

Section 1. A fund herein called the Capital Improvements Fund will be established. Its purpose is to make funds available for expenditures which cannot be adequately satisfied by the regular annual Club operating budget.

Section 2. The Capital Improvements Fund shall be funded by unspent assets available after all calendar year fiscal needs have been met.

Section 3. The Executive Committee shall determine when funds are to be used from the Capital Improvements Fund. Non-emergency financial expenditures from the Capital Improvements Fund require membership input at a Club meeting before a significant non-emergency expenditure is made.

## Article XIV Record Keeping of Amendments

Section 1. A dated description of any and all amendments to these By-Laws shall be summarized in Article XIV, Section 2.

Section 2. June 2019:  
The quorum percentage in Article VI, Sections 3 and 4 was changed from 25% to 20%.

May 2021:

The following various updates, revisions, and provisions were made:

- a) Multiple updates (i.e., style, capitalizations/characters, clarifications, etc.) were made throughout the By-Laws document.
- b) A separate definition of Family Member under Article III, Section 1d was created.
- c) The ability to use an electronic membership application format was added to Article III, Section 2.
- d) The memorialization of an applicant's acceptance for club membership was created under Article III, Section 6.
- e) A stipulation that any special assessment levied on the membership will be recommended by the Executive Committee with approval from the membership under Article IV, Section 4.
- f) Multiple changes were made to the duties of the club officers in Article V.
- g) Added the Newsletter Editor role to the Executive Committee under Article V, Section 10.
- h) Added a section enabling the removal of a member of the Board of Directors and/or Executive Committee under Article V, Section 11.
- i) A minimal annual meeting frequency for the Board of Directors was stipulated under Article VI, Section 1.
- j) Article VIII, Section 1 differentiates the voting process between contested candidates and uncontested candidates.
- k) Article VIII, Section 2 now stipulates that a quorum is not needed for the exclusive purpose of voting on an application for Club membership.
- l) The process of amending, altering, or changing the By-Laws under Article XI was revised.
- m) Added examples of circumstances for cause that would raise a potential grievance situation under Article XII.

- n) A stipulation that before making non-emergency financial expenditures from the Capital Improvements Fund under Article XIII, Section 3, the Executive Committee will obtain membership input.
- o) Article XIV (Record Keeping of Amendments) was created to memorialize and summarize any and all amendments to these By-Laws.