

# **2024 Cen-Tex Modelers Bylaws**

## Table of Contents

Article I - NAME.....	2
Article II - PURPOSE.....	2
Article III - MEMBERSHIP.....	2
Article IV - DUES AND FEES.....	3
Article V - FINANCES.....	4
Article VI - OFFICERS.....	4
Article VII - MEMBERSHIP MEETINGS.....	5
Article VIII - RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION and REINSTATEMENT.....	6
Article IX - GRIEVANCE PROCEDURE.....	7
Article X - DURATION.....	8
Article XI - DISSOLUTION.....	8

## ***BY-LAWS OF CEN-TEX MODELERS INC. A NON-PROFIT CORPORATION***

### **Article I - NAME**

1. The name of this club shall be the "Cen-Tex Modelers, Inc."
2. This organization is chartered as a non-profit organization by the State of Texas, File Number 63780001
3. Academy of Model Aeronautics, Inc. Charter Club #1978
4. The club shall be known as "Cen-Tex Modelers"

### **Article II – PURPOSE**

1. The purpose of Cen-Tex Modelers is as follows:
  - a. To bring together those people who are interested in and dedicated to building and flying RC Model Aircraft.
  - b. To promote safety in flying model aircraft.
  - c. To promote and supervise sport and contest flying and to judge the outcome of any flying competition in accordance with rules and regulations as adopted by members and the AMA.
  - d. To promote public service and tourism in the Central Texas area.
2. Cen-Tex Modelers is a non-profit organization and tax exempt under Internal Revenue Code Section 501. All funds received from dues, fees, and other activities shall be used for the benefit of the club and its members in fulfilling the club's purpose.

### **Article III - MEMBERSHIP**

1. As a Member of Cen-Tex Modelers, you are obligated to pay annual dues whether you fly every month of the year or not. Members must participate in field maintenance.
2. Only persons of good moral character shall be eligible for membership.
3. An applicant for membership must receive a majority vote of the Full members in attendance at the first regular or special called meeting to gain admission.
4. Each applicant for membership must be a member in good standing of AMA or must have applied for membership in AMA. Applicants for membership awaiting acceptance by AMA may be approved for Cen-Tex Modelers contingent upon approval by AMA. Any Cen-Tex Modelers member who ceases to be eligible for AMA liability insurance coverage is immediately and automatically suspended from the right to use the club flying field and to participate as a pilot in Cen-Tex Modelers sponsored, or sanctioned events, and must immediately notify the President of Cen-Tex Modelers.
5. Each member of Cen-Tex Modelers shall always strive to promote the interest and purpose of the Cen-Tex Modelers club and shall conduct himself/herself on the flying field in a manner that reflects the true sportsmanship and enthusiasm of the club. Members shall be considerate of the safety of other members, their planes and equipment.

6. All members shall be bound by the rules adopted by the membership. Persistent violation of any Cen-Tex Modelers rules shall be cause for immediate suspension of membership privileges by the Board and subject to membership review at the next meeting.
7. The following memberships are available:
  - a. **Full Members:** are entitled to all benefits of club membership and have voting privileges. All officers, directors, or candidates for office or directorship must be full members.
  - b. **Associate Members:** Applicants who live greater than 40 miles from Killeen, and who will only occasionally fly at the club field or attend meetings and are a verified member of another model airplane club as listed by AMA, shall be eligible for Associate membership. Associate members are entitled to all benefits of club membership except the right to vote.
  - c. **Junior Members:** are free to children and youth under the age of 18 years as of April 1<sup>st</sup> of each calendar year, however, must be sponsored by a full or associate member. Junior members are entitled to all benefits of club membership except the right to vote.

#### Article IV - DUES AND FEES

1. The dues for Full and Associate members are determined by a 2/3<sup>rd</sup> vote of its membership present at the regular preceding the membership year (April 1<sup>st</sup> through April 1<sup>st</sup>) and posted on the club's website. Changes to dues will be recommended by the board and voted on by its membership.
2. Dues are required before the gate code is provided to Full or Associate Members. Junior members are not entitled to the gate code. Annual dues and fees may be subject to change by the membership of Cen-Tex Modelers upon recommendation of such change by the Board. Cen-Tex Modelers dues and fees may be paid to the club Treasurer or via electronic means (PayPal, etc.). Dues for new members joining after April will be prorated to the number of months remaining in the club year, including the month during which the member application is approved. New member applications approved after Feb 28 will be considered as paying the full dues for the remainder of the current year and the dues for the following year.
3. Guests are welcome to fly anytime with an active AMA card. After 3 visits, guests will be required to join the club or pay \$5 a day for continued use. Events are an exception to this rule as they have their own fees.

#### Article V - FINANCES

##### Assessments:

1. Any assessments contemplated by the Board shall be presented to the Cen-Tex Modelers membership at a regular meeting or at a special meeting called for this purpose.
2. No assessment may be levied by Cen-Tex Modelers unless an attempt to notify all members was made concerning the proposed assessment prior to the vote on assessment.
3. A two thirds majority of the voting members in attendance is required to approve an assessment.

##### Income:

1. All remaining funds after expenditures from any event shall be deposited in the Cen-Tex Modelers discretionary fund.
2. Any disbursement of club funds, other than for direct expenses of the project through which the funds are raised, and except as provided for in (3) below, or disposal of Cen-Tex Modelers property must be approved by a two-thirds majority of the voting members in attendance at a regular or a special called meeting.
3. Discretionary fund: The President or majority of the Officers may approve the disbursement up to \$300.00 in a 30-day period of Cen-Tex Modelers funds.
4. All purchased or donated items become the property of Cen-Tex Modelers.

## Article VI - OFFICERS

The officers of this club shall consist of the following:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Safety Officer

Committee Chairmen may consist of the following and appointed by the President as needed. These positions can be performed by regular officers:

1. Field and Maintenance Marshall
2. Event Coordinator
3. Webmaster and Social Media Coordinator
4. Any other position based on need.

**President:** It shall be the duty of the President to preside at all regular or special called meetings of the membership or the Board. The President shall set the agenda and always keep order and decorum during meetings. The President shall rule on any question as it its propriety, including questions of order or interpretation of the By-Laws of Cen-Tex Modelers. Should the President rule a question out of order, he/she will instruct the member as to the proper order of business to bring the question to the floor. The ruling on any question may be appealed by any member to the Vice President, and through him/her to the membership of Cen-Tex Modelers, in which case the President shall turn the chair over to the Vice President for settlement of this question by a majority vote of the voting membership present. After the question has been settled by a vote of the membership, the Vice President shall return the chair to the President. The President is a voting member with the same rights as a regular member, however, should abstain from voting in any situation that could result in an unfair influence of decision.

**Vice President:** It shall be the duty of the Vice President to assist the President in the duties of his/her office. The Vice President shall preside at all meetings of Cen-Tex Modelers when the President is absent. The Vice President shall act as an advisor to the President and shall act in the capacity of the President when the President is incapable of performing his/her duties. It shall also be the duty of the Vice President to secure and organize the programs for the monthly meetings. In the event the President shall be unable to fulfill his/her duties as President or shall resign or become permanently incapable of performing his/her duties, the Vice President shall assume the duties of President for the remainder of

the year, subject to approval at the next meeting of the membership by majority of the members present. The Vice President is a voting member with the same rights as a regular member.

**Secretary:** The Secretary shall maintain a database of club documents, record and disseminate meeting minutes, validate member AMA status, maintain the membership roster, and serve as the initial point of contact for general questions concerning the club (monitoring the general email inbox). The Secretary is responsible for maintaining records with the AMA (renewing club charter). The Secretary is a voting member with the same rights as a regular member.

**Treasurer:** The Treasurer shall collect all monies due and shall keep a record of monies disbursed by the club. The Treasurer shall obtain an itemized receipt for all Cen-Tex Modelers funds expended, and must keep complete, timely and accurate ledgers of all transactions, which shall be available for review by all Cen-Tex Modelers members at regular meetings of the membership. The Treasurer shall file annual taxes with the IRS (form 990) and any finance related paperwork as required by government agencies. The Treasurer is a voting member with the same rights as a regular member.

**Safety Officer:** The Safety Officer shall be responsible for creating, maintaining, and enforcing the safety plan. This plan shall include emergency signage updates, maintenance of first aid kits, certifications of fire extinguishers, and briefing membership how to respond to various emergency situations. The duties also include processing grievances per the By-laws. The Safety Officer is a voting member with the same rights as a regular member.

**Field Marshall:** The Field Marshall shall be responsible for leading all field maintenance activities, establishing mowing and cleanup crews, and coordinating equipment maintenance and replacement. The Field Marshall will call for work parties when necessary.

**Event Coordinator:** An Event Coordinator will be appointed to lead event planning and execution of any events that require considerable planning efforts, such as an AMA sanctioned Fundraising event.

**Webmaster and Social Media Coordinator:** The Social Media Coordinator or Webmaster (these may be separate roles) is responsible for the promotion of club activities for prospective members or for the public who seek information about the club's activities. The focus is to educate the public via electronic means, not necessary for official club business. Posting photographs and promoting the club is the primary duty of this position.

Election and Terms of Officers:

1. All candidates for any office must be members of Cen-Tex Modelers, and of AMA and may not be an Associate, or Junior member.
2. All officers shall be elected to the term of two (2) years, beginning January 1, and ending December 31. The term of officers filling an unexpired term shall end on December 31, as well. Nominations will be made for each office at the regular November meeting and election of officers will take place at the regular December meeting.
3. The Vice President shall be a candidate for President.
4. Nothing herein shall be construed to prohibit any officer from succeeding himself/herself.
5. If any officer except for the President, shall resign or become unable to perform his/her duties, the President shall appoint another to fill the unexpired term of the officer from the

membership of Cen-Tex Modelers subject to the approval of a majority of the voting members present at the next regular membership meeting.

6. The officers shall be referred as Board of Directors or Board in this document.

## **Article VII - MEMBERSHIP MEETINGS**

1. The membership of Cen-Tex Modelers will meet in regular meetings as designated by the Board, but no less than once every calendar quarter.
2. Special meetings may be called by the President or majority of the Board with at least three (3) days' notice to the membership, to consider any item of business deemed to require an immediate vote of the membership.

### *Rules of Order*

1. Roberts Rules of Order shall govern parliamentary procedure at all membership and Board meetings.
2. All voting members shall have the authority to present motions from the floor at any regular meeting of the membership. If the President believes it necessary, he/she may refer any matter to the Board or to a committee for consideration and recommendations to the membership at the next regular membership meeting.
3. Members shall have their motions well-prepared and organized, preferable in writing, prior to presentation.

### *Bylaws Amendments*

1. These Bylaws may be amended by a two-thirds majority of voting members present only if the membership is notified of a proposed amendment prior to the meeting at which the vote will take place.
2. All proposed amendments must be in writing and signed by the member or members proposing the amendment.
3. Any amendment offered from the floor in the form of an oral motion shall be tabled to allow the member proposing the amendment time to reduce the proposal to writing and to present it to the club membership.

### *Regular Order of Business*

All meeting of the membership shall follow the following general order.

1. Call Meeting to Order
2. Introduction of Guests and New Members
3. Minutes of previous meeting and Board meeting
4. Treasurer Report
5. Committee Reports
6. Old Business
7. New Business
8. Call to Members
9. Adjournment

**Article VIII - RESIGNATION, TERMINATION, DISCIPLINARY ACTION, EXPULSION and REINSTATEMENT**

(Applies to Membership)

1. Any member in good standing may resign their membership by giving a written notice to the club.
2. If any member ceases to possess AMA membership, their club membership shall thereby terminate, subject to reinstatement upon restoration of eligibility.
3. This section provides for enforcement of the Safety Rules that are related to flying activities. Any individual may be expelled from membership from the club by a two-third (2/3) majority vote of the Board of Directors, if, in the Board of Directors determination, such individual willfully commits any act of omission which is a violation of any of the terms of these Articles of Incorporation and By-laws, or Rules of the AMA, or which is detrimental to the Club, the AMA or model aviation.
4. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Board of Directors.
5. The Board of Directors shall have the discretionary authority to provide for and to impose disciplinary action for such act or omissions, which do not justify expulsion from membership.

**Article IX - GRIEVANCE PROCEDURE**

(Ground and Flight Safety Rules)

*Purpose*

1. The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Most complaints can be resolved informally. If a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Committee for its consideration by means of a Grievance form to be filled out and turned into the Safety Committee Chairman.

CEN-TEX MODELERS GRIEVANCE FORM

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Violation: \_\_\_\_\_

Signature \_\_\_\_\_ Witness \_\_\_\_\_

2. Safety Committee

The Safety Committee shall use its judgment in carrying out action on the following. A grievance form will be filled out and turned into the Safety Committee Chairman and least one witness is required.

FIRST VIOLATION

- a. Viewpoints of both complainants and accused will be considered.
- b. Complainant's name will be disclosed
- c. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Committee Files.

## SECOND VIOLATION

- a. Complainant's name will be disclosed.
- b. The accused has the right to a written rebuttal, to be reviewed by the Committee.
- c. If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the next club meeting minutes or newsletter one exists.

## THIRD VIOLATION

- a. Committee will notify the accused in writing and the club members via the club meeting minutes or newsletter that the club will vote on the expulsion of the accused at the next meeting.
- b. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors.)
- c. A member may be expelled from the Club upon a two-thirds vote of the membership present at the meeting (exception VIII, section 3, the board can also expel a member by a two-thirds vote in certain circumstances).
- d. Voting will be by secret ballot at a regular monthly meeting.
- e. The expelled member may reapply for membership after the expiration of the expulsion period.
- f. Any member receiving a Grievance who directs any retaliatory action against the person filing said Grievance, will be subject to immediate 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 Board of Directors.
  - i. The three actions will not be enforced unless they are accumulated within a two-year period.

## Article X - DURATION

1. The duration of the Cen-Tex Modelers, Inc. shall be Perpetual.

## Article XI - DISSOLUTION

1. The Corporation may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership. Dissolving of the club will be in accordance with Texas state statute that governs state non-profit organizations.