

By-Laws

Hernando County Radio Control Club

Article I. (Dues)

1. The annual dues will be paid by the first meeting in January of each year. Annual dues will run from January 1 to December 31. Failure to pay dues by this time shall result in the member being eliminated from membership in the Club.
2. The annual dues for a single membership are \$40.00.
3. The annual dues for new members are \$40.00.
4. The annual dues for a family membership are \$60.00.
5. The annual dues for a junior membership are \$20.00.
6. All new members joining after June 30 will be charged half the normal dues.

Article II. (Membership)

1. A membership card shall be provided each year to all members in good standing.
2. A member in good standing shall be any member whose dues are paid in full for that year and is not under suspension by the Trustees.
3. A family membership shall consist of the member, the member's spouse and the member's children up to the age 18, all of whom must be living at the same address. All family members of the Club must also be AMA members.
4. A Junior member MUST:
 - a) Be fewer than 18.
 - b) Be sponsored by a current member in good standing.
 - c) Be an AMA member.
 - d) Have the application signed by a parent or guardian.

Privileges include the following:

- a) Flying at the field under the direct supervision of the sponsor, or other club member.
 - b) Attendance at all Club functions under the direct supervision of the sponsor. If the sponsor leaves the Club, the junior member must leave unless another sponsor is found.
5. A person seeking membership in the Club must:
 - a) Be a member of the AMA.
 - b) Be voted in by the membership.
 - c) Pay the Club dues.

6. People on the waiting list will be allowed to fly ten (10) times during the year for a fee of \$2.00 per flying session, provided they show proof of AMA membership and fly with a sponsoring member.

7. There shall be a membership limit of one hundred (100) members in the Club. The membership cap will be reviewed at the October and April meetings. Each adult shall be counted as part of the one hundred, but children and members under the age of 18 shall not be counted.

Article III. (Meetings)

1. Meetings will be held monthly on the 1st Saturday of the month or another date and time chosen by the President, provided such a change is **stated at the previous meeting. Emergency date changes shall be posted at the field and on the club web site (www.hcrcc.com).**
2. Meetings will begin at 10:00 A.M.
3. A sign-in sheet and the minutes of the meeting will be kept by the Secretary for each meeting.

Article IV. (Trustee Hearings)

1. The Trustees will hold hearings on complaints.
2. All three (3) Trustees must be present to hold a hearing. If a Trustee will be unable to attend, the Vice-President will take the Trustee's place for the complaint hearing. If the **Vice President** is unable to attend, the President will take his place.
3. **Safety hearings will also include the Safety Officer.**
4. Hearings will be closed meeting. All persons involved in the incident will be given the opportunity to present information. The Trustees may request witnesses to give information about the incident. However, they will be present only to offer their testimony and then they will be dismissed. This information will be held in confidence.
5. Written summaries must be kept by the Trustees for one (1) year. Written summaries will include: the complaint, the claimant, the defendant, the names of the Trustees present, the list of witnesses, and the final disposition.
6. If a Trustee is involved in the complaint, his/her place will be taken by the Vice-President at that complaint hearing.

Article V. (Nominating/Ballot Counting Committee)

1. If a Committee member resigns or is no longer a Club member, **the Trustees will be appoint a replacement Committee member within one (1) month.**
2. The Committee will **form** a slate of officers for nomination. **Candidates for Officer positions shall be members in good standing for at least one (1) year.**

3. Any member wishing to place a member's name into nomination for a Club office must submit it to a member of the Nominating Committee prior to the **November** meeting. The Committee will add this name to the list of the possible nominees.
4. The Committee will present the nominees at the **November** meeting. **The nominee's names will be posted at the field and on the club web site immediately following the November meeting.**
5. If a member of the Nominating Committee is submitted for nomination and this person wishes to be in nomination for Club Officer, then that person will remove him/her-self from the Committee.
6. During the regular course of Club Business, where written ballots are cast, the members of the Nominating/Ballot Committee will count the votes of members in good standing who have mailed the ballots prior to the vote, or who are present **and signed an attendance sheet.**

Article VI. (Succession and Impeachment of Officers)

1. The following is the order of succession of office if an Officer leaves an elected position:
 - a) If the office of President becomes vacant, the Vice-President will become President. An election for the Vice-President will be held within two (2) months;
 - b) If the office of Vice-President becomes vacant, an election to fill this position will be held within two (2) months;
 - c) If the office of Secretary, Treasurer or Trustee becomes vacant, the Vice-President will temporarily assume the duties until an election can be held within two (2) months.
2. The following impeachment process will be followed:
 - a) A written impeachment request will be presented to the Trustees, **with specific grievances;**
 - b) The Trustees will hold a hearing and make written recommendations to the Club membership. **The membership shall vote as proscribed in the Constitution, Article IV, paragraph 4.**

Article VII. (Finances)

1. A petty cash fund of **no more than** fifty dollars(\$50.00) will be established to pay for miscellaneous supplies, stamps, etc. This fund will be under the control of the Treasurer.
2. A checking account will be established with two (2) signatures required for each check. The four (4) Officers authorized to sign checks are: the President, the Vice President, the Secretary, and the Treasurer.
3. An audit and reconciliation of accounts will be done **semi-annually** by the **Trustees. The audit reports shall be presented at the May and January meetings.** In addition, if the Treasurer's position becomes vacant in mid-term, an audit will also take place prior to a new Treasurer taking office.
4. **A copy of the monthly Treasurer's report shall be attached to the minutes and shall be retained by the Secretary.**

5. The Financial Reports shall be kept by the Secretary for a period of seven (7) years.

Article VIII. (Flight and Safety Rules Grievance Procedure)

The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Trustees for their consideration by means of a Grievance Form to be filled out and turned into the Safety Officer or Trustees. At least one witness is required to sign the Grievance Form. The Safety officer/Trustees shall use their judgment in carrying out action on the following:

1. A grievance form will be filled out and turned into the Safety Officer or Trustees, depending on the type of grievance. At least one witness is required.
2. FIRST VIOLATION - Viewpoints of both complainants and accused will be considered. Complainant's name will be disclosed. A verbal reprimand will be given to the accused by the Trustees, and this will be recorded in the Club records.
3. SECOND VIOLATION - Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Trustees. If the Trustees so decide, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published on the Club Web Site.
4. THIRD VIOLATION - Trustees will notify the accused in writing and the Club members via the Club Web Site that the Club 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 (2/3) majority vote of the membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting. Said expulsion will last for a one-year minimum. The expelled member may reapply for membership after the expiration of the expulsion time period.
5. The three actions will not be enforced unless they are accumulated within a two-year period of time.
6. Any member receiving a Grievance, who directs any retaliation 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 Trustees.

HCRCC
Grievance Form

Name: _____ AMA#: _____

Date: _____ Time : _____

Nature of Violation:

Signature: _____

Date: _____

Witness: _____

Date: _____

Additional Witnesses (not required):

Date: _____

Date: _____

END