

**BY-LAWS
COEUR D'ALENE AERO MODELING SOCIETY
COEUR D'ALENE, IDAHO**

ARTICLE 1. NAME AND AFFILIATIONS

The name of the organization shall be the Coeur d'Alene Aero Modeling Society, hereinafter referred to as CAMS. It is a chartered club of the Academy of Modeling Aeronautics, hereinafter referred to as AMA. The club is incorporated in the State of Idaho as a non-profit organization.

ARTICLE 2. PURPOSE

The purpose of CAMS shall be to provide a common meeting ground for persons with a mutual interest in AERO modeling: to provide flight facilities, flying instruction and safety guidance for members; to provide a forum for the exchange of building and flying techniques; to promote the sport of aero modeling to the public and especially, encourage youth participation.

ARTICLE 3. MANAGEMENT

3.1 Board of Directors:

- 3.1.1 The business and affairs of CAMS shall be managed by a Board of Directors, hereinafter referred to as the Board or BOD.
- 3.1.2 Purpose of the BOD: The purpose of the BOD shall be to develop Club Rules, Regulations, implement actions approved by the membership and conduct business as further described in these By-Laws.
- 3.1.3 Composition of the BOD: The BOD shall be composed of four (4) officers, (President, Vice-President, Secretary, and Treasurer) and three (3) Trustees. In addition, the outgoing President shall serve as an ex-officio member of the BOD for a period of one year. The ex-President shall serve in an advisory capacity as a non-voting member of the Board.
- 3.1.4 Terms of Office: Officers of the Board shall serve for a term of one year. Trustees shall serve for a term of two years. These terms become effective at the December meeting. The election/confirmation of Trustees shall be alternated with one Trustee being elected/confirmed one year and two Trustees the following year.
- 3.1.5 Nomination of BOD members: The nomination of BOD members will take place at the October membership meeting. All members in good standing are

qualified to serve on the CAMS BOD and are also allowed to participate in the nomination process. Members shall not nominate another member without previously securing the nominee's assurance that he or she is willing to serve.

- 3.1.6 Election of BOD: Candidates proposed at the October meeting shall be elected at the November meeting. If unopposed, they shall be elected by acclamation of the members present. Elections for contested positions shall be by secret written ballot. The elected/confirmed Officers and Trustees will be installed at the December meeting.
 - 3.1.7 Removal of a BOD member: The involuntary removal of an Officer or Trustee will require a 2/3 majority vote of the club membership quorum as defined in paragraph 5.5.1.
 - 3.1.8 BOD Vacancy: In the event a BOD office becomes vacant, a replacement should be nominated by the BOD and submitted for approval by the membership at the next regular meeting. Should an Officers position remain vacant after the November vote, the BOD may combine positions. A combined position will carry only one vote on the Board.
 - 3.1.9 BOD special appointments: The BOD may appoint such other officers, agents, or project leaders as they deem necessary. The BOD is empowered to remove or change such officers, agents or project leaders at its discretion
 - 3.1.10 BOD meetings: The BOD shall meet at least monthly, at the time and place established by the President, to conduct the business of CAMS. The BOD is empowered to conduct business, as specified in these By-Laws, to authorize payment of all obligations, without bringing the items to the general membership for a vote. Four Board members shall constitute a quorum for the transaction of business at a BOD meeting. The BOD may, at any time and at its discretion, refer matters of business to the general membership for review, comments, approval or guidance.
 - 3.1.11 BOD spending authorization: Except for specific items contained in budgeted projects previously approved by the membership, a \$500.00 limit is imposed for any and all discretionary spending in any calendar month.
- 3.2 Duties and responsibilities of the Officers and Trustees:
- 3.2.1 The President shall be responsible for:
 - A) Managing the overall operation of CAMS and its business affairs.
 - B) Conducting general, special and BOD meetings.
 - C) Appointing committee chairpersons to serve during the President's term of office. Members appointed by the President for special duties may be removed at the discretion of the President.
 - D) Accounting for and controlling the use of the property and assets of

CAMS.

- E) Signing all contracts entered into by CAMS.
- F) Disbursing funds and co-signing of all CAMS checks and savings account transactions.
- G) Serving as ex-officio member of all committees except the nominating committee.
- H) Acting as the official spokesperson for the club or delegating authority (in writing) for a member to act in the President's behalf in dealing with the community and other organizations.
- I) Developing a projected budget and dues structure at the beginning of each term of office. The general membership shall vote to approve/disapprove the budget and dues structure.
- J) Preparing an agenda in advance of meetings.
- K) The President may be assigned additional duties and responsibilities by the BOD.

3.2.2 The Vice President shall be responsible for:

- A) Chairing such committees as the President directs.
- B) Acting pro-tem for the President in the event the President is absent or as the President directs.
- C) Assuming such duties and responsibilities as assigned by the BOD.

3.2.3 The Secretary shall be responsible for:

- A) Recording the minutes of all regular and special meetings of the membership, and the BOD. Minutes shall be in permanent, written form and shall be available for review by any member.
- B) Keeping custody of the Official Seal of the Corporation and affixing said seal to documents as required.
- C) Notifying the general membership of all regular and special meetings.
- D) Maintaining correspondence and official document files for a period of seven years.
- E) Preparing, circulating and filing a member/guest sign up sheet for each meeting.
- F) Providing and filing with the AMA, a certified list of officers, trustees, and members in good standing in accordance with AMA regulations.
- G) Maintaining membership roster and attendance records necessary to establish required voting quorums.
- H) Processing all correspondence and reports generated by the club.
- I) Secretary may be assigned additional duties and responsibilities by the BOD

3.2.4 The Treasurer shall be responsible for:

- A) Receiving, maintaining custody of and disbursing all negotiable assets of CAMS as directed and/or approved by the BOD or general membership.
- B) Keeping such records and providing such security for the faithful performance of his duties as may be required by the BOD. The Treasurer shall maintain records of receipts, deposits, and disbursements by check number, payees name, amount and purpose.
- C) Maintaining a current accounting of the funds, property and other assets of CAMS. Reporting the financial status at the monthly general membership meeting.
- D) Collecting dues, assessments and fees, signing and issuing membership cards.
- E) Disbursing funds from CAMS bank accounts and co-signing (with the President) all financial transactions.
- F) Assuring that all reports and audits required by these By-Laws and local, state or federal agencies are prepared and submitted in a timely fashion.
- G) Providing annual data and documentation to the State of Idaho, to maintain non-profit status.
- H) Keeping an updated record of members in good standing.
- I) Notifying the BOD when special requirements (such as audits, budgets, etc.) are due.
- J) Providing copies of By-Laws and Field Rules to new members and issuing revisions and amendments to the membership.
- K) The Treasurer may be assigned additional duties by the BOD.

3.2.5 Duties and responsibilities of the Trustees:

- A) Serving as members of the BOD with equal voice and vote with other officers in the management of CAMS.
- B) Auditing the Treasurer's account on or before the March board meeting. Audit results must be formally documented and presented to the membership.

3.2.6 Succession:

- A) In the event the President is unable to perform assigned duties, the Vice President will temporarily assume the position of President.
- B) In the event the Vice President cannot assume the pro-tem position, the Secretary will temporarily assume the position of President.
- C) In the event the Secretary cannot assume the pro-tem position, the the Treasurer will temporarily assume the position of President.

- D) In the event all of the above officers are absent or otherwise unable to perform the presidential duties, the three Trustees shall conduct the affairs of CAMS. The President pro-tem will be the Trustee most senior based on date of election or by mutual agreement among the Trustees. Within 30 days the Trustees must initiate the process to elect a new BOD.

ARTICLE 4. MEMBERSHIP

4.1 Any individual holding a current membership in the AMA or MAAC shall be qualified to become a flying member of CAMS. There shall be no limit to the total number of members permitted.

- A) Persons may join CAMS as non-flying members.
 - 1) They are able to participate in all club functions, except flying, including voting.
 - 2) They will be required to pay annual dues. Assessments for field improvements or maintenance may be modified or waived at the discretion of the BOD.

4.2 New Members:

- A) Prior to October 1st, amount of annual membership dues of \$65.00 plus a one time runway assessment of \$40.00 shall be due and payable upon application for membership. The BOD may, at its discretion, allow the fees to be paid in installments, or portions waived as deemed appropriate. After October 1st, membership dues paid are credited as payment in full for the following year.
- B) CAMS membership will be on a "year to year" basis only. Dues received for more than one year will be returned to the sender.
- C) Junior members (under 19 years of age) shall not pay a membership fee and are exempt from assessments while classed as Junior members.
- D) Each new member shall be provided with a copy of the current By-Laws and CAMS Field Rules. All members will be provided changes and updates. One newsletter will be provided to each regular and Junior member.

4.3 Current and/or past members:

- A) The regular annual dues of \$65.00 are due January 1st. Dues should be paid in advance of the January 1st due date to the Treasurer.
- B) Members who have not paid their dues and assessments by January 1st shall be dropped from the membership roll and will forfeit all rights and privileges of CAMS membership. Re-establishing membership will require payment of all dues and any new assessments for the year. A \$25.00 late fee will be assessed for returning members paying their dues after February 28th.

- C) In the event of extenuating circumstances, such as illness, extended travel, financial problems, exceptions to the January deadline may be made by the BOD based on a members formal request.
 - D) All membership dues are non-refundable.
- 4.4 Every flying member must hold a current membership in the AMA or MAAC.
- A) Any member not holding current AMA or MAAC membership, by the terms of the CAMS agreement with AMA, is automatically denied flying privileges at CAMS Field. Members flying without current AMA membership may be subject to dismissal.
 - B) Reinstatement of flying membership is established upon presentation of a current AMA or MAAC card to a BOD member.
- 4.5 Every member shall have equal privileges, responsibilities, and obligations and shall have one vote for the transaction of CAMS business.

4.6 Disciplinary action:

A) Grievance Between Two Or More Members. Members may submit a written, signed grievance to the BOD if problems could not be resolved verbally between the parties involved or be resolved with a mediator (any current club member).

- 1) The BOD may conduct a special hearing and review the complaints, with the members involved. This special hearing is for the members involved and their designated parties and is not open to the general membership
- 2) If infractions are deemed to be serious, (by a simple majority vote of the BOD) recommended action will be presented to the current membership at the next membership meeting.
- 3) Members involved shall have the opportunity to address the general membership before a vote is taken
- 4) To levy any action against a member, there must be a 2/3 majority vote of membership quorum as defined in Article 5.5.1.
- 5) Voting will be by open roll call. Neither absentee ballots nor written proxy votes are acceptable

B) Grievance for Flight Safety Rules Violation This grievance procedure provides a mechanism to enforce existing flight safety rules by providing a progressive disciplinary system where needed. The grievance procedure consists of the following:

- 1) Any Club member noting a flight safety rules violation may submit a grievance form to the Club Safety Officer/BOD. 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 Club Safety Officer, and this will be recorded in club records.
- 3) Second Violation. Complainant's name will be disclosed. The accused has a right to a written rebuttal, to be reviewed by the Club Safety Officer and BOD. If the BOD so decides, the accused flying privileges will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.
- 3) Third Violation The Club Safety Officer/BOD will notify the accused in writing and the Club members in the Club newsletter that the Club will vote on the expulsion of the accused at the next Membership Meeting.
 - a. To levy any action against a member, there must be a 2/3 majority vote of membership quorum as defined in Article 5.5.1

- b. Voting will be by open roll call. Neither absentee ballots nor written proxy Votes are acceptable
- c. The expulsion period will be one year
- d. The expelled member may apply for reinstatement after the expiration of the expulsion period
- e. The three actions will not be enforced unless they are accumulated within a two-year period of time
- f. Any member receiving a grievance who directs any retaliation action against the person filing said grievance, Club officers, or other Club members will be subject to immediate expulsion from the Club

4.7 Member responsibilities:

- A) Read, understand, and comply with CAMS field rules and regulations.
- B) Read, understand, and comply with AMA rules.
- C) Pay all dues and assessments on or before their required dates.
- D) Maintain membership with the AMA (required for flying members).
- E) Make best effort to regularly attend membership meetings.
- F) Report any problems with CAMS facilities to a member of the BOD.
- G) While at the flying field, be courteous to and considerate of other members, guests, and spectators.
- H) Be responsible for the safety and behavior of their guests and children.
- I) Report any problems with work being performed at the field or with members not complying with rules of CAMS to a member of the BOD.
- J) Any member may request a hearing before the BOD on any item of CAMS business of concern to him or her. Any member may attend and participate at a regular BOD meeting but not vote.

4.8 Guests:

- A) Member's guests may fly on two separate days to decide if they wish to join CAMS. Guests that fly must be under the direct supervision of a CAMS member. Past members may not fly as a guest of a current member.
- B) Non-resident past members who are visiting the area may fly as a guest of a current member.
- C) Members shall be present and be responsible for the actions of their guests when the guests are visiting at CAMS field.
- D) AMA or MAAC members that are visiting the local area can fly at CAMS field, with prior approval from a member of the BOD. They must agree to

- conduct themselves under the rules and regulations of CAMS. Overnight camping will be allowed with advance notice to BOD member.
- E) Guests who are not AMA or MAAC members may participate in introductory or familiarization flying only under the following conditions:
1. Under the direct supervision of a competent pilot who is a CAMS member.
 2. In compliance with the AMA rules.

ARTICLE 5. MEMBERSHIP MEETINGS

- 5.1 Regular membership meetings of CAMS shall be held monthly at a time and place as specified at the previous meeting. At each regular membership meeting, the Secretary will read the last BOD and General Membership Meeting minutes. When completed, a vote of approval will be put to the floor.
- 5.2 The BOD may call a special membership meeting at any time. The Secretary shall mail a written notice of any special meeting, indicating the purpose, in advance of the date set for such meeting. In an emergency only, telephone notification of each individual member is permitted.
- 5.3 Robert's Rules of Order shall be used as a guide in the conduct of business except when they conflict with these By-Laws. In such cases, the provisions of these By-Laws shall have precedence.
- 5.4 A Christmas Party may serve in lieu of a December meeting.
- 5.5 Voting:
- 5.5.1 Quorum requirements: The BOD will establish the requirements necessary to vote on major items of business as follows: The quorum will be 75% of the average number of attendees of regular meetings for the previous six month period.
- 5.5.2 Major items as listed below, will require a quorum established as in 5.5.1.
- A) Changes to The Articles of Incorporation, By-Laws and Field Rules.
 - B) Controversial items, as determined by the presiding officer or a motion from the floor.
 - C) Changes to budget and dues structure.
 - D) The election and/or confirmation for officers and trustees.
 - E) Disciplinary action against an officer or member.
 - F) Authorization of expenditures from the general fund in excess of \$500.00.
 - G) Long term commitments (in excess of one year) involving community activities or club projects.
 - H) Modification to the dues structure, or any assessments, special payments or levies.
- 5.5.3 Other items of business not listed above will only require a simple

majority of members present at the meeting.

5.5.4 The President or Chair of the membership meeting will only vote in the event of a tie and that vote shall be the tie-breaker.

ARTICLE 6. MISCELLANEOUS PROVISIONS

- 6.1 No officer, trustee or any member of CAMS shall have the right to incur any indebtedness against CAMS, except as authorized by these By-Laws.
- 6.2 Any model event, operation, or competition, shall be conducted in strict compliance with the requirements of the AMA procedures. Any laws, ordinances or rules of the City, County, State, or the US Government having jurisdiction shall be observed. Limitations, restrictions or requirements imposed by property owners where the event is taking place, or of any organization sponsoring the event, shall be strictly observed.
- 6.3 Members of CAMS are encouraged to participate in CAMS activities including:
- A) Field work
 - B) Social Activities
 - C) Contest and Modeling projects
 - D) Club projects
 - E) Highway cleanup
 - 1) CAMS has a verbal agreement with the Idaho Department of Transportation to pick up litter on our designated portion of highway as requested. The membership will be notified of the pick up dates.
- 6.4 All CAMS documents pertaining to contracts, club rules/regulations, and public relation shall be discussed with and approved by the CAMS membership, signed by the CAMS President, attested to by the CAMS Secretary and the CAMS seal affixed thereon.
- 6.5 The primary communications device of CAMS shall be the newsletter.
- 6.6 In the event of dissolution of CAMS, after payment of all debts, all assets including cash, property, and accounts receivable shall be divided equally among the current club members.
- 6.7 Any exceptions to or deviations from these By-Laws must be by a 2/3 majority vote of a membership quorum as defined in Article 5.5.1.

Date of last Revision: March 6th 2013 at the General Membership Meeting

PASSED AND APPROVED on this day _by a majority roll call vote of the CAMS membership quorum as defined in Article 5.5.1.

ATTEST:

President _____

Secretary _____