

**ON TOP OF THE WORLD RC FLYERS INC.**  
**BY LAWS**  
Approved 12-01-14

**Article 1 CLUB NAME, PURPOSE, AND LOCATION**

A. The club is incorporated under the laws of the State of Florida as the “On Top Of The World RC Flyers Inc.” and is listed with the IRS as a “not for profit organization” 501 (C) (7). Fed-ID # 26-1858603. The club may also use the name OTOW RC Flyers Inc. for non legal documents. The club is located at On Top of the World Communities, Inc. near Ocala, Florida. The club’s mailing address is P.O. Box 770361, Ocala, FL, 34477-0361.

B. The clubs purpose and mission shall be to bring together all persons interested in promoting and fostering a common interest in the building and flying of radio controlled model aircraft and maintaining a flying site within the OTOW communities.

C. The club shall secure and renew annually a charter from the Academy of Model Aeronautics (AMA). The charter number is 2980.

D. The club shall annually file the corporate annual report and pay the yearly fees to the State of Florida. The club may also be required to file a yearly 990 as required by the IRS.

E. The club field is a regulated and controlled area operated by OTOW RC Flyers Inc. in accordance with AMA rules and regulations. In case of an apparent difference of regulations, the regulations stated in the club’s bylaws and field rules would take precedence over AMA rules except in situations that pertain to insurance.

**Article 2 MEMBERSHIP**

Change  
12/14

A. All residents of The OTOW Communities, who have current Gateway of Services privileges, are eligible for membership in the club. Currently the club will have one (1) membership category and that will be **Full Member**. Each member will have full privileges and voting rights (one vote) in the club.

1. A membership application will be submitted to a club officer.
2. An applicant must sign a copy of the Release and Hold Harmless Agreement, which is required for all members of the club and which will be kept on file.
3. Current AMA membership is required.

**Article 3 INITIATION FEE, DUES AND ASSESSMENTS**

A. An initiation fee is required for membership.

The initiation fee will be waived for spouse memberships.

B. The amount of dues shall be determined by a simple majority vote of members in good standing.

1. The dues shall be paid annually and are due December 31.

2. Members who have not renewed by December 31 will be assessed a \$10.00 late fee. Members who have not renewed by January 31 will be dropped from the club roster. Members who are dropped and reinstated within one year will not be required to pay an initiation fee.

3. Special assessments and /or changes in the amount of dues or initiation fees will be brought to and discussed with the membership at a regular or special business meeting and shall require a majority vote of the members present for passage, provided the members have been notified of the proposed changes with an explanation by posting on the club bulletin board, e-mail and/or regular mail at least (5) days in advance of the meeting

C. New members who join the club and pay their dues and initiation fee after October 1 will be considered to have paid their dues for the following year.

D. The club currently does not have a limit on the number of members permitted.

E. Resolutions of Grievances, Resignations, Termination's, Disciplinary Actions, Expulsions and Reinstatement will be addressed in **Articles 5 and 12**

#### **Article 4 OFFICERS AND DIRECTORS**

A. Officers of the club are **President, Vice President, Secretary, Treasurer, Safety Officer, and Field Marshal.**

##### **1. OFFICERS DUTIES**

- a. The President is the primary executive officer of the club and shall in general supervise and control the business of the club. The President shall meet with the Board of Directors before any general membership meeting. The board will advise and direct the President on any matters concerning the club as well as the agenda for the next general meeting.
- b. The Vice President will perform duties of the president in his absence.
- c. The Secretary shall keep minutes and maintain the club records, roster and charter.
- d. The Treasurer will collect all moneys due to the club and keep a record of all money received and disbursed and shall provide a financial report at each meeting. All Treasury records will be audited each January by a board appointed auditor.
- e. The Safety officer shall be responsible for enforcing all safety rules of the club.
- f. The Field Marshal shall supervise the club field and parking area and direct all maintenance volunteers and be consulted before any construction or changes at the club field.
- g. Directors. Each officer will also serve as a director. Directors will advise and direct the President at board meetings. The President schedules meetings. The board of directors will also serve as the safety committee.
- h. In addition to the club officers, two additional directors will be elected.

**B. TERM OF OFFICE**

- a. Nominations for Club Officers are taken at the November business meeting. Nominations will close at the end of this meeting.
- b. The officers and directors are elected to a one-year term by a vote of simple majority of those present at the December business meeting. The election will be by written ballot or members hand vote. The out going President will supervise the election. The new officers will start their duties on January 1.
- c. Recall by election --- A secret ballot is required for removal of a club officer or member unless waved by a majority vote of the members present at the meeting.

**C. VACANCIES**

- a. Vacancies in any office will be filled by appointment by the remaining officers. Such appointee will serve to the end of the term for which his predecessor was elected.

**Article 5 SUSPENSIONS AND EXPULSION**

A. A complaint against a member shall be submitted in writing, signed by at least one member and filed with the secretary. The secretary shall bring the complaint to the attention of the club officers within ten days. The club officers will submit a recommendation to the club membership at or before the next business meeting for dismissal of the complaint, suspension or expulsion of that member.

B. Grounds for suspension or expulsion include but are not limited to:

- (a) Failure to comply with the rules and regulations of the club as well as the AMA safety regulations\*.
- (b) Failure to maintain AMA membership.
- (c) No longer a resident.
- (d) Flying without an instructor before being qualified to fly solo.
- (e) Terminating the Release and Hold Harmless Agreement.

\*For grievance procedures pertaining to safety violations, see **Article 12**

**Article 6 MEMBERSHIP MEETINGS AND VOTING PROCEDURES**

A. The club will conduct a minimum four business meetings per year. The officers may call special meetings of the membership. Two members may request a meeting by written notice to the secretary. Notice of a special meeting will be provided to the members five (5) days in advance.

B. A simple majority of the members present at a meeting is required to enact all business unless otherwise noted herein.

## **Article 8 COMMITTEES**

A. The following committees may be named by the president.

1. Field mowing and maintenance.
2. Equipment maintenance.
3. Club events including fun flies.
4. Long range planning.
5. Safety Committee.
6. Special committees as needed.

## **Article 9 DISBURSEMENTS OF FUNDS**

A. All disbursements from the club treasury in excess of \$500.00 must be approved by a 2/3 affirmative vote of the members present at a business or special meeting before the disbursement.

## **Article 10 MISCELLANEOUS PROVISIONS**

- a. Robert's Rules of Order may be used at the President's option to conduct meetings.
- b. Fiscal Year  
The Club's Fiscal year shall begin Jan 1 and end on Dec 31.
- c. Transfer of Records  
Club records will be transferred immediately following the election of Club officers.
- d. Club Logo  
The official club logo is: "OTOW RC FLYERS" which may be used on club items such as hats, shirts, club emblems, event flyers, etc.  
OTOW RC FLYERS Inc. is to be used only on club documents.
- e. Dissolution of Club
  1. The Club may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
  2. On dissolution of the Club, the Officers shall dispose of all assets, pay or make provisions for the payment of all liabilities. Remaining moneys will be donated at the officer's discretion to the AMA Inc., or any charitable organization.

## **Article 11 AMENDMENTS OF THESE BYLAWS**

Amendments can be made to these bylaws at any general meeting of the Club Membership, provided the members have been notified of the proposed changes by posting on the club bulletin board, e-mail and / or regular mail at least (5) days in advance of the meeting. Amendments shall be approved by a two-third (2/3)-majority vote of the members present at the meeting. Absentee ballots are allowed for full members who cannot attend the meeting. The Secretary must receive the absentee ballots before the meeting.

**Article 12 GRIEVANCE PROCEDURE (Flight and Safety Rules)**

1. Purpose

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 Safety Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.

2. Safety Committee

The Safety Committee shall use its judgment in carrying out action on the following:

- (a) A grievance form (Enclosure 1) will be filled out and turned into the Safety Committee Chairman. At least one witness is required.
- (b) First Violation
  - a. Viewpoints of both complainants and accused will be considered.
  - b. Complainant's name will be disclosed.
  - c. If the Committee so decides, a verbal reprimand will be given to the accused by the Safety Committee, which will be recorded in the Committee files.
- (c) 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 may be suspended for thirty (30) days or more. Written notice of this shall be issued and a copy published on the Club bulletin board.
- (d) Third Violation
  - a. Committee will notify the accused in writing and the club members via the bulletin board that the Club will vote on the expulsion of the accused at the next meeting.
  - b. Said expulsion may last for a one-year period. (Longer if deemed necessary by the Board of Directors).
  - c. A member may be expelled from the Club only upon a two-thirds (2/3)-majority vote of the membership present at the meeting.
  - d. Voting will be by secret ballot at a regular or special meeting.
  - e. The expelled member may reapply for membership after the expiration of the expulsion time period.
- (e) The three above actions (b), (c), (d) will not be enforced unless they are accumulated within a two-year period.
- (f) Any member receiving a Grievance who directs any retaliation action against the person filing said Grievance would be subject to immediate expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed retaliatory by the Board of Directors.



# OTOW RC FLYERS FIELD RULES

## FIELD OPERATIONS

1. OTOW will unlock the main gate at 6 AM and lock it at 9 PM except for Sundays and major holidays when it will be closed at 7 PM. Flying is permitted during these hours except Sunday where only electric powered airplanes are allowed prior to 9:30 AM.
2. The pasture gate must be closed behind you after entering and leaving when retrieving airplanes from the pasture. Be cautious of possible cattle in the pasture.
3. A Guest is ANYONE not having an authorized Resident or Guest Identification Card. Indigo East residents without a Resident Card stating "Gateway of Services" with the current year posted are a Guest.

If you will be hosting a Guest, OTOW Guest Procedures (posted on the bulletin board) must be followed. ALL Guests must notify the Gate Guard that they will be using the RC Flyers Field when they arrive.

Club members' Non-Family guests, who are AMA members, can fly at the field a maximum of 5 days in a 365-day period. Visiting Out of Town Family, who are staying in the members home within OTOW, may fly as the members guest for the duration of their stay, not to exceed the current OTOW community rules. All guests must have a valid AMA membership card and demonstrate their flying ability to a club officer or a listed instructor and be accompanied on the flight line by their club member host at all times. The host is responsible for their guests' actions. Prospective home buyers brought to the field by OTOW sales representatives to fly must be AMA members and also demonstrate their flying ability to a club officer or a listed instructor.

All guests must sign the RC Flyers Release and Hold Harmless Agreement before flying which must be renewed each calendar year.

4. Spectators will remain outside the pit area behind the spectator fence unless escorted into the pits by a club member who is held responsible for their guests.
5. Smoking is discouraged entirely (but prohibited in the pit area, under the pavilion or on the flight line). TAKE YOUR BUTTS HOME if compelled to smoke.
6. Alcoholic beverages are not allowed on site. This includes non-alcoholic beer and wine coolers.

## FLIGHT SAFETY

1. AMA membership is required for both members and guests. All flyers must comply with AMA rules for Safe Operation of Model Aircraft.
2. The NO FLY deadline extends from the edge of the main runway east and west to infinity. Do not overfly the east end tree line and construction road. A checkered flag indicates the NO FLY east boundary.
3. The club encourages use of 2.4 GHz systems. Those continuing to use 72 MHz systems must use their AMA card, the frequency board and transmitter impound. This requirement and safe use of 72 MHz equipment will be self-policing without jeopardy to OTOW RC Flyers, Inc., or its officers.
4. Pit safety stands/starting benches (hereafter called starting benches) and ground restraints must be used for starting gas or glow powered aircraft. Electric powered planes must be armed (battery connected) at these locations whether switch or shorting equipped and then unarmed prior to the taxi gates after landing or at a starting bench. When working on electric powered aircraft *with batteries installed*, the propeller must first be removed.
5. A transmitter range check must be accomplished for any repaired, modified or new aircraft prior to the first flight. A Fail Safe check should occasionally be performed.
6. DO NOT taxi in the pit area. Walk or carry the plane directly to a taxi gate. Take offs and hand launches are initiated from the gates and flown from one of the four pilot stations. Intentions to exit onto the runway or hand launch and all landings, particularly dead sticks, must be announced by the flyer and acknowledged by other flight station pilots.
7. All flying is to be done from pilot stations. It is allowed for pilots of both gliders and powered aircraft to stand behind their plane on the main runway for a first flight or glider launch into the wind, but you must have consent of other flyers and retreat to a pilot station for the balance of the flight.
8. Flyers are encouraged to NEVER fly alone and use a spotter when multiple aircraft are in the air.
9. 3D style maneuvers or high speed low passes must be performed away from the safety fences over the center of the primary runway or beyond.
10. DO NOT fly over vehicles or flyers retrieving aircraft, whether on the field or in the pasture. Pilots ready to fly must wait until these flyers have returned to the pit area.

## COURTESY

1. Do not run engines for prolonged periods in the pits like break-in or substantial tuning or engine starting adjustments. Use the west test area for this purpose. Perform brief run-up testing for gas and glow powered aircraft at the starting benches and NOT at the taxi gate where other pilots cannot hear their aircraft in flight.
2. Use the sunshade assembly tables only for aircraft assembly or minor repairs. Remove equipment such as toolboxes, fueling equipment and transmitter cases so the tables are clear for other flyers if needed. Field boxes and starters removed from starting benches must be placed out of the way to prevent a tripping hazard for the next user.
3. Be aware of the amount time you're flying. Be considerate and don't be an air hog as there may be other flyers waiting to fly.
4. Keep aircraft out of the pavilion and stage them in the pit area.

Drone and Small Helicopter Field Rules See Attachment 1

**OTOW RC Flyers Drone and Small Helicopter Field Rules**

1. The Drone field has been designed with a layout prescribed by the Academy of Model Aeronautics document entitled “FPV Multi-Rotor Club Sport Racing Recommendations” and the timing trials layout prescribed by the “MultiGP Special Interest Group (SIG)”. The course perimeters are 300’ long and 150’ wide with the pilot line set back 50 feet from the course perimeter and the spectator line 75 feet from the course perimeter. All normal AMA and club rules pertaining to operations and spectators will be governed by these layouts. Flight is to be contained within the course, notwithstanding inadvertent excursions which require immediate correction.
2. This Drone field was developed primarily for FPV Drone pilots with line of sight Drone and small helicopter use on a non-interference basis. FPV Pilots flying at this site have priority on 5.8 GHz video frequencies. Any RC club member flying FPV aircraft on the main runway must determine if the Drone field is being used. If the Drone field is being used they must coordinate to insure they are not operating on the same frequencies.
3. FPV Drone Racing. Racing will be conducted on a layout similar to that used by the MultiGP SIG. Quad rotors up to 250 mm frame size class and 3S LiPo batteries may be used. Larger/heavier aircraft or higher battery voltages are restricted from racing due to increased speeds and impact energy.
4. In part, FPV operations are governed by AMA Document 550, “Unmanned Aircraft Operation Utilizing First-Person View”. All multi-rotor novice pilots in training must have a spotter with them at all times. Once the pilot is proficient and checked by a multi-rotor instructor, the line of sight pilot will no longer require a spotter. All FPV pilots will require a spotter. FPV racing will be conducted under the vigilance of a fully qualified flight line supervisor.
5. All FCC Rules for FPV operations on the 5.8 GHz video band shall apply (See United States Code 47 CFR, Part 15) pertaining to system power, certification and amateur radio licensing. A minimum FCC Technician license is required for any system with transmission power exceeding 10 mW. See also AMA Document entitled “System Licensing Guidance for FPV Flight”.
6. FPV pilots turning on video transmitters must announce their frequency and that they are turning on. When turning on they must also be 30 to 50 feet away from the flying FPV pilot’s headset. If you notice any interference, turn off your transmitter immediately.
7. Any aircraft being flown from the Drone & Small Helicopter Field that goes down north of the track perimeter on the Main Runway flight path will NOT be retrieved until all aircraft being flown from the Main Runway have landed and cleared.
8. Once the Main Runway is cleared, your intentions must be effectively communicated prior to retrieving the aircraft from an area north of the track perimeter.
9. After all pilots have been notified of a downed aircraft on the Main Runway flight path, all pilots will refrain from staging, occupying or taking the Main Runway until such time as the downed aircraft has been retrieved and the flight path has been cleared of all personnel.



1/27/2017



**R/C Flyers**  
Charter Number 2980

**Secretary Use**

- Roster
- Member
- Badge

# Membership Application

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_ AMA #: \_\_\_\_\_  
Last First

How do you wish your name to appear on your club membership badge?

Badge Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Membership annual dues are \$50.00 per year. Initiation fee for new membership is \$100.00. Total cost for new member to join OTOW R/C Flyers is \$150.00. Please make check payable to: OTOW RC Flyers.

Academy of Model Aeronautics (AMA) membership is also required for insurance purposes. You can apply for AMA membership online at <http://modelaircraft.org> or call 765-741-0057.

**Initial Here** I have received, read, understand and agree to abide by the OTOW R/C Flyers Club By-Laws, Field Rules, and Release & Hold Harmless Agreement.

It is strongly recommended that you register with the FAA. FAA Reg #: \_\_\_\_\_

**Check appropriate box**  
I also understand that if:

I have flying experience. I need to meet with the **Safety Officer** for a check flight, field operations, courtesy and safety requirements before flying any aircraft at the club field.

I do not have flying experience. I need to contact **Flight Instructor Coordinator** to set up an appointment for your initial flights, field rules and safety orientation, courtesy requirements and flight training.

**Please return the Application, Hold Harmless Agreement and check to the Membership Chairman.**

Signed \_\_\_\_\_ Date \_\_\_\_\_



## RELEASE and HOLD HARMLESS AGREEMENT

(To be signed at time dues are paid with application for membership)

With full knowledge and appreciation that flying R/C model aircraft is a hazardous activity, I hereby release and hold harmless the On Top Of The World RC Flyers Inc., AMA Charter 2980, its officers, and all parties associated with the organization and their successors and assigns, from any and all responsibility for injury to myself and or property, direct or indirect, arising as a result of my participation in any activity sponsored by the On Top Of The World RC Flyers Inc., prior to, during, or after such activity. This release covers all On Top Of The World RC Flyers inc. activities prior to and including the date signed below. This release covers myself and all parties named herein, and all heirs, executors, or administrators thereto, and is given in full awareness of its content and in consideration of acceptance on my membership.

I hereby agree that I shall hold harmless On Top Of The World, Inc., On Top Of The World RC Flyers Inc., Parkway Maintenance and Management Co., Palm Acres Real Estate Company, Sidney Colen And Associates, and any of their agents, servants, employees, and any other members of the On Top Of The World RC Flyers Inc. from any damage, injury or illness resulting from my participation in the On Top of The World RC Flyers Inc. and it's activities.

This instrument shall act also as a full and complete release of any and all liability which may or may not accrue to On Top Of The World, Inc., On Top Of The World RC Flyers Inc., Parkway Maintenance and Management Co., Palm Acres Real Estate Company, Sidney Colen And Associates, and any of their agents, servants, employees, and any other members of the On Top Of The World RC Flyers Inc. as a result of my use of the club RC field and it's activities.

This instrument shall remain in full force and effect until canceled in writing by me or by the On Top Of The World RC Flyers Inc.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ AMA # \_\_\_\_\_

Dated \_\_\_\_\_ FAA Reg # \_\_\_\_\_