On Top Of The World

R/C Flyers

# club bylaws

# ON TOP OF THE WORLD RC FLYERS INC.
# BY LAWS
# Approved 7 December 2020

**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 use the name OTOW RC Flyers for non-legal internal club documents. The club is located at On Top of the World Communities, Inc., Ocala, Florida, hereafter called OTOW. 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 annually renew a charter from the Academy of Model Aeronautics (AMA). The renewal application shall include additional liability insurance for the property owner, OTOW Communities. The charter number is 2980.

D. The club shall 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 in accordance with AMA rules and regulations with the oversight and support of OTOW management. In case of a difference in regulations, the regulations stated in the club's bylaws and field rules shall take precedence over AMA rules except in situations that pertain to insurance. Compliance with OTOW policies and regulations is mandatory.

**Article 2** MEMBERSHIP

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 can be submitted to a member of the Board of Directors, hereafter called the Board, but preferably to the Membership Chairman
2. An applicant must sign a copy of the Release and Hold Harmless Agreement, which is required for all members of the club and will be kept on file for the duration of membership.
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 waved for spouse memberships.

B. The amount of dues shall be determined by a simple majority vote of club members.
   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. Proposed special assessments and /or changes in the amount of dues or initiation fees will be brought to the Board. Following approval by the Board, the proposed change will be presented to the membership at a regular or special business meeting and shall require a majority vote of the members present for passage. The members must 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 30 September will be considered to have paid their dues for the following year.

**Article 4** OFFICERS AND DIRECTORS

A. Officers of the club are **President, Vice President, Secretary, Treasurer, Two Safety Officers, and Field Marshal**. These officers and two Directors constitute the Board.

   DUTIES

   1. The Board shall manage the business of the club. As such the Board will both advise and direct the President on any substantive issues concerning the club as well as set the agenda for the next business meeting. Decisions on such matters shall be by simple majority vote with the President casting a vote in case of a tie.

      Board meetings are open and can be attended by any club member.

   2. The President is the presiding officer of the Board and shall in general supervise and control the business of the club. The President shall meet with the Board before any general membership meeting.
   3. The President shall be the sole point of contact with OTOW management with authority to designate a representative when necessary. The President shall be supported by attendance of at least one other member, usually the Vice President or Secretary.
   4. The Vice President will act as president pro tempore in the absence of the president.
   5. The Secretary shall keep minutes and maintain the club records, roster, charter, and perform corporate reporting. The Secretary is the primary point of contact with the AMA except for safety issues.
   6. The Treasurer will collect all monies due the club and keep a record of all monies 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.
   7. The Safety officers shall have overall responsibility for enforcing all safety rules of the club and act as primary point of contact with the AMA for safety issues.

8. The Field Marshal shall supervise the club field and parking area, direct all maintenance volunteers and shall be consulted before any construction or changes take place at the club field.
9. Directors shall act as at large members increasing availability to the membership for issues that require Board action or action by individual officers. Directors may be assigned committee roles by the Board or other responsibilities.

B. Nominations, Voting, Term of Office, and Removal

1. Nominations for Club Officers will be taken at the November business meeting. Nominations will close at the end of this meeting.
2. To be nominated for a club officer or director, candidates must have the following experience:
   a. President - one calendar year as a club member.
   b. Vice President - one calendar year as a club member.
   c. Secretary – no requirement
   d. Treasurer – financial management experience preferred.
   e. Safety Officers – one calendar year as a club member.
   f. Field Marshall – one calendar year as a club member.
   g. Directors – no requirement

   In the event that the experience requirements cannot be met by any nominees, the sitting Board can waive the requirements.
3. The officers and directors are elected to a one-year term by a simple majority vote of those present at the December business meeting. The election will be by written ballot or members hand vote. Absentee or proxy ballets are not allowed. The outgoing President will supervise the election. The new officers will start their duties on January 1.
4. Removal from office: A secret ballot is required for removal of any Board member unless waved by a majority vote of the members present at the decision meeting.

C. Vacancies

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

**Article 5** REPRIMANDS, SUSPENSIONS AND EXPULSION

A. A complaint against a member shall be submitted in writing, signed by at least one member and a witness and filed with the Secretary using Attachment 1. The Secretary shall bring the complaint to the Board within five days. The Board shall submit a unanimous recommendation to the club membership at or before the next business meeting for dismissal of the complaint, verbal reprimand, suspension or expulsion of that member.

B. The Board shall insure that all possible effort is taken by any and all parties to resolve the complaint prior to further action.

C. Grounds for verbal reprimand, suspension or expulsion include, but are not limited to:

1. Failure to comply with the Field Rules and other regulations of the club as well as AMA safety regulations.

2. Flying without an instructor before being qualified to fly solo.
3. Terminating the Release and Hold Harmless Agreement.
4. Abusive behavior, threats of physical harm or physical harm to any person while at the field or at a club activity.
5. Use of alcoholic beverages or illicit drugs while at the field.

D. The Board can initiate a documented verbal reprimand without the vote of the membership.

E. If suspension or expulsion, including the duration, is recommended by the Board at a special or business meeting, concurrence shall require approval by a 2/3rds vote of members present. Voting shall be by secret ballot. There is no appeal

**Article 6** MEMBERSHIP MEETINGS

The club will conduct a minimum of ten business meetings per year. The Board 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.

**Article 7** BUDGETING AND DISBURSEMENT OF FUNDS

A. A budget for the next fiscal year shall be prepared by a Budget Committee appointed by the incoming president after formally taking office.

B. The budget shall be based on past years actuals as much as possible with each major line item, such as field maintenance, supported by a Basis of Estimate.

C. The budget shall be prepared in time for Board approval followed by approval of a simple majority vote of those members present at the February business meeting.

D. After membership approval of the fiscal year budget, any proposed changes shall be presented to the Board for approval prior to submittal to the membership for approval.

E. The President is authorized discretionary funding, to be included in the budget, over the Presidents' budget line.

**Article 8** COMMITTEES

A. The following committees may be appointed 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** MISCELLANEOUS PROVISIONS

A. Robert's Rules of Order may be used at the President's option to conduct meetings.

B. The club's Fiscal year shall begin Jan 1 and end on Dec 31.

C. Club records may be transferred incrementally following the election of club officers with final turn over at the January Board meeting (held the end of December).

D. The official club logo is: "OTOW RC FLYERS" which may be used on club items such as hats, shirts, club emblems, event flyers, etc.

E. OTOW RC FLYERS is to be used only on internal club materiel. OTOW has a copyright on their name and logo, use of which has to be renewed with OTOW every three years and cannot be used outside of OTOW Communities without their prior approval.

F. Dissolution of Club
   1. The Club may be dissolved with the approval of a 2/3rds majority vote of the total membership.
   2. On dissolution of the club, the Board shall dispose of all assets and pay or make provisions for the payment of all liabilities. Remaining monies will be donated to the AMA.

**Article 10** AMENDMENTS OF THESE BYLAWS

Amendments can be made to these Bylaws at any business or special meeting of the club membership, provided the members have been notified of the proposed changes by, e-mail and/or regular mail at least (5) days in advance of the meeting. Amendments shall be approved by a 2/3rds majority vote of the members present at the meeting. Absentee or proxy ballots are not allowed.

**Article 11** AMENDMENTS OF FIELD RULES

Changes can be made to the Field Rules at any business or special meeting of the club membership, provided the members have been notified of the propsed change(s) by email or regular mail, and posting a notice at the field at least (5) days in advance of the meeting. Field Rules shall meet all AMA Regulations and OTOW Policies and Procedures. Approval shall consist of a simple majority vote of the members present at the meeting. Absentee or proxy ballots are not allowed.

**Article 12** EMERGENCY BOARD POWER CLAUSE

The Board may act on behalf of the membership in those rare and unpredictable times and/or events, where time is of the essence and club governance cannot be delayed for the sake of membership meetings and/or concurrence. This clause will only be invoked when such action is beneficial for the club and it's membership.

ENCLOUSURE (1)

# On Top Of the World RC Flyers Complaint Form

Date: _____ Time: _____

Nature of Complaint:

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Signature: _____

Printed Name: _____

Witness: _____

Printed Name: _____

Additional Witnesses (Optional)

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