

# **CONSTITUTION and BY-LAWS**

## **N.E. KANSAS BLUE SKY SQUADRON, INC.**

**September 1, 2009**

**Last updated by vote on November 22, 2014**

## **ARTICLE I**

### **NAME**

The name of the club shall be the **N.E. KANSAS BLUE SKY SQUADRON, INC.**, a fraternal organization incorporated in the State of Kansas, USA. Hereafter the word Club refers to **N.E. KANSAS BLUE SKY SQUADRON, INC.**

## **ARTICLE II**

### **PURPOSE**

The stated purposes of the Club shall be:

- A.** To promote the building and safe operation of radio controlled model aircraft.
- B.** To promote and encourage flying of large sized aircraft, commonly called giant scale aircraft, in a safe manner.
- C.** To provide for Club growth and a flying site for model aircraft of all sizes.

## **ARTICLE III**

### **MEMBERSHIP**

**A. Qualifications.** There shall be two classes of membership as follows:

**1. Individual membership**

- a. Must be a member of AMA.
- b. Has full privileges and voting rights.
- c. May run for and hold office in the Club.

**2. Family membership**

- a. Each family member must be a member of AMA.
- b. Includes a member of the individual member's immediate family or an individual 18 years old or younger, living at the member's home.
- c. Family members must be over the age of 18 to have voting rights.

**3. Application.** Membership in the Club shall be granted as follows: Submission of an application, signed by the applicant, showing name, address, home phone number, AMA number, email address (if available), and stating an agreement to observe the By-Laws and Safety Rules of the Club and the Safety Code of the Academy of Model Aeronautics (AMA). All members in good standing have the right to receive the Club newsletter, display the Club logo, and fly at the Club flying site.

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

**B. Dues**

1. The Club's fiscal year shall be the calendar year.
2. Dues for each fiscal year shall be established by the Board of Directors and subject to approval by the membership.
3. Dues shall be due on January 1 of each fiscal year. Members whose dues are unpaid on March 1 shall be dropped from the club roster.
4. No special assessments shall be levied upon the Club members at any time, except by approval of a majority of the membership present at a regular or special meeting. Prior notification shall be given to all Club members via the Newsletter or special mailing prior to any vote to change dues or assessments.
5. Special projects may on occasion be proposed that will require special funding. The membership will be asked to approve these projects and voluntarily fund them as they are able.
6. Any individual, member, or other may make any donation that they deem appropriate, and in any amount that they deem appropriate, and may specify specific use.

**C. Resignation.** Any member in good standing may resign his/her membership by giving written notice to the Club.

**D. Termination.** If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Club shall thereby terminate, subject to reinstatement upon restoration of eligibility.

**E. Expulsion.** This section provides for enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member or members. Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the membership if in the officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.

**F. Reinstatement.** A two-thirds vote of the membership is required for reinstatement to the Club.

## **ARTICLE IV**

### **Board of Directors**

**A. Composition.** The Board of Directors shall oversee operations of the Club and shall establish policies and guidelines for the Club. The Board of Directors shall consist of the four elected officers for the current year, the past president, and one at-large individual member. In event that the past president is not available, an additional at-large individual member shall be elected to fulfill that role.

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

At-Large Board Member(s) shall be nominated and elected at regular Club meetings (November and December) as prescribed in Article VII.

**B. Responsibility and dissolution of assets.** The Board of Directors shall have the responsibility for all equipment and all assets owned by the Club. The records of the Board shall contain an inventory of said equipment and all assets which shall be included in any audit of the Club's accounting records. They shall determine the disposal or purchase of any equipment or assets and the purchases or replacement of new equipment, and maintain a written record of such disposal and purchases. In the event of dissolution, the Corporation may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership. Upon the dissolution of the Corporation the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purpose of the Corporation in such manner, to the (AMA), or to such other organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purpose and shall, at the time, qualify as an exempt organization or organizations under Section 501 (c ) ( 7 ) of the Internal Revenue Code, as amended, or to such other organization with purpose similar to the purpose of this Corporation, as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principle office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

## **ARTICLE V**

### **OFFICERS**

**A. Elected Officers.** The elected officers of the N.E. KANSAS BLUE SKY SQUADRON, INC. shall be:

1. President
2. Vice-president
3. Secretary
4. Treasurer
5. Field Safety Officer

**None:** The Secretary and Treasurer positions may be held by a single member if he/she wishes to hold both positions.

**B. Qualifications.** In order to be voted in as an officer of the club, the member must be 18 years old or older.

#### **C. Term of Office**

1. An officer will serve for a two-year term or until the officer's successor is elected. An individual may serve a maximum of three consecutive terms (six years) in any elected position

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

except Secretary-Treasurer, in which an individual may serve only two consecutive terms (four years).

2. Officers shall serve for two years beginning on the first day of January of the calendar year following their election.

**D. Appointments.** Positions may be appointed by the Board of Directors as necessary for the operation of the Club. For example: Public Relations Coordinator, Event Coordinator, Newsletter Editor.

**E. Nominations.** Nominations for Officers shall be held at the regular November meeting of the Club. Further nominations may be made prior to election at the December meeting, provided the nominations are communicated to the Club membership prior to the meeting.

**F. Elections.** The election of Officers and any At-Large Board Member positions that are open shall be held at the regular December meeting of the Club.

**G. Voting.** Voting shall be conducted by secret ballot of the members present if more than one member has been nominated for the position. In the event only one member has been nominated for a position, the nominee may be elected by acclamation.

**H. Vacancies.** Any vacancy in any office shall be filled by appointment of the Board of Directors, and approval by a majority of the membership present at the next regular Club meeting. Notification of the appointment to the membership shall be through the monthly Club Newsletter.

**I. Removal.** Any Officer may be removed from office by vote of at least two-thirds (2/3) of the members present at a Club meeting.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

The assigned duties of the elected Officers shall be:

**A. President.** The President shall preside at all meetings of the Club and act as official spokesperson for the Club in all matters pertaining to it. He shall approve all expenditures with a simple majority of the Board of Directors.

**B. Vice-President.** The Vice-President shall assist the President in all matters pertaining to the Club, and shall assume the duties of the President in his absence. He shall insure that the Club operates in accordance with the Constitution and By-Laws.

**C. Secretary.** Shall keep an accurate record of the membership. Record meeting minutes and deliver them to the members in a timely manner.

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

**D. Treasurer.** Shall act as custodian of all Club funds and shall prepare and deliver financial reports as requested. He shall prepare and deliver other reports regarding finances that are deemed appropriate. He may keep a petty cash fund of not more than \$100 and will be legally responsible for all Club funds. He shall keep an accurate record of the membership. Any disbursement of more than \$500 of Club funds will require the signature of the Treasurer and a Board of Directors member.

**E. Field Safety Officer.** The Field Safety Officer shall act as an activity coordinator for functions of the Club and will be responsible for Club property during events. He will be responsible for frequency control during field activities. During sanctioned or other events he will be responsible for the Impound Area. He may name additional Assistant Safety Officers with the approval of a majority of the Board of Directors.

**F. At-Large Board Members.** Will accept, and at times be assigned, duties to assist in the continued operation of the Club in accordance with the Constitution and By-Laws.

## **ARTICLE VII**

### **MEETINGS**

Robert's Rules of Order shall be used as a guide for all Club business meetings and Board of Directors' meetings.

**A. Agenda.** The regular agenda for Club business meetings will be as follows:

1. The call to order.
2. Treasurer's report. (Approval vote not required if no objections.)
3. Minutes of the previous meeting. (Approval vote not required if no objections as published or as corrected.)
4. Recognition of visitors.
5. Reports of Officers and Committees.
6. Old business.
7. New business.
8. Open discussion and announcements.
9. Scheduled program or Show and Tell (Items of interest).
10. Attendance and raffle drawings.

**B. Order of Business.** The regular order of business for a meeting may be modified at that meeting by a majority vote. A quorum for conducting business requiring a vote at any Club meeting will consist of at least 25 percent (25%) of the current voting members on the Club roster.

**C. Schedules.**

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

1. Regular meetings shall be held on a monthly basis. Date and time will be determined by the Board of Directors.
2. Regular meetings may be re-scheduled to accommodate special events or other extenuating circumstances.
3. Special meetings may be called at the discretion of the Board of Directors to appropriately handle emergency or extenuating circumstances.
4. Board of Directors' meetings may be held immediately before or after the regular Club monthly meeting or as called by the President.

**ARTICLE VIII**  
**AMENDMENTS OR CHANGES TO THE CONSTITUTION**  
**AND BY-LAWS**

Amendments may be proposed at any regular or special meeting by any member in good standing, to be published and voted on no earlier than the next regular or special meeting. Amendments must be approved by two-thirds (2/3) of the voting members present. Proposed amendments or changes to the Constitution and By-Laws shall be made available to the membership by any one of several methods: publication on the Club web site, through E-mail, publication in the monthly Club Newsletter, or by individual mailing, and must be available to the membership prior to any vote. No amendment to the Constitution of By-laws may be voted on at the meeting at which the amendment is proposed.

**ARTICLE IX**  
**PROCEDURES**

**A. Event Cancellation Procedure**

1. Events describe formally-scheduled club activities such as fly-ins, club meetings, and club cook outs. A cancellation may include a postponement, early dismissal, or total cancellation. Reasons could include, but not be limited to, bad weather, injuries, or poor attendance.
2. Persons required to be present at time of Cancellation: The cancellation must be approved by, at least, two board members. If the cancellation is an AMA sanctioned event, the event CD must be the first to be advised of such cancellation and must be in agreement to the reason the event must be canceled. All other event types can be canceled by two agreeing board members, as long as the President is one of the two members making the decision. In the event the President is not available, the Vice President must be included in the decision.
3. Cancellation Notification Procedure: When the event is a fly-in, and the event has already begun, the CD will notify all attendees by grouping them together or announcing the cancellation over a loud speaker. If the event has not yet begun, the club calling tree may be utilized to notify possible attendees. In either case, the club website will be updated with the cancellation information as soon as possible.

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

**B. Competition Director Procedures.** The recommended procedures for the Competition Director (CD) can be found on the AMA web site. The link is:  
*<http://www.modelaircraft.org/events/compreg.aspx>*

**ARTICLE X**  
**GRIEVANCE PROCEDURE (FLIGHT AND SAFETY RULES)**

**A. 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 in to the Safety Officer/Committee Chairman. At least one corroborating witness is required to sign the Grievance Form. The Safety Officer/Committee shall use its judgment in carrying out action on the following:

**B. Grievance Form.** The form will be filled out by the member observing the alleged violation and submitted to the Safety Officer/Committee Chairman. At least one additional witness is required to sign the Grievance Form.

**C. 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 Safety Officer/Committee, and this will be recorded in the Club records.

**D. Second Violation.** Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Officer/Committee. 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 Club newsletter.

**E. Third Violation.** Safety Officer/Committee will notify the accused in writing and the Club members via the Club newsletter that the Club will vote on the expulsion of the accused at the next meeting. Said expulsion will last for a one-year minimum. 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. The expelled member may reapply for membership after the expiration of the expulsion time period.

**F. Expulsion Time Requirement.** The expulsion will not be initiated unless the three sustained grievances are accumulated within a two-year period of time.

**G. Retaliation.** 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

**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Club Officers.

**H. Grievance Form Example.** The following form or reasonable facsimile will be used.



**CONSTITUTION and BY-LAWS**  
**N.E. KANSAS BLUE SKY SQUADRON, INC.**  
**September 1, 2009**

**Grievance Form**

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

Location: \_\_\_\_\_

Nature of Violation:

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Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Additional Witnesses (not required):

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