

**Hill Country Aeromodelers**  
**Bylaws**  
Effective February 9, 2010

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**Mary Moore Searight Park  
Austin, Texas**

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#### Article I – Name and Location

- A. Name. The name of the Club is the Hill Country Aeromodelers Radio Control Association, Inc. (“the Hill Country Aeromodelers” or “the Club”).
- B. Location and Mailing Address. The Club’s flying field (“the Flying Field”) is located in Mary Moore Searight Park in South Austin, south of Slaughter Lane, between Manchaca Road and South First Street. The official mailing address of the Club is the current President’s home address. Mail to the Club can be sent to other officers, directors, or members as necessary to conduct club business.

#### Article II – Purpose

The Club is a self-supporting, non-profit organization chartered by the Academy of Model Aeronautics (“AMA”). The Club promotes model aviation as a sport and recreational activity in the Austin area. The Club is open to anyone interested in model aviation.

#### Article III – Membership

- A. Qualifications. All persons are eligible for membership. All Club members are required to be current members of AMA and are required at all times to comply with these Bylaws and the Club’s Flying Field Safety Rules.

All new members will be required to complete a six month probation period. At any time during the probation period if any bylaws violations, club safety rules violations, or AMA violations are committed by the new member this may cause their membership to be canceled by the Board of Directors.

- B. Fees and Dues. Club dues are Sixty Dollars (\$60.00) per year. Dues for the following year are due on or before December 31. Members whose annual dues are not paid by January 31 must pay an administrative late fee of \$10.00.

Family rates are available for \$60 for the primary member and \$30 for each additional person over 18 years of age.

Members age 18 and younger are not required to pay any administrative fees or annual dues, but are required to be current members of AMA.

Members who are “snowbirds” who reside at a second residence out of the Austin area may petition the board for prorated dues.

The Board of Directors may annually waive dues for individuals in recognition of their special services to the club or other special circumstances. Any dues waivers shall be recorded and published by the Secretary except in cases of financial hardship which shall be recorded by the Membership Coordinator.

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Dues for new members joining the Club after the first of the year shall be prorated based on the number of remaining months in the year, with a partial month counting as a full month. Anyone who was a Club member the previous year cannot be a new member the following year and must pay dues for a full year, regardless of when paid.

- C. Resignation. A member of the Club may resign at any time by giving written notice to the Club President or Membership Coordinator. Dues are non-refundable, except under extraordinary circumstances, which will be determined by the Board of Directors on a case-by-case basis.

#### **Article IV – Club Officers and Board of Directors**

- A. Board Responsibilities and Authority. The Board of Directors shall manage the Club's affairs. The Board has authority to establish and administer the Club's policies and to expend the Club's money. Actions of the Board shall be consistent with these Bylaws, the Club's AMA charter, and the Club's agreement with the City of Austin governing use of the Club's Flying Field. Unless otherwise provided in these Bylaws, decisions of the Board shall be by simple majority vote of the directors present. A quorum of five (5) is required to conduct business. If Board action is required before a meeting of the Board can be scheduled, the President may collect votes by telephone, by email, or by any other manner deemed appropriate by the President. If such emergency vote is invoked by the President he is accountable for normal record keeping. As with normal board meetings the Secretary must still record the voting results and actions. The President must provide the Secretary with a written log of which board members were contacted for voting and how they specifically voted, yea or nay, on the action proposed.
- B. Elected Directors. The elected members of the Board of Directors shall consist of the President, Vice President, Secretary, Treasurer/Membership Coordinator, Safety Coordinator and four members elected at large.
- C. Additional Directors. Additional Directors that are Presidential appointments include the positions of Field Marshall and Club Webmaster. The field Marshall is responsible for maintenance of the field and the field maintenance equipment. The Club Webmaster is responsible for maintaining the club website and all club group emails, blogs or other internet based club communications. The Field Marshall and Webmaster shall be voting members of the Board of Directors. The "Director Emeritus" is not appointed. At his or her sole discretion, the immediate past President who completes his term and continues as a HCAM Club Member may serve as a "Director Emeritus" voting board member for a period of one year.
- D. Terms of Office. Officers and directors shall be elected at the regular Club meeting held in March of each year. Elected officers shall serve for a period of one year. Directors-at-large shall serve for a period of two years and shall not serve consecutive

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terms. Director positions number one and three shall be elected in odd numbered years and Director Positions number two and four in even numbered years. Directors appointed pursuant to Article IV.C shall serve until the next regular election of officers. An officer or board member may resign at any time by giving written notice to the President. An officer or board member who consistently fails to perform his or her duties may be removed from office by a two thirds vote of the other members of the board. Any officer or director who misses three consecutive board meetings or three consecutive club meetings will have automatically submitted their resignation from office. It will be the Board of Director's decision on whether to accept it or not based on the circumstances.

- E. Duties of Club Officers General. In addition to the duties set forth in these Bylaws, all officers shall have the duties, responsibilities, and authority customarily associated with their office and such other duties assigned by the Board of Directors or the President.

President. The President shall preside at all meetings of the Board of Directors and the Club and shall act as official spokesperson in all matters pertaining to the Club. The President, Vice President, and Secretary shall be responsible to insure that club's bank accounts and membership records are reviewed by the directors at least every six months. The President may appoint Club Members to serve in temporary positions needed for the operations of the club.

Vice President. The Vice President shall act for the President when he/she is unable to serve. The Vice President shall also be responsible for coordinating programs following the business portion of each Club meeting.

Secretary. The Secretary shall record minutes of each Club and Board meeting and post them to the HCAM Group email and Website in a timely manner. He or she shall also be responsible for general Club correspondence.

Treasurer/Membership Coordinator. The Treasurer shall collect all moneys due to the Club, pay all bills, and keep a record of money disbursed by the Club. The Treasurer shall present a financial report at each Board and Club meeting and prepare a monthly financial statement. The Treasurer shall bring a current bank statement to each director's meeting and have it signed by the President or whoever is conducting the meeting.

The Membership Coordinator shall provide membership records to the Club Secretary to be sent to the AMA annually as required to renew the Club charter and issue membership cards to new and renewal members and provide membership records to the AMA annually as required to renew the club charter.

Safety Coordinator. The summary description of the Safety Coordinator's goals is to help our members to be safe. In the event a club member needs help or correction the Safety Coordinator's job is to arrange for assistance, training, or education to promote safety, improve skills, or otherwise help in a manner that promotes fraternity and fun.

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The Safety Coordinator is responsible for developing, promoting, and encouraging a general climate of safety awareness within HCAM and provides a communications link between AMA and HCAM in matters related to safety, including filing accident reports, in a timely manner or distributing AMA materials. He or she acts as an advisor and a resource manager for the club and its members. He or she may conduct safety training including first-aid at club meetings and give the "Safety Report" of any accidents of safety issues he has observed. He or she shall investigate any accidents causing reportable personal injuries or property damage and make any needed safety recommendations to the Directors. He or she shall assist the AMA in establishment of a national safety program to reduce accident/incidents. He is not to be the "Club Field Policeman". Enforcement is the primary responsibility of the club Officers and Directors. Board members, as part of their safety obligations, have the authority to suspend flying privileges for any member for the day if the Board Member believes safety may be compromised. Although the Officers and Directors have the first level of responsibility for safety and enforcement the general membership should be cognizant and aware of any unsafe situation and take indirect action to resolve and promote safety.

At least once a year he shall:

- Conduct a safety audit of the club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by club members and the public.
  - Inspect the operational areas for proper signage and safety equipment as applicable.
  - Review emergency procedures (fire and rescue) with club members. Provide training on the club emergency action plan to handle serious accidents/incidents.
  - The Safety Coordinator shall appoint the Chief Instructor. The Chief Instructor shall report directly to the Safety Coordinator.
- F. Vacancies. The President may appoint a Club member to fill any vacancy that occurs in any office or on the Board of Directors, subject to approval by a two-thirds (2/3) majority vote of the Board. Such appointee shall serve until the end of the term for which his/her predecessor was elected.

## Article V – Meetings

- A. All meetings shall be conducted in accordance with "Robert's Rules of Order"
- B. Club Meetings. Regular meetings of the Club shall be held on a specified date of each month at a time and place set by the Board. Special meetings of the Club shall be held on such dates and at such times and places as determined by the President or the Board of Directors. At any Club meeting a simple majority shall be over 50% of the

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members present. Unless otherwise provided in these Bylaws a simple majority vote shall be required for actions taken by the Club.

- C. Board Meetings. Regular meetings of the Board of Directors shall be held on the Sunday preceding the second Tuesday of each month or on such dates and at times and places designated by the President. At any Board meeting a quorum of five (5) members shall be required to take any action that requires a vote. A simple majority shall be over 50% of the Board members present. Except as otherwise provided in these Bylaws, a simple majority vote shall be required for actions taken by the Board of Directors. Board meetings are open to all Club members unless a closed session is called by the President or his representative to discuss an issue containing personal or health information requested to be protected. All grievance action meetings shall be public unless specifically requested to be closed for the purpose of protecting such personal information. The minutes of closed meetings shall remain confidential but the results of the meeting shall be published by the Secretary.

#### **Article VI – Record Keeping**

The President shall keep AMA charter records, insurance records, and records of agreements with the City of Austin. The Secretary shall maintain the minutes and attendance records of all Club and Board meetings. The Treasurer/Membership Coordinator shall maintain all Club financial records and all Club membership records. The webmaster shall maintain an electronic file of website content. Other records shall be maintained as directed by the President. Outgoing officers and directors shall transfer club records to incoming officers and directors as soon as possible, but no later than one month following elections at the March Club meeting.

#### **Article VII - Committees**

The Club has no standing committees. The Board of Directors or the President may establish ad hoc committees as necessary to accomplish Club business.

#### **Article VIII –Elections, Nominations, and Recall**

- A. Elections. Election of officers and Board members shall be held annually at the March Club meeting. Those elected shall begin their term of office at the conclusion of the March Club meeting.
- B. Nominations. The Board of Directors shall propose a slate of Club officers and directors for election at the February Club meeting. Nominations for Club officers and directors may be submitted to the Board prior to the February Board meeting. Nominations may also be made from the floor at the March Club meeting. Nominees must be Club members in good standing and must be willing to serve in the capacity for which they have been nominated.

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- C. Recall. A recall election for an officer or director shall be scheduled if requested in writing by at least twenty-five (25) Club members. Notice of the recall election shall be published on the Club's website and/or field bulletin boards. The notice shall include the name of the officer or director subject to recall, together with the date, time, and place of the meeting at which the recall election will be held. Recall shall require three-fourths (3/4) majority vote of the members present at the meeting when the recall election is held.

#### **Article IX – Flying Field Safety Rules, Grievances, and Disciplinary Actions**

- A. Rules. The Club's current Flying Field Safety Rules are adopted and incorporated herein by reference. A copy of the Club's Flying Field Safety Rules shall be (1) provided to each new member as soon as possible after receipt of a valid application, (2) provided to any Club member upon request, (3) posted on the Club's website, and (4) posted prominently at the Flying Field at all times. The Board of Directors shall review the Flying Field Safety Rules for sufficiency at least annually. The Board or any Club member may propose amendments at any time. A simple majority vote of members present at the monthly Club meeting at which a proposed amendment is considered shall be required for the amendment to be adopted. All Flying Field Safety Rules shall be consistent with the safety rules, policies, and guidelines of the AMA and the Club's agreement with the City of Austin governing use of the Club's Flying Field. Violations of the Club's Safety Rules shall be grounds for expulsion, suspension of flying privileges, or other discipline the Board deems appropriate.
- B. Grievances. Safety concerns that cannot be resolved informally shall be referred to the Board of Directors in writing. The Board of Directors shall resolve the concern as provided in these Bylaws.
- C. Expulsion and Reinstatement. The Board of Directors may expel a Club member by a two-thirds (2/3) majority vote if the Board determines (1) the member has violated the Club's Flying Field Safety Rules or (2) the member's actions including but not limited to intimidation through threats of physical harm have endangered or harmed other persons while they are on club property or at authorized club events or (3) the member's actions including but not limited to threats of property damage have endangered property on or near the Club's flying field or (4) any act or omission which is a violation of AMA rules, or which is detrimental to HCAM or AMA.. A two-thirds (2/3) majority vote of the Board of Directors shall be required to reinstate any member who is expelled. Unless reinstated, an expelled member shall not be eligible for Club membership.
- D. Suspension of Flying Privileges and other Forms of Discipline. The Board shall have the authority to impose any appropriate disciplinary action for acts or omissions that do not justify expulsion, including but not limited to temporary suspension of flying privileges and/or requiring additional instruction before further solo flight is permitted.

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#### Article X – Miscellaneous

- A. Club Newsletter and Website. The Club may publish an occasional newsletter as necessary to supplement the information on the club's website and/or field bulletin boards. Club officers and directors will make every reasonable effort, by use of club bulletin board postings, member e-mail notification, website postings and/or newsletters to keep members timely informed and aware of club events, annual or recall elections, proposed and adopted amendments or revisions to these bylaws and/or the Club's Flying Field Safety Rules.
- B. Club Dissolution. Prior to dissolution of the Club all debts and other financial obligations of the Club shall be paid or otherwise satisfied. Any money remaining in the Club treasury after satisfaction of all Club debts and other financial obligations shall be distributed to the current Club members weighted for each member's years of Club membership or as otherwise determined by a two-thirds (2/3) majority vote of the Board of Directors.

#### Article XI – Bylaws, Amendments and Copies

- A. Amendments. The Board of Directors or any Club member may propose an amendment to the Club's bylaws. A proposed amendment shall be submitted to the HCAM Secretary. The proposed amendment shall be posted at the field, on the HCAM Website, and on the HCAM group email at least one week prior to the club meeting and preferably one month before the club meeting. Any amendment of the Club's bylaws requires a simple majority vote of the Club members present at the meeting where the amendment is considered.
- B. Copies. A copy of these Bylaws shall be provided to any applicant for Club membership or to any Club member upon request.

**These Bylaws were amended and adopted by simple majority vote at the Club meeting held on February 8, 2010 and are effective as of February 9, 2010.**

*Brian Mc Murray*  
Brian McMurray, President

*John White*  
John White, Secretary