

**Indian River Kontrol Society Bylaws**  
**Revision 18.0      June 15, 2011**

**ARTICLE 1**

**Name:** The name of this organization shall be "Indian River Kontrol Society". The guiding principles of the club shall be as follows:

- 1) The purpose of the club is to promote and encourage the enjoyment of all types of model aviation.
- 2) Money will never be the driving force behind any club activity unless it is a specific, non-flying, money-raising event (50/50 contest, club merchandise, car wash, bake sale, etc.).
- 3) Events are to be held with Pilot Satisfaction and Safety as the primary goals. All other considerations are secondary.
- 4) The collective resources of the club allow small groups of people to do things that they couldn't do by themselves. We will treat small-group desires as significant to the club.

**ARTICLE 2**

**Meetings:** All meetings are open to all active club members and guests. All members are welcome and encouraged to attend.

**General Membership:** The general membership will meet on the third (3<sup>rd</sup>) Wednesday of each month at 7:30 p.m. If canceled due to some unforeseeable reason it will not be rescheduled.

**Special Club Meeting Activities:**

- 1) The club's annual awards banquet is held at the January meeting. This meeting will consist of officer reports and awards only. (No old or new business)
- 2) The club's annual event calendar will be voted on at the July meeting.
- 3) New Officers for the Executive Board for the coming year are nominated at the September and October general meetings.
- 4) Executive Board elections are held at the November general meeting. Installation of the new board members will be at the close of the December meeting.
- 5) The club's annual budget will be voted on at the December meeting.

To insure the expediency of the meetings, all members will be allowed three minutes for all presentations, demonstrations, motions or comments from the floor. Common courtesies will be shown to the person who has the floor.

**Executive Board:** The Executive Board will meet on the first (1st) Wednesday of each month at 7:30 p.m.

- 1) Each month's meeting will be hosted by a different Board member and it will be their responsibility for the location of the meeting.
- 2) A schedule of each month's meeting host will be posted on the club's website.
- 3) The schedule may be subject to change to accommodate last minute conflicts with Board members schedules to ensure maximum attendance at the meeting.
- 4) Any member wishing to attend a Board meeting should contact the host to confirm the meeting location and date.

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**ARTICLE 3**    **Membership:** Membership is open to candidates upon filing an application or by open declaration at a regular meeting. Academy of Model Aeronautics (AMA) membership is required. Dues are payable immediately.

**ARTICLE 4**    **Logo: The official Club logo shall be:**



**ARTICLE 5**    **Dues and Initiation Fees:** All club members shall pay dues for the coming year by the end of December and shall present proof of coming year AMA membership with payment. Annual dues are as follows:

**Introductory Memberships:** All first time members will pay the following rates:

Open Membership: \$48.00  
Family Membership: \$60.00<sup>1</sup>  
Youth Membership: FREE<sup>2</sup>  
Active Military: \$24.00  
Snow Bird: \$24.00<sup>3</sup>

First time member's dues will be prorated using the following formula:

Members rate /12 \* the number of months remaining in the calendar year

**Guest Memberships:** Guest member's dues will be \$7.00. This is for a one time guest visit for less than 30 days but exceeding our normal guest policy of three single day visits for free.

**Normal Memberships:** Normal membership must pay for a whole year and will not be prorated. Returning members will pay the following rates.

Open Membership: \$80.00  
Family Membership: \$110.00<sup>1</sup>  
Youth Membership: \$5.00<sup>2</sup>  
Active Military: \$40.00  
Snow Bird: \$40.00<sup>3</sup>

Failure to renew dues by December 31st will result in immediate forfeiture all flying privileges and a \$20.00 penalty on renewal. Snowbird members are exempt from any late payment penalty. All monies from penalties will go into the Flying Site Fund.

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A member may request a dues refund by petition to the Executive Board. The Board will evaluate the request and determine if the circumstances warrant a refund and to what amount.

In January, of each year, the Treasurer shall transfer monies to the Flying Site Development Fund and the Equipment Fund. The amount, to be transferred, shall be determined based on the number of normal club memberships, as of the end of December of the prior year. \$30.00 per each adult and family member shall be allocated to the Flying Site Development Fund. \$3.00 per member shall be allocated to the Equipment Fund. Transfers from introductory memberships will be excluded.

Notes:

1. Intended for two or more adult members residing at the same address.
2. Must be under 19 on December 31.
3. For up to six months in a calendar year.

**ARTICLE 6**

**Club Funds:** The club's monies will be divided into a General Fund, Equipment Fund and a Flying Site Development Fund.

A monthly report of each fund's status will be reported at both the Executive Board and General Membership meetings.

All requests for reimbursement must be accompanied by the appropriate reimbursement form, which is available from the club's website.

All reimbursements/payments made from these accounts will be by double signature check.

Other than from 50/50 and sale of club merchandise and donations, all gross cash income and receipts for any and all event functions must be submitted in entirety to the Treasurer without any prior deduction by event coordinators for expenses.

**General Fund:** The General Fund will be used for the day to day operations of the club. This will include all recurring expenses for maintenance and upkeep of all club property, facilities and equipment.

The income to and expenditures from this account will be outlined in the club's annual budget. Expenditures from this account will be for budgeted/recurring expenditures.

**Equipment Fund:** The Equipment Fund will be a sub-account of the General Fund used for the purpose of purchasing new equipment to replace or supplement the current equipment used to maintain our flying sites. Examples would be lawn tractors, mowers, weed eaters, etc. This fund will not be used to maintain the equipment. That will be accomplished through the annual budget from the General Fund.

The income to this account will be from a portion of each club member's annual dues as outlined in Article 5.

**Flying Site Development Fund:** The Flying Site Development Fund will be a savings account used for the purpose of future flying site development and for, as needed, improvements to the current flying site as voted on by the club.

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The income to this account will be from donations, 50/50, sale of club merchandise, proceeds from events and a portion of each club member's annual dues as outlined in Article 5. Expenditures from this account will be for non-recurring expenditures.

With the club merchandise being part of the flying site fund, the fund custodian shall be responsible for the ordering, storage and selling of all club merchandise.

The flying site fund custodian shall also be responsible for the storage and selling of all property that is donated to the club to be sold to add money to the flying site fund.

**Fund Transfers:** At the end of the club year, any excess funds in the General Fund maybe transferred, by majority vote of members present, to the Equipment Fund and/or Flying Site Development Fund. Likewise, if it should become necessary to supplement the General Fund or Equipment Fund for an unanticipated expenditure, a motion maybe made to transfer funds to the appropriate fund from the Flying Site Development Fund.

**ARTICLE 7**

**Declaration of Membership:** Membership shall continue during the existence of the club unless terminated by:

- 1) Upon non-renewal or revocation of AMA membership by proper authority.
- 2) Submission of written resignation.
- 3) Expulsion as described in Article 13 or Article 16.

**ARTICLE 8**

**Executive Board:** The officers of the club shall be known herein as the Executive Board or The Board. The Board shall be the governing body of the Club and shall be ultimately responsible for management of the affairs and business of the Club as defined by, but not limited to, the bylaws of the club.

- 1) The Board will consist of a minimum of five primary members. The primary officers shall include: President, Vice President, Secretary, Treasurer and Safety Officer.
- 2) Optional officers may include Field Manager and Event Coordinator. Optional officers may be elected or appointed depending on the number of candidates.
- 3) Officers will serve a two-year term of office.
- 4) The President, Secretary and Field Manager terms will start in January of even years.
- 5) The Vice President, Treasurer, Safety Officer and Event Coordinator terms will start in January of odd years.
- 6) A secret ballot shall be used for elections, removal of a Club officer and expulsion of a member from the Club, unless waived by a simple majority vote of the members present at the meeting.

**General Responsibilities**

The Board shall oversee the club's day to day business affairs between regular meetings. The Board shall meet monthly or as often as deemed necessary to transact the clubs business affairs.

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- 1) It shall oversee the club assets, bank accounts, investments, cash-on-hand, inventory, and any other assets the club may own. It shall oversee all club debts to ensure that they are paid in a timely manner.
- 2) It shall prepare the annual budgets for the general fund, equipment fund and flying site fund.
  - a) The budgets will cover all anticipated club expenses for the coming year.
  - b) It shall oversee the collection of data from the officers and various committee chairpersons used to prepare the annual budgets.
  - c) The annual budgets will be published in the club's November and December newsletters and will be voted on at the general membership meeting in December.
- 3) Expenditures
  - a) It shall be subject to a \$1000 emergency spending cap for non-budgeted items. Items exceeding the \$1000 cap shall require approval by the general membership.
  - b) It shall be subject to a \$100 non-emergency spending cap for non-budgeted items. Items exceeding the \$100 cap shall require approval by the general membership. The total non-emergency, non-budgeted, expenditures per month will not exceed \$200 without approval by the general membership.
  - 4) It shall be empowered to create emergency rules or procedures to safeguard club members and/or club property until the next general membership meeting is held so it may be approved by the general membership.
  - 5) The board meeting shall be the forum where its members coordinate their respective issues and actions as they execute their official duties.
  - 6) Any decision made by the board which is felt to be incorrect by the general membership, may be overturned with a majority vote of the members present at a general meeting.

The individual duties of club officers are as follows:

**President**

The President shall preside over all regular meetings of the Club and shall act as spokesman for the Club in all matters pertaining unless specifically designated otherwise by the bylaws. He shall further appoint committees as may be required in the conduct of Club affairs.

**Vice President**

The Vice President shall act for and as the President whenever the President is unable to serve. The Vice President shall be a part of all phases of Club business including any negotiations with outside agencies.

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**Secretary**

The Secretary shall keep the meeting minutes and all records of the Club. The Secretary shall keep the Club membership list, dues status and conduct all Club correspondence. He/she will also be the Club's contact person with the AMA in case of questions, problems or situations.

Recording Secretary: The Recording Secretary shall keep the meeting minutes and all records of the club, conduct all club correspondence and be the club's official contact with outside organizations such as AMA with respect to questions, problems, information and other occurrences.

Membership Secretary: The Membership Secretary shall keep the club membership list, verify renewals and new applications, collect all dues, periodically collect mail from the club's post office box and maintain and promulgate the club roster. Membership monies will be submitted to the Treasurer for accounting and deposit.

**Treasurer**

The treasurer shall be the primary custodian of the club's general fund. He/she will collect and have custody of said fund, receive and dispense all monies of the club within his/her authority and inform the membership, at each monthly meeting, of the status of the treasury. The secondary custodian for this account will be the club secretary.

The E-board may establish special accounts for special events or funds ( i.e. Flying Site Fund). All primary custodians of special accounts will be appointed by the E-board. The treasurer shall be the secondary custodian on all special accounts.

The treasurer will be responsible for organizing an audit of all accounts within his/her authority each year in January. The E-board will choose members of the Audit Committee.

**Safety Officer**

The Safety Officer shall be responsible for the development and enforcement of all IRKS field safety regulations. Specific responsibilities are as follows:

- 1) Enforcement of the AMA Safety Code.
- 2) Annually discuss AMA safety code changes at a regular club meeting.
- 3) Participate in the generation/maintenance of all safety regulations.
- 4) Analysis the causes of all major or suspicious crashes, to determine if caused by equipment failure or pilot error/qualifications.
- 5) The right to prevent individual fliers from flying if their conduct or aircraft is not suitable until corrected.
- 6) Conduct safety classes, as required, as part of regular club meeting.

**Event Coordinator**

The club's Event Coordinator (EC) shall have the following responsibilities:

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- 1) Will recruit volunteers to act as Contest Directors (CD) to run competitive club events (contests).
- 2) Will recruit volunteers to act as Event Directors (ED) to run non-competitive club events such as a fly-in, open house, etc...
- 3) The EC may volunteer to run any club event as CD or ED.
- 4) Will work with said CD's and ED's to produce an annual events calendar so that there is a club activity scheduled each month, if possible.
- 5) Will submit the proposed annual events calendar at the July meeting for club approval.
- 6) Will insure that the club's approved annual event calendar gets published on the club's newsletter and website.
- 7) Will insure that each month's upcoming event is published in the club's monthly newsletter.
- 8) Will insure that each event's results get posted in the club's newsletter and on the website.
- 9) Will insure members are notified of any last minute changes or cancelations of an event.
- 10) It is recommended that the EC become an AMA certified Contest Director in order to assist and/or direct AMA Sanctioned Events.
- 11) Will insure the CD or ED running an event understands that they are responsible for the planning, application for sanction, event staffing, running the event, the safety of the event and will report event results to the EC.

**Field Manager**

The Field Manager is an optional elected position. The Field Manager shall be responsible for the up keep of the field and facilities/equipment. The Field Manager will coordinate with the Mowing Lead to insure that the runway, pits, and parking areas are mowed on an established schedule or on an as needed basis. The Field Manager will coordinate with the Facilities/Equipment Lead to insure that all facilities/equipment are properly maintained. The Field Manager shall be responsible for all expenditures required for the up keep of the field and facilities/equipment as allotted by our annual budget. The Field Manager will provide a monthly status report to the e-board/membership. The Field Manager will schedule club workdays as necessary to accomplish multiple maintenance jobs/projects that need to be completed at the field. The Field Manager has the responsibility to close the field and notifying a member of the e-board, if weather makes the field unusable. The Field Manager may fill the Mowing Lead and/or Facilities/Equipment Lead positions if he/she desires.

**Mowing Lead**

The Mowing Lead position is a non-elected position. The Mowing Lead will insure that the runways, pits and parking areas are mowed on an established schedule or on an as needed basis. The Mowing Lead will insure that the runways and pit areas are properly fertilized, rolled, and repaired as necessary from damaged caused by aircraft, people or wildlife. Expenditures by the Mowing Lead are limited to \$100.00 without prior approval from the Field Manager or an e-board member. The Mowing Lead will provide a monthly status report to the e-board/membership. In

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the absences of the Field Manager, the Mowing Lead has the responsibility to close the field and notifying a member of the e-board, if weather makes the field unusable.

**Facilities/Equipment Lead**

The Facilities/Equipment Lead position is a non-elected position. The Facilities/Equipment Lead will insure that all mowing equipment will be serviced/repared on an established schedule or on an as needed basis. The Facilities/Equipment Lead will insure that the sprinkler system and all structures above ground are properly maintained. Expenditures by the Facilities/Equipment Lead are limited to \$100.00 without prior approval from the Field Manager or an e-board member. The Facilities/Equipment Lead will provide a monthly status report to the e-board/membership. In the absences of the Field Manager and Mowing Lead, the Facilities/Equipment Lead has the responsibility to close the field and notifying a member of the e-board, if weather makes the field unusable.

**ARTICLE 9**      **Vacancies:** Vacancies in any office shall be filled by appointment by the remaining officers. Appointees to serve until the end of the term for which the predecessor was elected.

**ARTICLE 10**      **Incorporation:** A minimum of four (4) of the elected officers is required for the annual Incorporation of this membership, with the State of Florida.

**ARTICLE 11**      **Bylaws, Motions and Voting:** This club shall adopt bylaws consistent with the constitution for procedures and events as necessary. Bylaws and motions can be adopted, amended, or deleted as the need arises, by a majority vote of the Executive Board and members present at a scheduled and published meeting.

Any motion, made at a general meeting, which deals with club By-Laws, policies, event rules/regulations or purchases over \$1000.00 shall be tabled until the next general meeting. This will allow the board time to evaluate the motion and publish the motion in the club newsletter. This will provide more members the opportunity to comment and vote on the motion.

The executive board may notify the membership of a new motion, by email or newsletter, if an issue arises between meetings, which requires a motion and needs immediate attention. A notice to the membership, by email or newsletter, at least 48 hours before the next general membership meeting will be considered acceptable notification.

The membership may make a motion to give the executive board a discretionary spending limit for special projects like flying site development, etc., without having to return to the membership for approval of each expenditure.

“A majority is defined as more than half of the total votes of votes on a motion”.

Only paid members of the IRKS general membership shall be allowed to vote on any club action.

Only Board members may vote at an Executive Board meeting.

**ARTICLE 12**      **Mishaps:** When an accident, resulting in personal injury or property damage, occurs at a club field, the executive board shall be notified by the responsible party, within 24 hours of the incident. The pilot responsible for the accident is accountable for all damages incurred.

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The Executive Board shall investigate all mishaps/accidents involving third party damage or personal injury and provide a report to the club. The board will take the appropriate actions to report the incident to the necessary higher authorities. If possible, the board will take the necessary actions to prevent further occurrences.

**ARTICLE 13    Resignation, Termination, Disciplinary Action, Expulsion and Reinstatement of Membership:**

- 1) Any member in good standing may resign his/her membership by giving written notice to the Club.
- 2) 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. (i.e. Failure to renew his/her membership for the coming year by December 31<sup>st</sup>)
- 3) This section provides for enforcement of the Safety Rules that are related to flying activities. Any other unacceptable behavior by an individual member or members, as defined by the Executive Board, become the responsibility of the Executive Board as stated in Article 8 of these Bylaws. Any individual may be recommended for expulsion, from the Club, by a two-thirds (2/3) majority vote of the Executive Board if, in the Executive Board's determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Articles of Incorporation and Bylaws, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation. The Board's recommendation to expel will be presented to the general membership for a vote. The membership shall be notified 30 days prior to the actual vote and expulsion will require a 2/3 majority of all members present at that meeting.
- 4) Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Executive Board.
- 5) The Executive Board shall have the discretionary authority to provide for and to impose disciplinary action for such acts or omissions, which do not justify expulsion from membership.
- 6) The vote for expulsion shall be by secret vote.

**ARTICLE 14    Dissolution:**

- 1) The Corporation may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
- 2) 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 purposes of the Corporation in such manner, to the Academy of Model Aeronautics, Inc., or to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes 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 principal

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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 purposes.

**ARTICLE 15    Club Owned Equipment:**

- 1) All property purchased, for club use, shall be owned by the club and not by individuals.
- 2) All club property shall be purchased only after authorization by the Executive Board and, whenever possible, directly with club funds and not by individuals with subsequent reimbursement by the club.
- 3) All club property shall be stored on-site unless granted a waiver by the Executive Board.
- 4) No club property shall be used for personal use.
- 5) Individuals shall not store personal property on-site.
- 6) A club property inventory list shall be developed and maintained.
- 7) The Executive Board shall control the keys/combination for all equipment stored under lock.
- 8) Equipment shall not be disposed of without Executive Board approval.

**Group Use of Club Property:**

- 1) Club members, representing the club, who go as a group to a model aviation event, contest or demonstration such as Joe Nall, *Southeast Electric Flight Festival*, Top Gun, *Valkaria Airfest*, etc. may borrow club property to use at the event.
- 2) The equipment can only be borrowed under the following conditions:
  - a. The group must consist of 3 or more club members.
  - b. The club member's borrowing the equipment must have permission from the executive board. If more than one group wishes to use the same piece of club property at the same time for different events, the executive board will have the final say on who uses the property.
  - c. The club members shall take full responsibility for the equipment and must return it in the same condition that they borrowed it.
  - d. An executive board member will check the condition of the equipment prior to issue and once it's returned.
  - e. The club members must also agree to pay for any damage, which was caused by misuse or neglect while in their possession, to include replacement if necessary.

**ARTICLE 16    Grievance Procedure (Flight and Ground 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 Executive Board for its consideration by means of a Grievance Form to be filled

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out and turned into any Board member. At least one witness is required to sign the Grievance Form.

2) Executive Board

The Executive Board shall use its judgment in carrying out action on the following:

- (a) A grievance form (see page 6) will be filled out and turned into the Executive Board. At least one witness is required.
  
- (b) **FIRST DISCIPLINARY ACTION**
  - a. Viewpoints of both the complainants and accused will be considered.
  - b. Complainant's name(s) will be withheld unless permission has been granted by the complainant. Although not necessary, a collaborating witness is desirable.
  - c. A verbal reprimand will be given to the accused, by the Executive Board, and this will be recorded in the Club files.
  
- (c) **SECOND DISCIPLINARY ACTION**
  - a. Viewpoints of both complainants and accused will be considered.
  - b. Complainant's name(s) shall be disclosed with written grievance form(s) or letter(s) for viewing. Although not necessary, a collaborating witness is desirable.
  - c. The accused has the right to a written rebuttal, to be reviewed by the Executive Board.
  - d. If the Board 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.
  
- (d) **THIRD DISCIPLINARY ACTION**
  - a. Immediate suspension of flying privileges until club vote can be held.
  - b. The Executive Board 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.
  - c. Complainant's name(s) shall be disclosed with written grievance form(s) or letter(s) for viewing. Although not necessary, a collaborating witness is desirable.
  - d. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Executive Board).
  - e. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.
  - f. Voting will be by secret ballot at a regular monthly meeting.
  - g. The expelled member may reapply for membership after the expiration of the expulsion time period.

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- h. When accused member is returned to flight status following either the vote for expulsion, suspension or the expulsion itself, he/she will be required to pass a Safety of Flight Competency Test as outlined in Article 16, Section 3.
  
- (e) The three actions will not be enforced unless they are accumulated within a one-year period of time.
  
- (f) Any member receiving a Grievance, who directs any retaliation action against the person(s) filing said Grievance(s), will be subject to immediate expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Executive Board and appropriate authorities will be notified.
  
- (g) In event of serious or intentional infraction(s) of club rules, the Executive Board reserves the right to implement any of the three disciplinary actions as seen necessary to ensure the Club's safety.

3) In the event that a member is perceived to have diminished or unsafe flying abilities or the member is being returned to flight status after Article 16, Section 2, he/she will be required to undergo a Safety of Flight Competency Test. This shall be witnessed by two Executive Board members and one Certified Flight Instructor and will be a verbal and flight evaluation based on the Solo Pilot's Flight Test with emphasis of safety, field layout and "No-Fly" zones, and club rules.

- a) Member must pass with a unanimous vote of the Executive Board members and the Flight Instructor witnessing the test.
- b) If member request's addition training before testing, he shall be allowed to receive training by a Certified Flight Instructor only and not for a period of more than 30 days.
- c) Member must always fly in the close presence of the Flight Instructor or the member may be suspended for an indefinite period of time.

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**Club Grievance Form**

**Date:** \_\_\_\_\_

**Time :** \_\_\_\_\_

**Nature of Violation:**

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

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

**Additional Witnesses (not required):**

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**ARTICLE 17    **Indemnification:**** The corporate shall indemnify and hold harmless the officers, directors and board members from any and all liability, including reasonable legal fees, arising from any action against them due to their activities on behalf of the corporation, as long as their actions were within the scope of their authority as an officer, director or board member.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_, President

X \_\_\_\_\_, Vice President