

BY-LAWS OF CHESAPEAKE FLYERS

PART I

ARTICLE I. REQUIREMENTS FOR MEMBERSHIP

A. Each and every member and associate family member that participates in club flying activities must be a current member of the Academy of Model Aeronautics (AMA).

1. Associate family member is defined as an immediate family member for example:

Son, Daughter and or spouse.

B. New members will not be accepted during the month of April until all former members have been given a chance to renew their membership and pay their dues.

C. Membership will be limited to Twenty (20) regular members. Membership for junior members will not be limited.

D. Any member whose membership is revoked for disciplinary reasons forfeits his/her membership in CHESAPEAKE FLYERS without any refund in dues or fees.

E. Any member whose membership is revoked may not re-apply for membership within one (1) calendar year from the time of the revocation.

F. Any member not abiding by the rules of Chesapeake Flyers will be subject to disciplinary action by the Executive Council of CHESAPEAKE FLYERS.

G. Must pay dues to Chesapeake Flyers, Inc.

ARTICLE II. FEES AND DUES PAYABLE

Dues for all types of CHESAPEAKE FLYERS membership will be specified in the Working Rules. Any CHESAPEAKE FLYERS member who fails to pay annual dues within thirty (30) days after they are due and payable shall be dropped from the membership rolls.

ARTICLE III. EXECUTIVE COUNCIL

The members of the Executive Council of Chesapeake Flyers shall consist of the President, Vice-President, Secretary, Treasurer, and one (1) elected member from the general membership.

A. Executive Council's Duties and Responsibilities:

1. The Executive Council will oversee the disbursement of CHESAPEAKE FLYERS funds and must approve all non-budgeted expenditures prior to their disbursement.

2. The Executive Council will be responsible for managing the affairs of CHESAPEAKE FLYERS.

3. All motions passed must be presented to the general membership for approval at the next: general membership meeting. If approved at the next general membership meeting, they shall be effective that date.

a. Any motion passed by the Executive Council must be passed by a simple majority of the members present at the following general membership meeting, and only at that meeting.

4. The Executive Council will be responsible for rendering decisions on all disciplinary matters.

5. The Executive Council will suggest, discuss, investigate, and vote on all aspects of CHESAPEAKE FLYERS business in the best interests of the General Membership.

6. Executive council members will bring forward at the next Executive Council meeting any issue requested by a specific member.

a. Unless the member specifically wishes not to be named, the member's name must be brought up when discussing that issue.

ARTICLE IV. DUTIES AND RESPONSIBILITIES OF OFFICERS

A. President's Duties and Responsibilities:

1. The President will preside over all General Membership and Executive Council Meetings.

2. The President will be responsible for the appointment and oversight of all committees except for the Nominating committee.

a. Appoint two (2) members to the Election Tabulation Committee who shall not be members of the Executive Council.

3. The President will promote programs and projects to stimulate interest within the club.

4. The President will see that all elected officers are functioning as per the CHESAPEAKE FLYERS By-Laws and Working Rules.

5. The President will appoint a replacement for any elected officer or council member who cannot fulfill his/her commitment to that office.

6. The President will perform other duties as required by the Executive Council.

B. Vice-President's Duties and Responsibilities:

1. The Vice-President will preside over meetings in the absence of the President.

2. In the event that the President is unable to complete his/her term of office, the Vice-President will assume the office of President for the remainder of the term.

3. The Vice-President will monitor the Election Tabulation Committee.

4. The Vice-President will serve as custodian of all CHESAPEAKE FLYERS property.
5. The Vice-President will act as the coordinator of all instructor programs.
6. The Vice-President will perform other duties as required by the Executive Council.

C. Secretary's Duties and Responsibilities:

1. The Secretary will take minutes at both the General Membership and the Executive Council meetings.
2. The Secretary will read all minutes of the previous General Membership and Executive Council meetings to the membership and note any additions or corrections to the minutes.
3. The Secretary will provide a summary of the meetings' minutes to the Newsletter Editor (if appointed) for publication in the next newsletter.
4. The Secretary will receive and reply to all CHESAPEAKE FLYERS correspondence under the direction of the President with the possible exception delineated in Article IX Section A of the By-Laws.
5. The Secretary will perform the following AMA functions:
 - a. Prepare the club charter list annually.
 - b. Apply for all new memberships to the AMA.
 - c. Apply for flying site insurance from the AMA.
6. The Secretary will keep a current copy of the following material on file at all times for the use of CHESAPEAKE FLYERS members:
 - a. All minutes of both the General Membership and Executive Council meetings.
 - b. All correspondence.
 - c. Virginia State corporation certificate (if applicable).
 - d. Federal Tax Exemption certificate (if applicable).
 - e. Insurance certificate.
7. The Secretary will execute all legal documents as required by law.
8. The Secretary will perform other duties as required by the Executive Council.

D. Treasurer's Duties and Responsibilities:

1. The Treasurer will receive all monies paid to CHESAPEAKE FLYERS.
2. The Treasurer will issue receipts upon request.

3. The Treasurer will deposit all money received in the appropriate CHESAPEAKE FLYERS account(s) within seven 7 calendar days of receipt.
4. The Treasurer will maintain sufficient records to support all sources and uses of CHESAPEAKE FLYERS funds.
5. The Treasurer will balance the checking and savings accounts, verify the bank statements within seven (7) calendar days of receipt, and report any discrepancies to the bank and to the Executive Council.
6. The Treasurer will maintain a current file of paid members of CHESAPEAKE FLYERS in support of the Secretary's issuance of membership cards.
- 7 The Treasurer will provide a current Treasurer's report at each General Membership and Executive council meeting in accordance with generally accepted accounting principles.
8. The Treasurer will perform other duties as required by the Executive Council.

ARTICLE V. DUTIES AND RESPONSIBILITIES OF APPOINTED OFFICIALS

A. Field Marshall/Master-at-Arms Duties and Responsibilities:

1. The Field Marshall/Master-at-Arms will be elected concurrent with the election of club officers.
2. The Field Marshall will coordinate enforcement of field safety and will address reported violations.
3. The Field Marshall will receive member comments involving safety.
4. After investigating any safety problem, the Field Marshall will make a report with recommended action to the Executive council.
5. The Master at Arms is responsible for keeping order at meetings at the direction of the President.
6. The Field Marshall/Master-at-Arms will perform other duties as required by the Executive council.

ARTICLE VI. GENERAL MEMBERSHIP MEETINGS

A. CHESAPEAKE FLYERS will have a General Membership meeting at least once a month at a time, place, and date designated by the Executive Council except when precluded by unforeseen circumstances, as determined by the President.

B. The President will have the authority to call a special meeting of the General Membership with written notice provided to the general membership no later than five (5) days prior to the meeting. The reason for the special meeting must be stated in the notice, and the special meeting may conduct only the stated business.

C. Any motion may be passed by a simple majority vote of the members present at any General Membership or special meeting.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Each year CHESAPEAKE FLYERS will hold an election (of officers and one (1) general member of the Executive Council). These persons will hold their respective offices for a period of one (1) year and will be elected in the following manner:

A. Officers.

1. At the September General Membership Meeting, the membership will elect a two-member Nominating Committee. This committee will nominate a minimum of one (1) candidate for each officer position.

2. At the October General Membership Meeting, the Nominating Committee will present a slate of candidates to run for the elected office. At this time, any member may nominate any other member for any of the offices from the floor. At this meeting, the President will appoint an Election Tabulation Committee consisting of two (2) members. The Vice-President will monitor this committee.

3. All nominations will be announced in November and a voting ballot will be provided. This will be the only form on which to vote. a. The ballot may be brought to the December General Membership Meeting and placed in the ballot box, or b. The ballot may be mailed to the official CHESAPEAKE FLYERS mailing address. (1) Must be in a sealed envelope and received at least two (2) days prior to the election. (2) Must have the voter's name and the word "BALLOT" marked clearly on the outside of the sealed envelope.

4. Election of officers will be held at the December General Membership Meeting. The Election Tabulation Committee will collect and tabulate the votes and present the results to the President.

5. The newly-elected officers will take office at the January General Membership Meeting at the completion of old business.

C. Special Elections.

1. In the event that both the President and Vice-President are unable to carry out their duties, or an Executive Council member is removed from office for any reason, the Executive Council will have the authority to call a special election, which will be conducted as follows:

a. Nominations for the vacated office will be received from the floor.

b. Voting will be conducted by written ballot.

c. Votes will be tabulated by the officers present; if no officers are present, members of the Executive Council who are present will conduct tabulation.

d. The individual receiving the most votes will assume the vacated office immediately and will hold office until the next general election.

ARTICLE VIII. IMPEACHMENT OF ELECTED OFFICERS

A. Any elected officer of CHESAPEAKE FLYERS accused of malfeasance may be subject to impeachment. Impeachment of any elected officer will follow these procedures:

1. Any member of CHESAPEAKE FLYERS may bring charges against any officer by delivering the charges in writing to any member of the Executive Council. The member of the Executive Council who receives the charges against the charged officer must then call a special meeting of the Executive Council to hear the charges.

2. The accused officer will be brought before the Executive Council, who will hear the charges against that officer. If the charges are ruled justified by a two-thirds (2/3) vote of the Executive Council, the officer will be brought before the General Membership at the next regular General membership Meeting.

3. If the General Membership declares by a two-thirds (2/3) vote of members present that the officer has neglected his/her duties, then that officer will be removed from office.

ARTICLE IX. REGISTERED AGENT

A. CHESAPEAKE FLYERS will have a registered agent at all times to receive correspondence from the Virginia Corporation Commission (when applicable). He/she will be responsible to see that all correspondence is forwarded to the proper officials of the corporation.

ARTICLE X. AMENDMENTS AND ADDITIONS TO THE BY-LAWS

A. Any amendment or addition to these By-Laws must be passed by the Executive Council and presented to the General Membership for review at the next General Membership meeting. The amendment or addition will again be presented at the following General Membership meeting for a vote and will require a two-thirds (2/3) majority of the members present for passage.

B. The proposed amendment or addition to the By-Laws must be published in the newsletter, or otherwise distributed to all members, immediately preceding the general membership meeting when the proposal will be voted upon.

PART II

WORKING RULES OF CHESAPEAKE FLYERS ARTICLE I. DUES AND FEES

1. Dues for members and associate family members are payable at a rate of \$100.00 (Member) and \$10.00 (Associate family member) on 1 April annually.

Dues for adult members (17 years of age, or older on 1, January) are payable at a rate of \$99.00 annually.

A. Dues for members and associate family members joining after 1 December are pro-rated at one twelfth of the annual rate for each month remaining in the fiscal year.

2. The fiscal year runs from 1 April to 31 March.

C. Any special assessment, as determined by the Executive Council, will be binding on all members subject to a majority vote of the General Membership as specified in the By-Laws; Article III, A, 3, a.

D. Members who have not renewed by 1 May will be dropped from the membership.

E. Any CHESAPEAKE FLYERS member may request an alternate payment plan of dues for health, humanitarian, or change of domicile reasons. Approval will be at the discretion of the Executive Council, if the requesting member is an Executive Council member, they will have no input in to the decision. A member will only be granted one alternate payment plan. The plan will be as follows:

a. Member must possess a valid AMA membership at time of request; membership must be valid for the calendar year pertaining to request.

b. Member must pay ½ of the annual dues as a down payment.

c. Member must agree to pay the remainder of dues no later than 6 months from the date of down payment.

Failure to abide by the terms of the agreement will result in revocation of Chesapeake Flyers membership until all dues are paid in full.

ARTICLE II. FIELD SAFETY REGULATIONS

A. Members of CHESAPEAKE FLYERS will pit their aircraft in such a manner that they will not endanger any other member or spectator while starting or tuning their aircraft.

B. Members are strictly prohibited from flying their aircraft over non-designated flight areas.

C. Members shall refrain from flying model aircraft over public roads below 100 feet of altitude.

D. Members will not attempt to fly model aircraft without the proper preflight checks. The first flight of such models should be conducted by a certified instructor pilot, and others present shall be notified that a check flight is being conducted.

E. The use of any alcoholic beverages or drugs is prohibited.

F. Members will not fly model aircraft in such a manner as to endanger fellow members or spectators.

G. Members will pit only in the designated pit area and fly from the designated pilot area. A maximum of four (4) pilots will be allowed to fly at one time, one (1) per designated pilot box.

H. Use of the fields' frequency control systems is required at all times and only those frequencies authorized by CHESAPEAKE FLYERS will be allowed.

I. Members will take off and land into the prevailing winds as long as this does not require flight over prohibited areas.

1. In the event there is no wind or a dead cross wind, pilots present will decide among themselves which direction is to be used.

J. Abusive or vulgar language is prohibited.

K. Members experiencing a "dead stick" situation will notify other members immediately.

L. Members will check to insure that the runway is clear of model aircraft and people and will check for model aircraft in the landing pattern prior to attempting to take off or taxi onto the runway.

M. Members will warn all others when experiencing control difficulties.

N. Members will make sure by announcing their intentions that the runway is clear of other model aircraft and people before attempting to land.

O. Members walking onto the runway will announce their intentions and announce again when they are clear of the runway.

P. All AMA Safety Regulations will be enforced at all times. CHESAPEAKE FLYERS working rules become a part of AMA Safety Regulations, the Safety Code.

1. CHESAPEAKE FLYERS will not authorize any frequency that has not been approved by the Federal Communications Commission and AMA. CHESAPEAKE FLYERS reserves the right to specify frequencies that may be used at its flying sites.

Q. Operation of any type of surface model is strictly prohibited at the flying field.

R. It is the responsibility of each member to report any flagrant violations of the safety regulations or General Field Regulations to the Field Marshall.

S. Members wishing to operate gasoline-powered equipment are required to pit in the area immediately adjacent to the parking lot. They will provide a fire extinguisher and signs requesting NO SMOKING within 15 feet.

ARTICLE III. GENERAL FIELD REGULATIONS

A. Flying at any CHESAPEAKE FLYERS sponsored flying site is restricted to members and guests of members.

1. To qualify as a guest of a member, the guest must meet current AMA requirements, including proof of current AMA membership (original AMA card is the only acceptable proof).

2. An individual may be a guest for a total of three (3) times before CHESAPEAKE FLYERS membership is required.

3. A guest of a member must be accompanied by that member at all times.

4. Any member of any AMA chartered club has reciprocal privileges, i.e. they will maintain their pilot qualification if currently qualified with another club, and will be considered regular guests.

B. All members will wear their CHESAPEAKE FLYERS badges while flying at any Chesapeake Flyers site. All badges will include the member's name and AMA number.

C. Every operator must display a correct frequency indicator of an AMA approved type on his/her transmitter.

D. Every operator must utilize the impound rack provided for his/her transmitter.

E. Each operator must furnish a "clothespin" for his/her frequency with the channel number for that frequency and his/her name imprinted on it.

1. Transmitters may not be operated unless the operator's "clothespin" is solely attached to the frequency control board in the appropriate place for that frequency.

a. Pins may be attached to the respective lines' staging board to indicate the order of those persons waiting to fly on that line. The respective order may change depending on which frequencies clear first.

F. Student Pilots will not operate any aircraft in the pit area without the direct supervision of a qualified pilot and/or fly any aircraft without the direct supervision of a qualified instructor pilot.

G. Each member is responsible to keep the flying site as clean and free of litter as possible. They agree that they will carry off any trash that they might have with them upon departing.

H. Any member that brings children or pets will keep them off the runways, taxiways, pit areas, and the parking lot. They will also control the children or pets in such a manner as not to endanger any pitted aircraft, or distract any pilot and/or helper.

I. No member of CHESAPEAKE FLYERS will fly his/her model aircraft while any maintenance operation is being conducted on the runway.

J. Mufflers are required on all engines over 0.15 cubic inch displacement unless the engine is a four-cycle engine.

ARTICLE IV. PROPERTY CUSTODIAN

A. The Vice-President will act as Chesapeake Flyers property custodian. He/she will be responsible to keep a current inventory of all CHESAPEAKE FLYERS-owned items and perform all maintenance necessary to keep said property in good working order.

ARTICLE V. ELECTION TABULATION COMMITTEE

A. The Election Tabulation Committee will consist of two (2) non-officer members appointed by the President. This committee will be responsible for the tabulation of election ballots in the following manner:

1. Collect all mailed-in ballots and record the names of members that choose to vote by mail. This information will appear on the outside of the sealed envelope containing the ballot.
2. Collect the ballots from members present: at the December General Membership Meeting, taking precautions to note that no member who has voted by mail also votes in person.
3. Open all mail-in ballots in a manner as to not divulge the candidate selection and deposit the ballot in the ballot box.
4. Remove all ballots from the ballot box and tabulate the vote.
5. Notify the President of the results of the election.
6. The actual number of votes per candidate will not be announced to the General Membership. Interested persons may request this information directly from the Tabulation Committee only at the December General Membership Meeting after the results have been announced by the President.

ARTICLE VI. AUDIT COMMITTEE

A. This committee will consist of three (3) non-officer members appointed by the President. This committee will be responsible for audit of CHESAPEAKE FLYERS books and records annually. The audit for the previous fiscal year shall be conducted in the period between the March and April General Membership Meetings. Any discrepancies will be reported to the President as soon as possible after the audit. The audit will be conducted in the following manner:

1. Verify that all bank statements were properly balanced, verify that all money in the cash box matches the amount of receipt duplicates not deposited, and verify all arithmetic.
2. Verify that all receipt duplicates were numbered sequentially and that all deposit tickets and checks (including those voided or returned) are present in the appropriate file.
3. Conduct any non-scheduled audits as may be requested by the Executive Council.

ARTICLE VII. WORKING PARTIES

A. All members of CHESAPEAKE FLYERS are required to participate in one (1) working party annually. The President is responsible to maintain a roster of participants for the current year. The only exceptions are:

1. Active Instructors and active Check Pilots may be excused if they so desire. a. To maintain active status as an Instructor or Check Pilot, the member must have at least one beginner pilot assigned and be currently instructing that student.
2. Members who may not be able to participate in an assigned working party may contact the President at least five (5) days prior to the assigned date. These members will be assigned at a later date.

3. Members may volunteer to work a specific assignment or to provide a special service to club in lieu of being assigned to a working party at the discretion of the President.

ARTICLE VIII. INSTRUCTOR PILOT PROGRAM

A. CHESAPEAKE FLYERS will maintain a cadre of Instructor Pilots to assist beginner pilots. To qualify as a Instructor Pilot, one must:

1. Request certification as an Instructor Pilot. Any Pilot who has been active continuously as a Pilot for at least one (1) year may request certification as a Instructor Pilot.
2. Perform a required performance test.

ARTICLE IX. AMENDMENTS AND ADDITIONS TO THE WORKING RULES

A. Any amendment or addition to these Working Rules must be approved by the Executive Council and presented to the General Membership for review at the next General Membership meeting. The amendment or addition will again be presented at the following General Membership meeting for a vote and will require a two-thirds (2/3) majority of the members present for passage.

B. The proposed amendment or addition to the Working Rules must be published in the newsletter, or otherwise provided to the general membership immediately preceding the general membership meeting when the proposal will be voted upon.