

CONSTITUTION & BY-LAWS
OF THE
LEHIGH VALLEY RADIO CONTROL SOCIETY, INC.

CONSTITUTION

Section I - ARTICLE I

NAME

The name of this club shall be the Lehigh Valley Radio Control Society, Inc., hereafter referred to as the L. V. R. C. S

Section I - ARTICLE II

PURPOSE

- Section I. The objective of this club shall be to promote Radio Control model building and flying in the Lehigh Valley and in its general locality, and insofar as possible the National program to the Academy of Model Aeronautics and other A.M.A. activities, looking toward the continual advancement of model aviation in all its phases in the United States.
- Section II. All special or local enterprises of the L.V.R.C.S. shall conform to the policies of the Academy of Model Aeronautics and to the regulation of that organization governing model aircraft contests.

Section I - ARTICLE III

MEMBERSHIP

All persons living in the Lehigh Valley and vicinity shall be eligible for membership in the L.V.R.C.S. provided they meet qualifications prescribed by this club and by the academy of Model Aeronautics, and hold an individual flyer's license issued by the Academy and possess a current F.C.C. license when required.

Section II - ARTICLE I

OFFICERS

Sub-Section I. The Officers of the L.V.R.C.S. shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) The Executive committee, consists of (a) > (d) and appointed officers.
- (f) In the event the office of Secretary or Treasure position is not filled by the annual election, the use of an outside resource may be used and must meet the following criteria:
 - Per AMA club Charter requirements, this person(s) must maintain an AMA and LVRCS club memberships to perform these duties per AMA Club Charter Doc. 905.
 - They are NOT a workplace associate (present or past) or family member / relative of ANY of the elected or appointed club officers in same elected term.
 - While an AMA officer may hold more than one office at any given time, the duties of the club Treasure must remain a standalone position.
 - Subject to the restrictions of Section II, Article I, Subsection I (f) above, This person shall be vetted by the Executive committee and presented to the membership at a regular monthly meeting for vote of acceptance before assuming the duties of the specific office.

Section II - ARTICLE II

DUTIES

Sub-Section I: The duties of the officers of the club shall be:

- (a) **President:** The President shall preside at all meetings of the club and shall act as spokesman for the club in all matters pertaining to it as authorized by the membership.
- (b) **Vice-President:** To preside at all meetings in the absence of the President, assume the duties of the President if he is unable to serve.
- (c) **Secretary:** The Secretary shall keep the minutes of all meetings and the attendance roll of such meetings. The club shall provide an official minutes book for this purpose.
- (d) **Treasurer:** The treasurer shall collect all monies due and shall keep record of monies received and disbursed by the club and maintain all budget, purchase, spending and Emergency Reserve Fund documents. The Treasurer of the club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the budgeted operating expenses of the club or Emergency Reserve Fund.
- (e) **Executive Committee:** The Executive Committee shall act on all matters of general policy and shall act as the approval body for all member approved budgeted expenditures and EMERGENCY / NON BUDGETED expenditures w/ an accumulated maximum expenditure of \$250 per each re-occurring 90 day period.

APPROVAL by MEMBERSHIP MAJORITY VOTE REQUIRED for the following:

- All expenditures above the 90 day period limit. Ref. (e) above.
- All expenditures that EXCEED any of the approved LVRCS BUDGET line-item amounts.
- Any and all expenditures of the GENERAL EMERGENCY RESERVE FUND, not itemized and accounted for in the club approved Annual Budget.

(f) ***Appointed Officers*** (Suggested by the AMA bylaws):

Safety Officer

Field Marshall

Committee Chairman

Program Chairman.

Sub-Section II: The Annual Audit

An annual audit shall be made of the financial status of this club. The audit shall be performed by an auditing committee appointed by the Executive Committee. The results of the audit shall be reported to the membership in October of each calendar year.

In July of each calendar year there shall be a presentation to the membership of the State of the Budget.

Section II - ARTICLE III

TERMS OF OFFICE

Sub-Section I: All officers of the L.V.R.C.S. shall serve one calendar year and may be reelected to consecutive terms of office.

Sub-Section II: The election of the officers shall be held annually at the November meeting and the nominations shall be made by a committee appointed beforehand for the purpose or by individual members following the report of the nominating committee.

Sub-Section III: Term of office runs from January 1 to December 31.

Sub-Section IV: Transition of officer's duties and club assets:

A transfer of all officer duties shall occur after the Dec. Club Mtg. and no later than Dec. 31 and shall include but not be limited to the following:

- a) Hand off keys, documents and all official club records, materials.
- b) All LVRCS bank records and accounts and destruction of the old Credit Card.
- c) A new LVRCS credit card shall be assigned and issued in the name of the elected club treasure**. (** an exception may be made by membership majority vote in the case where an outside resource is sought to fill the treasurers position. See Section II, Article I, Sub Sect. I(f).

Section II - ARTICLE IV

VACANCIES

Subject to the restrictions of Section II, Article I, Subsection I (f), A Vacancy in any office shall be filled by appointment by the Executive Committee, such appointee to serve until the end of the term for which his predecessor was elected.

Section II - ARTICLE V

MEETINGS

All meetings shall be conducted in accordance with the Roberts Rules of Order. (Rev. 11-19-23kjs)

At the Organization Meeting (first meeting of the New Year) the time and places of the monthly meeting shall be announced by the President. (1st) Monday of each Month.

Regular meetings shall be held once a month. Special meetings of the club shall be at any time, upon call by the President; or upon call signed by any three members of the Executive Committee; or upon call signed by any ten members of the Club; provided any such call shall name the time and place of such meeting, and shall be issued at least one week in advance of the date. The call shall be issued through e-mail and USPS to those without email service. No notice of regular meetings shall be given, except in the case of annual meetings for the election of officers as stipulated in Section II - Article III (Sub-Section II)

The President shall notify all members by notice in the club newsletter as to the annual election. However, the failure of the President to notify the members shall not nullify any election procedures conducted at any meeting where a quorum is in attendance, as stipulated in Section II - Article VI (Sub-

Section II)

Section II - ARTICLE VI

REGULAR BUSINESS

Sub-Section I: All regular business affairs and enterprises conducted by the club shall be directed by the Executive Committee, except that any time the President or Executive Committee may call a meeting of the membership to decide on any problem or business activity.

Sub-Section II: At any club meeting, a quorum shall be 10% of the active membership. At any Executive Committee meeting, a quorum shall be 50% of the committee's elected officers.

Section II - ARTICLE VII

MEMBERSHIP

Sub-Section I: The initiation fee for this club shall be \$10.00 for the Senior Member applicants, payable upon application to the club.

Sub-Section II: A Junior Member is defined as one who has not yet reached the age of 18 years.

Sub-Section III: The membership dues for the club shall be \$50.00 annually for Senior Member, \$25.00 annually for each additional Senior Member living in the same household, and \$10.00 annually for Junior members. Membership year shall run from January 1 to December 31.

Dues are payable during the months of October, November, December, and by the January meeting date, all dues must be paid. After the January meeting, a Re-instatement fee of \$10 will be added to the membership fee. (\$60.00 total due)

Sub-Section IV: No assessment shall be levied upon the club membership as a whole, unless by vote of 51% of the entire active membership to approve such an assessment.

Sub-Section V: An applicant wishing to become a member of LVRCS is required to (1) Complete this Application, (2) Have a current AMA Membership (certified by an LVRCS OFFICER), (3) A Check or cash for the initiation fee of \$10.00, and (4) A Check or Cash for the membership Dues. Numbers 2, 3, and 4 above & the applicant must accompany this application and be submitted to the Officers prior to the start of the monthly meeting. Applicants may be present while the vote is taken. Applicant's name will be read at the meeting and opportunity will be given for membership discussion. The new member's dues must be paid at the meeting for membership to take effect.

Sub-Section VI: Each Junior Member attending membership meetings or other club functions must be accompanied by his parent or other responsible adult.

Sub-Section VII: Membership for all elected officers, and the newsletter editor shall be free for the annual term in which the serve.

Sub-Section VIII: Members Conduct.

Members and guests of LVRCS shall conduct themselves in a manner acceptable to the club while at the club flying site and at club functions. Unacceptable behavior will not be tolerated. Behavior that is

considered unacceptable is below. This list is NOT all encompassing but outlines types of unacceptable behavior.

- Consuming of alcohol at the club field
- Profane language
- Verbal abuse of others
- Fighting, pushing or physically threaten members, family, guests or spectators
- Abuse of Club facilities or property
- Violation of the Laws of the Commonwealth of Pennsylvania
- Willful destruction of private, personal or club property.
- Presentation of, or Open Carry of a lethal weapon. (Rev11/19/23kjs)

Sub-Section IX: Open Carry of a Lethal Weapon Not Permitted. (Rev11/19/23kjs)

Members, guests of LVRCS members and/or visitors are NOT permitted to “OPEN CARRY” or have a “CONCEALED” lethal weapon “on your person” at any time while on the LVRCS Flying site / Setzer Bros. Farm property or at any other club function such as meetings etc. LVRCS is a *private club* operating on *private property* where having a permit to carry is irrelevant. All such weapons shall be kept in your personal vehicle at all times.

Sub-Section IX: 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.
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 Committee Duties, *Section II – Article II – Sub-Section I* of these Bylaws. Any individual may be expelled from membership of the club by a two thirds (2/3) majority vote of the Executive Committee, if in the Executive Committee’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 the Club, the AMA, or to model aviation.
4. Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the Executive Committee.
5. The Executive Committee 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.

Section II - Article VIII

SAFETY

Sub-Section I: The goal of LVRCS is to promote the safe operation of radio controlled aircraft at our flying site and provide a safe environment for all other actives at the club field. The following guidelines for club safety:

1. All AMA Safety Rules shall be followed
2. The club shall provide safety rules in addition to the AMA that are club/site specific. These shall be followed by all members, guests and spectators.
3. For non-flying activities at the club field, such as field maintenance, operation of club gas grills and power equipment – only club members over the age of 18 are allowed to operate such equipment.

Violations of safety rules (flying and non-flying) will result in disciplinary action by the club to be administered by the Executive Committee.

Section II - ARTICLE XI

COMMITTEES

Sub-Section I: The standing committees of the club shall be appointed by the President to serve throughout the term of his tenure of office, and their duties shall be indicated by the names of the committees as follows:

- | | |
|----------------|----------------|
| (a) Safety | (d) Auditing |
| (b) Field | (e) Newsletter |
| (c) Nominating | (f) Executive |

Sub-Section II: Additional special committees as required may be formed from time to time by the President. These committees will be disbanded when their purpose has been accomplished.

Section II - ARTICLE XII

AMENDMENTS

Sub-Section I: Amendments may be made to this Constitution and these By—Laws at any time by a general meeting of the membership, provided the members shall have been notified in writing at least one week in advance that an amendment is to be considered. Copies of the proposed amendment shall be available to any member who may request one.

Section II - ARTICLE XIII

DISBANDMENT OF CLUB

Sub-Section I: In the event of the disbandment of club, any remaining funds in the treasury shall be equally distributed among the remaining active members. A Motion to disband must be made and voted by the active members, with 75% of the club members voting to affirm the motion.

Section II - ARTICLE XIV

GRIEVANCE PROCEDURE

Flight/Ground Safety Rules and Member Conduct

Sub-Section I: *Purpose*

This grievance procedure provides a mechanism to enforce existing safety rules and Member Conduct 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 officer or the Executive Committee for consideration by means of a Grievance Form to be filled out and turned into the Safety Officer. At least one witness is required to sign the Grievance Form.

Sub-Section II: Safety Officer Role

The Safety Officer shall use his judgment in carrying out action on the following:

A grievance form will be filled out and turned into the Safety Officer. At least one witness is required.

a) FIRST VIOLATION

1. Complainants name will be disclosed.
2. Viewpoints of both complainants and accused will be considered. If the grievance is upheld, and the Executive Committee agrees, go to Step a-3.
3. A verbal reprimand will be given to the accused by the Safety Officer and this will be recorded in the Club Files.

b) SECOND VIOLATION

1. Complainants name will be disclosed.
2. The accused has the right to a written rebuttal, to be reviewed by the Executive Committee
3. 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. During the suspension Period the member forfeits all club privileges.

c) THIRD VIOLATION

1. The Executive Committee will notify the accused in writing and the Club members via the Club newsletter that the Executive Committee will vote on the expulsion of the accused at its next meeting.
2. The Executive Committee will present is decision on the expulsion to the Club Membership at the next Club Meeting. The accused member will not be allowed club privileges during the time between the third violation and the next Club Meeting.
3. A member may be expelled from the Club only upon a two-thirds 2/3 majority vote of the membership present at the next club meeting.
4. Voting will be by secret ballot at a regular monthly meeting.
5. Said Expulsion will last for a one-year minimum. (Longer if deemed necessary by the Executive Committee)
6. The expelled member may reapply for membership after the expiration of the expulsion time period.

Third violation action will not be enforced unless the three violations occur within a two-year period of time. An exception to this rule may be taken by the Executive Committee for members who have continued disregard for club safety rules and proper conduct at the club field.

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

REVISION SUMMARY

Rev.	Date	Author(s)	Description of Revision
11/16kjs	3 Jan 2022	Kerry J. Sterner / John Gosch / Ira Miller	Revised - Sect. II/Article II/Sub Sect. (d) & (e) and Sect. II/Article IV. Added - Sect. II/Article I/Sub sect. (f) and Sect. II/Article I/ Sub sect. IV. Corrected - Sect. II/Article III/ Sub Sect. I and the Revision Block.
11/19/23kjs	19 Nov. 2023	Kerry J. Sterner / Ira Miller / William Gregory	Revised – Sect. II – Article V, Sect. II / Article VII/Sub Sect. VIII. Added - Sect. II / Article VII/Sub Sect. IX.

