

SAN DIEGO WINGMASTERS R. C. CLUB, INC.

AMA Charter # 1615

2020 REVISION OF THE CLUB BYLAWS amended 7-9-22

ARTICLE I: NAME

- A. The name of this club is San Diego Wingmasters R. C. Club, Inc. also referred to as the "club" in this document. This is a California non-profit mutual benefit corporation.
- B. The IRS has classified the club as a 501(c)(7) non-profit corporation.
- C. The field is located at 29370 Twin Oaks Valley Rd., Vista, CA 92084.
GPS: N33° 14' 42" - W117° 10' 42"
- D. The current club officers names, email addresses and phone numbers can be found in the officers section of the club website: www.sdwingmasters.com

ARTICLE II: PURPOSE

- A. To provide for the social, educational and recreational activities of its members as it pertains to the building and flying of radio controlled model aircraft as well as to introduce other interested persons to the hobby.

ARTICLE III: MEMBERSHIP

- A. Full/open AMA membership is required to become a member of the club or to fly at the Club's field. All new members, members returning after more than a one year absence, or members returning from an absence due to disciplinary action will be subject to a probationary period during which they will not have solo access to the field, will not have voting rights, and must comply with and meet specified criteria prior to being given full membership status. Specific details of the time period, restrictions and process for a probationary member, to be decided on by a majority of the club officers, can be found on the club website as well as being posted on the field bulletin board. The Board of Directors, by majority vote, may recommend conferring life membership to individuals who have made exceptional contributions to the club. Life members pay no dues. The recommendation will be sent to all current club members for a majority vote to pass or reject the lifetime membership(s) proposal.
- B. Current club dues are listed on the club application which can be found on the club website. For new members joining mid-year the dues are pro-rated as indicated on the current club application. In addition, there is a one-time charge for newly joining adult members as indicated on the application. A current adult member who no longer wishes to fly may renew his/her membership as an associate member for \$20. per year and retain all club

privileges except that he/she may not pilot a model aircraft at the club. AMA membership is not required for an associate member. Once paid, club dues are non-refundable. A change in these fees may be initiated by a majority vote of the club officers (also known as the board of directors). The proposed change will be listed on the agenda for the next club meeting and posted in the agenda section of the club website at least 10 days prior to the next meeting. The majority of the members present at the next club meeting must then vote in favor of the change for it to become effective.

C. Club membership runs from January 1 to December 31 of each year.

D. Club membership cards shall be issued to all members in good standing with the club. Cards are issued for a specific calendar year and expire on December 31st of the year indicated on the card. Members with current AMA membership and who have paid club dues by January 10th of the new year, will receive a new membership card on approximately January 20th of the new year. The previous years membership card will be honored until 5 days after the membership cards for the new year have been mailed.

E. RESIGNATION: Any member in good standing may resign his/her membership by giving written notice to the club. Dues/fees paid for the calendar year in which the resignation occurs are non-refundable. Members who do not renew their membership in the club for the next calendar year by midnight on January 10th of the next calendar year are considered to have resigned.

F. TERMINATION: If any member ceases to have current full/open membership in the AMA (Academy of Model Aeronautics) his/her membership in the club shall terminate, subject to reinstatement upon proof of full/open AMA membership. While at the field all club members will abide by the club rules as posted on the club website. Those who do not will be subject to the procedures described in Article XI.

G. Any member who directs any threat, intimidation, physical harm, intentional equipment damage or any action deemed to be retaliatory by the club officers shall be reviewed and dealt with accordingly. This can include immediate expulsion from the club.

H. Any member, visitor, or guest under the age of 18 must be accompanied by a person at least 18 years of age who will be completely responsible for the person under age 18 while they are at the field.

I. The board of directors (aka club officers) may propose a new limit on the number of memberships available in the club and/or the number of new members that will be accepted each calendar month. This proposal will be listed on the agenda for the next club meeting and posted in the agenda section of the club website at least 10 days prior to the club meeting. A majority of those members present at the meeting must vote in favor of the new proposed membership limit for it to become effective. The current limit as of August 2020 is 95 members.

J. Persons who are current full/open AMA members may fly as a guest of one of our regular adult club members. The club member is responsible for the actions of his/her guest pilot, must be present while the guest pilot is flying, and the guest is limited to no more than 3 days of flying before needing to join our club if he/she wishes to continue flying at our field.

ARTICLE IV: OFFICERS /BOARD MEMBERS

A. ELECTED OFFICERS/DIRECTORS: President, Vice- President, Secretary, Treasurer, and Safety Coordinator. These elected officers also serve as the board of directors.

B. TERM OF OFFICE: Officers are elected annually. New club officers/directors assume their responsibility on January 1st of the year for which they were elected. Details on the election procedures may be found in Article VIII. A club officer may resign his/her position at any time by giving notice via email to the other club officers. The notice shall state the effective date of resignation.

C. DUTIES:

1. The President shall conduct the general meetings of the club and be responsible for the general organization and conduct of all club business and activities.
2. The Vice President shall assist the president and act in place of the president in case of his/her absence.
3. The Secretary shall keep minutes of general club meetings and post the general meeting minutes on the club website, maintain an accurate copy of the By-Laws and Flying Site Rules on the club website, and keep all official documents and correspondence in order.
4. The Treasurer shall prepare a monthly financial report and post it on the club website. The treasurer shall oversee all banking activities, pay bills, and disburse monies as required as well as file the required annual reports with the Franchise Tax Board and Internal Revenue Service.
5. The Safety Coordinator is chairperson of the Safety Committee. The Safety Coordinator may appoint one or two members to act as assistant safety coordinators to assist him/her with the duties of safety coordinator. The Safety Coordinator promotes and encourages a climate of safety awareness within the club. He or she provides communications between AMA and the club in matters related to safety. A safety audit of club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public is recommended at least annually. He or she establishes a club emergency action plan to handle serious accidents/incidents and annually reviews emergency procedures with club members.

D. VACANCIES: Any officer vacancies for any reason prior to the next election are to be filled by appointment by the remaining officers. This appointment shall appear on the agenda for the next club meeting and the newly appointed person shall be confirmed by a majority vote of the club members present at the club meeting. The newly designated person shall serve until the next regular election of officers.

ARTICLE V: MEETINGS

A. **REGULAR MEETINGS:** Regular meetings are to be held at the club's flying field, or alternate site selected by the President and posted at least 7 days in advance on the club's website, on the second Saturday of every other month starting with February of each calendar year. The frequency of the meetings may be changed by the officers placing an item on the agenda which will be discussed at the upcoming meeting. A majority vote of the members present at that club meeting is required for the change in meeting frequency to occur. A meeting is required in November for the nomination of club officers for the next calendar year and a December meeting is required to announce the election results. Meetings start at 10:00 AM. On occasion, a regular meeting may be cancelled or postponed due to the inability to access the field because of weather related factors and/or restrictions by our landlord. Should this occur, a notice will be posted on the club website as soon as is possible.

B. **SPECIAL MEETINGS:** Special meetings can be called by the President by giving at least 7 days notice on the home page of the club website. Time and location of the special meeting will be included in the announcement. A special meeting may also be called upon the request of at least 3 club members. The 3 club members shall contact the club President with their request so that the appropriate arrangements and announcement can be made.

ARTICLE VI: RECORD KEEPING

A. Financially related records shall be kept at the residence of the current Treasurer. The current financial report will be placed on the club website under "reports".

B. The club roster, official correspondence and other official documents shall be kept at the residence of the current Secretary. The most current meeting minutes will be placed on the club website under "reports".

C. All records are to be passed on to the corresponding new officer when new officers assume their duties.

ARTICLE VII: COMMITTEES

A. The Safety Committee is chaired by the Safety Coordinator and is composed of the Safety Coordinator, and the one or two assistants he/she has appointed. If, in the opinion of the Safety Coordinator, there is a major issue to be decided then all of the club officers will temporarily become members of the safety committee to address that specific issue.

B. The club President, in consultation with the other officers, may form a special committee to accomplish a special purpose to be specified at the time the committee is formed. Examples might be a special committee to plan and organize a club event or the club officer nominations/elections committee.

ARTICLE VIII: NOMINATIONS, ELECTIONS, AND RECALL

A. **NOMINATIONS:** A Nomination/Elections committee of 3 members will be designated by the President at least one month prior to the November club meeting. The duties of the committee will include soliciting members to run for the 5 board member positions and presenting their names at the November general meeting. Nominations for officer positions can also be from the floor at the November general meeting. A club member may nominate him/herself at this meeting. The November general meeting may be changed/postponed if conditions do not permit members to be at the field on that day. If possible, the change will be posted at least 7 days in advance; otherwise, as soon as possible on the club website. A postponement of the November meeting may cause a change in the schedule of the officer elections process as well as the date the new officers will assume office. All changes will be posted on the club website.

Before a club member is nominated for a particular office, that person should be consulted to make certain that he/she is willing to run for that particular office. The duties of the nomination/elections committee also include conducting the election for the 5 board member positions as detailed in the following section and announcing the results.

B. **ELECTIONS:** Ballots will be prepared and sent to all club members in good standing via US mail or electronically/email at the discretion of the election committee. If there is only one person running for a specific office, that person shall be declared the winner and does not need to appear on the ballot. Otherwise, the person receiving the most number of votes for a particular office shall be declared the winner. The meeting at which the election results will be announced will be posted on the club website (typically the general December meeting but may change if conditions do not permit us to be at the field on that day or if the November meeting was postponed due to inability to access the field).

C. **VOTING OTHER THAN FOR CLUB OFFICERS:** Unless otherwise specified in these bylaws, most voting on issues by club members will be conducted at a regular or specially called general club meeting. The issue(s) in question will be listed on the meeting agenda which will be posted in the agenda section of the club website at least 10 days in advance of the meeting. The issue will be discussed at the club meeting and then voted upon by the members and officers present. Motions from the floor on other issues will normally be scheduled on the agenda for action at the next club meeting; however, it may be acted upon conditionally during the immediate meeting at the discretion of the officers. The condition is affirmation of the action at the next meeting by a majority of the members then present.

D. **RECALL/REMOVAL FROM OFFICE:** A club officer may be removed from his/her position if found guilty of a felony by a court of law or has been declared unsound of mind by a court of law. He/she may also be removed if club members present a petition to the club officers which is signed by at least 10% of the current club membership which then causes the club officers to send a ballot, via US mail or electronically/email, to all current club members in good standing. Of the members who return their ballots at least two-thirds (2/3) need to vote for removal in

order to remove the club officer from his/her position. The person in question may not participate in any part of this petition or ballot process. The club President or Vice-President may, at his/her discretion, appoint a committee of at least 3 persons to conduct the voting process and announce the results.

ARTICLE IX: MISCELLANEOUS PROVISIONS

A. ROBERT'S RULES: General meetings shall be conducted using Robert's Rules of Order insofar as such rules are not inconsistent with or in conflict with these Bylaws, or the Articles of Incorporation of this Corporation.

B. NEWSLETTER: Matters of general interest to members will be periodically posted in the newsletter section of the home webpage.

C. MEMBER COMMUNICATIONS: Much of our club communications is now done by email. Club members are asked to provide a valid email address and mailing address to the club when they apply for membership. If either address they have given the club changes, the member is to notify the club Secretary as soon as possible. The club is not responsible for items that do not reach the club member if the club member has not notified the club Secretary of the change in mailing address or email address. Members are responsible for checking the club website at least every week for current club information. Unexpected situations, such as field rain closures or other "sudden" events, will be posted as soon as possible but likely will not provide for the usual 7 days advance notice so even more frequent checking of the website is recommended. Members should also check for email at the email address they have given to the club on at least a weekly basis - the club attempts to keep members informed but that can only occur if the member does his/her part by checking the website and his/her email regularly.

D. COUNTY OF SAN DIEGO PROPERTY: The flying site is located on property under the control of the County of San Diego. As such all club activities and actions by club members must be in compliance with County regulations/guidelines. This includes the agreed sound limit of 90db at 9 feet from the aircraft motor in the direction from the motor that creates the greatest amount of noise. This insures that while flying in our designated flying area there will be no noise greater than 50 dbA at the property line of the County land as it joins private property.

E. STATE OR FEDERAL LAW: Should anything in these bylaws be in conflict with any State of California non-profit organization laws or Federal laws, the State or Federal laws will prevail.

F. DISSOLUTION OF CLUB: The duration of the club shall be perpetual. The club may be dissolved with the approval of two-thirds vote of the club members who respond to the election. This election would be conducted by either U.S. mail or electronic/email ballot. A decision on the disposition of any remaining club assets will be discussed and options will appear on the ballot; however, any outstanding club bills shall be paid first.

G. UNUSUAL AND/OR EMERGENCY CIRCUMSTANCES: Under unusual circumstances requiring an urgent response, such as the Covid-19 pandemic of 2020, the club officers are expected and authorized to take such action as the unusual situation demands. This may not be limited to implementing whatever restrictions are necessary to comply with County, State, and Federal requirements and/or recommendations. In any other type of emergency situation that arises, club officers are expected and authorized to take such action as the emergency situation demands. These types of restrictions and/or actions will be posted on the club website.

H. CLUB EXPENDITURES: The club Treasurer is approved to make payment for regular reoccurring expenses such as the portable toilet monthly fee, routine office items such as envelopes, stamps, address labels, new member badges, etc. and the annual rent for the field. Other items costing less than \$200 may be approved by a majority vote of the club officers. Items costing between \$200 and \$500 shall be approved by majority vote of the members present at a regular or specially called club meeting. Items costing over \$500 require a majority vote of the club members responding to a general vote, either by U.S. mail or electronically/email at the discretion of the club officers, of all current club members. In an emergency an email will be sent to all club members at the email address they have on file with the club which explains the emergency and the amount that is being spent by the club officers.

ARTICLE X: AMENDMENT OF THESE BYLAWS

A. PROPOSED: Proposed significant changes to the bylaws may be brought up by any club member or club officer at a regular or special club meeting and discussed among the members present. It is the intent that the club members have a voice in the operation of the club.

B. APPROVAL: Minor changes to the bylaws such as clarification of wording, typos, and spelling errors may be made by majority vote of the club officers. For any more significant changes/amendments to the bylaws see section C

C. VOTING: A proposed change/amendment, other than described in section B above, after being brought up at a club meeting must be placed on the agenda for the next meeting for further discussion. If the majority of members at that meeting are in favor of the proposed change/amendment, an elections committee will be formed to prepare and send a ballot to all current club members as well as to tabulate and announce the results at the regular meeting following the ballot return deadline. The ballot may be sent by U. S. mail or email/electronically at the discretion of the committee that was formed for the purpose of processing this change/amendment vote to the bylaws. An affirmative vote by the majority of those members responding is needed to approve the change. Any approved changes shall be reported in the minutes of the meeting where the results of the vote are announced and become effective 7 days after the date of the announcement of the results. A change to the current club bylaws on the website will also be made to reflect this change/amendment.

ARTICLE XI: GRIEVANCE PROCEDURE (FOR FLIGHT AND SAFETY RULES)

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 and politely by other club members who observe the infraction, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form. The Safety Coordinator/Committee shall use its judgment in carrying out action on the following:

- A. A grievance form will be filled out and turned into the Safety Coordinator/Committee Chairman. At least one witness is required.
- B. FIRST VIOLATION Viewpoints of both complainants and accused will be considered. Complainant's name will be disclosed. A verbal reprimand will be given to the accused by the Safety Coordinator/Committee, and this will be recorded in the club records.
- C. SECOND VIOLATION Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Coordinator/Committee. If the Committee so decides, the flying privileges of the accused will be suspended for a specified period of time to be indicated in the written notice – Written notice of this shall be issued and a copy published online in the Club newsletter.
- D. THIRD VIOLATION Safety Coordinator/Committee will notify the accused in writing and the Club members via the online Club newsletter and upcoming meeting agenda that the Club will vote on the expulsion of the accused at the next meeting. Said expulsion will last for a one-year minimum. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting. The expelled member may reapply for membership after the expiration of the expulsion time period.
- E. The three actions will not be enforced unless they are accumulated within a two-year period of time.
- F. 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 Club Officers.

ARTICLE XII: THIS IS OUR CLUB

All of the members of this club are responsible for making or changing the club rules, operations, and approving expenditures (ARTICLE IX section H). Members are responsible for joining the rest of your fellow club members in attending club meetings, voting, participating on committees, volunteering to help maintain items at the field, and making suggestions that would make our club even better. All members are expected to be participants in some manner.

CERTIFICATE OF SECRETARY of San Diego Wingmasters R.C. Club, Inc.

I hereby certify that I am the duly elected and acting Secretary of said Corporation and that the foregoing Bylaws were duly adopted by majority vote of the members submitting their ballots electronically, counted on October 26, 2020.

Jerry Houser, Secretary, October 26, 2020

I hereby certify that I am the duly elected and acting Secretary of said Corporation and that the foregoing Bylaws were duly amended by majority vote of the members submitting their ballots electronically, counted on March 12, 2022.

Jerry Houser, Secretary, March 12, 2022

(GRIEVANCE FORM ON NEXT PAGE)

Wingmasters Club Grievance Form

Date: _____

Time: _____

Member in question: _____

Nature/Description of Violation:

Signature of observer: _____

Witness: _____

Additional Witnesses (not required):
