

**Madison Area Radio Control Society, Inc.**

**FIELD ADDRESS: 5075 Hwy TT, Cottage Grove, WI 53527**

The Madison Area Radio Control Society, Inc. is a non profit corporation governed by the By-Laws hereunder. These are effective as of January 1, 2024, and supersedes any and all previous by-laws of the Madison Area Radio Control Society.

# **BYLAWS**

## **ARTICLE I: NAME**

The name of this organization shall be the "Madison Area Radio Control Society, Inc." of Madison, WI, hereinafter referred to as the Club or MARCS.

## **ARTICLE II: PURPOSE**

The purpose of the Madison Area Radio Control Society, Inc is:

1. To maintain a club that shares interest in building and flying all types of Model Aircraft.
2. Aid new individuals learning to build and/or fly.
3. To exchange knowledge, ideas and techniques.
4. Encourage friendship and fellowship.
5. Promotion, support, and furthering the interest of the hobby sanctioning body, the Academy of Model Aeronautics (AMA).

## **ARTICLE III: MEMBERSHIP**

Application for membership in the MARCS club is open to all interested individuals.

### **1. AMA MEMBERSHIP**

- a. AMA membership is required for all members.

### **2. DUES**

- a. Open Membership
  - i. Dues are \$80.00 per calendar year.
  - ii. New members joining after August 1<sup>st</sup> will pay a prorated fee of \$40.00 for the remainder of the first year.
  - iii. New members joining after October 1<sup>st</sup> will pay \$80.00 and will be granted full membership for the current and following year.
  - iv. The \$5.00 discount will be available to Open Membership members who pay their dues before or at the January meeting.
- b. Associate Membership is \$30.00 per year.
  - i. Associate membership is defined as any individual who is already paying full dues at any other AMA club. (Must be Open Membership for MARCS if we are the closer flying field.)
  - ii. Associate members do not have voting rights.
- c. Youth Membership is \$30.00

- i. Youth membership is defined as any individual who is less than 19 years of age on January 1st.

### **3. DUES REDUCTION**

- a. An "Open Membership Category" member doing 3 or more hours of volunteer work during the current calendar year will have their dues reduced by \$20.00 for the upcoming calendar year.
- b. Volunteer Time tracking.
  - i. The Field Manager will be responsible for tracking and tallying members time spent volunteering. This information will be reported to the treasurer and president prior to the November meeting.
  - ii. Organizers of events will report the people who worked at their event and time spent volunteering to the Field Manager.
- c. Volunteer Opportunity examples
  - i. Field Work Day
  - ii. Event worker (we have usually 4 events)
  - iii. Miscellaneous work for the president/treasurer. Ie: stuffing membership envelopes, etc.
  - iv. Helping Field Manager at field for various odd jobs that come up.

### **1. RESIGNATION**

- a. Any member in good standing may resign his/her membership by giving notice to the club.

### **2. TERMINATION**

- a. If any member ceases to have the qualifications necessary for membership in the AMA, his/her membership in the Club shall thereby terminate.

### **3. EXPULSION**

- a. Any individual may be expelled from membership of the Club by a majority vote of the full membership if in the officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental to the Club, the AMA, or to model aviation.

### **4. REINSTATEMENT**

- a. A majority vote of the full membership is required to be reinstated to the club

### **5. REFUNDS**

- a. No monies or club property will be refunded upon notice of inactive club status, voluntary termination or resignation of club membership, except in special cases.

## ARTICLE IV: Board

1. **The Board is defined as the elected and appointed Club Officers and Board Members.**
2. **ELECTED BOARD MEMBER POSITIONS**
  - a. President, Vice President, Secretary/Treasurer, 3 Board Members.
3. **TERM OF OFFICE**
  - a. Officers serve from January 1st to December 31st and are elected annually each November.
  - b. Board Members serve 3 year terms that run from January 1st to January 1st after the third year. These terms overlap so that 2 board members will always remain for consistency. The outgoing board member position will be elected annually each November.
4. **DUTIES**
  - a. **PRESIDENT:** The president shall be responsible for the overall operation of the club and shall conduct the monthly meetings in accordance with Roberts Rules of Order. This position receives free dues for the year they serve.
  - b. **VICE PRESIDENT:** The vice-president shall assist the president and conduct the monthly meeting in the president's absence. The vice-president will facilitate the raffle at the monthly meetings. This position receives free dues for the year they serve.
  - c. **SECRETARY-TREASURER:** The secretary-treasurer shall record the proceedings of each monthly meeting and will process any and all correspondence pertaining to club business. The secretary-treasurer shall take roll call at each meeting and maintain attendance records, the club roster, and AMA club Charter. The secretary-treasurer shall collect monies due and handle all monetary matters in a business-like manner. Detailed records of receipts and expenditures will be maintained, and a monthly report will be maintained, and a monthly report will be made to the membership in written form at each monthly meeting. The secretary-treasurer will establish a bank account in the name of the Madison Area Radio Control Society. There will be two (2) authorized signatures on the account. Signatures authorized on the checks will be that of the president or secretary-treasurer. This position may be split into two positions by the president if necessary. This position receives free dues for the year they serve.
  - d. **Past President:** The past president will serve as an additional voting board member. This position will continue until the current president assumes the role of past president or until the past president no longer wishes to serve.
  - e. **Board Members:** These positions assist the president with needs of the club.
5. **APPOINTED OFFICERS** - These positions are appointed by the Club President. These appointments continue as long as the person is willing to hold the position or until the current president feels the need to have another person assume the position. These positions are voting members on the board.
  - a. **Safety Officer:** The safety officer is responsible for overall safety of the field and the actions of the members. The safety coordinator will ensure the field meets safety requirements for day to day activities as well as events. The safety officer will submit a monthly article to the newsletter regarding safety at the field. (ie: Suggestions, reminders, etc.) Free membership dues are included with this position.
  - b. **Flight Instructor Coordinator:** The Flight Instructor Coordinator (FIC) will be incharge of assisting and instructing new and existing members with little or no flying experience. The FIC will also assign club designated trainers to members who request assistance.
  - c. **Webmaster:** The webmaster will oversee the webpage and update as requested by the president as well as updating the club email list. Free membership dues are included with this position.

- d. **Facebook Administrator:** The Facebook Administrator will oversee/monitor the facebook webpage activities and update as requested by the president. Free membership dues are included with this position.
- e. **Field Manager:** The Field Manager shall be responsible for overseeing the maintenance of the field, equipment and safety equipment. In coordination with the club president, the field manager will set-up spring and fall clean-ups/field prep-work.
- f. **Newsletter Editor:** The newsletter editor will be appointed by the Board. Free membership dues are included with this position.

## 6. VACANCIES

- a. Elected Board vacancies are to be filled by a vote of the remaining officers/board.

## ARTICLE V: MEETINGS

### 1. REGULAR MEETINGS

- a. Club Meetings are held on the first Thursday of each month at 7:00 p.m.
- b. Board Meetings are held during the club meeting.
  - 1. The president may call a special meeting of the Board as needed.
    - a. This meeting may be before or after the regular meeting or by a teleconference using mutually acceptable web-based software.
  - 2. A minimum of 4 board members will constitute a quorum. Assuming a quorum is present, questions shall be decided by a majority vote of the members present.
- c. May through September meetings are held at the flying field. (weather permitting.) October through April meetings are held at the Pinney Library on Cottage Grove Road or at another suitable location.
- d. Meetings shall be held in an informal, business-like manner. In addition to conducting club business, meetings should be as informative as possible.
- e. The following business shall be conducted at each business meeting:
  - 1. Call to Order
  - 2. Presentation and approval of minutes of previous meeting
  - 3. Presentation and approval of Treasurer's Report
  - 4. Introduction of new members and visitors.
  - 5. Committee and Chairman Reports
  - 6. Discussion of Old Business
  - 7. Discussion of New Business
  - 8. Show and Tell
  - 9. Adjournment

## ARTICLE VI: PUBLICATIONS

- 1. The Club Newsletter will be published monthly and posted on our website. The Newsletter to be edited and the editorial content to be controlled by the Editor. Content must pertain to the club or the hobby.

## ARTICLE VII: FIELD SAFETY for MEMBERS AND NON-MEMBERS

- 1. Members are required to obey all Club Field Rules and the AMA Safety Code.
- 2. All members shall be responsible for personal and property damage caused by themselves, their models, vehicles, or persons accompanying them at the Club Facilities or events.
- 3. Guest Flyers:

- a. Must be accompanied at the field by a current club member who must remain in attendance at all times while the guest is flying.
  - b. Must be AMA members.
  - c. Are limited to flying only two days per year. The President or Vice-president may approve exceptions to this rule.
  - d. A Guest who is learning to fly, must use a "buddy box" for hands-on instruction with a current member. For the first 2 days of hands-on instruction, no AMA membership is required. After 2 days of hands-on flight instruction, the guest must join AMA and our club.
4. Any pets brought to the field by members or guests shall only be permitted in the visitors area and controlled at all times by a leash.
  5. All non-flying children under the age of 7 (??) are only permitted in the visitors area and shall have parental supervision at all times.

## **ARTICLE VIII: GRIEVANCE PROCEDURE**

### **(Safety Rules and Member Conduct)**

1. The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Most complaints can be resolved informally. If a complaint is serious, or cannot be resolved informally, the matter should be referred to the Safety Coordinator for their consideration by means of a Grievance Form. This form should be filled out and turned into the Safety Coordinator. At least one witness is required to sign the Grievance Form. The Safety Coordinator will present the Grievance Form to the Board of Directors with recommendation whether or not to proceed with the disciplinary process. If the infraction is determined to be actionable by a majority vote of the Board of Directors, the following steps will take place:
  - a. FIRST VIOLATION - Viewpoints of both complainant(s) and accused will be considered. A written reprimand will be given to the accused by the Safety Officer.
  - b. SECOND VIOLATION - The accused has the right to submit a written rebuttal, to be reviewed by the Board of Directors. If the Board of Directors so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice shall be given to the accused by the Safety Officer and an email will be circulated to the membership notifying them of the suspension.
  - c. THIRD VIOLATION – The accused has the right to submit a written rebuttal, to be reviewed by the Board of Directors. If the Board of Directors so decides, the member will be expelled from the Club for a minimum of one year. Written notice shall be given to the accused by the Safety Officer and email will be circulated to the membership notifying them of the expulsion. The expelled member may reapply for membership after the expiration of the expulsion time period.
2. The second and third violations will not be enforced unless they occur within two-years of the first violation.
3. Any member receiving a Grievance, who directs any retaliatory action against the person filing said grievance or other club member will be subject to immediate and permanent 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 Board of Directors.

## **ARTICLE IX: FUNDS/FINANCES**

1. The funds and properties shall stand in the name of the Club.
2. Operating and emergency expenditures may only be authorized by the board members.

3. The Fiscal Year of MARCS shall be January 1 through December 31 and shall coincide with the operating year.
4. All club funds shall be placed in a depository as approved by the Board.
5. The president may authorize expenditures of up to \$250.00 not more than 6 times each year. Any amount above the \$250 must receive authorization from the board.

#### **ARTICLE X MISCELLANEOUS PROVISIONS**

1. The duration of the club shall be perpetual. The club may be dissolved with the approval of two-thirds (2/3) vote of the total membership.
  - a. Club Assets
    - i. All Club Assets (ie: equipment, club trainers, etc.) will be sold off.
    - ii. Any club debts will be paid off first.
    - iii. Remaining assets of the club will be donated to the cause approved by a majority vote of the board.

#### **ARTICLE XI: AMENDMENT OF THESE BYLAWS**

1. Approval by a majority of the entire membership is required to make an amendment to the club Bylaws.

#### **ARTICLE XII: MARCS – Grievance Form**

### **MARCS Club Grievance Form**

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

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

Nature of Violation: \_\_\_\_\_

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Complainant's Signature: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

Additional Witnesses (not required): \_\_\_\_\_

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