



Port City RC'ers LLC

ARTICLES OF ORGANIZATION

Rev. 3/28/2017

ARTICLE 1. NAME

1. The name of the Club shall be PORT CITY RC'ers LLC. Hereby known as the "Club".

ARTICLE 2. PURPOSE

1. The purpose of the Club is to further the interest and enjoyment of all radio control model aircraft and the exchange of ideas pertaining thereto.
2. Promote and generate enthusiasm for the sport and hobby of model aircraft building and flying.
3. Provide flying and meeting facilities.
4. Promote model aircraft safety and education.
5. Assist and encourage beginners, builders, pilots and designers.
6. To always foster positive community relations.
7. The Club shall maintain good relations with the host owner of the flying site, including maintenance of the grounds as required.
8. The Club is chartered as member Club #1086 in the Academy of Model Aeronautics.
9. The Club shall foster the growth of the hobby for people of all ages.

ARTICLE 3. FORMATION

1. The Club shall operate as a non-profit, non-stock holding organization and will be governed as a membership organization.

ARTICLE 4. SPECIAL FUNDS & EXPENDITURES

1. The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Club.

ARTICLE 5. DURATION

1. The duration of this Club shall be perpetual.

ARTICLE 6. DISSOLUTION

1. The Club may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
2. Upon the dissolution of the Club, the Board shall, after paying or making provision for the payment of all Club liabilities, dispose all assets of the Club 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 Club, as the Board shall determine.

ARTICLE 7. FISCAL YEAR

1. The fiscal year shall begin on November 1st of each year.

PORT CITY RC'ers LLC

BYLAWS

Rev. 3/28/2017

1. Name and Purpose

A. Name

1. The name of this Club is PORT CITY RC'ers - referred to herein as the "Club".

B. Purpose

1. Promote and generate enthusiasm for the sport and hobby of model aircraft building and flying.
2. Provide flying and meeting facilities.
3. Assist and encourage beginners, builders, pilots and designers.
4. Promote model aircraft safety and education.

2. Board of Directors

A. Composition

1. The board of directors, herein referred to as the "Board", shall consist of a President, Vice President, Secretary, Treasurer, Field Marshal, Web Master and the same elected officials from the previous year (President, VP, Secretary & Treasurer).

B. Tenure

1. Members of the Board shall hold office for two years, or until their successors are elected, except the Field Marshal and Webmaster will only serve on the Board for one year.

C. Vacancies

1. Vacancies created by officer re-election, resignation, or other reasons, shall be filled by a majority vote of the members present at a regular Club meeting.
2. Board Members elected to fill vacancies hold office only for the balance of the term.

D. Meetings

1. The President will call Board meetings as necessary, notice being given by the Secretary, allowing sufficient time for members to be present.

E. Expenditures

1. The Club Officers (by a majority vote), may approve Club expenditures of \$200.00 or less without membership approval.

F. Authority

1. The Board of Directors will have the authority to examine all rule violations and regulatory infractions committed by any Club member on a case by case basis.
2. The Board of Directors will have the authority to place any Club member on probation.

3. The Board of Directors will have the authority to establish a time period for probationary decisions.
4. The Board of Directors will have the authority to recommend expulsion of the violating member, to the membership, as per existing Club bylaws.

3. Officers

A. Elected Officers

1. The elected officers of the Club are President, Vice President, Secretary and Treasurer.

B. Nomination and Election

1. Nomination of officers will take place at the regular September meeting.
2. Election of officers will take place at the regular October meeting.
3. Officers are elected by a simple majority vote of the members voting and will hold office on November 1st.

C. Appointed Officers

1. Safety Coordinator/Field Marshal
2. Club Web Master
 - a) These officers are appointed by the Board.

D. Tenure

1. All officers hold offices for a period of one year, starting November 1, ending October 31st. or until their successors are elected.

E. President

1. Presides at all Club and Board meetings, and acts as official Club spokesman.
2. Appoints all committees (Lead flight instructor, Event coordinator, Eagle Squadron, etc.)

F. Vice President

1. Presides when the president is unable to serve, and has the power of the President when doing so.
2. Assists in all matters pertaining to the Club.
3. Responsible for Club field and maintenance of same.

G. Secretary

1. Keeps all records and accounts of the Club.
2. Handles all official Club correspondence.
3. Records the minutes of each Club and Board meeting.
4. Reads the minutes at each Club meeting.
5. Shall create a monthly newsletter.
6. Maintains Club & AMA online roster.

H. Treasurer

1. Has Charge of the Club funds. Maintains and records all income and payments of the Club finances and creates a fiscal budget.
2. Keeps all Club funds in a bank approved by the Board and in the Club name.
3. Shall pay in a timely manner all the bills incurred by the Club and strive to stay within the parameters of the approved budget.
4. Disburses funds:
 - a) Approved by the Board within their jurisdiction.
 - b) Approved by a majority vote of the members present at a Club meeting.
5. Presents a financial report at each Club meeting.
6. Conducts a closing audit with another board member and or the incoming Treasurer at the end of the fiscal year.

I. Safety Coordinator/Field Marshal

1. Responsible for enforcing AMA and Club rules at the Club flying sites.
2. Has the authority to restrict or eject any member or guest from the Club flying site for not conforming to the AMA or Club rules.
3. May delegate his authority and duties, and appoint assistants as necessary.
4. Is empowered to control the parking of vehicles and policing of the field.
5. Responsible for Club field equipment and maintenance of same.

J. Club Web Master

1. Responsible for Updating and Maintaining Club website.

K. Vacancies

1. Vacancies in an elected office will be filled by a majority vote of the members present at a regular Club meeting.
2. The successor will serve for the remaining office and Board terms.

4. Membership

A. Eligibility

1. To be eligible for membership, all persons must be an AMA member in good standing. This does not apply to Heritage Memberships.
2. Complete and sign the 2016 membership application and personal information release form.
3. All new members must be approved by a majority vote of members present, at a regular Club meeting.

B. Regular Membership

1. A regular member
 - a) Is age 19 or older.
 - b) Must be an AMA member in good standing.

c) Responsibility is abiding by and enforcing field safety and AMA rules.

C. Associate Membership

1. An associate member

- a) Age is 19 or older.
- b) A fully paid member of any AMA Sectioned club.
- c) Responsibility is abiding by and enforcing field safety and AMA rules.
- d) Has no voting rights.
- e) May not hold elected office.
- f) Must be an AMA member in good standing.

D. Junior Membership

1. A Junior Member is the same as a regular member, except:

- a) Age 18 or less prior to January 31st.
- b) May not vote on matters pertaining to bylaws, special assessments, or legal commitments.
- c) May not hold elected office.
- d) Must be sponsored and supervised by a regular member or adult.
- e) May participate in mowing with adult supervision.
- f) Must be an AMA member in good standing.

E. Heritage Membership

1. A Heritage Membership is a Regular member who has decided to retire from flying.

- a) Membership dues are waived and the individual has no voting rights.
- b) May not hold an elected office.
- c) May not pilot aircraft.
- d) Responsibility is abiding by and enforcing field safety and AMA rules.
- d) AMA membership is not required.
- e) Must have a sponsor and eligibility must be approved by the membership.

F. Resignation

1. A member may resign from the Club at any time by giving notice in writing to the Club Secretary. No dues or assessment prorating, rebate, or refund of any kind will be given.
2. Any elected officer (President, Vice-President, Treasure or Secretary) Absent from 2 consecutive meetings, without just cause/or prior notification to any Board member, shall be considered as voluntary resignation, and shall be replaced by majority vote of the members present at the next regular Club meeting. No dues or assessment prorating, rebate, or refund of any kind will be given.

G. Membership Termination

1. Membership can be terminated by recommendation of the Board and approved by a simple majority vote of the members present at a regular Club meeting.
2. Membership can be terminated for, including but not limited to the following reasons:

- a) Disruptive behavior, which shall be defined as:
 1. Repeated acts of offensive, threatening, harassing, abusive or endangering behavior or acts which impair normal activities of the Club including violating the field rules.
 - b) Destruction of County, or Club property.
 - c) Theft of County or Club property.
 - d) Any violation of federal, State, or Muskegon County law.
3. Notice of the Board action will be published in the Club Newsletter prior to meeting at which a vote will occur.
 4. The terminated member will be notified in writing explaining the reason, or reasons for termination.
 5. Dues or assessments paid by the terminated member in the current year, will be prorated at a rate of 1/12th. and returned to the terminated member.

5. Dues and Assessments

A. Regular Members

1. Club dues are \$50.00, to be paid annually by January 31st
2. Dues paid after January 31st/ will not be prorated.
3. If membership lapses beyond January 31 of the following year, reinstatement will be via new member rules.
4. Special circumstances may be considered by the Board.
5. \$10.00 of each membership paid will be deposited into the capital improvement fund by the Club Treasurer.

B. Associate Members

1. Dues are one half of the regular membership dues.

C. Junior Members

1. No fee for membership.

D. Heritage Membership

1. No fee for membership.

E. New Members

1. New members will pay Club dues appropriate to their current membership category (Regular and Associate).
2. Regular members will pay any special assessments levied during the previous three calendar years.
3. Club dues only will be prorated at 1/12th annual dues after August 31 for Regular members.

6. Meetings

A. Regular Club meetings

1. Meetings should be held on the last Tuesday of each month, excluding December.
2. Meetings will be conducted using “Roberts Rules of Order”.

B. Special meetings

1. Special meetings for a specific purpose may be called by the President with members being notified by the Secretary as soon as possible.

C. Cancellations and Changes

1. If special circumstances arise, the meeting time, date, and/or place may be changed by special announcement of the President with members being notified by the Secretary as soon as possible.

7. Proxy Voting

- A. Proxy vote can be used by a current absentee member, in an emergency situation or if a Club member is unable to attend a meeting because of work or vacation.

B. Proxy voting will only be allowed for the following situations.

1. Election of Officers
2. By-Law changes
3. Capital expenditure spending in excess of \$500.00
4. Expulsion of a member

- C. All Proxy votes must be received by e-mail by 2 current Club Officers, no later than 24 hours prior to the next meeting

8. Miscellaneous

A. Fiscal Year

1. The fiscal year shall begin November 1st and end on October 31st.

B. Amendments to Bylaws

1. Amendments are proposed at any Regular Club meeting, advertised via the Club newsletter, and voted on at the next Regular Club meeting.
2. Amendments are adopted by a majority vote of the members voting.

C. Assessments

1. Assessments recommended by the Board must be approved by a majority vote of the regular members present at a regular Club meeting.

D. Flight Instruction

1. New Members are required to demonstrate proficiency in the maneuvers required to any Club officer and/or the Field Marshal.

E. Limitation on use of personal information.

1. Personal information (name, contact information, AMA and or FAA membership numbers)
2. Roster may only be distributed to: Members & Muskegon Wastewater. All other roster distributions will require specific membership approval.

F. Personal photos & video

1. May only be distributed on the PCRC's website, Facebook, newsletters & Club event flyers.

9. Chronology of Bylaws

1. Executed November 27, 1972
2. Rewritten March 28, 2017

10. Field Rules

- A. All flying and activities at the Club field will be conducted in accordance with the published AMA safety code and is restricted to Club members and AMA licensed guests.
- B. All members and guests will obey these field rules and the directions of the Field Marshal.
- C. Pilots will announce their intentions, touch & go, low pass, landing, dead-stick, on the field, clear of field, etc. Emergencies have priority.
- D. Guest pilots:
 1. Must be in the company of a regular Club member when flying.
 2. Are subject to all field and safety rules.
 3. Will not impede the flying of any Club members.
 4. Are limited to three flying sessions before being required to join the Club.
- E. All Club members must carry their PCRC, AMA & Muskegon Wastewater cards when using the field.
- F. The Field Marshal may control flying rotation and transmitter impound if necessary.
- G. Frequency Control – 72MHz Radios
 1. No transmitters will be energized until the frequency pin is obtained.
 2. AMA cards are placed in the frequency pin rack, under your channel number, prior to removing the frequency pin.
 3. It is recommended that as a courtesy, frequency pin usage be limited to 20 minute sessions for all pilots.
- H. No intoxicated persons or alcoholic beverages are allowed.
- I. No flying is permitted while the field is being mowed.
- J. Powered aircraft must have mufflers.
- K. Student pilots must be assisted by an instructor.
- L. Spectators are not allowed on the flying field.
- M. Pilots will not taxi in the pits or pilot station area.
- N. No flying is allowed over the pit, spectator and parking areas.
- O. One flight station, 10' wide by 200' long, said flight line to run on the North (runway) side of the safety barrier, centered on the middle of the safety barrier and extending 100' in both directions from the center line, to be used as follows:
 1. Pilots will determine the proper runway based on wind direction.

2. After taxiing past the last pilot upwind, takeoff and assume a position on the flight station.

P. Helicopter & quad pilots:

1. Have field priority for the last 20 minutes of each hour.
2. May allow fixed wing pilots to fly with rotary wing aircraft during the helicopter 20 minute session.
3. Will use the helicopter pad or space provided at the East end of the East/West runway.
4. Will not turn rotors in the pits.

Q. Aircraft must be restrained mechanically or held back with the help of another individual at start-up.

R. Training must be done with the buddy box system - no single transmitter training is allowed unless accompanied by an AMA certified Introduction Instructor. Students wishing to fly solo must demonstrate their piloting skills before an instructor.

S. Pilots are responsible for their pit areas as well as their surroundings. All trash must be removed when leaving the field.