

# Billings Flying Mustangs By-Laws

AMA Club # 401

## Article 1 Name, Location, and Purpose

**Section 1. Name:** The name of this club shall be the “Billings Flying Mustangs” hereinafter referred to as the “Club”.

**Section 2. Location:**

- a. **Field:** 8223 Grand Avenue, Billings, Montana 591065.2 miles west of Shiloh and Grand. GPS N45.78419 W108.72672.
- b. **Mailing Address:** Billings Flying Mustangs, P.O. Box 22406, Billings, Montana 59104.

**Section 3. Purpose:** The purpose and objectives of the Club shall be to maintain a flying site for the use and enjoyment of the members and guests, to fly model aircraft, host events, and activities related to model aviation and to educate and promote community interest in the sport of model aviation.

## Article 2 Club Officials

**Section 1.** The Club Board of Directors shall consist of Officers and Directors. The Officers of the Club shall consist of a President, Vice President, Secretary, and Treasurer. There shall be three elected Board of Directors and the outgoing president shall serve on the Board of Directors.

**Section 2. Directors**

- a. **President:** The President shall preside over all regular and special meetings of the membership and meetings of the Board of Directors. The President shall also sign such documents and communications, on behalf of the Club, as the Club Officers may authorize and are of such a nature as to require the signature of the President. The President shall appoint members to any vacant Board positions and also shall appoint Contest Directors for specific events. The President may in his/her absence, delegate such responsibilities to the Vice President. The President shall be an “Ex-officio” member of all committees except the nominating committee.
- b. **Vice President:** The Vice President, in the absence of the President, shall preside over any regular or special meetings of the Club membership and meetings of the Board of Directors. At the direction of the President, the vice president shall sign such documents and communications, on behalf of the Club Officers, as the Club Officers may have authorized the President to sign. The Vice President is to

maintain an accurate record (including place of storage) of all Club physical assets. The Vice President is to Chair the Audit Committee.

- c. **Secretary:** The Secretary shall keep official copies of Club documents including titles, agreements, By-Laws, and incorporation documents. The Secretary shall also keep true and correct copies of the minutes of all regular Club meetings, meetings of the Board of Directors, and specially called meetings. The Secretary shall maintain the club membership records. The Secretary shall file any required organization non-profit reports. If the President and Vice President are absent from any regular or special meeting, the Secretary shall assume the duties of the presiding Officer.
- d. **Treasurer:** The Treasurer shall keep a record of all monies received and monies expended by the Club, and shall collect all membership and fees due. The Treasurer shall present a financial report showing collections, expenditures and account balances at each regular club meeting. The Treasurer shall file the annual Corporation Report. The Treasurer shall renew the Club's AMA Charter. The Treasurer shall pay all taxes and approved bills when due.
- e. **Directors:** There shall be elected three (3) Directors in addition to the Officers of the Club. The Directors shall represent the general membership at Board of Directors and Officers meetings.
- f. **Out Going President:** The most recent outgoing President shall serve as an additional Director for the year following his/her term of office or until replaced by another outgoing President.

### **Article 3**

#### **Nominations for Officers and Directors**

**Section 1.** A nominating committee of three shall be appointed by the President at the first regular meeting in October. At the first regular meeting in November, the nominating committee shall present their nominees and during the meeting nominations from the floor will be open. Ballots will be created for a vote at the December meeting.

**Section 2.** The Nominations Committee shall provide one candidate for each officer position and for the one Board of Directors position to be filled.

**Section 3.** Nominations for office may be made by any active Club member holding voting rights, either in person or by submitting a proxy nomination to an existing officer. All known nominations for office will be published in the newsletter prior to the election.

## **Article 4**

### **Election of Officers and Directors**

**Section 1.** The election of Officers and Directors shall be held at the December meeting of each year and elected Board Members terms shall begin the following January. Elected officers shall serve one year and the Directors shall serve three years from the date of election. Directors terms of office shall be rotational with one Director being elected each year.

**Section 2.** Officers and directors are to be elected by a vote of simple majority of those voting members with their dues paid present at the December regular meeting. Absentee ballots will be made available upon request for those members who have voting rights but cannot attend the meeting. Those ballots, returned by the December regular meeting, will be counted as if those persons were present at the meeting.

**Section 3.** A secret ballot is required for elections.

**Section 4. Vacancies:** A vacancy in any office or directorship shall be filled by appointment by the President. Such appointee to serve until the end of the term for which his predecessor was elected.

**Section 5.** All records of Officers are passed on when new officers are elected.

## **Article 5**

### **Meetings, Quorums and Procedures**

**Section 1.** Regular meetings of the Club Officers and general membership shall be held each month, at a date, time and place agreed upon by the Board of Directors.

**Section 2.** Regular Meeting Quorum. No action at any regular or special meeting of the membership will be considered official or binding unless at least two club officers are present. A majority vote of those members' present shall be required to approve any business before the club unless the action is covered by other special rules outlined in these bylaws.

**Section 3.** The regular meeting of each month will include consideration of matters relating to:

- a. Secretary's and Treasurers reports
- b. New business
- c. Committee reports
- d. Directors reports
- e. Old business

**Section 4.** The Board of Directors shall meet as required to conduct the business of the Board of Directors. All regular meetings of the Board of Directors shall be open to Club members, or others as the President deems appropriate. All regular and special Board of Directors meetings shall have the minutes taken by the Secretary and the minutes will be made available for Club member's inspection.

**Section 5.** The Board of Directors shall have responsibility on the following matters:

- a. All tabled actions referred to the Board of Directors by the Club
- b. Dues and fees that need to be set or restructured
- c. Review all authorized expenses
- d. Shall make recommendations to the President
- e. Provide names as candidates for the club's awards
- f. Act on Disciplinary issues as outlined in Article 8 of these Bylaws

**Section 6. Board of Directors Quorum:** No action at any regular or special meeting of the Club Officers will be considered official or binding unless four (4) members of the Board which must include one elected director are present and voting. A majority vote of those members who are present shall be required to approve any business before the Board.

**Section 7.** If any Board member or officer accrues four or more absences from any meeting, the President will call such absences to the attention of the Board which may recommend that such member be asked to resign and that another member be appointed to serve out the unexpired term.

**Section 8.** Special meetings of the Board may be called by the President or by any two (2) members of the Club and one Club Officer. The Secretary shall notify all members of a special meeting and the topic(s) to be considered.

## **Article 6 Committees**

**Section 1.** The president shall have the authority to create and dissolve committees as needed in addition to the following standing committees. The standing committees shall be the Audit committee and the safety committee.

**Section 2. Audit Committee:** The President shall appoint an audit committee for the purpose of auditing the financial records of the Treasurer. The Vice President shall act as Chairman of the Audit committee. There shall be two (2) members from the general membership who are not officers of the club on the committee with the Vice President. The Audit Committee shall audit the financial records annually in August and at any time the Treasurer is changed. The audit shall consist of an examination and comparison of the book keeping records and the bank statements and shall be to verify the completeness and accuracy of the club's financial records. A report of the audit results must be presented to the next regular club membership meeting.

**Section 3.** The Safety Committee: The President shall appoint a club Safety Officer and a committee of 2 additional members to promote safety in accordance with the AMA rules. The committee will recommend rules in the interest of club safety. The Safety Committee shall have responsibility for Disciplinary action as outlined in Article 8 of these By-Laws.

## **Article 7**

### **Membership and Dues Structure**

**Section 1.** Dues are payable annually on or before the first regular meeting in January. Dues are to be set by the Board of Directors for the following year.

**Section 2.** All persons shall be eligible for club membership, and shall agree to abide by the Club's bylaws, standing field rules, and the AMA safety code. AMA membership is required for all voting and flying membership types as noted in these bylaws. 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.

**Section 3.** Memberships:

- a. **Full Membership:** Full Membership is sixteen (16) years old or older and has full privileges and voting rights. Full members must have AMA membership.
- b. **Youth Membership:** Youth membership is younger than sixteen (16) years old, has full Flying privileges but shall not have voting rights. Youth members must have AMA membership.
- c. **Family Membership:** Family membership includes all flying members of the immediate family (member, spouse and children) residing at one address who are also AMA members. Family members over age of 16 have full privileges and voting rights. Children are included in the family membership until their 19th birthday. Only one newsletter will be provided per family address.
- d. **Non-flying Membership:** Non-flying member is a Non-Flyer, who is interested in the activities of the Club, has no voting rights and receives a newsletter. Non-flying members do not require AMA membership.
- e. **Introductory Membership:** Introductory member is a new member within the first calendar year of membership. This member is not eligible for elected office, but has full voting rights at Club meetings.
- f. **Non Resident Membership:** A non-resident member is a person who lives more than 40 miles from the Club flying field. The person has flying privileges at the club field and receives a newsletter but does not have voting privileges. Non-resident fliers require AMA membership.
- g. **Prospective member:** Prospective member may fly if they are participating in the AMA introductory pilot program. See AMA guidelines for details.

**Section 4.** Resignation: Any member in good standing may resign his/her membership by giving written notice to the Club.

**Section 5.** Termination: 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.

**Section 6.** Expulsion: This section provides for enforcement of the Safety Rules that are related to flying activities or any other unacceptable behavior by an individual member or members. Any individual may be expelled from membership from the Club by a two-thirds (2/3) majority vote of the 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 the Club, the AMA, or to model aviation.

**Section 7.** Reinstatement: A two-thirds vote of the Board of Directors is required for reinstatement to the club.

## **ARTICLE 8**

### **Flight Safety and Disciplinary Actions.**

**Section 1.** The AMA flight safety code and the Standing Field Rules as published shall govern flight operation and safety at the Billings Mustangs Chamberlain Field.

**Section 2.** The Safety officer shall have the authority to enforce flight safety rules at the field immediately upon observing a violation. A member may be told to stop flying and/or may be told to leave the field.

**Section 3.** It is the responsibility of the Safety Officer to report any unacceptable behavior by an individual member or members to the Board of Directors. The safety officer will turn in all submitted grievance forms to the Board of Directors. A copy of the Grievance form is included at the end of these bylaws.

**Section 4.** Grievance Procedure: The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed.

- a. 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 Committee for its consideration by means of a Grievance Form (attached to these By-Laws) to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.
- b. A violation is defined as an incident or action that has resulted in a signed and witnessed grievance form. A completed grievance form will be turned into the Safety Officer/Committee.
- c. The Safety Officer/Committee will use its judgement in carrying out actions.

## **Section 5. Progressive disciplinary Actions.**

- a. **FIRST VIOLATION:** Upon submission of a Grievance form the Safety officer and Safety Committee will investigate the issue. Viewpoints of both complainants and accused will be considered by the Safety Officer and the Safety Committee. Complainant's name will be disclosed. A verbal reprimand may be given to the accused by the Safety Officer/Committee, and this will be recorded in the Club records. The Board of Directors will be advised.
- b. **SECOND VIOLATION:** Upon submission of a second violation Grievance form, the Safety Officer and Safety Committee will investigate the issue and submit the findings and the Grievance form to the Board of Directors. The Complainant's name will be disclosed. The Complainant has the right to a written rebuttal. At the direction of the Board of Directors, 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.
- c. **THIRD VIOLATION:** Upon submission of a third violation Grievance form, the Safety Officer and Safety Committee will investigate the issue and submit the findings and the Grievance form to the Board of Directors. The Board will notify the accused in writing by letter and the Club membership via the Club newsletter. The Board of directors may recommend expulsion of the accused at the next regular club meeting. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the voting membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting Said expulsion will last for a one-year minimum. The expelled member may reapply for membership after the expiration of the expulsion time period.
- d. The three actions will not be enforced unless they are accumulated within a two-year period of time.
- e. Any member receiving a Grievance, who directs any retaliation action against the person filing said grievance or other members involved in the club's actions, will be subject to 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. Such a member may be immediately expelled from the Club by the Board of Directors. Said expulsion will last for a one-year minimum. The expelled member may reapply for membership after the expiration of the expulsion time period.

## **Article 9**

### **Amendments to the Bylaws**

**Section 1.** Amendments may be proposed to these by-laws at any meeting called by the President for the Club membership at-large, provided however that such membership has been notified in writing at least one month in advance that an amendment is to be considered. Copies of the proposed amendment shall be furnished to the Board of Directors and to any member who may request the same from the person or persons proposing the amendment.

**Section 2.** Amendments shall be adopted by two-thirds vote of the voting membership. Amendments will be voted on by the membership through mailed ballot (electronic or postal). Ballots not received by the dead line shall be considered a “yes” vote.

**Article 10**  
**Affiliation and Dissolution of the Club**

**Section 1. Affiliation:** This Club may become affiliated with sectional, National or International organizations as the Club Officers feel will advance the purpose of the Club.

**Section 2. Dissolution of the Club:** The duration of the club shall be perpetual. The club may be dissolved with the approval of two-thirds vote of the total voting membership. Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, 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 Corporation, as the Board shall determine.

These By-Laws were approved by two-thirds vote on June 7, 2016.

Signed by Officers

Scott Cranston, President                                      sgn/Scott Cranston                                      Date:           June 24, 2016          

Dave Brown, Vice-President                                      sgn/Dave Brown                                      Date:           June 24, 2016          

Larry Todd, Secretary                                      sgn/Larry Todd                                      Date:           June 21, 2016          

Rodney Broderson, Treasurer                                      sgn/Rodney Broderson                                      Date:           June 25, 2016          

**Attachment:** *Billings Flying Mustangs Club Grievance Form*



**Billings Flying Mustangs Club Grievance Form**

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

Nature of Violation:

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Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Additional Witnesses (not required):

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