

**Fort Worth Thunderbirds  
Radio Control Association Incorporated**

Constitution  
&  
Bylaws

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **Revision history**

<b>Date</b>	<b>Author</b>	<b>Reviewed By</b>	<b>Notes</b>
9/25/2017	C. G. Berardi	Club Membership	Reviewed by a quorum of club members
5/02/2017	C. G. Berardi	J. Meadows, W. L. Lake, M. Wells	

**Fort Worth Thunderbirds Radio Control Assoc. Inc.**

**Contents**

SECTION I GENERAL GUIDELINES: ..... 4

SECTION II. OFFICERS:..... 4

SECTION III DUTIES OF THE OFFICERS: ..... 5

SECTION IV TERMS OF OFFICE AND ELECTION PROCEDURES: ..... 6

SECTION V MEMBERSHIP: ..... 7

SECTION VI DUES, FEES, EXPENSES: ..... 9

SECTION VII MEETINGS: ..... 10

SECTION VIII COMMITTEES: ..... 10

SECTION IX FLYING FIELD: ..... 10

SECTION X EVENTS AND CONTESTS: ..... 11

SECTION XI FINANCES AND BUDGET: ..... 11

SECTION XII SOCIAL MEDIA AND COMMUNICATIONS: ..... 12

SECTION XIII CLUB DISSOLUTION: ..... 13

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION I GENERAL GUIDELINES:**

This document provides the basic governing principles of the Fort Worth Thunderbirds Radio Control Association Inc. The Constitution and Bylaws can be updated as frequently as required to account for changes in the operating environment such as regulations imposed by the Corps of Engineers, the Academy of Model Aeronautics (AMA) or by the needs of the membership.

The organization's official meetings will be conducted according to "Robert's Rules of Order." The purpose of following Robert's Rules is to ensure meetings are kept on track and successfully completed. As a reference, the following publication is being used by the board: "Roberts Rules in Plain English," by Doris P. Zimmerman.

- 1) Decision Making by the membership:
  - a) Any item requiring the approval of the membership is put before the membership as a motion. The motion must be seconded before moving forward with a vote. A motion is carried by a simple majority.
  - b) Voting on a motion requires a quorum of the membership. A quorum is defined as the minimum number of voting eligible club members present while the motion is on the floor.
  - c) A quorum is designated as a minimum of 15 voting members up to a roster of 175 voting members. For a roster of greater than 175 voting members, a quorum will require a minimum of 20 voting members.
- 2) Revision of the Constitution and Bylaws:
  - a) Update of the document may occur at any time as determined by the board or membership.
  - b) All revisions shall be presented to the membership and voted upon for acceptance.

## **SECTION II. OFFICERS:**

Officers of the Fort Worth Thunderbirds Radio Control Association, Inc. (here forth referred to as "club" or "the club") shall be the:

- President
- Vice President
- Secretary
- Treasurer
- Safety Officer

The President, Vice President, Secretary, Treasurer and Safety Officer shall comprise the Board of Directors (herein after referred to as "the board" or "board").

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION III DUTIES OF THE OFFICERS:**

This section is not intended to be a complete list of duties. The board will produce other documentation to serve as a guide to the day-to-day roles and responsibilities for each board position; however, what follows is the minimum required to run the organization.

- 1) The President shall develop the agenda for, and preside at, all meetings and shall act as the club spokesman. The President shall appoint committees as necessary to conduct the business of the club. The President shall serve as chairman of the Board of Directors.
- 2) The Vice-President shall be responsible for the meetings and program arrangements and shall act for the President when the President is unable to serve. He shall also be a standing member on all committees whose actions affect club policies.
- 3) The Secretary shall keep minutes of all club meetings and will provide copies for publication in the monthly newsletter.
  - a) The Secretary is responsible for all club correspondence.
  - b) The Secretary shall attend and keep a record of all board meetings.
  - c) Annually transmit a copy of the membership roster to each member.
- 4) The Treasurer shall:
  - a) Collect all funds due the club (membership dues, special assessments, donations, fund-raisers, concessions and event receipts).
  - b) Maintain an account in the name of the club in a federally insured banking institution and will promptly deposit funds as soon as practical after receipt.
  - c) Provide a monthly statement and report on all transactions conducted during the previous month at the club meeting.
  - d) Submit/file required documentation annually to the State of Texas to maintain non-profit incorporation status.
  - e) Maintain a roster of the club membership with an up-to-date listing provided to the board each month.
- 5) The Safety Officer shall:
  - a) Review the AMA Safety Code and the club flying site procedures and report any deviations or violations to the board within 7 days.
  - b) Conduct a monthly safety briefing as part of the club monthly meeting. The safety briefing should educate and inform the membership of safe operating procedures and/or local and national safety issues. The Safety Coordinator may designate an alternate to conduct the monthly briefing if it will enhance the safety message.
  - c) When possible, correct deviations from or violations of safety and procedures on the spot.
  - d) Immediately inform the board of safety issues identified at the club flying site prior to communication with any entity or persons outside of the club. The board shall determine when communication is necessary.

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION IV TERMS OF OFFICE AND ELECTION PROCEDURES:**

The board is responsible for organizing and coordinating the nomination and voting process. The process regulates the nomination of both board members and the title of “Thunderbird of the Year.”

- 1) Nominees for board members shall be current members. There is no limit on the number of nominees for each board position.
- 2) Elected board members shall serve for one year beginning with the January club meeting.
- 3) Candidates for office shall be nominated at the October meeting. Candidates can be nominated from the floor, by mail or email if received by a member of the board prior to the October meeting. Approval for inclusion on the ballot shall be obtained by a second nomination. No candidates will be accepted after the October meeting. Votes for write-in candidates will not be considered for election to office.
- 4) To be eligible, all board member candidates must accept their nomination not later than the end of the October meeting.
- 5) The membership will vote for each of the nominated candidates to be included on the election ballot at the October club meeting. Ballots for the general election must include all nominees for each board position and for Thunderbird of the Year.
- 6) The general election shall end on December 1st. When there are multiple candidates for a position, the winner is determined by a simple majority. The ballot may be conducted electronically at the board’s discretion.
- 7) Election results will be announced by the club President at the December club meeting. If a candidate does not receive a simple majority of the vote, a runoff election between the tied candidates shall be held prior to the January club meeting. The runoff election will be conducted in the same manner as the main election.
- 8) To provide for orderly transition and transfer of records to the new administration, the incumbent board will remain in office until the day before the January club meeting.
- 9) Board members may be removed from their positions by a quorum of voting members present at any official meeting. Any board member unable to attend meetings regularly will be removed from office on the third consecutive missed meeting at the discretion of the board.
- 10) If a board position becomes vacant, new candidate officers shall be nominated and voted upon as soon as practical and as determined by the remaining board members. The nominating and voting process should follow the format of the regular annual election.
- 11) Board members may be re-elected for any number of terms.
- 12) The title of, “Thunderbird of the Year,” is nominated and administered in the same manner as for a board member.
  - a) The nominees must be current club members and are not required to accept their nomination.
  - b) Only 1 Thunderbird of the Year is to be awarded annually.
  - c) There is no limit to the number of times a member is nominated or awarded the title.

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION V MEMBERSHIP:**

This section presents the various membership levels and the rights and privileges for each. Membership in the club may be in any of 6 categories:

- 1) Individual
- 2) Family
- 3) Life
- 4) Honorary
- 5) Associate
- 6) Thunderbird Voluntary Service Membership

At the discretion of the board, plaques may be purchased and presented to club members who have provided significant service or have been awarded an honor during the year. Among those persons receiving plaques the categories are:

- 1) Thunderbird of the Year
- 2) Newly elected Life Members
- 3) Honorary Members
- 4) Others selected by the membership

### 1) INDIVIDUAL MEMBER:

- a) Defined as an individual person paying full annual dues.
- b) Individual members are eligible to participate in all club functions and special voting regarding club issues, projects, or policies.
- c) Individual members shall be a current AMA member.
- d) Individual members are eligible for board positions or service on special committees.
- e) The Individual Member is the primary member in a Family Membership.

### 2) FAMILY MEMBER:

- a) Family members are defined as those individuals in the primary member's immediate family to include their partner, children, step-children or wards of the family.
- b) Children and wards of the family are defined as those persons 18 years of age or younger residing in the same household as the individual member.
- c) Family members are eligible to participate in all club functions.
- d) Only the primary member is eligible to vote.
- e) A family member is not required to have an AMA membership unless they are actively flying.
- f) Only the primary member is eligible to hold a board position.

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## 3) LIFE MEMBER:

A Life Membership is in recognition of a lifetime of achievement in service of the club. It is expected that award of this membership is a rare event and offered only to senior members with both a history of and current involvement in the club. A rationale for Life Membership is presented to the club by a sponsor and subsequently voted on by the membership.

- a) A Life Member may be elected by a quorum of members. A nomination must include a written rationale as justification to be presented to the membership prior to a vote.
- b) Life Members are elected by a majority vote.
- c) Life Member elections are optional. In any single year, there may only be 1 member elected to a Life membership.
- d) Life Members shall have the same rights and privileges as individual members except they are exempt from paying annual dues. However, they are subject to all other expenses and fees.

## 4) HONORARY MEMBER:

The purpose of honorary membership is to recognize individuals in civic or business entities that have demonstrated their support of the Fort Worth Thunderbirds. Honorary Membership is intended to be a temporary award.

- a) Any person may be elected to an Honorary Membership by a quorum of members. A nomination must include a written rationale as justification to be presented to the membership prior to a vote.
- b) Honorary Members are elected by a majority vote.
- c) Honorary membership is limited to a maximum of 5 years and may be curtailed by a simple majority vote of a quorum of members.
- d) Honorary Members are not required to be current AMA members unless they are actively involved in flying activities.
- e) Honorary Members are not eligible to vote.

## 5) ASSOCIATE MEMBER:

- a) An Associate Membership is available to those who are beyond a 50-mile radius of the Fort Worth Thunderbirds flying field.
- b) Associate members are required to pay a fee of ½ the annual Individual Membership club dues.
- c) Associate members are not eligible to vote.
- d) Associate members are not required to have an AMA membership unless they are actively flying.

## 6) VOLUNTEER SERVICE MEMBER:

The Volunteer Service Membership is intended to reward current club members with 1 year of free Individual membership.

## **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

- a) Any club member performing a valuable service for the club may be granted a free Individual Membership for the year following that service.
  - b) The Volunteer Service Membership is awarded by the board and can be determined at any time.
  - c) Has all rights and privileges of an Individual Member.
- 7) Termination of Membership Rights and Privileges:
- a) Any member may be expelled from the club for just cause.
  - b) A vote of a quorum of members present at any official meeting is needed for an expulsion.
  - c) Expelled members will not have the prorated portion of their dues returned.
  - d) Any member may resign at any time in writing to the President stating their desire to resign. No proportional share of any unused funds or dues will be refunded.
  - e) Right to Appeal for Expelled Members
    - i) The intent to appeal must be submitted to a board member.
    - ii) Expelled members shall present their reasons for lifting the expulsion at the next scheduled monthly club meeting.
    - iii) Discussion/questions are appropriate prior to the final vote.
    - iv) Expelled members shall not be present when a quorum of the membership takes the final vote.
    - v) Expelled members shall be notified of the final decision by the club President.

### **SECTION VI DUES, FEES, EXPENSES:**

- 1) Annual dues shall be set by a majority vote of a quorum of voting members at any official meeting.
- 2) Life, Honorary, and currently serving Board members are not required to pay dues.
- 3) First time members shall pay 100% of annual dues prorated \$10 per month beginning the month joined. From 1st October first time and renewing members may pay in full and be awarded full membership rights and privileges for the remainder of the year and through the subsequent year.
- 4) Family membership dues are set to the current Individual dues amount plus \$10.00 and covers all members comprising of the primary member, partner, children and wards of the family.
- 5) Dues must be submitted in full to the club Treasurer by January 1 of each year. All unpaid members shall be dropped from the club and AMA membership rosters.
- 6) There shall be no increase in annual dues nor special assessment levied on the membership at any time except by vote of a quorum of the membership.

## **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

- 7) Fees to obtain AMA charter license and other fees such as club insurance and lease payments shall be paid from the club treasury as necessary.
- 8) Purchases of Equipment and Supplies:
  - a) All purchases must have a receipt.
  - b) Expenditures exceeding \$500.00 must be approved by a vote of the membership.
  - c) Purchases exceeding \$100 must have a receipt retained by the club Treasurer. The receipt can be provided and retained in hard copy or electronic formats.

### **SECTION VII MEETINGS:**

- 1) Regular meetings will be held monthly at a place, time, and date determined by the membership.
- 2) Special meetings of the membership will be convened by decision of at least three of the board members and the membership must be notified at least five days in advance.

### **SECTION VIII COMMITTEES:**

- 1) Special committees shall be appointed by the President to perform functions essential to the club. These appointments shall be performed at any monthly meeting and require only the approval of the selected members.
- 2) A committee shall consist of a minimum of three members, plus the Vice President, who shall be notified of the purpose and scope of their function as well as of the results expected and the timing to complete the assignment.
- 3) Committee reports/results which will be forwarded to entities other than the club shall be reviewed and approved by the Board before submission.

### **SECTION IX FLYING FIELD:**

- 1) The club leases and maintains a flying field on Benbrook Lake property owned by the United States Army Corps of Engineers. The club is responsible for improvements to the property which now consists of a paved runway, taxi ways, model parking strip, shelter, frequency board, protective barriers and other property. The field is open for the use of all members and their guests.
- 2) Access to the field is controlled by the club membership. Members will be provided with a means to access the field as a right of their membership. The first club member at the field can enter and leave the gate open for other individuals to utilize the field. When the last club member leaves the field, it will be that member's responsibility to close and lock the gate behind them. Any non-member still utilizing the field will be requested to move their vehicle(s) outside the gate. Non-members may continue flying.
- 3) The club reserves the right to close the field to non-club members at any time in support of club activities.

## **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

- 4) All flying field safety rules, procedures, and disclaimers are posted at the flying field and on the club website. The posted regulations and disclaimers are considered part of the By-Laws and are to be followed by all members and guests.
- 5) All AMA rules and procedures apply. The club shall develop, with membership approval, additional operating and safety procedures as necessary to suit local conditions and requirements. Club rules and procedures shall be posted at the club flying facility in a visible and easily accessible location and on the club website. All club members and guest pilots are required to be knowledgeable and compliant with AMA rules and procedures.

### **SECTION X EVENTS AND CONTESTS:**

- 1) Requests for annual events and contests may be submitted at any time during the calendar year; however, it is desirable to have a 90-day notice to allow for coordination, planning, advertising, and sanctioning.
- 2) The event schedule shall be published in the club newsletter, web site and appropriate social media. The club event calendar shall be coordinated and approved by the board.
- 3) Cash advances or expense items such as raffle prizes, special equipment and food shall be approved by a board member.
- 4) All club advances and expenses shall be receipted and accounted for at the completion of the event. Expenses and revenue shall be submitted to treasurer not later than 30 days following completion of the event and must include a completed expense report.
- 5) A Contest Director is required for all AMA sanctioned events. Non-sanctioned public events may also be managed by an Event Manager. Non-sanctioned internal club events may be supervised by experienced club members. Contest Directors, Event Managers and club members are responsible for the organization, advertising, conduct of, and financial accountability for their event.

### **SECTION XI FINANCES AND BUDGET:**

- 1) President, Vice President, Secretary Treasurer and Safety Officer will have signature rights for the club bank accounts.
- 2) Recurring monthly operating expenses shall be projected in advance for the coming calendar year at the March club meeting. Past operating expenses shall be used as a baseline to forecast expenses.
- 3) Each board member may authorize expenditures of not more than \$500 monthly without board approval. Receipts for items or services purchased shall be delivered to the club Treasurer not later than the next monthly club meeting.
- 4) Accounts, in the name of the club, shall be established at a federally insured banking institution and maintained as follows:
- 5) A checking account shall be established and maintained for normal operating expenses. The amount maintained in this account shall not exceed the average operating expenses of the previous two years.
- 6) A reserve account consisting of all monies over and above normal operating expenses will be maintained as a safeguard against theft. When necessary for operations or special purchases, funds may be transferred from the reserve account to the checking account.

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION XII SOCIAL MEDIA AND COMMUNICATIONS:**

Regardless of media format, any publicly viewable media containing the organization name, logo, imagery of the flying site, club activities or other related property is considered under this section. The intent is to positively manage the reputation of the organization and its members.

This section includes but is not limited to:

- 1) The club web site, forums and special interest groups
  - 2) FaceBook, Instagram etc.
  - 3) Email, event flyers, business cards
  - 4) Traditional media such as the club newsletter, newspapers and magazine articles
  - 5) Podcasts
- 
- 1) The board will appoint club members who will be responsible for each role such as web master, maintaining an online presence such as FaceBook, or for the publication of newsletters, event flyers and all other media.
  - 2) All officially sanctioned media production is subject to review and approval by the board.
  - 3) The production and maintenance of media may be delegated by the board to individuals such as the Newsletter Editor and Web Master. Delegation is subject to periodic review and reassignment of responsibilities to suit the needs of the organization.
  - 4) The production and distribution of harmful materials that tarnish the reputation of the club or its members may subject the author to termination of responsibilities, membership and other legal ramifications.
  - 5) The club logo and name must follow publishing practices that ensure quality reproduction, placement and quality. The board members can provide original source material in a variety of formats.
  - 6) Published materials shall not include copyrighted materials, video or music unless the required permissions have been secured from the regulating authority.
  - 7) Images of club members, other individuals or their property shall not be made public without their consent.
  - 8) Club communications:
    - a) All board members are required to have active and monitored e-mail accounts.
    - b) All communication (physical or electronic) outside of the club membership shall be approved by the Board.
    - c) All communication outside of the club membership shall be signed/endorsed by the President. The club newsletter is exempt from this requirement.
    - d) General communication with the membership will come from the Secretary.
    - e) The club's email distribution list will be secured such that any member's request for removal can be honored.

# **Fort Worth Thunderbirds Radio Control Assoc. Inc.**

## **SECTION XIII CLUB DISSOLUTION:**

In the event of dissolution of the club, the disposition of all funds in the club treasury shall be voted on by a quorum of the remaining club members. The distribution of the club's funds will be determined by a quorum of the remaining members.