

By-Laws of the Iowa City Aerohawks, Inc.

As revised February, 2023

ARTICLE I. Name and Purposes

1. The Club shall be known as the Iowa City Aerohawks, Inc., as provided in the Articles of Incorporation.
2. The purposes of the Club are to foster and advance interest and fellowship of its members in the hobby/sport of building and flying radio control, miniature aircraft; to encourage an interest in the building and flying of radio control miniature aircraft; to encourage interest in the hobby/sport in non-members; to provide a meeting place and a flying site or sites for members; to encourage participation in the activities of the Academy of Model Aeronautics; and to encourage activities in the Club consistent with the aims and ideals of the Academy of Model Aeronautics.

ARTICLE II. Office and Term

1. The address of the registered office and the name of the registered agent shall be that of the Secretary of the Club.
2. The term of existence of the Club shall be in perpetuity, except as provided under Article XVIII, Dissolution of the Club.

ARTICLE III. Board of Directors

1. The Board of Directors shall consist of the duly elected officers of the Club as listed in Article IX, Section 1 and each may exercise voting privileges. Ex-officio members of the Board of Directors shall include the Chief Flight Instructor and all Chairmen of Standing Committees.
2. Ex-officio members of the Board are excluded from voting privileges.
3. All meetings of the Board of Directors will be open to any and all members in good standing, but only the Board members listed in Article IX Section I may exercise voting privileges.
4. Whenever possible, announcements regarding the time and place of such meetings of the Board of Directors will be made in advance during any regular monthly meeting; however, announcements of such meetings will not be required to be published in the *Monthly News Bulletin*.

ARTICLE IV. Membership

1. Membership in the Club shall be open to all, upon application and payment of dues, who are interested in radio control aircraft and who are members in good standing of the Academy of Model Aeronautics (AMA).
2. Types of Membership:
 - a. A General Member is entitled to all rights and privileges, without limitations.
 - b. A General Family Member is a member of the immediate family of a General Member Who lives at the same address as the General Member. A General Family member shall enjoy all the rights and privileges of a General

Member, at reduced dues, providing that he/she holds a current AMA license.

c. An Honorary Member is a designation bestowed upon a person by the membership who has distinguished himself or herself in service to the Club or to the hobby of radio control model aeronautics. The Club may consider such designation upon the recommendation of a General Member. Honorary Members shall have no voting privileges and will hold such designation at the pleasure of the membership. Such members may use the Club flying field, but only as a guest of a General Member, providing the Honorary Member holds a current AMA license and an FCC license, if necessary.

d. A Social Member is a non-flying member who is entitled to the same rights and privileges as a General Member except, flying privileges and access to the flightline during flying operations. This is solely for safety and insurance purposes. A Social member does not have to be a member of the Academy of Model Aeronautics to be a club member in good standing. They pay full club membership dues and have the same voting rights as a General Member. A Social member may hold positions as Field Marshal or Newsletter Editor.

e. A Social Family Member is a member of the immediate family of a General Member who lives at the same address as the General Member. A Social Family Member shall enjoy all the rights and privileges of a Social Member, at reduced dues.

3. Requirements of all Members:

a. It will be incumbent upon any officer of the Club, and especially the Safety Officer, to disallow any person not holding a valid AMA license to utilize the Aerohawks flying field in any capacity other than that of a spectator.

b. Each member shall be responsible for the care and protection of Club property and shall also be responsible, while involved in Club activities, to conduct themselves in a manner reflecting positively on the Club and the hobby of radio control aircraft.

c. Each member shall be responsible for the proper enforcement of all Club and AMA regulations while involved in Club activities (i.e., using the Aerohawks flying field).

d. To the best of his/her ability, every member is encouraged to support Club activities and to participate in the administration of Club functions such as contests, static displays, or any other activity dedicated to the promotion of radio controlled model aircraft.

e. Any non-member who possesses a valid AMA license may utilize the Aerohawks flying field as a guest, *up to and including two visits per year*, but only under the following

conditions: With the acknowledgement and approval of the Safety Officer, a duly appointed Flight Instructor, or an elected Club Officer, who must be in attendance at the flying field during the use of the flying field by the non-member.

More than two visits in a single calendar year by a non-member to operate aircraft requires membership to the club. An exception to the number of visits may be granted by the Board of Directors provided it is preapproved.

f. From time to time the club engages in activities to earn income. The financial gains from these activities help keep club membership dues at a lower rate. Each member is strongly encouraged to participate in these activities and is responsible for knowing when these activities will take place. Activity dates will be posted in the club *Monthly News Bulletin* well in advance for membership review.

4. Any member may be removed by the membership whenever in their judgment a member has violated conditions of membership, provided the same requirements and procedures are followed in taking such action as are required under these By-Laws to amend the By-Laws.

ARTICLE V. Dues

1. The amount of the Club's annual dues shall be set by the Board of Directors, then subsequently announced in the *Monthly Information Bulletin* of the month prior to being presented for vote of the membership. Ratification will be by a majority vote of the membership present at any regular monthly meeting immediately following its publication in the *Monthly Information Bulletin*. (Annual dues for 2023 set at \$60)

2. Definition of Active Member. An active member is defined as any member who has paid the current annual dues and dues for the previous year.

3. Definition of New Member. A new member is defined as any person who has: 1) never paid dues to the Iowa City Aerohawks, Inc. or, 2) any former member of the Club who has allowed at least one calendar year to elapse in their membership before rejoining.

4. Dues for an active member shall be paid annually before or upon the date of the February monthly meeting. Dues remitted by active members after the February meeting date will be assessed a delinquency fee of \$10. Delinquent members will be automatically removed from membership until they apply for reinstatement by providing full payment of the current year's dues plus the \$10 delinquency charge, regardless of the date the reinstatement occurs during that calendar year.

5. New members joining the Club between January 1 and August 31 of a calendar year shall be assessed full annual dues for the current year. New members joining between September 1 and December 31 shall be assessed full annual dues, but these dues shall cover the subsequent year, as well.

6. Dues for a General member or a Social Member shall be the full Annual rate.

7. Dues for a General Family Member or a Social Family Member shall be a reduced rate of \$10

8. Honorary Members are not required to pay dues.

9. All dues collected shall be entered in the books of the Club for general use and are not refundable.

ARTICLE VI. Meetings

1. Annual. The annual meeting of the Club's membership shall be held in the month of January on the day to coincide with the regular monthly meeting. The Club's Officers elected at the previous monthly meeting are automatically installed and will conduct this meeting.

2. Budget Meeting. A special meeting of the Board of Directors shall be held annually for the purpose of adopting an annual budget. This meeting shall occur prior to the February monthly meeting. The budget will be available at the monthly meetings or at the request of any member in good standing. The budget will not be published in the *Monthly News Bulletin*.

3. Regular. There shall be regular monthly meetings of the membership at a time and place as determined by the Board of Directors. Regular meetings may be omitted as determined by the Board of Directors, providing not more than three consecutive months pass without holding a regular meeting.

4. Special. A special meeting of the membership shall be called by the Board of Directors at any time ten (10) or more members in good standing request such a meeting.

5. Board. The Board of Directors shall meet from time to time as they deem necessary to conduct Club affairs or as requested by a minimum of five (5) members during a regular monthly meeting.

6. Voting. Each member shall be entitled to one vote at all meetings of members and must be present and voting in person, except as otherwise provided by these by-laws. All questions shall be decided by majority vote of the members entitled to vote and present in person, except those specific issues otherwise provided for in these by-laws.

ARTICLE VII. Fiscal Year

The fiscal year of the Club shall begin on the first day of January and end on the thirty-first day of December of each year.

ARTICLE VIII. Election of Officers

1. Election of Club Officers shall be conducted annually at the last regular monthly meeting held during the fiscal year.

2. A nomination for the office of Vice President may be designated by the nominee for President as his/her running mate, and if such designation has been made, all ballots cast at any election for such candidate for President shall automatically be cast for his/her designated Vice Presidential nominee.

ARTICLE IX. Powers of Club Officers

1. Except as otherwise provided by law, the business affairs of the Club shall be conducted by a Board of Directors whose membership is as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Field Marshal
- f. Safety Officer
- g. Immediate Past President

h. Information Officer

2. The elected officers of the Club shall be a President, a Vice President, a Secretary, a Treasurer, a Field Marshal, a Information Officer, and a Safety Officer, each of whom shall be elected by the membership to hold office until his/her successor shall have been chosen and shall have been qualified.
3. The membership may elect such other officers as it may deem necessary for the transaction of the business of the Club, each of whom shall have such authority, shall perform such duties, and shall hold office for such term as may be prescribed by the membership from time to time. A single board member holding two approved positions can only cast a single vote when making board related decisions.
4. Any two of the elected and appointed offices, except that of President and Vice President, may be held by the same person, but no person shall execute, acknowledge, or verify any instrument in more than one capacity.
5. Vacancies in the elected officers may be filled by a majority vote of the remaining Board of Directors, and any person so elected shall hold office until his successor is elected by the membership at the next general election.
6. The Board of Directors may designate a Chief Flight Instructor and such other officials as it may deem necessary for the transaction of activities of the Club, each of whom shall have such authority, shall perform such duties, and shall hold office for such term as may be prescribed by the Board of Directors from time to time.
7. Any elected officer may be removed from office by the membership whenever in their judgment the best interests of the Club will be served thereby, by use of a mail ballot of the membership. A majority vote of the Club membership shall be required for such action.

ARTICLE X. Duties of Club Officers

1. President. The President shall be the Chief Executive Officer of the Club and shall have general supervision of its affairs. He/she shall preside at all meetings of the membership and the Board of Directors and shall in case of his/her absence and the absence of the Vice President appoint another officer to perform and discharge the duties of the President at the regular monthly meeting he/she cannot attend. He/she shall also carry out the policies established by the Board of Directors. In questions of procedure during meetings of the membership or the Board of Directors, the President shall follow Robert's Rules of Order. The President shall act as the official Club spokesman; appoint committees (including the nomination committee); and sit on any, and all committees so appointed.
2. Vice President. The Vice President shall perform and discharge the duties of the President in case of his/her absence. He/she shall also perform such other duties as the Board of Directors or President may prescribe.
3. Secretary:
 - a. The Secretary shall give notice of all meetings, or cause same to be done, where notice may be required. He/she shall keep a record of the proceedings of all general meetings; conduct Club correspondence; and shall perform the duties incidental to the office of the Secretary and such

other duties as the Board of Directors or President may prescribe.

- b. The Secretary shall maintain a current and ongoing record of Club members, AMA status.
- c. The Secretary shall be responsible for introducing new member(s) to the Club membership at the next monthly meeting when the new member is present.
- d. The Secretary is responsible for maintaining and making available the following packet of information.
 1. The Club's By-Laws
 2. The Flying Rules for Members
 3. The Club's rules for Visitors at the Flying Field
 4. A Club roster
4. Treasurer. The Treasurer shall be the principal financial officer of the Club and should render an accurate account of the financial condition of the Club at the monthly meetings of the membership. He/she shall collect all dues, assessments, and amounts owing to the Club and deposit same to a bank account(s) in the Club's name. He/she shall discharge all financial obligations of the Club as approved by the Board of Directors or Club membership. He/she shall prepare and submit the annual budget at the Board of Director's annual budget meeting. The treasurer shall maintain a current and ongoing record of club members. He/she is responsible for contacting the secretary when a new member joins the club to assure the Club By-Laws, Flying Rules, Visitor Rules, and Club roster are forwarded to the new member. The packet of information can be given directly to the new member or forwarded through the club flight instructor instructing the new member.
5. Field Marshal. The Field Marshal shall be responsible for the general maintenance of all Club assets, including the maintenance of the flying site(s); the coordination of site mowing; and the general maintenance of driveways, runways, and parking areas. He/she shall be responsible for the general cleanliness of the flying site areas.
6. Safety Officer. The Safety Officer shall be responsible for the general safety of practices at the flying site(s) and enforce Club rules and sanctions. He/she shall also inform the members of any changes in the Flying Rules.
7. Information Officer. The Information Officer shall produce, publish, and distribute monthly information in the form of a reproducible electronic document, in accordance with *Article XII. Monthly Information Bulletin*. This officer, with consultation and help from other Club members, shall also produce, and distribute posters, flyers, information sheets, press releases, or other items needed for promoting Club activities and events.

ARTICLE XI. Committees

1. The Board of Directors, by resolution, may create such special or standing committees as they deem advisable.

ARTICLE XII. *Monthly Information Bulletin*

1. The Club may have a *Monthly Information Bulletin* which is to be published monthly at least five (5) days before each general meeting of the membership and e-mailed to each member with a current e-mail address, as reported by the Treasurer's list of membership. It will be printed and mailed to those who cannot receive it electronically, or by request to

those with temporarily non-functioning electronic addresses. If the Board of Directors chooses to omit any regular monthly meeting, then the *Bulletin* for that month may also be omitted. A printed copy each month becomes the official record of the Club and is to be archived by the Information Officer, with an additional electronic copy to the Secretary.

2. The purpose of the *Monthly Information Bulletin* is to provide newsworthy information to all Club members concerning its members, radio control and model aviation, and events and activities of the Club. The *Bulletin* shall include minutes of the previous Club meetings, listings of upcoming events, and other articles and features judged to be of interest to Club members.

3. Since there is virtually no cost in distributing the Bulletin by electronic means, it may also be sent to prospective members, members of other clubs, and other interested persons.

ARTICLE XIII. Amendments

1. The Constitution and By-Laws of the Club may be amended or repealed at any annual or regular monthly meeting of the membership by a two-thirds (2/3) vote of the membership in attendance, providing that the proposed amendment or repeal has been published at least once preceding the meeting for the adoption and presented to the membership at the prior regular meeting.

ARTICLE XIV. Rules of the Aerohawks Flying Field

1. Rules governing the conduct of club members, guests, and visitors to the flying field, shall be adopted or revised by a majority vote of the membership present at any annual or regular monthly meeting.

2. Flight instruction program shall be adopted or revised by a majority vote of the membership present at any annual or regular monthly meeting.

3. The Safety Officer, if present, shall be responsible for providing visitors with the Club's rules for guests and visitors. In the absence of the Safety Officer, members should take the initiative to provide visitors with these Club rules. Visitor rules are posted at the field.

ARTICLE XV. The Budget

1. The Club Treasurer will be caused to prepare and submit an annual budget for the ensuing year. He/she will present the budget to the Board of Directors at the annual budget

meeting. This budget shall show estimations of the future expenditures anticipated by the Club. The items addressed by the budget shall be, but not limited to, typical income and expense categories, plus cash balances and club assets.

2. All Club funds shall be kept in a checking account and/or interest-bearing account.

ARTICLE XVI. Authorization of Club Expenditures

All expenditures from Aerohawks funds must be approved in advance by majority vote of members present at a regular meeting, with the following exceptions:

1. Recurring, routine expenditures as designated by the Club. These include *Monthly Information Bulletin* production, equipment rental fees, utilities, etc. The Treasurer has standing authorization to make these expenditures up to the amount budgeted per year.

2. In certain cases the Board, by majority vote, may approve expenditures within budgeted categories up to \$600, which amount will come from the savings reserve rather than the budgeted category involved. This provision is intended to allow expenditures for emergency or time-critical opportunities that must be handled expeditiously.

ARTICLE XVII. Liquidation of Club Assets

Any liquidation of Club assets must be approved by majority vote of the members present at a regular meeting.

Notification of the intent to liquidate the assets is to be published in the previous month's *Monthly Information Bulletin*.

ARTICLE XVIII. Dissolution of the Club

The Club may be dissolved by the same procedure as required for a change of the By-Laws. In this event, the Treasurer shall, within 30 days of the effective date of dissolution:

1. Cancel all ongoing obligations (utilities, rentals, etc.).

2. Liquidate Club assets by a means designed to obtain fair market value and equal access to all Club members (example: public auction).

3. To the extent possible, pay all outstanding debts from available funds after liquidation of assets.

4. If any funds remain after payment of debts, these funds shall be disbursed to the Academy of Model Aeronautics.

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