

Chino Valley Flyers, Inc.

Bylaws (September 5, 2025)

Article I Membership:

- Section 1** Candidates for membership shall be judged by the following standards:
- A. Sponsored by member in good standing.
 - B. Interest in participating in Model Aviation.
 - C. Agreement to abide by the clubs Constitution, By Laws and all AMA and club specific safety rules.
- Section 2** Candidates must have a current Academy of Model Aeronautics (AMA) membership.
- Section 3** A regular member is one who has reached his or her 19th birthday.
- Section 4** A youth member is one who has not reached his or her 19th birthday. Additionally, if the candidate is under the age of 18, the club membership application must be signed by their parent or legal guardian.
- Section 5** A family member (or membership) is a husband and wife, common-law spouse, or domestic partner, living in the same household.
- Section 6** A member must be in good standing with the AMA and current in club dues to fly at the CVF airfield.
- Section 7** A member must be current in AMA and current in club dues to fly at the CVF Airfield.

Article II Dues:

- Section 1**
- Standard Membership (Regular New and Renewal).....\$120.00 per year*
 - Youth Membership.....\$12.00 per year*
 - Family Membership (Regular New and Renewal).....150% of Standard membership*
 - Active Duty Military Member.....free
- * Dues for new members are prorated based on the month they join.
- Section 2** The effective CVF membership dues year will be based on the calendar year to facilitate field gate combination changes each December 31. New club membership in any category will be based on the calendar year and partial year will be 1/12th of a year's dues times the remaining months of the year. Members who are late in submitting membership dues will be charged for the entire year.
- Section 3** Dues and / or assessments paid to the club are not refundable.

Article III Current Membership

- Section 1** A current member is a member who is current in AMA and current in club dues.
- Section 2** All current members shall always be prepared to display evidence of AMA currency or show proof of CVF membership upon engaging in field activities.
- Section 3** Any member whose dues are in arrears for a period of thirty days from the due date shall automatically cease to be a member in good standing.

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- Section 4** Membership may be revoked or reinstated by action of the executive board. A member who has allowed his/her club membership to expire may become a current member if he/she pays membership dues.

Article IV Club Rule Violation

- Section 1** A club member will receive a verbal warning from any Executive Board member upon first occurrence of a club rule violation. Said club member will receive a written warning from any Executive Board member (representing the Board) on his/her second occurrence of a club rule violation. The actions of the club member will be brought before the Executive Board for review on the third occurrence of a club rule violation. The member must attend the review meeting.
- Section 2** If the member refuses to attend the mandatory review as stated in Section 1, the Executive Board may terminate club membership.

Article V Meetings

- Section 1** Membership meetings shall be held at least monthly (except for December), or more often as requested by the membership and at the discretion of the President. Youth members are encouraged to attend and participate, but cannot vote on any matter before the club.
- Section 2** Meetings of the Executive Board shall be held as determined by the board members and/or the President. At the board meetings the majority of the board shall constitute a quorum.
- Section 3** Special membership meetings may be called by the president or at the request of five members of the club.
- Section 4** Special Board meetings may be called by any member of the board.

Article VI Duties of Officers

The officers of the Club shall consist of the President, Vice President, Treasurer, Secretary and Safety Officer. There shall be a Board of Directors, which shall consist of the officers and at least two (2) members at large.

Section 1: Executive Board

The officers of the Club shall consist of the President, Vice President, Secretary, Treasurer, Safety Officer, and Chief Flight Instructor. The officers of the club are the Executive Board. The elected members of the Executive Board are reported to the AMA. At the discretion of the Club President, sensitive matters, or those regarding termination or reinstatement of a club member, are the exclusive responsibility of the Executive Board. No other Board of Directors members may vote on such matters.

Section 2: Board of Directors

There shall be a Board of Directors that consists of the Executive Board, members at large, and other appointed positions such as the Newsletter Editor. The Board of Directors shall manage the routine affairs of the club.

Section 3: President

The President is the executive officer of the club and presides at all Board and General Membership meetings. He or she is the spokesperson for the club. He or

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she appoints standing and special committees as deemed necessary and appoints Chairmen of all Committees subject to Board approval. The President will cast the deciding vote in case of a tied vote. The President is an ex-officio member of all committees (except the Nominating Committee) and shall have voting privileges on those committees. As an ex-officio member of such committees he or she will see that the bylaws of the club are carried out and enforced. As Chairman of the Board, the President will assure a quorum of voting members of the Board is present for any requisite vote. The President will authorize emergency or special expenditures subject to established limits. The President shall nominate qualified members to fill remaining terms of vacated Officer or Board positions.

Section 4 Vice President

The Vice President assists the President in all matters and assumes the duties of the president if for any reason the president is unable to perform those duties or at the request of the President. The Vice President is responsible for the club meeting schedules and other club events whether scheduled or requested by the club officers or members. The Vice President shall be the co-chairman on all committees and shall have full voting privileges thereon. In addition, the Vice President is in charge of field maintenance. The Vice President shall act as chairman of the flying site maintenance committee. Vice President shall be responsible for the care and accounting of all Club property, as well as insurance of all club property.

Section 5 Secretary

The Secretary shall keep accurate minutes of all Board Meetings and regularly scheduled and specially called club meetings and record attendance. The Secretary shall share responsibility with the Treasurer in maintaining an up-to-date membership record of all club members including mailing addresses, AMA membership numbers, and other necessary contact information. The Secretary shall attend to distribution of all notices required by the bylaws and shall have custody of up-to date bylaws and club Constitution. The Secretary shall conduct correspondence as directed by the Board of Directors and shall maintain a file of all correspondences and documents. If the Vice President, for any reason, is unable to perform said duties, the Secretary shall assist or take over the duties of the Vice President as needed. The Secretary will provide copies of all master documents to the web master for posting on the website. The Secretary shall attend all meetings of the Board of Directors, and all annual and special meetings, recording all votes and minutes of all proceedings.

The secretary will maintain a file of all club insurance records and AMA charter records. The secretary will file and maintain all requisite membership changes and reports pertinent to retaining Charter Membership in the AMA.

Additionally, IRS compliance shall be the responsibility of the Secretary.

Section 6 Treasurer

The Treasurer shall have custody of all club funds and shall keep full and accurate accounts of all monies received or paid to or by him or her on account of, and for, and on behalf of the club. The Treasurer is authorized to pay any and all club obligations from these funds. The Treasurer shall render true and accurate accounts of his activities as Treasurer, and report thereon at each meeting of the Club

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membership. If the Secretary is unable to perform his or her duties, the Treasurer will assist with or assume the duties as needed. If requested by the Board of Directors, the Treasurer shall prepare a budget for any upcoming event or contest and present it to the membership for a vote at a regular club meeting preceding the event or contest. In lieu of a Membership Coordinator, the Treasurer shall keep custody of all club member paraphernalia, such as hats, pins, and badges. All disbursements by the Treasurer shall be made by check, debit card, or Zelle money transfers. Any disbursement over \$500 requires prior approval by a majority vote of the members at a monthly club meeting.

Section 7 Safety Officer

The Safety Officer provides communications between AMA and the club in matters related to safety. The Safety Officer promotes and encourages a climate of safety awareness within the club. The Safety Officer will conduct, at least annually, a safety audit of club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public. The Safety Officer will maintain a club emergency action plan to handle serious accidents/incidents and annually reviews emergency procedures with club members. The Safety Office will immediately report to AMA Headquarters any safety related incidents at the club field. During normal business hours, call (765) 287-1256; after hours call (765) 749-9210. The Safety Officer is responsible for posting all safety rules (i.e., flight line safety rules, LIPO battery handling rules, etc.). The Safety Officer will conduct safety awareness training and related programs at least once a year.

Section 8 Members at Large

Members at Large are the eyes and ears of the Board of Directors and act as advisors. They provide unofficial feedback from club members regarding the views of how the club is functioning. Members at Large are appointed by the President. There shall be at least two, but not more than six, Members at Large. Because of their unique role with the Club, Members at Large shall not vote on sensitive matters.

Section 9 Additional Appointments

Additional appointments may include, but are not limited to, the following;

- A. Contest Director
- B. Web Master
- C. Newsletter Editor
- D. Chief Flight Instructor

These volunteers will serve annual terms and may succeed themselves in office without limit.

Article VII Committees

Section 1 Committee chairmen for all activities shall be appointed by the President, subject to the approval of the Executive Board.

Section 2 The President and Vice President shall be ex-officio members of each committee.

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Article VIII Governance

- Section 1** The proceedings of the organization shall be carried out according to the current Robert's Rules of Order.
- Section 2** Payment requests over \$500.00 shall be approved by a majority vote of the attending membership at a regular monthly CVF membership meeting before payment by the Treasurer.
- Section 3** Vacancies in any office position shall be filled for the remaining term by vote of the member ship. The President shall appoint a temporary officer until an election can be held.
- Section 4** The past President may meet with Club Officers, and attend Board meetings as an advisor, for a period of one year.
- Section 5** The Safety Officer can:
- A. Request a member to cease flying field activity that violates AMA or club safety rules.
 - B. Impose action, such as flying restriction on a member who flagrantly violates a safety rule.
 - C. Recommend, to the Executive Board, the revocation of a membership for continuous safety violations.

Article IX Delegations

- Section 1** Delegations or special committees shall be appointed by the President to represent the organization at any convention, meeting or assembly.
- Section 2** Such delegates shall exercise only those powers vested in them by the Executive Board.

Article XI Amendments

- Section 1** These by-laws may be amended in the same manner as described in Article VI of the Constitution.

Article XII Dissolution of the Club

Upon the dissolution of the club (said Corporation), the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner or to such 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) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

END OF DOCUMENT

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Revision Record

Revision Level	Change	Date	Author
3	Modified Article 1 to align with AMA definitions for youth ages; Updated Article 2 to reflect current dues structure; Removed Section 4 dealing with initiation fees; Article 5, Section 1, refined definition of monthly meetings; Article 6, Section 1, established Executive Board and redefined Board of Directors membership; Refined the duties of the Treasurer on the Executive Board; Refined the definition of Members at Large on the Board of Directors; In Article 11, referenced the club Constitution for procedures to make changes to the bylaws.	Sep 5, 2025	E. Puchalski
2	Added Article II, Section 4: Initiation Fee. Article VI, Section 6: Removed Chief Flight Instructor from list of officers. Added to Article VI, Section 8. Additional Appointments, Chief Flight Instructor.	Nov 21, 2023	B. Gilbert
1	Article II, Dues, Section 1: removed (Regular New and fulltime students to age 25) in Junior Member. Removed all references to Associate Membership.	May 7, 2022	B. Gilbert
0	Carried over from CVMA with minor corrections. Moved AMA Charter duties to Secretary. Added IRS compliance duties to Secretary.	Jan 28, 2022	B. Gilbert