

Chino Valley Flyers, Inc. Constitution (Nov 21, 2023)

- Article I Name:**
The name of this club shall be **CHINO VALLEY FLYERS**.
- Article II Objective:**
The purpose of this club shall be a non-profit club to practice, encourage and develop model aviation and to provide facilities to accomplish such.
- Article III Membership:**
Membership shall be of three classes:
Regular.....Age 18 and over
Junior.....Under age 18
Family.....Spouse or immediate family member of a regular member, who is under the age of 18 in the same household.
- Article IV Officers:**
Sec. 1 The officers of this club shall be a President, Vice President, Secretary, Treasurer and Safety Officer. These elected officers plus two appointed members shall constitute the Executive Board.
Sec. 2 Officers shall be elected at the election meeting for a term of one year, and shall continue in office until their successors are elected.
Sec. 3 New officers shall take office at the meeting at which they were elected.
- Article V Meetings:**
Sec. 1 An election meeting shall be held in early October of each year for the purpose of electing the club officers for the following year.
Sec. 2 A nominating committee shall be appointed in August, by the President
Sec. 3 At the election meeting, affirmation or any polling shall elect officers by a method deemed appropriate by the President, under the specific circumstances.
Sec. 4 If there is only one candidate for an office, the secretary may cast the elective ballot for that nominee.
Sec. 5 Nominees shall be regular senior or family members in good standing.
Sec. 6 Candidates for Offices must be nominated no later than the September meeting.
- Article VI Amendments:**
This constitution may be amended at a membership meeting by a two-

Chino Valley Flyers, Inc.
Constitution (Nov 21, 2023)

thirds vote of those present, providing a two week notice was sent to members indicating date, times, place and reason for the meeting. All proposed amendments shall be in writing.

Article VII

By-Laws;

The accompanying by-laws are part of this constitution.

END OF DOCUMENT

Chino Valley Flyers, Inc.
By-Laws (November 21, 2023)

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** Candidates under 18 years of age (junior member) shall have written consent of a parent or guardian to join the club.
- Section 4** A regular member is one who has reached his or her 18th birthday.
- Section 5** A Junior member is one who has not reached his 18th birthday.
- Section 6** A Family member is a spouse or immediate family member of a senior member under the age of 18 in the same household.
- 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**
- | | |
|---|-------------------|
| Member (Regular New and Renewal) | \$100.00 per year |
| Junior Member | \$13.00 per year |
| Family Member (Regular New and Renewal) | \$130.00 per year |
| Active Duty Military Member..... | free |

- 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.

Chino Valley Flyers, Inc.

By-Laws (November 21, 2023)

Section 3 Dues and / or assessments paid to the club are not refundable.

Section 4 New members shall contribute a one-time initiation fee in addition to membership dues. The initiation fee shall be 1.5 times the amount of annual dues. (example: dues of \$100; initiation fee will be $\$100 \times 1.5 = \150 .)

Juniors and full-time students will be exempt from the initiation fee.

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.

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, or more often as requested by the membership and the discretion of the President.

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.

Chino Valley Flyers, Inc.

By-Laws (November 21, 2023)

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 Board of Directors

The Board of Directors (Executive Board) shall manage the affairs of this Club. The officers of the Club shall be elected at the annual meeting of members, to serve for one (1) year until their successors shall be elected at the annual meeting.

Section 2 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 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.

Chino Valley Flyers, Inc.

By-Laws (November 21, 2023)

Section 3 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 4 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 5 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 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 Membership and Directors meetings. If the Secretary is unable to perform his or her duties, the Treasurer will assist with or takes over the duties as needed. The Treasurer shall prepare a budget for any upcoming contest

Chino Valley Flyers, Inc.

By-Laws (November 21, 2023)

and present it to the membership for a vote at a regular club meeting not later than the meeting preceding the contest. In lieu of a Membership Officer: The Treasurer shall keep custody of all club member paraphernalia, i.e.; membership applications, hats, pins, badges, show and tell ribbons and completed membership applications. All disbursements shall be made by check, and such check shall be signed by either the Treasurer or the President, or by dual signature if the amount exceeds \$500.

Section 6 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 7 Members at Large

Members at Large are the eyes and ears of the board of directors. They provide unofficial feedback from club members regarding the views of how the club is functioning. Members at Large are selected by the President and there can be up to 6 Members at Large.

Section 8 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.

Chino Valley Flyers, Inc.
By-Laws (November 21, 2023)

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.

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 membership. 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.

Chino Valley Flyers, Inc.
By-Laws (November 21, 2023)

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 at a membership meeting by a majority vote of those present, providing a two week notice was sent to the club members indicating the date, time, place and reason for the meeting.

Section 2 All proposed amendments shall be submitted in writing. This notice may be tendered by E-mail or publication in the monthly newsletter.

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

Chino Valley Flyers, Inc.
By-Laws (November 21, 2023)

Revision Record

Revision Level	Change	Date	Author
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
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
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