

# Corporate and Membership By-Laws

*For*



## Johnson City Radio Controllers, Inc.



**Effective Date 31 May 2023**

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## **Article I – Organization Name and Membership**

### **Section 1. Name**

The Club shall be known as the “Johnson City Radio Controllers, Inc.” (Hereinafter referred to as JCRC), Charter #2306 in Association with the Academy of Model Aeronautics, (hereinafter referred to as AMA). The JCRC corporate control number is 0491950. The club flying field shall be known as Odom-Fennell Field at Tri-Cities Model Airport. “He” or “His” used hereinafter shall not represent gender but is used for clarity of information.

### **Section 2. Membership**

The JCRC extends its membership to those who, upon filing a “JCRC Membership Application,” pay dues to JCRC and AMA, and show a genuine interest in the hobby of aeronautical-modeling.

## **Article II – Club Objectives**

### **Section 1. Objective**

The JCRC was organized for the educational and recreational use of model aircraft. JCRC’s goal is to bring new people into the hobby of building, learning, and training new members to fly model aircraft and providing an opportunity to enjoy the hobby of aeronautical modeling and fellowship with other modelers.

### **Section 2. Activities**

This objective is met with the promotion of growth and participation by;

1. Stimulating interest among the general public.
2. Instructional and educational activities.
3. Assisting in the art, design, construction, and flying of model aircraft.
4. Encouraging aeronautical interests.

## **Article III – Club Membership**

### **Section 1. Types**

JCRC shall offer several types of membership to enhance membership and maintain an operating budget. Types of membership shall be determined by the Board of Directors and designated in Appendix A.

### **Section 2. Visitor use of Airfield**

Conditions for allowing visitors to fly at JCRC’s Airfield:

1. The visitor’s aircraft must meet the safety requirements as per JCRC rules.
2. The visitor must have a valid AMA membership & sign in to the visitor’s log.
3. The visitor must follow all JCRC rules (as posted at the field and on line at the Club Website, [www.flyjcrc.com](http://www.flyjcrc.com)).
4. The visitor may fly on no more than six separate occasions within a continuous two-week period. The same visitor will be allowed two separate two-week periods within a one fiscal year time frame.

5. Visitor may fly anytime while a JCRC Member is present at our field.
6. This restriction does not apply to visitors attending an advertised event held at the field and either participating in the event or in any open fly conducted as a part of the event or individuals enrolled in the JCRC conducted AMA Intro Pilot Program.

### **Section 3. Dismissal**

Membership Dismissal– The Board of Directors reserves the right to dismiss any member, Officer or Board member that violates JCRC and/or AMA by-laws and/or safety regulations. The President will bring dismissal requests before the Board. If the member is dismissed from the JCRC, the member will be provided the reasons and, all dues or a portion thereof will be returned to the dismissed member and any re-admittance to the club shall be up to the Board on a case-by-case basis. Members who fly must abide by all JCRC rules (as posted at the field and on line at the Club Website, [www.flyjrc.com](http://www.flyjrc.com)).

## **Article IV – New Member Requirements**

### **Section 1. Initial Requirements**

All new members are required to complete a JCRC membership application and submit appropriate dues to the Treasurer or other club officer. A Members Information Packet will provide new members with information on the club, flying requirements, and the JCRC site and field safety rules.

### **Section 2. Development Opportunity**

All pilots may participate in a skill enhancement program through the “Flight Proficiency Program” and/or the AMA Introductory Pilot Program. This program is optional and for the purpose of personal development to increase knowledge of aircraft flight characteristics and the ability to implement them in flying model aircraft.

## **Article V – Club Dues**

### **Section 1. Timing**

The fiscal year of this club shall begin on the first (1<sup>st</sup>) day of January and end on the thirty-first (31<sup>st</sup>) day of December in each year. All dues are payable on an annual basis. Dues must be paid by **January 1st** of each year. Club privileges will not be extended if dues are not paid. Dues rates and any discounts or proration of the rates will be published on the Club Website, [www.flyjrc.com](http://www.flyjrc.com), and on the current year membership renewal/application form and on a chart posted at the flying site.

### **Section 2. Treatment of Funds**

All dues or other monies collected on behalf of the club shall be entered in the books of the club as revenue. Revenue will be earmarked as described in the approved annual fiscal budget with any overage relegated to the general fund category of the budget. Should revenue fail to cover the approved budget, the treasurer will notify the President who will take the necessary action to balance the budget. This action can include spending cuts, special assessments or other actions and report of the actions will be made to the

membership. Should the club collect monies for a specified purpose, those monies will be segregated in a separate account or noted in the treasury files and/or budget program by the treasurer and will be used solely for the purpose for which they were collected, unless spending redirection is approved as a result of a vote by the membership, for which a two thirds majority of the club membership must occur.

### **Section 3. Military Accommodation**

Any member that is in the military and is ordered to active duty will provide the JCRC President with documentation of such military activation. The activated member will be provided with an honorary membership until he returns and his remaining membership time will be credited on his next membership.

This waiver does not include the normal two-week annual Guard duty or other duty that is less than 3 consecutive weeks in length.

## **Article VI – Field Upkeep and Maintenance**

### **Section 1. Responsibilities**

Our use of the Tri-Cities Model Airport, currently located at 120 Lancaster Road, Kingsport, Tennessee and situated atop the Johnson City Landfill is predicated on many factors, one of which is the upkeep and maintenance of the flight field. Each member is expected to exercise pride in our facility and maintain its appearance. This consists of ensuring it is kept clean and neat, in good repair and protected. The field Upkeep and Maintenance Program consists of individual, club and contracted activities as well as coordination of Johnson City Land Fill Operations activities.

The Vice President is responsible for the Field Upkeep and Maintenance Program, its budget and execution.

The membership is responsible for both individual and group activities and for voting on issues presented by the vice President who, in his capacity, has determined would be best accomplished by contracted effort or in conjunction with or by Johnson City's assets.

### **Section 2. Maintenance Restrictions**

No flying shall be done while field mowing, work sessions or other related maintenance to the field is being performed, unless permission has been granted by the member(s) working. **No flying** will take place over any area being occupied by manned equipment or people working.

## **Article VII – Use of the Airfield**

### **Section 1. Facility Use by Outside Organizations**

Use of the Tri-Cities Model Airport is for Members and guests of the JCRC. Use of the Tri-Cities Model Airport by other groups or flying Clubs will be allowed only after:

- Coordination with the Event Coordinator to ensure no date conflict with JCRC event use,
- Approval by the President, or
- Approval by the Board of Directors, and
- Notice to the membership within twenty-four hours of approval via posting to the JCRC Website Calendar of the event and any restrictions to use of the field by

JCRC members.

As part of the approval process, the approving entity will secure from the requestor written description of the user, the type of use, agreement for the maintenance, preservation, security and clean-up of the facility during and after the event and a certificate of insurance protecting the club from liability. These documents will be maintained and archived by the Club Secretary.

It is the responsibility of the Approver to determine that the activity for which the facility will be used is lawful and does not present an issue for the city of Johnson City. Where an entity has failed to secure approval from one of the two Approvers and then applies to the other, the decision of the President is final, as he is formally charged with “the management of all JCRC affairs”. The Board may veto the President’s decision; however the President may override a veto with a two thirds vote of the club members at an official club member meeting.

## **Article VIII – Officers and Board of Directors**

### **Section 1. Board of Directors**

Members of the Board of Directors and Club Officers must be members of the JCRC in good standing and remain so throughout their position tenure. The Board of Directors shall consist of six Board members and the current President who is to represent the club membership and not his personal interest.

Board nominees must have been an Officer in the JCRC prior to being nominated for this position. A Board member is expected to attend as many club meetings and participate in as many club activities as possible through the course of his term. This will ensure he has an active presence with the club and will be more in tune with the needs and concerns of the club and its membership.

During the first Board meeting of the year, the Board shall nominate one Board member to be the Chairman of the Board. The Chairman and the President shall communicate on a regular basis in order to run the club. The Chairman shall call a Board of Directors meeting upon the request of the club President or when a requested action needs a full Board meeting to determine the consensus of the Board. Board members are eligible to serve more than one term consecutively.

The Board of Directors should always be an even number of members; the Club President will act as a tie-breaker on any split-vote. A Board Member cannot concurrently serve as Club President. When a vote is required by the Board of Directors, all six Board Directors and Club Representative must be solicited for a vote. It will require four YES votes to pass any decision/motion and for the decision to become binding. When any of these individuals are un-available, a reasonable effort will be made to contact them by all means possible to solicit their vote. The matter at hand will dictate how long the vote can be delayed.

If no action takes place within 60 days, the matter will be brought before the club membership at the next scheduled club meeting to be voted on to finalize the action in that meeting.

## **Section 2. Club Guidance**

The guidance of the club, through the club officers, is the responsibility of the Board of Directors. The Board directs the club through definition of the club's direction (for example, more emphasis on growth, stability or field location) and long term projects that support that definition of direction. This is done to ensure club continuity. The board will execute this responsibility by:

- Issuing a written statement of the direction for the club on an annual basis that defines direction, lists projects and describes how they support the stated direction
- Providing that written statement to the Club Officers
- Examining and approving the annual budget to ensure it supports the direction
- Reserving the right to approve changes to JCRC Policy
- Reserving approval rights to By-Law Amendments

To facilitate this charge, the annual direction statement will be issued by the board to the President a minimum of four months prior to the beginning of a fiscal year. This allows the President to:

- Discuss the guidance with the other Officers,
- Provide feedback to the Board and if necessary seek relief
- Formulate plans and activities and a budget that support the finalized guidance
- Present guidance to the membership
- Ensure the budget process has the necessary guidance so that a fiscal year budget can be created that supports the direction in time to be passed by the members and presented to the Board for review and approval prior to the start of a fiscal year.

## **Section 3. Club Officers**

The officers of the JCRC shall consist of: the President, Vice President, Treasurer, Secretary, Safety Officer, Field Marshals, Newsletter Editor, Webmaster, and an Event Coordinator. If required, the Field Marshals order of precedence shall be considered from the longest in the Marshals office and then by earliest club membership date. The above order shall be the order of succession.

In the event of a vacancy in the office of President, the Vice President shall assume the office of the president during the remainder of the un-expired term. In the event of a vacancy in any of the other club offices the next lower officer shall take over the duties of the office until the club membership vote a replacement. No officer replacement club vote will be made during the month of October due to the upcoming November election.

## **Section 4. Terms of Office**

The term for Board members shall be a six-year term of office, with one board member position open every year for the annual club elections. Each year the most senior member, having already served six years on the Board, shall step down, creating a Board vacancy. Board members are eligible to serve more than one term consecutively. In the event of a vacancy of a Board member before his term is complete, the membership shall elect an eligible member to fill the remainder of the six-year term.

For example, during a six-year term, should a Board member resign or otherwise fail to complete their prescribed six-year term, the re-elected member would serve only the remainder of his term, not for a complete term of six years. The end of this replacement member's term will be when the sum of the resigning member's actual service plus the replacement member's actual service on the Board totals six years. A new board member shall then be elected from the club membership.



The term of office for JCRC Officers will be for one year. Officers may serve more than one year and periods may be consecutive.

### **Section 5. Nominations**

Nominations for all positions should be sent to the club President starting 90 days prior to the November club meeting. All nominees should be eligible for the office for which they are nominated and accept the nomination before being put on the official ballot. Eligibility for JCRC Officer positions shall require membership in good standing and must have been a member from April 1<sup>st</sup> of the year in which they are being nominated. Write-in nominations will be allowed on the day of the club vote, prior to the start of the meeting, providing the person is present to accept the nomination. The club will vote on the next year's officers at the regular scheduled November meeting.

### **Section 6. Recall Procedures**

A Board member or a Club Officer may be recalled if a motion for recall is made by any member in good standing, seconded by a member in good standing and:

- A majority of the quorum at the meeting where the motion is made approve the motion
- Notice of the approved motion is sent to all members in good standing
- The notice informs the members of the motion, schedules a full membership vote within 30 days and provides a proxy card
- At the recall meeting a majority of the members in good standing, either voting in person or by signed proxy received by date of the vote approve the recall.

### **Section 7. Resigning from a position**

Any officer may resign at any point of their term in office due to conflict, health or other reasons. The club President and the Chairman of the Board must be informed immediately in order for the resignation to be accepted. Any and all JCRC materials and or office materials (records, etc.) must be turned over to either the club President or the Chairman of the Board as soon as possible.

## **Article IX – Duties of Officers**

### **Section 1. President**

The President will preside at all meetings of the membership. The President is responsible for the management of all JCRC affairs and must do so in accordance with the club by-laws. The President shall appoint all committees, conduct public relations duties and shall perform such other duties as ordinarily pertain to such office. All activities at the JCRC model airport must be approved through the club President, except those reserved for the Board of Directors.

The President officiates within the guidelines of the JCRC By-laws with the implied consent of the Board of Directors and follows the leadership of the Board of Directors in his duties. The President shall be the voice of the club during meetings with the Board of Directors. The President will delegate duties as necessary in order to maintain a smooth-running office. The President will be the secondary signatory for the Club Treasurer.

In the event of a vacancy in the office of President, the Vice President shall assume the office of the president during the remainder of the unexpired term. For this reason, the club President must communicate regularly with the Vice President keeping him abreast of issues and the direction of the club.

## **Section 2. Vice President**

The Vice President shall be familiar with all affairs of the JCRC and shall assist the President in all duties that are important to the JCRC membership. The Vice President will be responsible for field maintenance and shall fulfill the duties of the President in the event of the temporary absence of the President.

Our use of the Tri-Cities Model Airport, currently located at 120 Lancaster Road, Kingsport, Tennessee and situated atop the Johnson City Landfill is predicated on many factors, one of which is the upkeep and maintenance of the flight field. Each member is expected to exercise pride in our facility and maintain its appearance. This consists of ensuring it is kept clean and neat, in good repair and protected.

The Vice President is responsible for the Field Upkeep and Maintenance Program, its budget and execution. The Vice President is responsible for generating and securing approval of facility improvement projects. The field Upkeep and Maintenance Program consists of individual, club and contracted activities as well as coordination of Johnson City Land Fill Operations activities.

Recognizing that this is a large and highly visible program, the Vice-President may appoint one or more Maintenance Officers to assist in program execution, delegating to these persons the requisite duties and authorities necessary to accomplish their tasks.

The Vice President will organize and schedule all necessary maintenance, whether that is accomplished by members through work-days or assigned individual tasks, use of Johnson City effort or contracted services. Scheduled activities will be posted on the Web Site calendar with any member flying and facility use impacts noted.

The membership is responsible for both individual and group activities and for voting on issues presented by the vice President who, in his capacity, has determined would be best accomplished by contracted effort or in conjunction with or by Johnson City's assets.

Individual Activities include, but are not limited to:

- Picking up litter and depositing it into trash receptacles.
- Cleaning up debris from mishaps
- Ensuring neatness in the frequency cabinet, the Storage sheds, the pavilion area, the flight line
- Securing the facility when one is the last person departing the facility
- Mowing, if assigned
- Participation in announced Work Days

Group Activities include (but are not limited to):

- Facility Maintenance
- Facility Improvements
- Trash and debris removal
- Construction

Contracted Activities and Johnson City Operations include (but are not limited to):

- Maintenance of the Porta Potty
- Brush Hog/mowing of the areas thirty feet beyond the Western, Northern and Southern edge of the Runway and East of the Roadway and Parking Lot border as well as the remainder of the Landfill
- Maintenance of the Roadway and Parking Lot
- Any other activity that the Vice President, in his capacity of Upkeep and Maintenance Director, determines execution on a contract basis provides the best value to the club, presents the activity to the membership at a scheduled meeting, and secures agreement from a quorum of the present members.

### **Section 3. Treasurer**

The Treasurer serves as the financial manager for the club. He shall collect and deposit all dues and other income into the JCRC bank account at a local bank. He will also ensure all bills are paid in a timely manner. The Treasurer will also make a monthly report of the JCRC financial status at every club meeting. If he is unable to attend a scheduled meeting, he should forward the financial report to the club President to be reported in his absence.

The Treasurer will overlook the books to ensure that the club fees are enough to manage all activities, without having an excessive surplus. The incoming Treasurer shall conduct an audit upon taking charge and present the results of this audit to the club at the earliest scheduled club meeting. In the event of a vacancy in the Treasurer's office, the membership will elect at the earliest scheduled club meeting, an eligible member to fill the remaining term. An audit of the Treasurer's books may be conducted by the Board of Directors and/or the President at any time. Audits must be performed by an uninterested and financially qualified party and the club will bear the cost of the audit.

The Treasurer will be the only JCRC Official who can enter into contracts on behalf of the Club.

All checks issued in the name of the club shall be signed by the Treasurer of the club. The treasurer will ensure that there is a second Officer recorded on the Club's financial intuition signature card and account documentation to facilitate emergency check generation and payment disbursement should the situation arise. The designated officer will be the club President.

All funds and properties shall stand in the name of the club. The club's expenses shall consist of both budgeted and non-budgeted items. Funds will be disbursed by the Treasurer in accordance with the approved budget. Non-budgeted expenses will be

disbursed by the Treasurer in accordance with the approval levels stated in Appendix C and only from the available funds above the budget funds level.

The Treasurer will preside over any and all financial committee(s). This does not include committees that will recommend spending club monies, just committees directly relating with the Treasurer's office (budget, dues changes, etc.).

In the event that a new budget is not completed prior to the start of the fiscal year, the preceding year's budget amounts will be used until a new budget is approved. Note, the budgeted amounts will not include any monies added for a special project to be carried forward into the new budget (i.e., if money for graveling the driveway was in the previous budget, it would not be carried forward into the new budget).

The JCRC budget should be balanced with projected income always to exceed projected expenses. It is the Treasurer's responsibility to look at the historical amounts in order to make close estimates before proposing excessive budgeted expenditures.

#### **Section 4. Secretary**

It shall be the duty of the Secretary to record all minutes and attendance of all JCRC meetings and maintain all club records and membership list. As members join the club or renew membership, the Secretary will issue membership cards and see that each new member received a membership information package. The Secretary shall work closely with the other Officers to insure the most complete club records information is available to the club, and shall communicate as needed with the AMA and other outside organizations, or as directed by the President. In the event of a vacancy in the office of the Secretary, the membership shall elect an eligible member to fill the remaining term. He should be able to furnish any member a copy of the JCRC By-Laws and other JCRC forms upon request.

A mailing list with the members name, e-mail address, physical mailing address and telephone contact number(s) denoting membership status (active, inactive, deceased, no longer in area) will be maintained. This listing will be made available to members in good standing, on line, at the JCRC website. Members will have the option of "opting out" of any of the selected data points on the list as presented on the On Line listing. Printed copies which mirror the on line version will be made available upon request for a fee that covers printing and any necessary postage.

#### **Section 5. Safety Officer**

The Safety Officer shall be responsible to enforce all applicable safety rules and regulations at the Tri-Cities Model Airport. The Safety Officer may conduct safety classes at his discretion. The Safety Officer has the responsibility and authority to counsel and/or prevent individuals from flying if their conduct is inappropriate or their aircraft is not airworthy. The Safety Officer shall develop, submit to the President for adoption and communicate any additional activities, such as supervision of spectator area, flight line, impound area, and frequency control, that would enhance the safety of the flying site.

The Safety Officer mandate is to ensure safe airfield practices. See Article X, Section 2 for disciplinary action guidelines. Immediately after any disciplinary action, the

Safety Officer must contact the President and discuss the action. Afterwards, he must make a written report to the President with all the facts and witnesses present. The Safety Officer (or his designee in his absence) shall develop and submit to the President for approval and supervise safety guidelines and procedures for our field and any remote flying site at which JCRC members fly unless the site is under control of AMA or AMA club.

## **Section 6. Field Marshals**

There will be four (4) Field Marshals elected who shall assist the Safety Officer at all field activities to ensure a safe and enjoyable flying site. The Field Marshals will assist in conducting a preflight inspection (when asked) of all new and repaired aircraft; greet new faces and answer questions and make sure the field is in a safe operating condition. The Field Marshals shall have access to information of the location of all field safety equipment and area hospitals.

A Field Marshal shall report directly to the Safety Officer on any problems at the field. He has the same authority as the Safety Officer to ensure a safe airfield. This may include disciplinary actions. Immediately after any disciplinary action, the Field Marshal must contact the Safety Officer and President and discuss the action. Afterwards, he must make a written report to the Safety Officer and President with all the facts and witnesses present.

## **Section 7. Newsletter Editor**

The Newsletter Editor shall have the responsibility of maintaining a high degree of communication to every club member thru the Newsletter publication. The purpose of the newsletter is to provide newsworthy information to all club members concerning its members, R/C model aviation, events and activities of the club and surrounding area clubs. It is to be used as a positive influence for everyone concerned with aeronautical-modeling.

The club's newsletter "JCRC Flight Line" should be published on-line monthly. The newsletter publication date should be on or near the same day every month. If the President chooses to omit any regular monthly meetings, the newsletter, too, may be omitted for that month. In the event that a newsletter cannot be generated before the due date, the editor is to inform the club President as soon as possible.

All publications shall be approved by the President (who acts as the final editor before being published to ensure continuity of club values). Upon completion of a newsletter, the editor shall send it to the President for approval and as a last chance proofreading of the newsletter. If the President approves the content, the newsletter shall be sent to the JCRC web master (to be posted on the JCRC Website) and the Editor shall send the Newsletter out via the JCRC e-mail listings. If the President does not approve the content, he will send the document back to the Newsletter Editor for corrections. The President shall have 24 hours from receipt of the newsletter to approve or reject the content, but in no case shall more than 72 hours pass before the newsletter is published and mailed.

Newsletter Editor Duties shall include the following.

- Publish a monthly newsletter (to be distributed via e-mail & posting to the website).
- Coordinate with the Event Coordinator and/or Contest Director for the purpose of advertising public club events.
- Create News releases that represent JCRC in the best manner and clearly state all of the club's contact information.
- Act as a contact person to disseminate information about our club with any media that might visit or wish to publish information about our club.

## **Section 8. Webmaster**

The Webmaster shall have the responsibility of developing and maintaining all aspects of the JCRC web site and the JCRC Social Media Presence. The Webmaster shall work closely with the President, Secretary, and Newsletter Editor to allow for exchange of information for producing the club's information to be placed on the site. The Webmaster shall communicate with the President to insure high-quality club information and to insure club values are maintained.

The Webmaster is responsible for maintenance of the Website, its hosting and domain registration, and development and submission of improvement and maintenance requests and funding requests and annual budget submissions.

## **Section 9. Event Coordinator**

Event Coordinator- shall coordinate all events for JCRC. Note; this does not require him to run any or all JCRC event(s).

- Coordinate between the President, PR Officer, Public Relations Office, and the Contest Director to assist and advise on event practices and routines.
- Engage the JCRC membership in events held at our field and other locations.

## **Article X – Field Rules.**

### **Section 1. Applicability**

All members shall follow all JCRC, AMA & FAA rules. JCRC rules shall be approved by the Board of Directors and Club Officers. They will be visibly posted at the field and on JCRC's website ([www.flyjrc.com](http://www.flyjrc.com)). AMA & FAA rules are located on their websites ([www.modelaircraft.org](http://www.modelaircraft.org) & [www.faa.gov/uas/recreational\\_fliers/](http://www.faa.gov/uas/recreational_fliers/)).

### **Section 2. Disciplinary Actions**

Disciplinary actions will follow these guidelines. In all cases, the individual being disciplined may challenge or refute any disciplinary action by contacting the club President and/or requesting the Board of Directors to discuss nullifying the incident. At all times, this will be documented to ensure clarity.

1. The Safety Officer shall write up a report on the offence, documenting the following: what the incident was, who was involved, when it happened, where it occurred, and what was done to correct the offence. Copies of these reports will go to the President.
2. Before termination from membership, an offending individual will at a minimum have:

- a. Been talked to by a club Officer who indicates the appropriate rule and lack of compliance
  - b. Verbal warning (this must be written up as a report by the Safety Officer or Field Marshal).
  - c. Written warning (from the club President).
3. Corrective or disciplinary actions may include the following (but do not exclude other actions or grounding periods):
- a. Talk to individual (Example: You are flying out of bounds). No formal proceedings required. Give the person reasonable input, not overbearing orders.
  - b. Simple verbal warning (Example: You are flying out of bounds, multiple times with no correction from individual). The Safety Officer or Field Marshall will do a verbal warning. The official delivering the warning can ground the pilot for the day.
  - c. Written warning (Example: You are still flying out of bounds, multiple times with no correction from individual). The club President will issue a written warning. The Safety Officer can ground the pilot for a one week period. This will be a written notice to the offending individual including the written warning and the time period of the flying suspension with a copy to the President.
  - d. Final corrective action (Example: You are flying out of bounds, individual will not correct himself). The club President or Chairman of the Board of Directors will impose a final corrective action and document the action. This club official can ground the pilot for a one month period or more or may terminate the offender's JCRC membership. This will be in the form of a written notice to the offending individual with copies to all officers which includes the written judgment and the time period of any flying suspension.
  - e. Any other occurrences of discipline problems may incur other disciplinary action up to and including dismissal from JCRC (*see Article III, Section 3*).

### **Section 3. Expiration**

Any documented offences or corrective action (up to but not including dismissal) shall be forgiven after one calendar year without offense by the offending individual.

## **Article XI – Club Fees**

### **Section 1. Fee Description**

An annual fee (Dues) shall be imposed on all members (exceptions as noted in section 2) for funding projects, supplies, field maintenance and upkeep, events and projects and capital improvements for the club.

The amount of the fee will be assessed and proposed by a financial committee and presented for approval at the August Monthly Membership meeting and an August Board Meeting. The approved rates, and any discounts, will go into effect on the first of September prior to the start of a fiscal year to encourage early renewal. The official fee

schedule will be posted on line at the JCRC website and printed on the current JCRC membership form.

Appendix A lists the types of membership for which dues will be assessed. The fee assessment schedule is tied to the AMA membership schedule. Accordingly, if AMA offers a multi-year membership opportunity, JCRC will mirror that offer. If, for example, AMA offers a two year membership, with rates stabilized for the two years and an early renewal discount, then JCRC will make the same offer to allow a two year membership with rates stabilized and a renewal discount. If JCRC membership fees change during a member's multi-year membership, they will not be accountable for the difference of funds. They shall be subject to the new dues when their membership is renewed.

## **Section 2. Non-Fee Conditions**

There may be occasions where it is to the benefit of JCRC to offer discounted, free or lifetime memberships.

The process for these occasions will be for the dues exception to be proposed during a monthly Membership meeting, as a new business item. The proposal will be submitted in writing providing what type dues exception is considered, a justification for the exception and to whom it will apply. A vote will be taken at that meeting, and if approved, the president will present the exception at the next scheduled Board meeting. If approved by the board, the secretary will be notified and manage the exception. Alternatively, the Board may, on its own, vote to allow an exception. If passed, that will be presented by the President to the members at the next Monthly Membership meeting. Once the exception has been presented to the Membership, the secretary will be notified and then manages the exception.

## **Article XII – Club Meetings**

### **Section 1. Regular Meetings**

There shall be regular monthly meetings of the membership at a time and place as designated by the President. Regular meetings may be omitted as determined by the President providing not more than three consecutive months pass without holding a regular meeting. The club's officers elected at the previous November meeting will conduct the January club meeting and subsequent meetings for that year.

### **Section 2. Meeting Procedures**

The JCRC meetings shall follow Robert's Rules of Order. An on line reference for Robert's Rules is located at <http://www.rulesonline.com/index.html>. A supplemental document, *Roberts Rules for Dummies* is an explanation of the key points of the Rules with examples and processes for the most frequently used points of the Rules of Order which cover 99.9% of the Clubs' needs. This document is posted on the JCRC Website.

The suggested order of business at a regular meeting shall be as follows:

1. Call the meeting to order and determine if a Quorum exists (see Quorum).
2. Approval of the last month's minutes.
3. Treasurer's report.
4. Introduction of visitors.
5. Introduction of new members.



6. Announcements.
7. Committee reports.
8. Old business.
9. New business.
10. Program (Show and Tell, if available).
11. Adjournment.

### **Section 3. Special Meetings**

**Membership Special Meetings:** A special meeting of the membership shall be called by the Board of Directors or President at any time deemed necessary. The Chairman of the Board or the President (whichever body that called for the special meeting) must contact the entire membership (a minimum of two (2) weeks in advance) with the time, location, and basic outline of discussion for this meeting.

**Board of Directors meetings:** The Board will meet as necessary to ensure it completes its documented fiscal year guidance and projects statement and can formally deliver that document to the JCRC President no later than 120 calendar days prior to the start of a new fiscal year. The Board will meet to consider and render decision on proposed Annual Fee structure not later than 30 days after fee structure submission and before 1 September. The Board will meet to consider and render decision on proposed fiscal year budget within 15 calendar days of its submission(s). Additional Board meetings will occur as necessary during the fiscal year as called by the Chairman of the Board or the JCRC President, if in the opinion of either the full board needs to address an issue.

**Transition Meeting:** The newly elected (or reelected) President will conduct a transition meeting with the outgoing and incoming Officers within 20 calendar days of the November election meeting. This meeting will cover each Officer's duties and hand off to the incoming officers the materials and instructions required to assume their duties starting on 1 Jan of the upcoming term. A checklist covering each position will be completed and signed by the incoming team that they have been satisfactorily transitioned.

**Quorum:** Those members present who are in good standing and eligible to vote shall constitute a quorum at any meeting of the membership. A majority of fifty one percent (51%) of the members present is required to pass any motion. A member in good standing" shall have his dues fully paid and have attended at least one club meeting in the past 3 meetings, unless the member is a new member, in which case full dues payment is the criteria until the new member has been a member for a four months..

**Absentee Voting:** Provision shall be made by the President so that members may vote who cannot attend a meeting at which a pre-announced vote is to be taken. Absentee voting procedures for Elections are discussed in Appendix D, Elections.

## **Article XIII – Committees**

### **Section 1. Types**

The President shall appoint committees. Committees may be either Standing or Special.

- A Standing Committee will be constantly working on their goal until the President deems that their purpose has concluded at which point they will disband.
- A Special Committee will be created for a specific task. When their mandate is finished, this committee's work will be concluded and they will disband.

## **Section 2. Required Committees**

At least 90 days prior to the November scheduled meeting, the President will accept nominations for club positions and/or assemble a nomination committee.

The President will appoint a standing financial committee charged with the creation of annual fee structure, its development and submission, and an annual fiscal budget development and submission(s). This committee will be chaired by the current Treasurer and consist of such persons as the President chooses. The Financial committee will present the budget to the membership for an approval vote during the October meeting. The requirement to develop and pass a fiscal budget that goes into effect at the start of a fiscal year requires the financial committee to be created prior to September and complete actions to develop and secure approval of the next year's budget prior to the start of a fiscal year. In the event that a new budget is not completed prior to the start of the fiscal year, the preceding year's budget amounts will be used until a new budget is approved.

## **Article XIV– Dissolution of Club**

### **Section 1. Board Duties**

If for any reason the JCRC should dissolve as a membership association, the Board of Directors shall sell all real property of the JCRC at a publically held auction. This auction will be scheduled as soon after dissolution as possible but not sooner than 31 days after dissolution to so that a minimum public notice in the Tri Cities Newspapers then in operation can be affected. The auction will be held no later than 120 days after date of dissolution.

Any funds on deposit on the day of dissolution will be used to satisfy any outstanding debts of the JCRC, until exhausted, that are presented in a 45 day period starting one day after dissolution.

The Board of Directors will post public notice in the Tri Cities Newspapers then in operation the day after dissolution stating the end date of the 45 day period and that debts will be liquidated on a first received, first satisfied basis until funds are exhausted. Should funds be exhausted before all claims received on time are satisfied, remaining claims may be satisfied with funds generated by the real property auction.

Should there be funds remaining after satisfaction of debts, those monies will be combined with the proceeds from the auction and be divided equally among six charitable organizations selected by the JCRC Board of Directors. Each Director will select one organization. The disbursement to charities will be made within two weeks of real property liquidation.

## **Article XV – Amendment of By-Laws**

### **Section 1. Purpose**

The By-Laws are the club's organizational procedures. They should clearly state the intent and direction of our club. Amendments allow for a fluid, changeable, maintenance of our clubs rules and regulations. The whole of the By-laws should be clear in purpose and concise. Having a few simple guidelines is much better than a multitude of complex rules.

### **Section 2. Process**

All proposed amendment changes to these By-laws must be approved by the Club Membership and the Board of Directors.

Any amendment suggested should be submitted to the President in writing prior to a normally scheduled meeting, so that it can be discussed and, if necessary, can be scheduled for a club vote on the next normally scheduled meeting. If the proposal passes a club vote, it will be sent to the Board of Directors for their discussion and approval.

The Board of Directors will present the club the results concerning the proposed amendment in a quick manner, not to exceed 60 days. If the amendment is not approved, the Board of Directors will make a statement to the club on why it was vetoed. The Board will issue the statement to the members at the next scheduled Membership monthly meeting that occurs after the amendment was presented to the Board. If an amendment is not approved by the Board, after consideration of the Board's statement, if the membership desires to override the board's disapproval, it may do so by scheduling a second membership approval vote within 60 days of having received the Board's disapproval statement. This second vote must pass the membership with a two thirds majority of the members present at that vote meeting. If the amendment passes, it will be adopted.

A Passed amendment will be adopted and added into the By-laws.

Changes to documents referenced in the by-laws or included as attachments to the current by-laws will sometimes be made. Recognizing that, when referenced documents are changed, the changed documents will be posted with the current version of the by-laws at the web site and that latest version will be physically incorporated into the by-laws document when the next revision to the by-laws themselves is made.

### **Section 3. Version Management**

A passed amendment will generate a new version of the By-Laws. This version will be sequentially numbered as a "point number, ascending" of the current version (for example, version 1.0 exists and is amended. This amendment is integrated into the document and issued as version 1.1). A new major revision is driven by either a rewrite of the complete document or the first approved amendment that exceeds the .9 number (for example, an amendment to version 1.9 is approved. The amendment is integrated to the document and the version number becomes 2.0).

The president will have the new version posted to the Website. The President shall also inform the club of these changes at the next three regular meetings. The secretary will distribute as required to Johnson City, AMA and any other required entity once archived on the Web site.

## Signature Page

The above set of JCRC By-laws (*Johnson City Radio Controllers, Inc. Corporate and Membership By-Laws.*) adopted and approved by the JCRC Board of Directors supersedes and replaces all previous JCRC By-Law documents as of this date.





### BOARD MEMBERS;

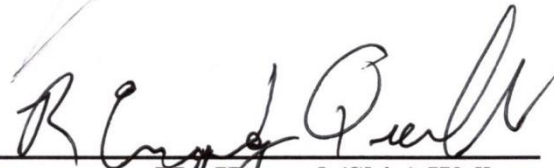
  
Mr. Anthony K. Hall

  
Mr. Tim Edwards

  
Mr. Vic Koenig  
Chairman of the Board

  
Mr. Jerry Black

  
Mr. Craig Quillen

  
Mr. Howard (Skip) Weller

JCRC President:

  
Mr. Glenn C. Ross, II

ADOPTION DATE

July 17, 2023

EFFECTIVE DATE

31 May 2022

## **Appendix A to JCRC Corporate By Laws, Membership Descriptions.**

**Adult Membership.** Must be an adult (over the age of 18 at the start of the current fiscal year). This membership shall include the primary and spouse and receive club-voting privileges (one vote per membership).

**Family Membership.** An adult (over the age of 18 at the start of the current fiscal year) with additional family members (spouse, children, nephews and nieces and grandchildren). Family memberships receive one vote per membership.

**Minor Membership.** Anyone under the age of 18 (at the start of the current fiscal year). Minor memberships do not receive any voting privileges.

**Park Flyer Membership.** Any person that exclusively flies a “park flyer” aircraft as defined by the AMA park flyer criteria. Park Flyer memberships do not receive any voting privileges.

*Note; if a Park Flyer membership recipient wants to move up to an Adult or Family membership in order to fly larger, faster, bigger aircraft, then the Park Flyer membership fee will be credited to the higher membership fee and the balance must be paid.*

**VIP Membership.** This will be a “good will to public figures” type of membership. Examples of recipients would be the Board members of Johnson City, Congressman Phil Roe, and / or the local FAA representative. Normally, this type of membership will be a non-flying member. This membership shall be renewed each year as long as the recipient still holds office or public interest that resulted in their initial VIP Membership. VIP Memberships **will not** receive any voting privileges.

**Emeritus Membership.** This type of membership will be for individuals that recognize the proven value of an individual that brings a unique value to JCRC. Emeritus Members are typically non-flying, however, they are allowed to fly with assistance if deemed necessary. This membership and will be automatically reviewed at the beginning of each fiscal year. The membership recipient will continue to receive the club newsletter and is included in all club events. Emeritus Memberships **will not** receive any voting privileges.

*NOTE: The decision to grant a VIP and Emeritus Membership shall come from the club President, Chairman of the Board, and with advice and consent of the Safety Officer, who must all approve the recipient’s worthiness for this type of membership at the beginning of each fiscal year.*

Upon granting VIP or Emeritus Membership the club Secretary and Treasure will record the information in the club records for renewal each January.

All membership types listed above, require the certification by JCRC’s Safety Officer and/or completion of JCRC’s flight training program before a pilot will receive full JCRC flight privileges

## Appendix B to JCRC Corporate By Laws, Membership Fees.

Dues are based on the fiscal year, beginning 1 Jan and ending 31 Dec. Rate amounts and any discounts or adjustments to dues rate are set by the Board. The Board will set rates based on club needs, direction and recommendations from the Finance Committee. New rates will be determined and finalized no later than mid August to ensure the Fiscal Budget can be presented and approved prior to any early renewal period.

Any **new members or inactive members** that join the JCRC after January 31<sup>st</sup> will pay a pro-rated amount. The pro-ration will be based on the number of months remaining in the fiscal year and a chart is available on the JCRC Web Site and is also available from the treasurer.

Renewing members, or members with a lapse in membership (of less than 5 years), will pay the full membership fee regardless of when in the fiscal year they renew. However, if the Board approves on an annual basis, for renewing members, **early renewal** is offered, starting on the first of September prior to the start of the fiscal year and ending 30 November. During this period, a discount for early renewal may be offered, the amount to be determined by the Board.

As a further incentive for membership **early renewal**, JCRC will mirror AMA's multiyear policy. When AMA allows multiple year renewals, JCRC will also allow multi year renewal. The rate paid for each year will be the rate in effect for the first year. For example, if the renewal is for two years, the rate for year one will be charged for both years, regardless of what the second year's rate might become. Prior members with a gap in membership in excess of 5 years (**inactive members**) shall be eligible for the pro-rated New Member fees. New members will be offered multi year membership when initially joining but must ensure their AMA membership remains active throughout JCRC membership.

Membership fee rates by type of membership are posted on the web site, at the field and on the membership application for the current fiscal year and when approved, for the next fiscal year.

## Appendix C to JCRC Corporate By Laws, Financial Spending Procedures and Limits.

Spending by the Club occurs in two major areas, Budget expenditures and Non-budget expenditures. Items that are on an **approved** budget within the current fiscal year can only be spent up to the amount stated in the budget for that item. Non Budgeted items require approvals.

### **Budgeted Items :**

Once the budget is approved, no additional approvals are required for those items and it is the responsibility of the treasurer to ensure the total amount of the line item is not exceeded.

A situation could occur where an expense could increase beyond the amount that was approved for that item; for example, at mid-year, the supplier of the Porta Potty could increase his monthly service fee. Recognizing that could occur, the following procedure will be followed to satisfy that situation:

When the variance is identified, the Officer responsible for that area will work with the treasurer to determine the amount of the shortfall and a method to reprogram or obtain funds for the shortfall.

If there is a surplus within the approved budget or an identified source, such as a donation available then the funds will be added to the budget using the following level of discretion:

<i><b>Amount</b></i>	<i><b>Authorizing Authority.</b></i>
Under \$250.00	– Treasurer’s discretion.
Under \$500.00	– President’s discretion.
Under \$1000.00	– Board of Director’s discretion.
Over \$1000.00	– Membership’s approval vote*

If there is no surplus in the current budget and reprogramming from any existing surplus in the overall Club account to the current fiscal budget is needed, the following approval levels are required:

<i><b>Amount</b></i>	<i><b>Authorizing Authority.</b></i>
Under \$100.00	– Treasurer’s discretion.
Under \$250.00	– President’s discretion.
Under \$500.00	– Board of Director’s discretion.
Over \$500.00	– Membership’s approval vote*

The Treasurer will obtain a simple written explanation of the issue, its resolution and the approval from the approver and maintain that with the treasurer’s records. In all cases, the President will be notified and the treasurer will include the situation and its resolution in the next monthly meeting Treasurer’s report to the members after resolution.



### **Non-Budgeted Items:**

There are three methods to address items that arise that are not in the approved fiscal budget. The first is to refuse the item. The second is to append them to the current fiscal budget and the third is to address them outside the current fiscal Budget.

In all cases, the first step is to present the item to the membership at the first meeting after identification of the need. The first meeting can be either the regular monthly meeting or a special meeting called by the President specifically for the requirement. At that meeting, the determination as to how to approach the item will be made, either refuse the item, add it to the current fiscal budget or treat it as a stand-alone requirement.

If the members decide to refuse the item, it is dead.

If the members decide to add it to the current budget, then a meeting will be scheduled to present for an all membership vote on the item and how it will be funded\*. If the members approve the item and its funding method, then it will be appended to the budget with the following approvals noted:

- Under \$250.00 – President
- \$251 - \$500 – Board Member(S)
- \$501 and above - Membership approval vote, simple majority of the approval meeting quorum\*\*.

If the members decide to address it as a stand-alone requirement, then a meeting will be scheduled to present for an all membership vote on the item and how it will be funded. This will require a full membership vote and a minimum of one month's notice for the vote meeting. Notice of the requirement, its recommended funding method and date of the vote meeting must be sent by the president (via e-mail and posting to the Website) to all members in good standing. Approval requires a majority of votes of members present at the scheduled vote meeting, including any written votes of members not present received by the president prior to the meeting.

\* *Club vote to be at the first meeting after identification of the need for the proposed expenditure(s).*

\*\* *Quorum as defined in Article X11, section3 : Quorum: Those members present who are in good standing and eligible to vote shall constitute a quorum at any meeting of the membership.*

## **Appendix D to JCRC Corporate By Laws, Elections.**

JCRC shall have one election per year at the November scheduled meeting. All members in good standing shall be allowed to vote as per membership type (See Appendix A). A simple majority of votes cast (in person and, if allowed, by absentee ballot) decides each position contest.

- All members in good standing will be afforded the opportunity to vote either by being present or by absentee ballot.
- The President shall prepare and distribute via e-mail absentee ballots at least thirty days prior to the scheduled November meeting.
- The absentee ballots will contain all nominations received prior to the scheduled November meeting and a designated write in place for each open position (Officer or Board Member), as well as any other item announced for a vote at that meeting.
- Only those absentee ballots received by the Saturday prior to the scheduled November meeting will be counted during the November meeting.

Any other elections will be considered special elections. Absentee Ballots and their procedures for special elections will be at the discretion of the President.

No special elections shall be made during the months of September or October due to the proximity of the regular November elections.

Special elections shall be held whenever an Officer or Board position has been vacated before its term expires. The recipient shall finish the term of the original office holder.

Special elections shall have a minimum of 30 days to notify to all club members of the reasons, date, time, and location of the vote (posted on the JCRC website, in the newsletter, as well as posted at the field.).

A special election must have at least 25% of the voting club members present to be considered valid. If sufficient members are not present, the vote must be delayed. The vote can be delayed only once. If at the second scheduled special election less than 25% of members in good standing are present, the vote will be held with the results decided by those members in good standing who are present, whatever the number. A minimum of 30 days must pass in order to inform the entire club membership of the upcoming election date.

## **Appendix E to JCRC Corporate By Laws, Proper use and care of Club Resources.**

JCRC will, over time, accrue various physical and other assets and resources that are used to support the club's day to day operation and further its goals and objectives. These include, but are not limited to, real assets such as flying benches, bleachers, metal buildings, storage sheds, cooking grills and implements, refrigerators, microwaves and coffee makers, sun shelters, chairs and tables, tools, signage, personal computers and computer servers, etc. This also includes operational resources such as the club Web site, the club Face Book page, other club social media accounts, the club's operational documentation, membership lists and contact lists.

All club resources are acquired or created to further the ability of the club to meet and further its stated goals and objectives of educational and recreational use of model aircraft and JCRC's goal to bring new people into the hobby of building, learning, and training new members to fly model aircraft and providing an opportunity to enjoy the hobby of aeronautical modeling and fellowship with other modelers. In almost every case, club resources are under the control or management of a specific Club Officer or an individual member who is responsible for a particular club function. For example, the club membership list is the responsibility of the Secretary and its provision to the members is the responsibility of the Web Master. The Grill, refrigerator and other food service resources belonging to the club are under the control of the member who runs our Chill and Grill program. All of the club's resources are for the use and benefit of the members and for meeting our aviation based goals and the club's business. That said, members must exercise certain responsibilities when using club resources. These include the following:

- Physical resources should be treated with care ensuring they are cleaned after use and properly stowed. This covers such items as chairs, landscaping tools, flight and work tables, pop up shelters, work benches and tools.
- Physical items must be secured after use.
- Members should report any damages or issues they find with any of the club's resources to a club Officer (this can be by e-mail).
- Club resources are not to be removed from the field without specific permission of the Club President.
- Operational resources such as club documents, the club's tax exempt status, the club membership rolls, etc. are not for personal use and ONLY for club business use. This particularly pertains to the club web site, Face Book page and mailing lists.
- The club agrees in its flying site lease with Johnson City that:

***"JCRC hereby certifies that they do not and will not practice any unlawful discrimination against any person or group on the basis of race, color, sex, religious creed, ancestry, or national origin.***

***The JCRC will comply with Title VI of the Civil Rights Act of 1964."***

Therefore, Club resources specifically shall not be used to propagate or communicate specific religious or political positions with the exception of allowance for the playing of the Star Spangled Banner, our national anthem, at club events.