

HARBOR SOARING SOCIETY BYLAWS
Academy of Model Aeronautics (AMA) Charter Club 128, Founded 1964
Revised November 17, 2016

ARTICLE I: Name and Location

Section 1: The name of this club must be the HARBOR SOARING SOCIETY, hereinafter the Society or Club.

Section 2: The home flying field is located at Fairview Park, City of Costa Mesa, California, USA.

Section 3: Correspondence may be sent to: Harbor Soaring Society, P.O. Box 1673, Costa Mesa, CA 92626

ARTICLE II: Purpose

Facilitate and promote the enjoyable hobby-sport of safely flying radio-controlled soaring and electric powered model aircraft - in accordance with applicable rules and regulations - for recreational, educational and community benefits.

ARTICLE III: Membership

Section 1: In accordance with the Federal Equal Opportunity Act, this organization prohibits discrimination against anyone on the basis of race, color, religion, national origin, sex, marital status, age, individuals with disabilities or veterans. New applicants for membership must be a member in good standing of the Academy of Model Aeronautics (AMA), and hold a valid City of Costa Mesa Flying Permit for the current year. Non-flying memberships, listed as Special, are available at the rates listed without need to be a member of the AMA or hold a City flying permit.

Section 2: Membership Dues

The annual membership dues of the Society are:

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|--|----------|
| 1) Adult (19 or Older as of July 1 st)..... | \$ 25.00 |
| 2) Junior (19 or under as of July 1 st)..... | \$ 10.00 |
| 3) Special (Members family)..... | \$ 5.00 |
| 4) HSS Name Tag only..... | \$ 15.00 |

Members whose dues have not been received by the March meeting must be dropped from the membership rolls.

Section 3: Resignation

Any member in good standing may resign his/her membership by giving written notice to the Society which will considered effective as dated upon receipt.

Section 4: Termination

If any member ceases to have the qualification necessary for membership in the AMA, his/her membership in the Society must thereby terminate, subject to reinstatement upon restoration of eligibility. Not applicable to non-flying membership.

Section 5: Expulsion

Any individual may be expelled from membership from the Society by a two-thirds (2/3) majority vote of the membership in attendance at any regular club meeting if in the officers' determination, such individual willfully commits any act or omission which is a violation of any of the terms of these Bylaws, or the Rules of the AMA, or which is detrimental to the Society, the AMA, or to model aviation.

Section 6: Reinstatement

A two-thirds vote of the membership in attendance at any regular club meeting is required for reinstatement of an expelled member to the club.

ARTICLE IV: Officers

Section 1: Executive Board

The officers of the Harbor Soaring Society must be a President, a Vice-president, a Secretary, a Treasurer, a Contest Coordinator, and a Safety Coordinator. These officers will serve as the Executive Board, referred to hereafter as the Board or Officers.

Section 2: Steering Committee

There must be a Steering Committee consisting of the Executive Board, the immediate Past President, and the Editor.

Section 3: Elective Offices

The Executive Board and Steering Committee members must be elective. After elections, any unfilled positions may be appointed by the Steering Committee.

Section 4: Election and Tenure

The Executive Board and Steering Committee members must be elected annually at the November meeting and must begin their tenure for one year at the January meeting. The President and Vice-president are limited to two consecutive terms in office. All other positions may serve consecutive terms in office.

Section 5: Duties of Officers and Steering Committee members must be as follows:

The President

- A. The President, as Chief Officer, must preside at all meetings of the Society and Steering Committee and must act as spokesman for the Society in all matters pertaining to the Society. When interacting with Government agencies or other Community Groups it would be wise to engage a Subject Matter Expert (SME) to act with the President or as a designee on behalf of the club when appropriate.
- B. Appoint all committees, subject to approval by the Steering Committee.

The Vice-president

- A. The Vice-president must perform the duties of the President in his/her absence.
- B. Be responsible for the program at all scheduled club meetings and all club social events.

The Secretary

- A. The Secretary must, under the direction of the President, perform such duties as are usually performed by secretaries of similar organizations and must:
- B. Keep or cause to be kept, a book of minutes of all regular and special meetings of the Society
- C. Maintain the records of the Society.

The Treasurer

- A. The Treasurer must receive and safeguard all funds of the Society and deposit those funds promptly in a Federally Insured Bank.
- B. All accounts must require the signature of the Treasurer and the President to move or withdraw funds.
- C. The Treasurer, on a day to day basis, must make payments to just demands made against the Club, requiring only the single signature of the Treasurer or by PayPal when appropriate up to but not exceeding \$300.00 and keep accurate records of each transaction. Disbursements exceeding \$300.00 must require approval in accordance with Article IX, Section 2.
- D. Treasurer must keep regular books on behalf of the Club and report its financial condition as directed by the Board.
- E. The Treasurer will maintain an up-to-date Roster of all members.

The Contest Coordinator

- A. The Contest Coordinator must organize all contests held by the Club and keep all contest records.
- B. A Contest Director, approved by the Contest Coordinator, must be in charge of each contest and must be responsible for maintaining proper order during the contest. The Contest Director for an AMA sanctioned event must have the qualifications and certifications as determined by AMA.
- C. In case of disputes, decisions made by the Contest Director are final.
- D. Where a Protest Panel is desired to arbitrate formal protests, the Contest Coordinator must appoint the Contest Director and two other qualified fliers in the discipline being flown to such panel. The formal protest procedure and the Protest Panel must be announced before the contest begins.

The Safety Coordinator

The Safety Coordinator promotes and encourages a climate of safety awareness within the Club and provides communications between AMA and the Club, as approved by the Steering Committee and through the President, in matters related to safety. A safety audit of club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members, permitted fliers and the public is recommended at least annually. An emergency action plan to handle serious accidents/incidents and annual reviews of emergency procedures will be established. **The Safety Coordinator position may be combined with any other officer position.** The Safety Coordinator may appoint club members in good standing to a Safety Committee in accordance with ARTICLE XI herein.

The Editor

- A. The Editor must be responsible for maintaining the editorial policies established by the Bylaws and the Steering Committee for the Club Newsletter.
- B. Be responsible for publishing and distributing the Newsletter at a minimum cost consistent with the established editorial policy; in any case, the average cost must not exceed the approved budget. He/she must further, submit receipts for all costs to the Club Treasurer.
- C. Publish the Club Newsletter once each month.
- D. Coordinate the collection of information for the Club Newsletter with Assistant Editors.
- E. Maintain an up-to-date list of Club Newsletter recipients as approved by the Executive Board.
- F. Assistant Editors: The President of the society may, with approval of the Steering Committee, appoint two Assistant Editors. The duties of the Assistant Editors must be:
 - 1. To assist the Editor in the collection of information for the Club Newsletter.
 - 2. Assist the editor in Publishing and distributing the Club Newsletter.
 - 3. Assure that the policies, with respect to the Club, are maintained.
 - 4. Produce the newsletter when the Editor is absent.

Section 6: The Executive Board must be responsible for the day-to-day business of the Club.

Section 7: The Steering Committee must act on all matters of general policy, must organize the contest rules and yearly contest calendar and may create and appoint additional positions as needed such as Membership Chair, Club Trainer, Winch-master, Grounds Keeper, etc. to serve a one year term, then the position dissolves unless renewed by the new Steering Committee. At the first meeting in January, the Steering Committee must establish anticipated Club events for the year together with a budget.

Section 8: Resignation

Officers may resign at any time by giving written notice to the Executive Board. The resignation must be effective at the time specified therein or the date of receipt. Acceptance of such resignations must not be necessary to become effective.

Section 9: Removal from office

Any officer may be removed from office for good cause. A written notice must be given to all members and the removal approved by a three fourths vote of the members present at the next club meeting. Any officer who absents himself/herself from three consecutive monthly General Meetings or Executive Board Meetings may be removed in the same manner. Vacancies then may be replaced as set forth below.

Section 10: Vacancies

Vacancies occurring on the Steering Committee may be filled by appointment by the Steering Committee at any regular or special meeting of the committee. Such an appointee will serve to the end of the term to which the predecessor was elected.

ARTICLE V: Meetings

Section 1: Regular Meetings

Regular meetings must be held monthly as specified by the Board.

Section 2: Special Meetings

Special meetings of the Society may be held at any time, upon call by the President or two Steering Committee members, by giving seven days advance notice to the general membership of the meeting date and place.

Section 3: Annual Election Meeting

To be held at the November General Membership meeting with 30 days notice given by email and noticed in the preceding newsletter.

ARTICLE VI: Record Keeping

All Society records must be kept by the Secretary and passed on to the new Secretary when elected.

ARTICLE VII: Boards, Committees and Business Conduct

Section 1: All Regular Business

All regular business affairs conducted by the Society must be directed by the Executive Board, except that at any time, the President or any two members of the Steering Committee may call a special meeting of the membership to decide upon any business problem or activity.

Section 2: Membership Approval and Quorum Defined

At any regular or special meeting of the Society, a quorum must consist of twelve (12) members. Business submitted to a vote must require a quorum with a simple majority of members present determining passage or non-passage, except as required by ARTICLE IX, Section 1, Special Assessments which requires a majority vote of the general membership and Section 9, Dissolution of the Club which requires a two-thirds vote of the general membership.

Section 3: Steering Committee Quorum

At any Steering Committee meeting, a minimum of four (4) members of the committee must be present for a quorum. Business submitted to the Steering Committee must require a quorum with a simple majority of members present determining passage or non-passage.

ARTICLE VIII: Nominations, Elections and Recall

Section 1: Nominations

Nominations can be made from the floor of membership in general at the October meeting or by regular mail to the Secretary prior to the October meeting. A nominee must be a member in good standing. If available, the nominations will be published in the newsletter prior to the November general meeting.

Section 2: Time and Place of Elections

There must be a 30-day advance notice to the General Membership of the time and place for the Elections, which must be at a regularly scheduled November meeting. The notice must be by email to all general members and in the Club Newsletter the month preceding the election.

Section 3: Voting

At the November meeting, voting may be by secret ballot if any candidate so requests, and shall be conducted individually for each office. Offices must be awarded to the candidate that receives a majority of votes present at the general meeting. In case no candidate receives a majority, a runoff election will be held between the two top candidates. The Assistant Contest Coordinator must be the closest runner-up to the Contest Coordinator should two or more nominations exist. Any member may bring a signed proxy vote from a member unable to attend the meeting for good reason, present that proxy to the meeting, wherein that vote or votes will be counted in good faith of the intent.

Section 4: Unfilled Offices

Unfilled offices must be filled in accordance with Section 3 above or Article IV, Section 10 as appropriate.

Section 5: Recall of Officers

The Recall of any Officer must be in accordance with Article IV, Section 9 above.

ARTICLE IX: Miscellaneous Provisions

Section 1: Special Assessments

No special assessments must be levied on members at any time, except by the vote of the membership-at-large, and then only upon a majority vote of the total membership.

Section 2: Limitations of Expenditures, Authority

The following limitations must apply for authorization of expenditures other than normal operating expenses, on any one item or project:

- a. Treasurer \$300.00 (Considered to be normal operating expenses)
- b. Executive Board \$750.00
- c. Steering Committee \$1,500.00
- d. Over \$1,500.00 requires membership approval at a regular meeting as defined in Article VII, Section 2.

Section 3: Club Projects

The Club retains all proprietary rights and profits derived from any activity declared as a Club Project by the Steering Committee, or initiating members, and approved by the membership at a regular meeting as defined in Article VII, Section 2.

Section 4: Meeting Conduct

All meetings will be conducted under Robert's Rules of Order.

Section 5: Fiscal Year

The fiscal year for the Society's accounting purposes must be the calendar year.

Section 6: Club Newsletter

General

The purpose of the Club Newsletter must be to inform the Club Members of the present, past and future Club activities and to provide information of general interest to the Club. The Club Newsletter must be published once each month.

Editorial Policy

The Club Newsletter must have as its primary purpose:

- a. To inform members of the activities at Club meetings by publishing condensed minutes of the meeting. In this capacity the Club Newsletter will replace the reading of minutes at the meeting.
- b. To inform members of official Club business including the place, time and purpose of any Club activity and the results of the same.
- c. To inform all recipients of the Club Newsletter of Club affairs which are of general interest (both official and unofficial) or which may serve to promote the Club welfare.

Secondary Editorial Policy

- a. The Club Newsletter must have as its secondary purpose: The dissemination of Club information to Friends of the Club, and to other modelers. Other Club publications must be approved by a majority of the Steering Committee.
- b. The publication of technical articles that are considered to be of general interest to the Club, but which are not generally available.
- c. The publication of news of other clubs or individuals of specific interest to the Club and which is not generally available

Distribution

The Club Newsletter must be sent to all paid-up members by E-mail unless the member desires it to be sent in hardcopy form by the US Postal Service. Such desire will have been indicated on the member's application to the Club, with an addition annual fee to be paid as indicated thereon, and:

- a. The Newsletter may be sent to national model publications, the Academy of Model Aeronautics, friends of the club, and other model clubs or individuals upon approval of the majority of the Steering Committee but subject to limitations of the Budget.
- b. The total distribution of the Club Newsletter may not exceed two hundred percent of the Club Membership.

Budget

Any annual budget shortfall for the Newsletter production must be compensated as approved by the Steering Committee and paid by the Treasurer.

Section 7: Conflict of Interest

The Club has no desire to infringe upon the rights of any member and it is generally the policy of the Club to require only an interest in R/C sailplanes and/or electric powered model aircraft.

Nevertheless, when another activity of financial interest concerns the hobby, a distinct possibility exists for conflict between these interests and the member's relationship with the Club. To avoid misunderstanding and potential problems, the following policy must apply:

All candidates for office and all officers must reveal any and all relationships to other clubs, manufactures, dealers, distributors, publishers and other interest within the hobby or related hobbies. The member must indicate the organization, his relationship to the organization, and the extent of financial involvement if any. Failure to do so must be just cause for removal from office and loss of membership.

The actual dollar income or investment is not to be stated. A statement of percentage of income or similar definition of degree of involvement is sufficient.

Section 8: Club Logo

The Harbor Soaring Society's club logo has been in place since chartered by the AMA, is well recognized on a global scale and must not be altered or replaced. Use of the Club's logo is subject to approval by the Steering Committee.

Section 9: Dissolution of the Club

The duration of the Club must be perpetual until dissolved with the approval of two-thirds vote of the general membership.

Section 10: Review of Bylaws

The Steering Committee must review these Bylaws on an annual basis for correctness of dates, data and references and make administrative changes as appropriate.

ARTICLE X: Amendments to these Bylaws

Amendments may be made to these Bylaws by presenting said proposed Amendment(s) to the Steering Committee in written form. Proposed amendments must be signed by at least 5 members in good standing. The Steering Committee must review the proposed amendment at the next regularly scheduled Steering Committee meeting, vote on its approval as submitted, or vote to amend the proposal and return it to the original submitter for their consideration and acceptance as amended. For approval the vote must be a simple majority of the Steering Committee.

ARTICLE XI: Grievance Procedure (FLIGHT AND SAFETY RULES)

The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Coordinator for consideration by means of the Grievance Form, attached hereto. The complainant and at least one witness are required to sign the Grievance Form.

The Safety Coordinator may appoint other club members in good standing to act on a Safety Committee. The Safety Coordinator/Committee must use its judgment in carrying out action on the following:

- a. The Grievance Form will be filled out and turned into the Safety Coordinator /Committee. At least one witness is required. The Safety Coordinator /Committee will decide on the validity of the offense.

b. FIRST VIOLATION

Viewpoints of both complainants and accused will be considered. Complainant's name will be disclosed. If warranted, a verbal reprimand will be given to the accused by the Safety Coordinator or designee, and this will be recorded in the Club records.

c. SECOND VIOLATION

Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Coordinator /Committee. If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days if a member of the Club. In any case, Club member or not, a recommendation for the above will be forwarded to the Fairview Park Police for action under the City of Costa Mesa Flying Permit procedure. Written notice of this shall be issued and a copy published in the Club newsletter.

d. THIRD VIOLATION

Safety Coordinator /Committee will notify the accused in writing and the Club members via the Club newsletter that the Club will vote on the expulsion of the accused at the next meeting. Said expulsion will last for a one-year minimum. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting. Voting will be by secret ballot at a regular monthly meeting. The expelled member may reapply for membership after the expiration of the expulsion time period. In any case, Club member or not, a recommendation for the above will be forwarded to the Fairview Park Police for action under the City of Costa Mesa Flying Permit procedure.

- e. The above three actions, resulting in expulsion from the Club, will not be enforced unless they are accumulated within a two-year period of time, an indication of habitual safety violations.

- f. Any Club member receiving a Grievance, who directs any retaliation action against the person filing said grievance, will be subject to immediate expulsion from the Club. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Club Officers. Such action will be reported to the Fairview Park Police.

- g. Any incident, beyond a safety violation, resulting in personal injury or property damage must immediately be reported to the President for further action.

ARTICLE XII: See and Avoid Policy

A See and Avoid policy relative to full scale aircraft traffic will be in effect at all times. Full scale aircraft traffic will always have the "Right of Way." When in doubt of the intentions of the full size aircraft or helicopter as they approach the model aircraft runway or near the runway all model aircraft must land immediately. A full size aircraft always has the right of way over model aircraft activity. This policy must be incorporated in the Club's Flight Safety rules.

Harbor Soaring Society Grievance Form
In accordance with ARTICLE XI of the Bylaws

Date: _____ Time: _____

Name of Safety Rule Violator: _____

Member of Harbor Soaring Society? Yes _____ No _____

Nature of Violation:

Accuser: _____
Print Name and Sign

Witness: _____
Print Name and Sign

Acknowledged and received by Safety Coordinator for processing:

Print Name, Sign and Date