



(279)

*Constitution*  
*and*  
*By-Laws*

Amended: 06-15-96  
Amended: 10-21-97  
Amended: 06-17-99  
Amended: 07-04-03

## CONSTITUTION

### **ARTICLE 1: Name**

The name of this model aviation club shall be the *Woodland Aero Modelers*.

### **ARTICLE 2: Purpose**

The purpose of this club shall be for the recreation and the promotion of all phases of model aviation. In addition, the club will give its full support to the Academy of Model Aeronautics.

### **ARTICLE 3: Membership**

Membership into the *Woodland Aero Modelers* club shall be open to all persons of good moral character and have a genuine interest in model aviation.

### **ARTICLE 4: Conduct**

The affairs of the *Woodland Aero Modelers* shall be conducted as those of a non-profit organization and in accordance with the *Robert's Rules of Order*.

# BY-LAWS

## **ARTICLE 1: Membership**

**Section 1:** All club members are required to belong to the *Academy of Model Aeronautics*. Club members renewing their membership must provide proof of their AMA membership by showing a valid or copy of a valid AMA membership card prior to renewing their club membership. New members must first be accepted as a member of the *Woodland Aero Modelers* and second provide proof of AMA membership prior to joining the club. Members requiring a key to the flying field must show or provide a copy of his/her valid Woodland Aero Modelers and AMA membership cards.

*Note: To fly at the flying field, a Model Aircraft Flying Permit is required by the DuPage County Forest Preserve.*

**Section 2:** Those seeking membership with the *Woodland Aero Modelers* shall be in attendance at a meeting to be eligible for membership. A simple majority vote will be taken prior to the end of the meeting for the prospect's acceptance.

**Section 3:** Members will be dropped from the rolls or relieved of an office (involuntary resignation) by a two-thirds (2/3) majority vote of a quorum. Non-payment of dues, failure to join the AMA, or any activity detrimental to the club shall constitute grounds to be dropped from the club's membership roll.

Such action to drop a member from the club's roster shall be done by presenting a motion of such at a regularly scheduled meeting and having this motion published in the newsletter. The motion will then be voted at the next regularly scheduled meeting.

**Section 4:** Members become ineligible to participate in any club business if they become thirty-days (30) behind in dues. Eligibility can be reinstated by payment of regular dues.

## **ARTICLE 2: Officers, Trustees, and Director**

**Section 1:** Board-of-Directors shall be -

- |                          |                       |
|--------------------------|-----------------------|
| A. President             | E. Treasurer          |
| B. Vice President        | F. NewsLetter Editor  |
| C. Junior Vice President | G. Trustees (5)       |
| D. Secretary             | H. Executive Director |

**Section 2:** The Junior Vice President shall be a non-open class member in all cases.

**Section 3:** The Board-of-Directors is made up of the Officers, Trustees, and Executive Director.

## BY-LAWS (continued)

### **ARTICLE 3: Duties of Officers, Trustees, and Director**

#### Section 1: The duties of the club officers are:

##### **A. The President shall:**

1. Preside at all club meetings.
2. Appoint committee chairmen.
3. Co-sign checks on club accounts.
4. Govern the club according to its By-Laws.
5. Convene a Board-of-Directors meeting quarterly or as required.

##### **B. The Vice President shall:**

1. Preside at all club meetings when the president is absent.
2. Keep a record of club points earned by members.
3. Co-sign checks on club accounts.

##### **C. The Junior Vice President shall:**

1. Preside at club meetings and assist Vice President when required.
2. Attend Board-of-Directors meetings and present opinions, desires and wishes of the Non-Open class members.

##### **D. The Secretary shall:**

1. Record, report, and store all club meeting minutes.
2. Maintain a file of club records as directed by the President.
3. Handle the club correspondence when so directed by the President.
4. Co-sign checks on club accounts.
5. Maintain the Club's Constitution and By-Laws.

##### **E. The Treasurer shall:**

1. Keep adequate records of income, disbursements, and treasury balance.
2. Collect and be responsible for the safekeeping of all club dues, fees, and other monies.
3. Make all authorized disbursements.
4. Co-sign checks on club accounts.
5. Provide a financial report at each Board-of-Directors meeting.
6. Annually (1<sup>st</sup> meeting in December), submit a budget as proposed and approved by the Board-of-Directors to the membership for final approval.
7. Issue club membership cards and keys upon payment of club dues and proof of AMA membership.

## BY-LAWS (continued)

### **ARTICLE 3: Duties of Officers, Trustees, and Director (continued)**

**Section 1:** The duties of the club officers are: (continued)

*F. The NewsLetter Editor shall:*

1. Prepare and submit a newsletter to club members.

*G. The Trustees shall:*

1. Establish a slate of willing members names as nominees for club offices.
2. Perform other duties as requested by the Board-of-Directors.
3. Serve in an advisory capacity to the Board-of-Directors and the Club.

*H. The Executive Director shall:*

1. Be the club's official representative to the DuPage County Forest Preserve and such other duties as requested by the President or the Board-of-Directors.
2. Not hold any other club office.

### **ARTICLE 4: Term of Office**

**Section 1:** Officers are elected and shall serve from January 1<sup>st</sup> to December 31st of the next calendar year following their election. All terms of office shall be for a period of one (1) calendar year.

**Section 2:** Trustees are elected and shall serve, for a term of five (5) years, from January 1st to December 31st of the fifth calendar year following their election. Each year a new trustee will be elected to a five (5) calendar year term of office.

**Section 3:** Executive Director is appointed by the Board-of-Directors, for a term of three (3) years, from January 1st to December 31st of the third calendar year following their appointment. The term of office shall be for a period of three (3) calendar years.

## BY-LAWS (continued)

### **ARTICLE 5: Nomination and Election/Appointment**

**Section 1:** *Nomination* of Officers and Trustee shall be held at the second (2<sup>nd</sup>) regular meeting in November. The nominated member must be a currently paid-up club and A.M.A. member.

**Section 2:** *Election* of Officers and new Trustee will be held once a year at the second (2<sup>nd</sup>) regular meeting in December. A simple majority vote of a quorum will be required to elect the Officers and Trustee. If a quorum is not present, the election shall be held at the next regular club meeting where a quorum is present. All eligible voting members shall be notified in advance of the election. Voting is done by a secret ballot.

**Section 3:** *Nomination* of the Executive Director is done by the Board-of-Directors once every three years.  
*Appointment* of the Executive Director will be held once every three years at the last quarterly Board-of-Directors meetings. A simple majority vote of the Board-of-Directors is required prior to appointing the newly elected Executive Director. Voting is done by a secret ballot.

### **ARTICLE 6: Vacancies**

**Section 1:** Vacancies in any of the Board-of-Director's positions shall be filled by appointment of the Board-of-Directors. Such appointments shall last until the next regular election.

### **ARTICLE 7: Meetings**

**Section 1:** Regular meetings of the Woodland Aero Modelers shall be held twice monthly. The Officers will determine the time and place.

**Section 2:** Normally, all business of the club will be transacted at the first monthly meeting. The second monthly meeting will be condensed as the President determines for Committee Reports, Old Business, and New Business (purpose is to allow time for flying if meeting is at the flying field, guest speakers, technical sessions, etc.). However, the President shall have the authority to call special meetings when necessary. Such special meetings will carry the same authority as regular meetings.

**Section 3:** A quorum shall be comprised of three (3) officers and seven (7) members in good standing at any meeting, providing all members were notified of the meeting.

## BY-LAWS (continued)

### **ARTICLE 8: Dues, Fees, and Assessments**

**Section 1:** Regular dues are as follows:

- A. Juniors (ages 00-14) \$ 3.00 per year
- B. Seniors (ages 15-19) \$ 6.00 per year
- C. Open \$ 30.00 per year

All membership dues must be prepaid annually by the first meeting of January for the year. Dues cover the current year, with the following exception: Dues collected in the months of September, October, November, and December will roll over membership for the next year.

**Section 2:** Any member of the immediate family to an Open member in good standing shall obtain membership at a half-price reduction of regular dues.

**Section 3:** A majority vote of Open members, with a quorum present, shall be required to levy special assessments. In no case shall such assessments exceed ten (10) dollars per member. No more than three (3) special assessments may be levied per year. Junior and Senior class members cannot be assessed.

### **ARTICLE 9: Disbursements**

**Section 1:** Club activities, which require obligation of club personnel or funds, *shall not be undertaken without approval* by a quorum majority vote of the club's membership. Debts incurred from approved activities shall be paid without further authority. Except as provided in Section 2, no other disbursements are to be made from club funds without membership approval.

**Section 2:** With approval of any three (3) club officers, the President may authorize disbursements of the club funds, not to exceed \$100.00, for club purposes without membership vote. Such authorization shall not occur more than four (4) times a year.

## BY-LAWS (continued)

### **ARTICLE 10: Committees**

**Section 1:** Standing Committees shall be:

- A. Program Committee: Chairman appointed by the President. Committee members appointed by the Chairman. Duties include taking responsibility for arranging general interest activities following regular business meetings.
- B. Contest and Rules Committee: Chairman appointed by the President. Committee members appointed by the Chairman. Duties include taking responsibility for arranging contest events.

**Section 2:** Other committees shall be created and dissolved by the President as needed.

### **ARTICLE 11: Contests**

**Section 1:** Contests shall be scheduled with sufficient frequency to sustain membership interests. Events shall be scheduled to benefit the varied of interests of all club members.

**Section 2:** Woodland Aero Modelers will not, under any circumstances, allow any club to use, borrow, or rent the flying field, unless approved by the DuPage County Forest Preserve.

### **ARTICLE 12: Amendments**

**Section 1:** Amendments to the Constitution or By-Laws may not be voted upon until all members are notified in writing of the proposal. Amendments will then be voted upon at the next regular meeting and must be carried by two-thirds (2/3) majority vote of the quorum present.