

THE CONSTITUTION OF THE FOX VALLEY AERO CLUB OF SAINT CHARLES, ILLINOIS

The Fox Valley Aero Club, Model Airplane Club of Saint Charles, Illinois is a not for profit corporation chartered by the State of Illinois and governed by the By-Laws and Regulations hereunder. This Constitution is effective as of November 9, 2017, and supersedes any and all previous constitutions and by-laws of the Fox Valley Aero Club, Model Airplane Club of Saint Charles, Illinois.

BY-LAWS ARTICLE I NAME

The name of this organization shall be the "Fox Valley Aero Club" of Saint Charles, Illinois, hereinafter referred to as the Club or FVAC.

ARTICLE II PURPOSE

The goals and purpose of the Fox Valley Aero Club are:

1. The creation of interest in building and flying Model Aircraft.
2. Provide assistance to beginners.
3. Promotion of Model Flying of all types.
4. Sponsor Model Aviation Contests.
5. The exchange of knowledge, ideas and techniques amongst the members.
6. Encourage friendship and fellowship amongst the members of the club and other clubs with similar interests and goals.
7. Create year round (indoor-outdoor) activities.
8. Encourage social activities involving the club member's families.
9. Promotion, support, and furthering the interest of the hobby sanctioning body, the Academy of Model Aeronautics (AMA).

ARTICLE III MEMBERSHIP

1. Application for Membership in the Fox Valley Aero Club is open to all interested individuals.
2. Types of Membership:
 - a. A Regular Member is age 19 years or older.
 - b. A Junior Member is under 19 years of age.
 - c. A Non-Flying Member is a Regular Member that does not carry flying privileges.
 - d. An Honorary Member
 - i) Has one or more of the following qualifications:
 - (1) A founding member of the club.
 - (2) Provided extraordinary contribution to the Club or the hobby.
 - ii) Is a non-paying and non-voting member who is not eligible to hold an elected or appointed club position.
 - iii) Has flying privileges with a current AMA card.
 - e. If special circumstances require a deviation from any of the above categories of membership, it must be approved by a majority vote of the Board of Directors.

3. Interested applicants must complete an application for Club Membership. This application will include the following:
 - a. Applicants Name.
 - b. Home Address, City, State and Zip Code.
 - c. Phone Number.
 - d. AMA Number. If the prospective Regular or Junior Member is not a current member of the AMA, application for membership in the Fox Valley Aero Club is conditional on having an Adult or Youth membership in the Academy of Model Aeronautics, (AMA). In no event is a member of the club permitted to operate Model Aircraft at club events or facilities without an Adult or Youth membership in the AMA.
4. Individuals interested in Membership in the FVAC must pay all fees in accordance with Article IV. These funds must accompany the membership application.
5. The initiation fee will be waived for individuals applying as Junior Members. Junior members who are 19 years of age as of January 1st must apply as a Regular member. Junior members who become regular members following their 19th birthday who reside with a current or past Regular member are exempt from paying the initiation fee until such time as they move into their own household. Junior members who become regular members following their 19th birthday who are the sole FVAC member in their household must pay the initiation fee along with their Regular member application. No household will be required to pay more than one initiation fee.

ARTICLE IV DUES AND FINANCES

1. Initiation Fee: A one-time Initiation Fee will be required per Regular member household. The fiduciary value of this fee will be set by a majority vote of the FVAC Board annually. If an individual applying for membership demonstrates a financial hardship that prohibits them from paying the entire Initiation Fee at the time of the application, upon approval by a majority vote of the FVAC Board, the applicant can pay the initiation fee in installments as set by the FVAC Board.
2. To retain flying rights at the field, dues must be paid on or before March 31 of the calendar year. Any member who fails to pay the dues by this date will be denied any use of the field until their dues are paid in full. Any member who fails to pay dues by June 30th of the calendar year will be removed from the club membership and will be required to re-apply for membership. This application will not require a repayment of the initiation fee.
3. Annual Dues will be in an amount set by a majority vote of the FVAC Board present at a regularly scheduled FVAC Board Meeting.
4. New members joining after August 1st will only pay one half of the annual dues for that year.
5. All expense incurred in the operation of the club will be paid from the Club Treasury.
6. The FVAC Board will prepare and approve an annual budget for the operation of the Club by the end of March of each year. While this budget is an estimate of the income and expenses of the club at the time of its approval, its estimation of income and expenditures shall be balanced.
7. Expenditures made or authorized by officers or directors on behalf of the Club require pre-approval of the Board in any case where such expenditures exceed \$250.00 for a given project.
8. Contracts or agreements drafted in the name of, or on behalf of, the Club require the approval of the FVAC Board and the signature of an FVAC Board member.

ARTICLE V BUSINESS MEETINGS

1. Regularly scheduled Business Meetings will be held on the second (2nd) Thursday of each month at 7:30PM. The meeting place will be designated by the Board of Directors.
2. Meetings shall be held in an informal, business-like manner. In addition to conducting club business, meetings should be as informative as possible.

3. The Board of Directors may call a special meeting with prior written notice to members of the club.
4. The following business shall be conducted at each business meeting:
 - a. Call to Order.
 - b. Presentation and approval of minutes of previous business meeting.
 - c. Presentation and approval of Treasurer's Report.
 - d. Committee and Chairman Reports.
 - e. Discussion of Old Business.
 - f. Discussion of New Business.
 - g. Program if available.
 - h. Adjournment.
5. All issues put to a vote of the membership present must be passed by a majority of the members present at a regularly scheduled business meeting.
6. A quorum shall consist of fifteen (15) members and nine (9) Board members.

ARTICLE VI NOMINATIONS AND ELECTIONS OF CLUB OFFICERS

1. Club Officers will consist of the following positions;
 - a. President.
 - b. Vice President.
 - c. Secretary.
 - d. Treasurer.
2. Nominations for Club Officers will be made at the October and November Business Meetings. Candidate's names will be published in the *Flypaper*. A ballot with a self-addressed stamped envelope to the Secretary will be mailed via USPS to each Regular member for the purpose of voting. This ballot will be mailed no later than the Monday following the November Business Meeting. To be counted, this ballot must be returned to the Secretary no later than 7 days prior to the December Business meeting (Holiday Party). A majority of the votes cast by return mail to the Secretary will determine the election results. As an option, the election ballots may be made available via the internet. In this case, the ballots must be electronically limited to one ballot per adult member. The election service or program used will tabulate the results and report them to the Secretary. The identity of the members who vote must be kept confidential, and known only to the election service or program. In the event of a tie vote for any board position, the tie will be decided by a coin toss, which must be performed by the Secretary, and witnessed by the President. Elections of Club Officers and At-Large Board Members will be announced via email to the membership no later than 3 days prior to the December Business meeting (Holiday Party) and the individuals elected will take office effective at the close of the December Business meeting.
3. If a Club Officer resigns prior to the expiration of his term a replacement will be appointed by the Board of Directors and confirmed by a vote of the membership at the next business meeting.
4. Chairmen of committees will be nominated by the President. The nominated person will assume the Chairmanship after a confirmation vote of the Board of Directors. The standing committees shall consist of, but not be limited to:
 - a. Safety.
 - b. Government Relations.
 - c. Public Relations.
 - d. Field Maintenance.
 - e. Membership.
 - f. Flypaper.

ARTICLE VII BOARD OF DIRECTORS

1. The Board of Directors shall consist of seventeen (17) Regular members:
 - a. The four current club officers.
 - b. The immediate past President.
 - c. The Field Maintenance Chairman, Safety Chairman, Government Relations Chairman, Public Relations Chairman, Membership Chairman, and Flypaper Editor.
 - d. Six members elected at large by the same procedure outlined for the election of Club Officers in Article VI.
 - e. In the event that a member of the Board of Directors is unable or unwilling to serve in that capacity the President will nominate a candidate to fill the vacancy. The nominated person will assume office after a confirmation vote of the Board of Directors.
2. Board of Director positions will be held for a 1 year term.
3. The Board of Directors shall be responsible for the overall operation, direction, and planning of the Club activities. They will conduct the Club business and report on their activities to the general membership at the next business meeting. Decisions of the Board of Directors can be challenged and called to a vote of the membership at the next regularly scheduled Business Meeting. If the Board action is not challenged at the next regularly scheduled business meeting then the actions of the Board of Directors shall be considered as approved.
4. Nine (9) Board members present shall constitute a quorum of the Board of Directors.
5. If held, the Board of Director Meeting will be held on the Second (2nd) Thursday of each month at 6:30PM. The meetings will be held at a place designated by the Board.
6. In unusual circumstance where a Board of Directors decision is required prior to a regularly scheduled Board meeting, the vote of Board members may be polled by e-mail. A motion shall be sent to the full Board, and seconded in advance of a vote. Board members voting by e-mail must "Reply All" so votes are viewable by all board members. This type of vote must be approved by a majority vote of the entire board.
7. The President, with advance written or prior notice, may call a special meeting of the Board of Directors.
8. The Club President will preside at meetings of the Board of Directors. In the absence of the Club President, meetings will be presided over by the Vice President, Treasurer or Secretary, in that order of succession.

ARTICLE VIII DUTIES

1. The President shall preside over Club Business Meetings and conduct same in responsible parliamentary manner, and will be responsible for checking all financial and other Club records to be sure they are properly handled.
2. In the absence of the President, the Vice President, Treasurer or Secretary, in that order, shall preside and conduct the Business Meeting.
3. The Secretary shall record the minutes of all meetings and submit them for membership approval at the following meeting. The Secretary shall be the custodian of all records and shall notify members of any special meetings.
4. The Treasurer shall collect all monies and keep a record of same. The Treasurer shall give a report at each meeting of fiscal balance. Records of all receipts and expenditures can be reviewed upon request of any club member. The treasurer shall collect dues and maintain a bank account in the Club's name and arrange for transfer of same to the succeeding Treasurer.
5. The Safety Chairman shall be responsible for maintaining the Club Field Rules.
 - a. Changes to the Club Field Rules may be made by a majority vote of the Board of Directors.

ARTICLE IX PUBLICATIONS

1. The Club Newsletter shall be known as the “Flypaper”.
2. The Flypaper Editor will be appointed to this position for one year.
3. Newsletter to be edited and the editorial content to be controlled by the Editor.
4. Editor must edit, obtain news, type, publish, and distribute, and ensure that only matters pertaining to the club or of general interest to the Hobby shall be included in the Newsletter.

ARTICLE X AFFILIATIONS

1. The Academy of Model Aeronautics (A.M.A.)
2. The City of St. Charles, Illinois.

ARTICLE XI CONSTITUTION REVISIONS

1. A proposal to change this Constitution and By-Laws may be proposed at any time by a member of the club. The proposed change must be submitted in writing at a regularly scheduled Business Meeting. Any proposed changes to the Constitution need to be circulated to the membership no less than 14 days prior to the next regularly scheduled business meeting. A motion may then be made to put the proposed changes to a vote of the membership. Change to the Constitution requires a 70% approval vote of the members present.

ARTICLE XII MEMBER CONDUCT

1. Members are required to obey all Club Field Rules and the AMA Safety Code.
2. All members shall be responsible for personal and property damage caused by themselves, their models, vehicles, persons or animals accompanying them at the Club Facilities or events.

ARTICLE XIII GRIEVANCE PROCEDURE (Safety Rules and Member Conduct)

1. The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Most complaints can be resolved informally. If a complaint is serious, or cannot be resolved informally, the matter should be referred to the Safety Chairman for their consideration by means of a Grievance Form. This form should be filled out and turned into the Safety Chairman. At least one witness is required to sign the Grievance Form. The Safety Chairman will present the Grievance Form to the Board of Directors with recommendation whether or not to proceed with the disciplinary process. If the infraction is determined to be actionable by a majority vote of the Board of Directors, the following steps will take place:
 - a. **FIRST VIOLATION** - Viewpoints of both complainants and accused will be considered. Complainant’s name will be disclosed. A written reprimand will be given to the accused by the Safety Chairman.
 - b. **SECOND VIOLATION** - Complainant’s name will be disclosed. The accused has the right to submit a written rebuttal, to be reviewed by the Board of Directors. If the Board of Directors so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice

shall be given to the accused by the Safety Chairman and an email will be circulated to the membership notifying them of the suspension.

- c. **THIRD VIOLATION** – Complainant’s name will be disclosed. The accused has the right to submit a written rebuttal, to be reviewed by the Board of Directors. If the Board of Directors so decides, the member will be expelled from the Club for a minimum of one year. Written notice shall be given to the accused by the Safety Chairman and email will be circulated to the membership notifying them of the expulsion. The expelled member may reapply for membership after the expiration of the expulsion time period.
2. The second and third violations will not be enforced unless they are accumulated within two-years of the first violation.
3. Any member receiving a Grievance, who directs any retaliatory action against the person filing said grievance, will be subject to immediate and permanent 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 Board of Directors.

Article XIV MISCELLANEOUS PROVISIONS

1. The duration of the club shall be perpetual. The club may be dissolved with the approval of two-thirds (2/3) vote of the total membership.

We, the undersigned, attest to this Constitution change having been submitted to the Fox Valley Aero Club members, as required in ARTICLE XI of the Fox Valley Aero Club Constitution, and was approved by the members as required in ARTICLE XI of the Fox Valley Aero Club Constitution.

Signed this 9th Day of November in the Year 2017.

Dale Gathman
President
Fox Valley Aero Club
St. Charles, Illinois

Debbie Howe
Secretary
Fox Valley Aero Club
St. Charles, Illinois

Fox Valley Aero Club – Club Grievance Form

For Reporting of Flight or Safety Rules Violations

Date: _____ **Time:** _____

Nature of Violation:

Signature:

Witness:

Additional Witnesses (optional):
