

# **CONSTITUTION**

## **THE TEXAS CITY RADIO CONTROL CLUB, Inc.**

Adopted November 20<sup>th</sup> and December 15th, 2008

**ARTICLE I.** *The name* of this organization shall be **The Texas City Radio-Control Club, Inc.**, hereafter abbreviated as **TCRCC**. The mailing address of the TCRCC is P. O. Box 1265 Dickinson, TX 77539.

**ARTICLE II.** *The Texas City Radio-Control Club, Inc.* is a not-for-profit organization incorporated within the State of Texas. Texas State Articles of Incorporation shall be retained and maintained by the club secretary. The TCRCC is chartered by the Academy of Model Aeronautics, Inc., (AMA). The TCRCC was chartered by the AMA in 1974 and is re-chartered annually. The TCRCC charter number is 1075. Membership in the AMA is a prerequisite to active TCRCC membership with piloting privileges.

**ARTICLE III.** *The purposes of the TCRCC* shall be to:

1. Promote radio-controlled aero modeling as a recreational and educational venture for the membership and the public without prejudice towards any aspect or special interest group within the broad category of aero modeling.
2. Maintain a safe and enjoyable flying site for all model aircraft.
3. Sponsor radio-controlled model aircraft flying events for the membership and for the Public.

**ARTICLE IV.** *Membership in the TCRCC* shall be available to any individual who expresses an interest in aero modeling. An active voting member is an individual age 16 years or older whose annual dues are paid in full and whose AMA membership is current (See By-Laws for specific aspects of membership)

**ARTICLE V.** *Administration of the TCRCC:* The **Board of Directors** shall function as the governing-group of the Corporation. The Board of Directors shall consist of the elected officers of the TCRCC and two elected members-at-large. The President may request the presence of one or more section chiefs at a Board of Directors Meeting in order to expedite management. This governing Board shall meet monthly or shall meet at the discretion of the President who presides as chairperson.

**Volunteer duties** of the TCRCC shall be divided into Sections in order to promote efficiency and division of labor. These divisions shall be the: **1) Events Section, 2) Pilot Instruction Section, 3) Safety Section, 4) Park Maintenance Section, 5) Ballot Preparations Section, 6) Publications and Website Section, 7) Public Relations Section, and 8) Education Section.** Each Section shall be comprised of from one to ten volunteers. Each Section Chief shall be appointed by the President and assume the duties of the appointed office on February 1. Section Chiefs shall be responsible for the execution of the duties of the respective Sections and they shall be responsible for the recruitment of voluntary manpower as needed. The duties of each Section shall be provided in written form in the President's Letter of Appointment. Section Chiefs report to the Board of

Directors and to the active membership. In important situations the President shall request a written report from the Section Chief to serve as documentation of the activities of the Section. In addition, Section Chiefs shall submit an annual budget request, if needed, to the Treasurer before February 15 of each fiscal year.

**Fiscal management** of the TCRCC, including responsibility, accountability, and authority for debits and credits are controlled by the Board of Directors. The TCRCC defines a fiscal year as identical to a calendar year

**ARTICLE VI. *Legislative process*** shall be conducted according to **Robert's Rules of Order**. The President or the President's appointee chairs the meetings of the Board of Directors and of the active membership. In the situation of unexplained absence of the presiding Chairperson the Vice-President shall chair the business meeting. In the absence of the President and Vice-President the Treasurer shall chair the business meeting. If the President, Vice-President, and Treasurer are all absent the Secretary shall chair the business meeting. The Chair shall acknowledge an item for discussion or debate during the monthly business meetings. A motion for change in the structure and/or function of the organization may be recognized and discussed at any time; however, the final motion to "call" the vote for approval or disapproval by the active membership must be made after the motion has been published in the newsletter, *Texas City Wings*, at least one week before the next monthly meeting. A final vote on a motion or amendment requires a quorum of at least 15 percent of the total active voting members at the monthly meeting of the TCRCC. A motion passes if it receives two-thirds majority in favor.

**ARTICLE VII. *Election of officers*** shall be conducted by ballot in November of each year. The Ballot Preparations Section (Nominating Committee) prepares and presents the ballot to the active voting membership at the October meeting each year. In addition, the ballot shall be published in the October issue of the newsletter, *Texas City Wings*. Nominations also shall be recognized and accepted from the active voting membership at the October business meeting. The ***process of voting*** is recommended by the Board of Directors and presented to the membership by the Chairperson who shall explain options and request discussion and a motion to be voted upon by the active membership at the October meeting. Ballot elections are sent in mid-November and the results are announced at the November meeting. Elections by acclamation, where the incumbent or nominee is unopposed, are held at the November meeting. Ballot tallying is the sole responsibility of the Nominating Committee. In the event of permanent vacation of an elected office during the year an interim election shall be conducted. If the vacated office is that of the President the Vice-President shall assume the responsibilities of the Presidency. In this situation the office of the Vice-President may be filled by an interim election process or left vacant for the remainder of the year. This decision shall be made by the Board of Directors and approved by the active voting membership.

# **BY-LAWS OF THE TEXAS CITY RADIO CONTROL CLUB, INC.**

**1.0 Membership dues** represent the chief source of funds for the operation of the TCRCC.

These dues are \$80 per year for active voting members, \$40.00 for active voting members 65 or older, and \$40.00 for members 16 or younger and are payable on January 1 with a grace period of 60 days to the last day of February. New members that join the organization after March 31 shall have their annual dues assessment pro-rated on a quarterly basis. This pro-rated assessment is the responsibility of the Treasurer.

**2.0 Donations** to the TCRCC may be transferred to the Treasury at any time. **Donations are tax deductible.** Donations may be allocated for a specific purpose or for use in the general budget

**3.0 Membership categories:**

**3.1 Special family membership** rates are available for active voting members with children and/or grandchildren who are student pilots or who show a special interest in the programs of the TCRCC. Request for special family membership rates should be made to and approved by the Board of Directors.

**3.2 Spousal membership: Active voting or non-voting spousal membership** shall be available to the married partner or significant other of any active voting member of the TCRCC. If the spousal member has no special interest in piloting model aircraft but desires to affiliate with the programs of the TCRCC, then no membership fees shall be assessed. In this case the spousal member shall have no voting privileges. If the spousal member is a student pilot or an accomplished pilot then the membership fee shall be one-half the assessed annual fee for active voting members. In this case the spousal member has voting privileges and is considered an active member.

**3.3 Honorary memberships** can be bestowed upon deserving active voting members. In special deserving cases the status of honorary membership can be bestowed upon a non-member by recommendation of the Board of Directors plus a majority vote of members attending a monthly business meeting. The Board of Directors shall determine the terms of honorary membership in each case. Maximum benefit not to exceed one year.

**4.0 Delinquent members** are active members who have failed to pay their annual dues. The Treasurer shall notify delinquent members in February of their delinquency status. If their dues are not paid in full by the last day of February then their active membership status is foreclosed automatically. Renewal of active voting membership requires full annual dues payment regardless of the month of the year. No quarterly pro-rate shall be provided to delinquent members unless due cause is presented in writing to the Board of Directors.

**5.0 Active members shall have flying privileges** of model aircraft at Holland Park, the TCRCC flying site. **Nonmembers** may *not* fly model aircraft at Holland Park except as a guest of an active member that is present at the time the guest is flying. In this case the guest must show a current AMA membership card. In the interest of safety an active member of the TCRCC shall have no more than two guests flying radio-controlled aircraft. **Inactive members and delinquent members cannot fly at Holland Park.** Holland Park is a public facility within the domain of the Texas City Parks Department; however, the park is maintained and regulated for safety and enjoyment by the TCRCC. The public is welcome whenever the gates are unlocked

but persons may not fly model aircraft and must not venture past the fence onto the flight line unless fully licensed by the AMA and active in the TCRCC. Flying models alone without an assistant is strongly discouraged.

**6.0 TCRCC members shall abide by the AMA Flight Safety Code and the TCRCC Safety Regulations and Guidelines** at all times. The **TCRCC Field Rules and Guidelines** are posted at the flying site. The AMA Safety Codes and the TCRCC Safety Guidelines shall be appended to this document. Safety is paramount. Infractions of safety regulations should be corrected and reported to the Chief Safety Officer...

**7.0 A person may be removed from active membership** for conduct prejudicial to the interests and/or safety of the TCRCC. This process of removal shall begin with a formal complaint to the Board of Directors. The Board of Directors shall rule upon a recommendation and this recommendation shall be presented to the active membership. The member (or the member's representative) at risk of removal shall be heard in full at the Board of Directors meeting and at the meeting of the active membership. The process of removal shall be fair and open. The details of this process are the prerogative of the President. Robert's Rules of Order provides appropriate guidelines. Removal can be affected by a two-thirds majority vote of eligible members attending a business meeting. A vote cannot be called official without a quorum as defined in Article VI of the Constitution of the TCRCC.

**8.0 Regular meetings** of the active membership shall be called monthly at the advice and consent of the Board of Directors. **Special interim meetings** may be called in emergency situations. The monthly meeting site is usually at The Nessler Center in Texas City on the last Thursday of the month. This site must be reserved in advance by written application.

**9.0 The monthly meetings** of the TCRCC shall consist of a business meeting plus an educational seminar at least six months per year if feasible. The format for the meetings shall be at the discretion of the presiding officer. Official business cannot be conducted unless a quorum is present as defined in Article VI of the Constitution; however Section reports, special communication, and educational seminars do not require a quorum.

**10.0 Section Chiefs** shall call meetings of their respective groups as indicated by the mandates of the operation of the TCRCC. The Section Chiefs shall report on activities, accomplishments and problems to the Board of Directors and to the active membership at the monthly meetings when indicated by the President or the President's appointee.

**11.0 The Elected Officers** of the TCRCC shall consist of the **President**, the **Vice-President**, the **Secretary**, the **Treasurer**, and two **Members-at-Large**. **The Members-at-Large function as the elected representatives of the membership to the Board of Directors**. The term of office for each officer is one year. The term of office begins on January 1. Elections are held annually (Article VII of the Constitution). All duties of office are on a volunteer basis. Essential expenses of elected office should be reimbursed by the TCRCC to the officer.

**12.0 The President** or the President's designee shall preside at the meetings of the Board of Directors and at the monthly meetings of the active membership. The President is responsible for administration of the TCRCC. It is recognized that Presidential administrative styles vary from year to year; however, the President sets the course of the Club's activities. The President is, in the end, responsible for the welfare of the TCRCC. The President shall appoint the Section Chiefs each year as outlined in Article V of the Constitution.

**13.0 The Vice-President** shall function closely with and as back up to the President in all administrative matters.

**17.0 The Secretary** shall function as the primary source for communications with the AMA and with other Clubs and special interest organizations such as the International Miniature Aircraft Association (IMAA). The secretary is responsible for re-chartering the TCRCC each year and for applying for special liability insurance coverage at sanctioned flying events. The Secretary shall record minutes and prepare documents of record as needed and shall assure reservation of the Nessler Center as needed. ***The secretary shall assume responsibility for maintaining documents of record for the corporation.*** The secretary may perform this vital function or may assign a specified individual of integrity with organizational skills for this task.

**18.0 The Treasurer** shall conduct the financial transactions of the TCRCC and shall prepare the annual budget for deliberation and approval by the Board of Directors. The Treasurer shall present the approved budget to the active membership at the March or April meeting. At this meeting the membership can request discussion, clarification, and move to amend. ***The Treasurer or the Treasurer's appointee shall maintain a current active membership database for use by the Board of Directors in planning and management of the budget.*** A new membership application form shall be available when applying for new membership. This data shall help ensure an accurate membership database. The Treasurer shall interface with whatever government agencies that are necessary in order to maintain the not-for-profit, tax-exempt corporate status. Fiscal management of the TCRCC is the responsibility of the Board of Directors (Article V of the Constitution). Access to the bank accounts shall be confined to the Treasurer and the President. The officers with access to the corporate bank accounts shall be bonded. The Treasurer shall prepare a monthly financial report to the membership and the Board of Directors for approval.

**19.0 The Goals or Objectives** for the TCRCC shall be determined by the Board of Directors and approved by vote of the active membership each year at the business meeting of the budget presentation. Amendments to the recommended goals can be made from the active membership at this meeting by proper legislative process. If significant conflict arises the Chairperson should table the motion for action at a later date, but action must be taken within eight weeks.

**20.0 Amendments** to the By-Laws or to the Constitution shall follow the proper legislative process as outlined in Article VI of the Constitution. Amendments shall be proposed in the form of a motion, recognized by the Chairperson, and discussed under the direction of the presiding officer. Equal time shall be given to opposing views. If the amendment represents a significant change in the structure or function of the corporation the motion shall be published in the newsletter before the vote is called.

**21.0 In the event of loss of the flying site** the membership shall convene to decide upon the best alternative strategies. These alternatives shall be formulated by the Board of Directors and presented to the membership for deliberation and action. One alternative is to form a task force to search out and secure an alternative flying site. Another alternative is to elect to terminate the corporation and divide the assets equally among the active voting membership. A third alternative is to employ legal counsel and probate the corporation by a Declaratory Judgment Act.

**22.0 Ownership** in the Texas City Radio-Control Club, Inc., is endowed equitably upon each active voting member. No public ownership accrues outside of the status of active voting membership in the corporation.

## **Constitution and Bylaws Amendments**

1. Due date for dues changed to last day of February. Aug 2003
2. The constitution edited to change mailing address and verbiage. Oct 2007.
3. By-Laws changed to give voting rights at directors meeting to elected officials only. The Vice President is given the responsibility of safety officer. Removed the statement giving club hats to new members at the time of joining. Oct. 2007
4. Changed quorum required to 15% of voting membership and Safety Officer an appointed position. Nov.20<sup>th</sup>,2008
5. Changed dues structure from \$60.00 to \$80.00 for voting members, \$40.00 for 65 and over and 16 and younger. Dec. 15,2008