

**CONSTITUTION AND BY-LAWS
OF THE SOUTH BAY SOARING SOCIETY**

AMA CHARTER CLUB NUMBER 163

--CONSTITUTION--

ARTICLE I: Name:

This organization shall be known as the South Bay Soaring Society, a non-profit corporation, and shall have an official address of P.O. Box 2012, Sunnyvale, California 94087 or for IRS purposes, the current Presidents address.

ARTICLE II: Purpose:

It shall be the purpose of this organization to support and promote the sport of radio controlled sailplane design, construction, and pilotage: to promote and encourage participation in the sport among all age groups especially the younger members of our community; to foster competition among sportsmen; to provide support for sailplane activities; to advance the state of the art; and to recognize outstanding performance by individuals and groups within the southern San Francisco Bay Area.

ARTICLE III: Membership:

Section 1: Any current/pending member of the Academy of Model Aeronautics (AMA) shall be eligible for membership in this organization.

Section 2: Any person eligible for membership shall be admitted to membership upon subscribing to the Constitution and By-Laws of this organization.

Section 3: Membership categories:

- a) Junior: Under the age of 17 on July 1 of the year of membership.
- b) Senior: Over the age of 62 at the time of application for membership.
- c) General: All others.

Section 4: The amount of annual dues shall be determined for the following year at each November Business Meeting.

Section 5: Each member shall receive a SBSS membership card, and access to the established club web site which will provide current data regarding all meeting and contest schedules. Newsletters, when they are available, will also be posted to the web site and mailed to members who request postal mailings. Since the Constitution, By-Laws, and Competition Rules are available on our web site, only those members requesting a printed copy will receive them.

ARTICLE IV: Honorary membership:

Each year individuals having contributed greatly to the success or prosperity of the SBSS shall be considered for honorary membership, subject to Board approval. Examples: Major donation of merchandise, furnishing a flying site, furnishing a meeting place, etc.

ARTICLE V: Officers:

A President, Vice President, Secretary, Treasurer, and Competition Manager shall be elected annually by the general membership. These 5 officers will compose the Board of Directors.

ARTICLE VI: Board of Directors:

The primary responsibility of the Board is to ensure that the organization remains true to its mission of supporting radio-controlled model sailplane activities in the southern San Francisco Bay Area as a non-profit corporation.

--BY-LAWS--

ARTICLE I: Nomination, election and appointment of officers:

Section 1: At each November General Meeting, the President shall announce at least one recommendation for each elective office. In addition, the President shall call for nominations for each office from the floor.

Section 2: Elections shall be held in the month of December by secret ballot of all members. Ballots shall be cast, tallied and announced at the December General Meeting/Awards Banquet and published on the club web site shortly thereafter. Ballots may be cast in person or via signed proxy as long as they are received by the December General Meeting. A simple majority of votes cast shall be sufficient to elect each officer. Newly elected officers shall assume duties at the January Business or General meeting, whichever occurs first.

ARTICLE II: Duties of offices:

All officers shall be required to attend Business and Special Meetings. All outgoing officers shall insure the continuity of their office by assisting the new officers.

Section 1: President:

- a) Shall preside at General, Business, and Special Meetings of the SBSS.
- b) Shall be responsible for obtaining all flying site permits required.
- c) Shall appoint SBSS members to fulfill offices as created in Article III and be responsible for the performance of their duties.
- d) Shall be responsible for preparing a budget for the year to be approved at the February Business Meeting

Section 2: Vice President:

- a) Shall act as President in the absence of the President.
- b) Shall assume responsibility for public relations.
- c) Shall co-ordinate General Meeting entertainment agendas and refreshment provision assignments. Such agenda items could include member presentations, auctions, and raffles.

Section 3: Secretary:

- a) Shall keep minutes of all Business Meetings and business that may be conducted at the General or Special Meetings of the SBSS. The minutes shall be approved at the next Business Meeting.
- b) Shall perform correspondence as required.
- c) Shall issue membership cards to members as needed.
- d) Shall issue specially notated membership cards to all officers, both elected and appointed.
- e) Shall provide the Record Keeper with timely information so as to maintain the Membership records.
- f) Shall apply for the AMA Charter and insurance each year.
- g) Shall provide timely information to club correspondence editors including newsletter editors, Web Site Manager and the New Member Chairman.
- h) Shall pick-up mail at the official address a minimum of twice per month.

Section 4: Treasurer:

- a) Shall keep financial records and make financial reports to the club. Such reports shall be approved at each Business Meeting.
- b) Shall maintain a checking account for the club.
- c) Shall receive and make disbursements of the club monies, as needed. Monthly disbursements up to \$100 may be authorized by any Board Member. Disbursements up to \$500 may be authorized by a majority vote of the Board. Any disbursement exceeding \$500 must be approved by a simple majority of membership at a Business Meeting.
- d) Shall insure that the IRS Non-profit tax status is not violated.

Section 5: Competition Manager:

- a) Shall form a Competition Committee consisting of the Competition Manager, the Records Keeper and the Fields and Safety Manager. This committee shall be responsible for all aspects of SBSS competitions including, but not limited to:
 - 1. Rules.
 - 2. Records.
 - 3. Schedules.
 - 4. Interpretations.
- b) Appoint members to positions to assist the Competition Manager, as needed.
- c) Shall be responsible for SBSS competition calendar which shall be submitted for approval at the November Business Meeting.
- d) Shall interface with all other Northern California R/C Soaring clubs, compile information on other contests and provide this information to the web site manager.
- e) Shall select Contest Directors (CD's) for each SBSS contest and is responsible that they complete all of their required tasks in a timely manner.
- f) Administer, enforce, and interpret SBSS competition rules and competition proficiency class guideline changes.
- g) Preside at Competition Committee meetings in January where competition rules and proficiency class guideline changes will be decided. This meeting will be announced to the membership via publications and/or the web site one month in advance. It will be open to all members.
- h) Supply copies of competition rules and competition proficiency class guidelines to the Secretary and insure that a copy is available at all competitions.
- i) Provide information in a timely manner to the Record Keeper who will maintain permanent records of all SBSS contests results and proficiency class placement/advancement.
- j) Shall administer the Jon Lowe Memorial Fund to provide for the needs of SBSS competition equipment.
- k) Shall work with the incoming Competition Manager to insure continuity.

ARTICLE III: Board appointed offices and duties:

Section 1: Newsletter Editor:

- a) To issue timely articles and publications, preferably monthly, to be posted on the club web site or mailed to those that wish it, which will inform members of upcoming events, reports on events, aircraft construction and equipment, and other matters of interest.

- b) To appoint members to assist in the publication and dissemination of the newsletter.
- c) The Board of directors shall approve the non-member distribution of the newsletter.

Section 2: Records Keeper:

- a) Shall maintain official membership records of all members including their status in competition events and proficiency class placement.
- b) Shall provide the Newsletter Editor with copies of the membership roster, competition results and proficiency class placement for publication in the newsletter and web site on a regular basis.
- c) Shall provide club officers with membership rosters, competition results and proficiency class placement information at each Business Meeting. Roster for any other use must be approved by attending members of the Business Meeting.
- d) Shall tally responses from the Membership Application and provide the data from such information to the club officers when requested.
- e) Shall appoint members to assist with these tasks, as needed.

Section 3: Fields and Safety Manager (FSM):

- a) Shall be responsible for all field rules enforcement relating to safety or usage.
- b) Shall be responsible for field maintenance and equipment maintenance and storage.
- c) Will appoint Assistant FSM to assist with duties as needed and will act as FSM when needed.
- d) Shall appoint a committee of Safety Officers who shall prepare Safety Rules for approval of the Board of Directors and enforce said rules. The FSM shall publish in club publications and web site and post at flying sites the Safety Rules.

Section 4: Web Site Manager:

- a) Shall be responsible for creating, changing, maintaining and administering the club web site.

Section 5: The Raffle Chairman shall be responsible for obtaining drawing prizes, selling drawing tickets, and holding a drawing at General Meetings and Awards Banquet.

Section 6: The Awards Chairman shall be responsible for purchasing awards required for each SBSS contest and the Awards' Banquet. The cost of the awards shall not exceed the budget guideline as defined by the Board of Directors. The Awards Chairman shall also insure that the awards are available in time to be presented on the day of the contest or at the Awards' Banquet.

Section 7: The New Member Training and Safety Coordinator (NMTC) shall be responsible for assisting new members with field rule training and winch operations, if applicable. If flight instruction or aircraft instruction is needed, the NMTC will arrange for same with club Flight Instructors or others that will help.

Section 8: In the event that any of the appointive functions in this Article III are vacated or the duties are unsatisfactorily performed, the President shall assign a replacement.

ARTICLE IV: Office limitations:

Section 1: All elected and appointive officers must be current members.

Section 2: Only one elective office may be held concurrently from the same immediate family.

ARTICLE V: Elective office vacancy:

In the event that the president is unable to complete his term, the Vice President shall perform all duties of the President for the balance of the term. In the event of any other elective office being vacated, the President shall appoint a member to fill the balance of this term. The President must notify members of the vacant position via email and the appointment must be ratified at the next SBSS Business Meeting by simple majority vote of those SBSS members present.

ARTICLE VI: Impeachment:

Section 1: In the event members believe that an elective officer becomes derelict in his duties, impeachment proceedings may be initiated by submitting a petition stating the grievances. 15% of the current General and Senior membership must sign the petition before it can be considered for action.

Section 2: The petition shall be presented to an elective officer other than that named in the petition.

Section 3: A special ballot shall be mailed to each Junior, Senior, and General member presenting the petition and asking for a vote of acceptance or rejection of the petition.

Section 4: The petition shall be carried or rejected by a simple majority of the ballots received within 30 days of the postmark of the mailing as counted at the Business Meeting following the closing date of the ballot.

Section 5: Vacancies shall be filled as prescribed in Article V.

ARTICLE VII: Meetings:

Section 1: General Meetings shall be held per the schedule on the club web site.

Section 2: Business Meetings may be held ½ to 1 hour before the schedule General Meetings or per the schedule on the web site. Members are encouraged to attend business meetings and will have one vote on non board related ballots.

Section 3: Special Meetings may be called by the President at any time. Business conducted at Special Meetings shall be limited to that specified in the announcement of the Special Meeting.

Section 4: An Annual Awards' Banquet shall be held in the month of December or January to recognize the past officers and Season Champions.

ARTICLE VIII: Amendments to By-Laws:

Any part of this Constitution and By-Laws may be amended by simple majority vote of those present at any General Meeting of the club, provided that notice of the proposed

Amendment (s) has been given via email, or by USPS mail, one month prior to the General Meeting.

ARTICLE IX: Parliamentary Authority:

The Parliamentary Authority for this club shall be "Roberts' Rules of Order."

ARTICLE X: AMA Charter:

The Secretary shall annually apply for AMA Club Charter renewal for the purpose of procuring increased limits of liability insurance for the SBSS and its members. All members must annually show proof that they are current AMA members. Failure to comply will jeopardize SBSS Charter of insurance.

Article XI: Jon Lowe Memorial Fund:

- Section 1: The purposes of the Jon Lowe Memorial Fund are to honor the memory and contributions of Jon Lowe to the SBSS, and to provide monies to purchase and maintain competition equipment.
- Section 2: The fund will be administered by the Competition Manager, subject to approval by the Board of Directors.
- Section 3: Funds will be derived from 50% of the annual contest proceeds, and such funds approved by the Board of Directors or direct donations to this fund. Records of the fund will be kept as a separate budget entity by the Treasurer. Funds will be kept in the club's checking account. The Treasurer will report the fund balance at the Business Meeting for approval with regular Treasurer's report.