**BY-LAWS OF THE NEW JERSEY PINE BARONS RADIO CONTROL CLUB, INC.**

**2018**

1. ARTICLE ONE - Club Name
   1. The name of this club shall be the "NEW JERSEY PINE BARONS RADIO CONTROL CLUB,

INC.”, hereinafter called the "club". B. The club shall have an emblem.



1. ARTICLE TWO - Purposes
   1. This club shall exist for the following purposes:
      * 1. To provide members and their guests with suitable facilities and safe opportunities to pursue all facets of radio controlled model aviation.
        2. To promote the growth of organized remote control model aviation activities.
        3. To provide the opportunity for social contact among members and their families.
        4. To introduce beginning radio control operators to the basic skills inherent in safe radio controlled model operation.
2. ARTICLE THREE - Membership
   1. Membership in this club shall be open to all individuals who are active full members in good standing of the Academy of Model Aeronautics (AMA). Full membership shall mean AMA members who hold a membership for the remainder of the calendar year as Open, Extra Family, or Youth Member. Park Flyer, Trial, or other AMA memberships that are not yearly or fully insured are not acceptable for Pine Barons Membership.
   2. Requirements for membership consideration in the Open, Senior, or Junior category are as follows:
      1. Applicants must complete an application form and provide proof of AMA Membership, along with the required dues.
   3. All members must comply with the following to remain in good standing:
      1. Annual club dues must be paid in full by the end of January.
      2. Each member must comply with all club by-laws, club rules, and the AMA Safety code.
   4. Any member not in good standing for causes other than non-payment of dues may be reprimanded suspended or expelled per the grievance procedure as shown in Attachment II. E. Member categories are as follows: Junior (under 19), Open (19 - 65), and Senior (over 65).
3. ARTICLE FOUR - Dues and fees
   1. Annual dues shall be paid in the amounts shown on the Application form and/or web site.
   2. The actual dollar amount of the dues may be adjusted by a two-thirds vote of the members present at a regular meeting.
   3. Additional fees and/or fee adjustments must be approved by a majority vote of the Executive

Board.

* 1. No Board member shall be given special consideration with regards to fees or dues.

1. ARTICLE FIVE - Meetings
   1. Regular meetings shall be held at the place and date specified in the club's newsletter and/or web site.
   2. The required quorum for a regular meeting is a minimum of three elected officers and the number of members present must be greater than the number of officers present. C. The order of business shall be as follows:
      * 1. Call to order
        2. Secretary's report
        3. Treasurer's report
        4. Membership report
        5. Committee reports
        6. Old business
        7. New Business
        8. Adjournment
   3. If a meeting is cancelled for any reason, members will be notified as soon as possible.
   4. Meetings will be run according to Roberts’ Rules of Order. VI. ARTICLE SIX - Voting, Election, and By-Laws changes.
   5. All votes at all meetings shall be voice votes, with the exception of electing club officers and grievance decisions, which shall be by a written secret ballot.
   6. At any regular club meeting, if the majority so requires, any questions may be voted upon by a written secret ballot.
   7. The President shall appoint an election committee prior to the start of any secret balloting. A member of the election committee may not be a candidate for office or have a special vested interest in the matter being decided.
   8. The election committee shall supervise and validate, in writing, all election results. Such written validation shall be presented to the President and affixed to the minutes of that meeting. E. The process to amend the by-laws is as follows:
      1. At a regular club meeting, the presider will ask for volunteers for a committee to investigate updating or amending the by-laws.
      2. The by-laws committee will review the current by-laws and present a completed, amended draft to the Executive Board.
      3. The Executive Board must approve the draft by a 3/5 affirmative vote.
      4. The approved draft copy will be distributed to all members at least one week prior to the next meeting.
      5. The by-laws will be discussed at that meeting. Any recommendations or concerns from the floor resulting from the discussion will be reviewed by the by-laws committee and the Executive Board.
      6. The membership shall be notified via e-mail, web site and/or newsletter prior to any vote.

The club shall make a reasonable effort to contact all members. The proposed by-laws will be voted upon at the following meeting. A 2/3 affirmative majority is required to adopt the new by-laws.

F. Changes to By-Law Attachments will be distributed to club members at least one week prior to a regular meeting. Changes to the By-Laws Attachments will not be restricted to the same change procedure. The procedure for rule changes shall only consist of an Executive Board review and approval prior to submitting to the general membership for a vote. A minimum 2/3 majority vote of the general membership will be required for passage.

1. ARTICLE SEVEN - Officers
   1. The Executive Board shall consist of all elected officers of the club, and the President shall be chairman of the Board.
   2. Elected Officers must have been club members in good standing for a minimum of two consecutive years prior to election.
   3. The elected officers of this club shall be as follows:
      * 1. President
        2. Two Vice Presidents
        3. Secretary
        4. Treasurer

D. Appointed Officers

* + - 1. Safety Officer
      2. Field Officer
  1. Officers shall be elected for a term of one year. Vice Presidents shall be designated as First or Second according to the number of votes received by each.
  2. Duties of Officers

1. President shall:

* + - * 1. Preside at membership meetings.
        2. Ensure that all standing committees are operating.
        3. Ensure that all books, reports, and certificates are properly kept or filed.
        4. Establish an operating budget for the year.

2. First Vice President or in his/her absence the Second Vice president shall:

* + - * 1. Act as President in his/her absence and exercise all rights and privileges as such.
        2. Succeed to the Presidency, should the president resign or be unable to serve the remainder of the President's term.
        3. Act as Chairman of the Grievance Committee and make reports necessary to the Board.

3. Secretary shall:

* + - * 1. Keep the minutes and club records.
        2. Give and serve all notices to members of this club.
        3. Be official custodian of all club records and seals.
        4. Present to the membership any communications which are addressed to him/her as secretary.
        5. Attend to all club correspondence and exercise all duties incident to the office of Secretary.

4. Treasurer shall:

* + - * 1. Have the care and custody of all moneys belonging to the club.
        2. Sign all club checks.
        3. Render monthly, a written account of the club finances.
        4. Maintain a Membership List of all active members.
        5. Prepare and present to the General membership an annual report and budget, including a financial statement, by the end of January of the year following of his/her term in office.
        6. Exercise all duties incident to the office of Treasurer.

G. Appointed Officers

1. Safety Officer shall:

a) Be responsible for the safe implementation of all club flying regulations.

2. Field Officer

a) Oversee field maintenance

H. Note: No salary or other compensation shall be paid to any officer by reason of their office. All records shall be relinquished each year to incoming officers.

1. ARTICLE EIGHT - Nomination and Election of Officers A. Nomination of Officers:
   * + 1. Nomination of officers will be at the October and November meetings.
       2. Nominations of each officer will be from the floor and will require a second.

B. All officers will be elected for a period of one year starting on January 1 and ending on December 31.

1. ARTICLE NINE - Committees
   1. All committees of this club shall be on a voluntary basis for a term of one year, and shall be appointed by the president as necessary.
   2. The following shall be standing committees:
      * 1. Events
        2. Flight regulations hearing
        3. By-laws
   3. Each respective committee may choose its own Chairman.
   4. Duties of appointed Committees
      1. Events Committee - Responsible for the scheduling and efficient operation of such contests, socials, etc., and is required to fulfill the club's purposes as outlined in ARTICLE TWO, and shall be appointed by the President.
      2. Grievance Committee - Responsible for hearing complaints of a member's misconduct

and make recommendations to the President for further action. This committee is limited to three members, and shall be appointed by the President.

* + 1. By-Law Committee - Responsible to review and to bring up to date the by-laws.
    2. Field Committee

E. All committees shall perform additional duties as requested by the President or the general membership.

Attachment A

General, Safety and Flying Rules

Attachment B

Grievance Procedure

**Attachment B**

GRIEVANCE PROCEDURE

The grievance procedure provides a mechanism to enforce existing 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 Grievance Committee for its consideration by means of a Grievance Form to be filled out and turned into the Grievance Committee Chairman. At least one witness is required to sign the Grievance Form. The Grievance Committee shall use its judgment in carrying out action on the following:

FIRST VIOLATION

Viewpoints of both complainants and accused will be considered. Complainant’s name will be disclosed. A verbal reprimand will be given to the accused by the Grievance Committee, and this will be recorded in the Club records.

SECOND VIOLATION

Complainant’s name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Grievance Committee. If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.

THIRD VIOLATION

The Grievance 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.

The three actions will not be enforced unless they are accumulated within a two-year period of time. Any 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.

NJ Pine Barons Club Grievance Form

Date:

Time:

Nature of Violation:

Signature:

Print Name:

Additional Witnesses (not required):

Signature:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_