

# San Antonio Prop Busters

## BYLAWS

Revised November 2004

**I. The San Antonio Prop Busters (SAPB) is a non-profit Texas Corporation.**

**II. The Purposes of the Corporation are:**

- A.** To encourage and promote the design, construction, and safe operation of flying model airplanes as set forth by the Academy of Model Aeronautics.
- B.** To provide for and regulate contests, events, and exhibitions of flying model aircraft.
- C.** To initiate a perpetual ground and flying safety program.
- D.** To obtain and maintain a flying site for the flying of model aircraft as sanctioned by the Academy of Model Aeronautics.
- E.** To promote and encourage the involvement of young people in the construction and operation of flying model airplanes.

**III. SAPB Executive Committee:**

- A.** The executive committee shall consist of the President, Vice-president, Secretary, Treasurer, Airfield Manager, and Event Manager.
- B.** The officers shall be elected annually at the December meeting by a majority vote of the members in attendance. The officers will then assume their official duties in January.
- C.** The officers' function shall be to discharge the duties of their offices and such other business required to operate the organization in the best interest of all the members.
- D.** All decisions of the executive committee will be confirmed by a majority vote of the members attending the next regular business meeting.
- E.** The officers shall serve without any financial compensation.
- F.** The duties of the officers shall be:

**President:** The President shall be the chief executive officer of the club. The president shall preside over all meetings of the executive committee and of the members of the club. The President shall have general and active management of the club and shall see that all orders and resolutions of the executive committee are carried into effect. The President shall be an ex-officio member of all committees and shall have the general power and duties of supervision and management as usually vested in the office of President of a corporation.

**Vice-President:** The Vice-President, in the absence of the President, shall perform the duties of the President. The Vice-president shall also be responsible for the enforcement of all perpetual ground and flying safety programs of the club.

**Secretary:** The Secretary shall enter and maintain in the books of the club, true minutes of the proceedings of all meetings of the membership and Executive committee. The Secretary shall also give all notices required by statute, by-laws, or resolutions. The Secretary shall annually forward to the Academy of Model Aeronautics (AMA) the required forms and monies to keep the charter club insurance in effect. The Secretary shall prepare all club correspondence as directed by the President or Executive Committee.

**Treasurer:** The Treasurer shall maintain custody of all club funds and securities, and record in all club books, full and accurate accounts of all receipts and disbursements. The Treasurer shall deposit all monies, securities and other valuable effects in the name of the club in such depositories that may be designated for the purpose by executive committee or membership. The Treasurer shall disburse the funds of the club as ordered by the executive committee. The Treasurer shall render to the President, or the executive committee, when requested by either, an account of all transactions and the financial condition of the club funds. The Treasurer must also prepare an annual financial statement in ledger format showing itemized income and expenditures to be used for tax purposes and to serve as a budgetary guide for the next year. This statement is due the second meeting after the end of the fiscal year and is to be published in the next club newsletter.

**Airfield Manager:** The duties of the Airfield Manager shall be to monitor the conditions of the airfield and notify the Executive Committee of any improvements or changes that need to be made. The Airfield Manager shall also assist the Vice-president in enforcing all perpetual ground and flying safety regulations.

**Event Manager:** Responsible for the coordination of all event activities pursued by the San Antonio Prop Busters. The Event Manager shall direct the development and continuous improvement of the Events Committee standing rules, to be approved by the club. The Event Manager is the chair of the Events Committee. The Event Manager is responsible for counseling event directors on proper event budgeting procedures and ensuring those procedures are followed. The key responsibility of the Event Manager is to manage the event budget in a manner that will maximize its effectiveness for both the participants and the club. The Event Manager will participate in the budgeting process and will present the event schedule for the following year at the December meeting.

- G.** Any member of the Executive Committee of the club may be removed from office by a two thirds (2/3) majority vote of members present at a regular meeting or special meeting, provided that written notification of the charges and specifications, and the date and time of the proceedings, are published in a special notice mailed to all members at their last known address and postmarked at least ten days prior to the impeachment proceedings. The members of the executive committee shall also have been provided written notice of all charges and specifications leading to the proceedings. Should said member of the executive committee have moved away without notifying the secretary of a forwarding address, the impeachment proceedings may be carried out without notification of said member.

#### **IV. Membership and dues:**

**A.** Election of candidates to membership shall require a simple majority of those members present at a regularly scheduled meeting.

**B.** Any member may be removed from membership for conduct deemed prejudicial to the chapter by a two thirds (2/3) majority vote of the members present at a special meeting called for this purpose. Non-payment of dues or special assessments may also be grounds for which a member may be removed from membership. Such member in question shall first have been served with a written notice of the accusations and shall have been given an opportunity to produce witnesses, if any, or to be heard or represented by any means at the meeting.

**C.** The number of members may be limited as determined by the executive committee based on safety, facility capacity, and current membership participation. In the event that the executive committee establishes a limit, a waiting list shall be established and candidates shall be considered for membership, in the order entered on the waiting list, when vacancies arise.

- D.** Candidates for SAPB membership must be members of the Academy of Model Aeronautics (AMA), and SAPB Members must remain members of the AMA to continue SAPB membership. SAPB Members whose AMA membership ends immediately become SAPB Affiliates, without flying or voting privileges. SAPB Affiliate status may be maintained by paying the same dues required of SAPB Members. Affiliates may regain SAPB Membership by rejoining the AMA.
- E.** All annual chapter dues are payable at or before the regular July meeting.
- F.** Each open AMA member of the club shall pay annual dues of \$48.00.
- G.** Any AMA Youth member who wants to be a full voting member of the club shall become a candidate for membership, and upon acceptance, shall pay dues of \$1.00, and renewal dues of \$12.00.
- H.** Each member's spouse and children under the age of nineteen that attend school full time, are exempt from paying dues and are automatically "Family" members, without voting privileges.
- I.** Any spouse of a member, who wants to be a full voting member of the chapter shall become a candidate for membership and upon acceptance shall pay the appropriate dues.
- J.** Personnel who are temporarily in the San Antonio area for a period of more than thirty (30) days, but for less than six (6) months, and who desire to use the flying field facilities of the club, shall be assessed a fee of \$6.00 per calendar month for field privileges.
- K.** All new open AMA members who join the SAPB will be assessed an initiation fee of \$50.00. Any existing member whose dues are not paid by the July meeting shall have their flying privileges suspended. Any member whose dues are not paid by the August meeting will be required to re-establish membership under article IV.A.
- L.** Notice of non-payment: The Secretary will notify any members, in writing, prior to the August meeting to correct his or her financial delinquency.
- M.** Pro-rated dues: Open members (not student members) shall be charged the total dues when paid in either July or August. For members who join during September through June, the dues will be pro-rated (annual dues /12 X months of fiscal year remaining = pro-rated dues). Members who join in June will pay the annual dues for the next Fiscal year.
- N.** New memberships that require the use of the SAPB flying sites and having a current valid AMA license shall deposit the appropriate dues and initiation fees.

## **V. Flying Regulations:**

- A.** Written flying regulations and any amendments thereto, shall be distributed to the entire membership.
- B.** A copy of the Flying Regulations shall be prominently displayed at the airfield.
- C.** Amendments to the Flying regulations shall be made only after the proposed amendment shall have been published in the newsletter and then voted upon at the next regular business meeting. A simple majority of the votes cast is required to pass an amendment to the Flying Regulations.

## **VI. Committees:**

- A.** Committees will be formed from the membership as directed by the President as needed. Committees shall be effective for the specific function, calendar year, or as otherwise specified.
- B.** The Events Committee is a standing committee appointed by the Event Manager.

## **VII. Meetings:**

- A.** Regular club meetings will be held on the first Tuesday of each month at 7:00 p.m. at the location specified in the club newsletter.
- B.** Special meetings may be called by the President or executive committee, or by petition of ten (10) percent of the membership. A special meeting must be preceded by a notice furnished to the membership five (5) days prior to the meeting. The special meeting will be confined to that business stated in the notice.
- C.** During meetings, "Roberts Rules of Order, Revised" will prevail in the event of disputed or other circumstances requiring more formal parliamentary procedures.

#### **VIII. Voting:**

- A.** All dues paying members of the club will be entitled to vote on all matters. The President of the club will vote only to break a tie vote.
- B.** Proxy voting is permissible on items or motions contained in the newsletter that will require a vote at the next business meeting. The proxy vote must be received in writing by a member of the executive committee prior to the meeting and must only cover the specific items.

#### **IX. Disbursement of the SAPB club funds:**

- A.** No club funds greater than \$50.00 per month, in excess of field rent, shall be disbursed without a majority vote of the club members present at a monthly business meeting at which time the disbursement is discussed.
- B.** Club funds will be disbursed for field rent by the treasurer under direction of the executive committee.
- C.** All excess Field #1 funds at expense budget year end, save and except any specific savings for airfield improvements and no more than the next six (6) months rent are to be transferred to the field #2 account.
- D.** The club may elect specific charged and funded commissions to meet the purpose of this corporation as stated in paragraph II.
  - 1. The club will call a specific meeting to charge the commission.
  - 2. The commissioners will be elected at the next general meeting. Their terms will last the length of the commission. Elected officers may not be commission members.
- E.** Each person or committee that handles funds in the name of SAPB (San Antonio Prop Busters) shall prepare a monthly statement of the activity within their account. Accepted club accounting practices will be followed. This statement will be presented to the executive committee, to be recorded by the treasurer.
- F.** All funds, equipment, materials, and all other property owned by SAPB are for the specific use and benefit of the membership as a whole and not for the personal use by individual members. All members will take all necessary and prudent action to protect and safeguard SAPB property, whether entrusted to their care or not.
- G.** All items with a value of \$5.00 or more, purchased or donated for use, as prizes at events, shall be accounted for by the event chairman. This accounting shall consist of the source of the item(s) (i.e. name of donor, purchased by event funds, etc); estimated value and disposition. All items purchased for use, as prizes at events shall be used as prizes for registered event entrants only. All items not awarded as prizes shall be held for future events.

#### **X. Field Uses:**

The SAPB flying field(s) shall only be used for the purpose of the corporation set forth in Article II of these by-laws.

**XI. Amendment of By-Laws:**

- A.** All By-law and Flying Regulation amendments or proposals must be reviewed at an executive committee meeting, and then will be presented at the next club meeting.
- B.** These by-laws may be amended by a majority vote of members at three consecutive regular business meetings at which the said amendment shall be read and a recorded vote taken. At the end of the third voting, the totals of all votes at the three meetings shall be determined and the simple majority of the total votes shall rule.
- C.** These by-laws referring to charged and elected commissions may not be amended within one (1) year of the loss of the club's primary flying site.
- D.** 51 % of the club members must sign a petition 30 days prior to the Club meeting for any motion to restrict the use of the buddy box and instruction at any Prop Busters field.