

Tehachapi Crosswinds

Bylaws

ARTICLE I - NAME AND LOCATION

Section 1: Name

The name of this organization will be the Tehachapi Crosswinds

Section 2: Location

The principal office of the organization for the transaction of business shall be located in Kern County, California at such specific locations as the Board of Directors shall, from time to time, designate.

ARTICLE II - PURPOSE

This organization shall be non-profit and is hereby formed to foster the advancement of aircraft modeling. To offer assistance and guidance to any person who demonstrates the desire to further their knowledge in the field of aircraft modeling and to assure safety during the construction and operation of model aircraft.

ARTICLE III - MEMBERSHIP

Section 1: Qualifications

All persons shall be eligible for membership, and shall agree to abide by the organization Bylaws, Airfield Operational-Safety Rules, Frequency Control and Regulations of the Academy of Model Aeronautics (AMA).

Section 2: Classification of Members

This organization has the following classification of members.

- A. Full Member - is eighteen (18) years of age or older as of January 1st. Full Member has full voting rights and privileges.
Dues: Full Member rate
- B. Family Membership – same as full membership except it includes spouse and/or all additional family members living in the same household younger than eighteen (18) years of age as of January 1st. Any member younger than eighteen (18) years of age is *ineligible* to vote.
Dues: Family Member rate
- C. Junior Member - Is younger than eighteen (18) years of age as of January 1st. Junior members are *ineligible* to vote. Applications for Junior Membership must include written permission by the applicant's parents or legal guardian.
Dues: Junior Member rate
- D. Associate Member – Non flying member that participate within the organization. Associate Member has full voting rights and privileges.
Dues: Associate Member rate

Section 3: Requirements

- A. All flying members will be required to hold and maintain a current license issued by the AMA.
- B. All members agree to abide by the Bylaws.
- C. All members are required to pay their required dues by the January regular member meeting of the current year. Members that allow the dues to lapse ninety (90) days shall be considered delinquent. Member delinquent for a year will be required to reapply for membership in the organization. Any past members who decide to renew will not be assessed a field maintenance fee.
- D. Before joining the Tehachapi Crosswinds, new members are encouraged to attend a regular meeting. Flying members will be required to demonstrate safe operation of aircraft. The membership must be approved by a flying Board member.

If required a Pilot Instructor will be assigned to the new member. The new member will be required to sign and date the:

- “Acceptance of Terms and Conditions” of the Tehachapi Crosswinds Bylaws and submit it to the Board Secretary with a Copy of member's current AMA license and appropriate fees.
- E. Any member receiving a grievance as stated in Article XI, who is involved in rules violations, or who has key information regarding a rule violation and withholds it from the Board of Directors, can at the Boards of Directors discretion be placed on probation for a minimum of one (1) year regardless of his or her tenure in the organization.

Section 4: Dues

- A. Field Maintenance Fee. A one-time fee shall be charged for field maintenance fee in the organization and payable with application for membership. This field maintenance fee is non-refundable. Field maintenance fee shall be established by resolution of the Board of Directors.
- B. Family or Junior member who turns eighteen (18) years of age and wants to continue membership within the organization may select a classification of membership that applies and will not be required to pay a field maintenance fee.
- C. Annual dues shall be payable to the organization by all members, to be used only for the advancement of the organization purposes and to cover administrative cost of operations.
Annual dues shall be established by resolution of the Board of Directors.
- D. All members shall be assessed the annual dues in December of each calendar year.
- E. Dues for new members shall be prorated at the rate of 1/12 of yearly dues for each month or portion of a month of the remaining annual membership period.
- F. All disputes about membership, dues or fees must be brought before the Board of Directors for resolution, no exceptions.

Section 5: Resignation

Any member may resign at any time with no refund or prorating of dues or fees.

Section 6: Termination of Membership

The Board of Directors by majority vote of all members of the Board may terminate the membership of a member for cause after an appropriate hearing. If terminated there will be no refund or prorating of dues or fees.

Section 7: Reinstatement

The Board of Directors by majority vote of all members of the Board may reinstate membership to the organization. All appropriate fees must be paid.

Section 8: Transfer of Membership

Membership in the Tehachapi Crosswinds is not transferable or assignable.

Section 9: Bylaws

All new members shall be provided with a set of current Bylaws, Airfield Operational-Safety Rules and Frequency Control. Current members may obtain the Bylaws, Airfield Operational-Safety Rules and Frequency Control upon request.

ARTICLE IV – MEETINGS OF MEMBERS

Section 1: Annual Meeting

An annual meeting shall be called in October for the purpose of electing officers.

Section 2: Special Meeting

The President, Board of Directors, or not less than one third of organization members may call a special meeting of the members, provided the membership is notified at least 72 hours in advanced of the time and place of the meeting.

Section 3: Regular Meetings

A regular meeting of the Board shall be held quarterly (January, April, July, October) at the direction of the Board President. Membership will be notified at least 72 hours in advance of the time and place of the meeting.

Section 4: Voting

All matters submitted for vote at a meeting of the members shall require an affirmative vote by a majority of the members present, unless otherwise stated. Voting may be done verbally or by a show of hands except in the election of the board, as required voting may be done by secret ballot.

Section 5: Membership Meetings

Membership may meet more frequently to maintain camaraderie within the organization. If there is a majority of board members present the board cannot make any decisions during these meetings.

ARTICLE V - BOARD OF DIRECTORS

Section 1: General Powers

The affairs of the organization shall be managed by the Board of Directors, which shall consist of five (5) members.

Section 2: Qualifications

Directors must be a member of **AMA** and a member of the organization. All Directors shall be a minimum of eighteen (18) years of age.

Section 3: Regular Meetings

The Board of Directors should attend the scheduled regular meetings.

Section 4: Quorum

A majority of the Board shall constitute a quorum for the transaction of any business meeting of the Board. If less than a majority is present, majority of the Directors present may vote to adjourn the meeting.

Section 5: Compensation

Directors of the Board shall not receive any compensation for their services.

Section 6: Record Keeping

All records are passed on when new officers are elected.

ARTICLE VI – OFFICERS

Section 1: Officers

The officers of the organization shall be President, Vice President, Secretary, Treasurer and Safety Coordinator. These officers shall constitute the Board of Directors. Officers cannot hold more than one office concurrently.

Section 2: Election and Term of Office

The membership on a yearly basis shall elect the Board from the members willing to serve to that position. See Article IV Section 1. The term of office is one (1) year. In the event that there is no nomination for a position, then that position becomes an “Appointed Position” for that year. The remaining members of the Board may appoint any member willing to serve to that position. That appointment is to be ratified at the next regular meeting by the majority vote of the membership present.

Section 3: Removal from Office

Any officer, elected or appointed may be removed by a majority of the Board whenever, in their judgment; the best interest of the organization would be served.

Section 4: Vacancies

The Board, for the unexpired term, may fill a vacancy in any office. See Article VI Section 2

Section 5: President

The President shall be the principal executive officer of the organization and shall, in general , supervise and control all of the business affairs of the organization in conjunction with others members of the Board. The President shall preside at all meetings of the members of the Board: he may appoint any committee to serve the organization as needed. The President shall appoint a committee to audit the organization finances in October. The President shall appoint a chairman to all committees. The President is authorized to approve purchases up to \$ 100.00 dollars per month without approval. When possible write articles for the newsletter.

Section 6: Vice President

In absent of the President, or in the event of the Presidents inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have the powers of and be subjected to all the restrictions upon the President. The Vice President shall perform other duties as may be assigned by the President. When possible write articles for the newsletter.

Section 7: Secretary

The Secretary shall prepare the agenda and maintain an accurate, complete set of minutes of all meetings conducted by the Board. The Secretary shall maintain, with assistance of the Treasurer a complete organizational roster, including members AMA number and expiration date. The Secretary shall also handle all organizational correspondence under the direction of the President. The Board Secretary will apply for AMA Chartered Club membership annually. When possible write articles for the newsletter.

Section 8: Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from any source whatsoever and deposit such monies in the name of the organization in an Insured Security (Bank); and in general perform all the duties to the office of Treasurer and such duties as assigned by the President. All expenditures in excess of \$ 100.00 dollars must be approved by the Board by a majority of those present at the meeting, except for annual reoccurring fee`s. (AMA membership, website, portable toilet, post office box, weather station link, etc.) All expenditures require two (2) signatures of any Board member on all checks or drafts or for the payment of money in the name of the organization. The Treasurer shall maintain possession of the checkbook. Treasure will provide a monthly financial statement to all officers of the Board. When possible write articles for the newsletter.

Section 9: Safety Coordinator

The Safety coordinator shall preside over all flying activities; shall have the power to restrict any person or aircraft from flying at any time for safety reasons. ***Any decision to restrict a person must be documented and submitted to the Board.*** The flying restriction will apply to safety related concerns. The restriction may be lifted by the Safety Coordinator if the Safety Coordinator feels the issue has been resolved. The Safety Coordinator shall designate a person(s) to act in their absence to enforce Airfield Operational-Safety Rules, Frequency Control and Regulations of the Academy of Model Aeronautics for all organization activities and special events. Safety Coordinator will act as communications liaison between the organization and AMA Headquarters related to safety. Safety Coordinator is required by AMA to have Email access. When possible write articles for the newsletter.

The duties of the Safety Coordinator shall include, but not be limited to:

- A. Act as the safety advisor for the organization and its members.
- B. Develop, promote and encourage a climate of safety awareness within the organization.
- C. Take a lead role in enforcing safety through member education and manage a grievance reporting system so that any member may report alleged occurrences of non-compliance to the Board for any appropriate corrective action.
- D. Inspect operational areas for proper signage and safety equipment.
- E. Conduct safety awareness training and related programs during meetings.
- F. Act as liaison with the local Law Enforcement and EMS/Fire Department.
- G. Establish an emergency action plan to handle serious accidents/incidents. Review this plan at least annually with members.
- H. Coordinate member training in appropriate first aid techniques given by qualified instructors.
- I. Conduct, at least annually, a safety audit of organization facilities, equipment, and grounds to ensure everything is in a good/safe working order for normal use by members, guest and public.

ARTICLE VII - CONDUCT OF MEMBERS

Section 1: Conduct of Members

All members of the organization are expected to act in a sportsman like manner. Any member threatening violence or use of language that is generally considered offensive will not be tolerated. Any member acting to the contrary is subject to disciplinary action by the Board. Any member that observes such behavior is encouraged to report the incident.

ARTICLE VIII – AIRFIELD OPERATIONAL-SAFETY RULES

Section 1: Governing Rules

Flight operations at the Tehachapi Crosswinds site are governed by the document entitled “Tehachapi Crosswinds Airfield Operational-Safety Rules and Frequency Control” In addition to all applicable rules of the Academy of Model Aeronautics must be observed.

Section 2: Insurance Coverage

Members are cautioned that violation of these rules may invalidate your AMA insurance coverage.

Section 3: Member Responsibility

Any member who observes a violation of any of these rules must notify the Safety Coordinator or a member of the Board.

Section 4: Safety

Any member who disregards any safety related request by the Safety Coordinator or Safety Coordinator’s designee is subject to immediate suspension of flight privileges. Any member who willfully disregards a rule that could cause injury or damage to property is subject to immediate suspension by any member of the Board. The Safety Coordinator or Safety Coordinator designee may impose a temporary rule that will remain in effect until the next regular member meeting.

Section 5: Amendment of Airfield Operational-Safety Rules

Airfield Operational- Safety Rules and Frequency Control may be amended by a majority vote of members present at any regular meeting with the following provisions:

- A. The proposed amendment was presented in writing at the previous regular meeting.
- B. The proposed amendment with the final wording was published in the newsletter, website or emailed to members seven (7) days prior to the meeting at which the voting occurs. Changes to the Operational-Safety Rules or Frequency Control will be posted on the organization website.

ARTICLE IX - GUEST

Section 1: Purpose

The organization encourages members to bring guests to our airfield and encourage their continued participation with our organization. The purpose of the guest membership is to allow potential members to fly at our site and meet our members.

Section 2: Members Responsibilities

All guests must be under direct supervision of an adult flying member and must comply with all the organization rules and regulations.

Section 3: Requirements

All guests are required to show proof of current AMA membership.

Section 4: Limitations

The guest privilege is limited to three (3) sessions during any calendar year. The sole exception to these limitations is for the persons participating in the organizations Introductory Pilot Program; only under the supervision of a designated AMA Introductory Pilot Program Instructor.

ARTICLE X – AIRFIELD ACCESS

Section 1: Airfield Access

Members must be current with all organization fees and dues in order to fly. All members flying at the site must sign in and out of the flight log located in the frequency control box. Junior Members must be under direct supervision of their legal guardian or an adult flying member

Section 2: Airfield Closure

In the event of inclement weather the airfield will be closed. This is for safety reasons, to prevent damage to the access road and airfield. The airfield may or will be closed during maintenance.

ARTICLE XI – GRIEVANCE PROCEDURE

Section 1: Purpose

The grievance procedure provides a mechanism to enforce existing safety 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 Board of Directors by means of a grievance. The grievance shall be in writing, signed, dated and turned into the Board within seven (7) days of alleged violation. In addition to the complainant, at least one witness is required to sign the grievance.

Any grievance that is determined valid by the Board will be recorded by the Secretary. While grievances will be permanently recorded, only repeated incidents that occur within a one (1) year time period will be considered when determining disciplinary action. Disciplinary actions are prescribed in Section 2.

Any member receiving a grievance, who directs retaliation against the person or witness filing said grievance, will be subject to immediate expulsion from the organization. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action to be deemed retaliatory by the Board of Directors. Expulsion of a member will be administered by the Board. Any expulsion requires a majority vote by all Board members.

Section 2: Board of Directors

The Board of Directors shall use its judgment in carrying out action on the following:

- A. A grievance will be filled out and turned into the President.
- B. FIRST VIOLATION
 1. Viewpoints of both the complainant and accused will be considered.
 2. Complainants name will be disclosed.
 3. A verbal reprimand may be given to the accused by the Board of Directors, and will be recorded by the Board Secretary.
- C. SECOND VIOLATION
 1. Complainants name will be disclosed.
 2. The accused has the right to a written rebuttal, to be reviewed by the Board of Directors.
 3. If the Board so decides, the flying privileges of the accused will be suspended for a minimum of thirty (30) days. Written notice of this shall be issued and announced at the next Board meeting.

D. THIRD VIOLATION

1. Complainants name will be disclosed.
2. The accused has the right to a written rebuttal, to be reviewed by the Board of Directors.
3. The Board of Directors will notify the accused in writing when the Board will vote on the expulsion of the accused at the next meeting.
4. Said expulsion shall last a minimum of one-year (longer if deemed necessary by the Board of Directors).
5. A member shall be expelled from the organization only upon a majority vote of the Board.
6. The expelled member may reapply for membership after the expiration of the expulsion time period.

ARTICLE XII – CONTRACTS AND GIFTS

Section 1: Contracts

The Board may authorize any officer of the organization to enter into any contract on behalf of the organization. Such authority may be general or confined to specific instances.

Section 2: Gifts

The Board or its designee may accept on behalf of the organization any gifts or contributions.

ARTICLE XIII – MISCELLANEOUS PROVISIONS

Section 1: Parliamentary Authority

The current edition of ***Roberts Rules of Order*** shall govern the organization in all cases to which they are not inconsistent with any statutes, these bylaws, and/or any special rules of order the organization may adopt.

Section 2: Fiscal Year

Fiscal year shall be from January 1st to December 31st of each calendar year

Section 3: Dissolution of Club

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

ARTICLE XIV – AMENDMENT OF BYLAWS

Section 1: Amendments

The Bylaws may be amended at any regular meeting of the organization by a majority vote of members present with the following provisions:

- A. The proposed amendment was presented in writing at the previous meeting
- B. The proposed amendment with final wording was published in the newsletter, website or emailed to members seven (7) days prior to the meeting at which the voting occurs. Changes to the Bylaws will be posted on the website.

Member Copy Acceptance of Terms and Conditions

I have read and understand the Tehachapi Crosswinds Bylaws, Airfield Operation Safety Rules and Frequency Control. In addition, I have read and understand the Current Official AMA National Model Aircraft Safety Code.

I agree to follow all rules and regulations as prescribed by those documents.

Member _____ (Print Name)
Signed _____ Date _____
AMA # _____ Exp. _____

Note: Junior Members require a parent or legal guardians consent and signature. By signing for a Junior Member you agree that you have read and understand the rules and regulations contained in the documents referred to above.

Parent or Legal Guardian (please circle)

Name _____ (Print Name)
Signed _____ Date _____

Board President _____ (Print Name)
Signed _____ Date _____

This Copy Must Be Signed and Returned to the Board Secretary

Acceptance of Terms and Conditions

I have read and understand the Tehachapi Crosswinds Bylaws, Airfield Operation-Safety Rules and Frequency Control. In addition, I have read and understand the Current Official AMA National Model Aircraft Safety Code.

I agree to follow all rules and regulations as prescribed by those documents.

Member _____ (Print Name)

Signed _____ Date _____

AMA # _____ Exp. _____

Note: Junior Members require a parent or legal guardians consent and signature. By signing for a Junior Member you agree that you have read and understand the rules and regulations contained in the documents referred to above.

Parent or Legal Guardian (please circle)

Name _____ (Print Name)

Signed _____ Date _____

Board President _____ (Print Name)

Signed _____ Date _____

